

R.S.D college

FIROZPUR CITY 152002

SELF STUDY REPORT (SSR)

**Submitted to NAAC
Nagarbhavi, Bangalore.**

**R.S.D. College
Firozpur City**

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Estd 1921

R. S. D. COLLEGE

FEROZEPUR CITY - 152002

*(A Premier Post Graduate Co-educational Institution)
(Affiliated to Panjab University, Chandigarh)*

Ph No. 01632-220254, 226254
221727, 224344
Email: rsdcollege@yahoo.com
Website: rsdcollege.com

Ref. No. RSDC/ 687/2012-13

Dated: 23/08/2012

Declaration

I certify that the data included in this Self Study Report (SSR) is true to the best of my knowledge. This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer Team will validate the information provided in this SSR during the peer team visit.

Signature of the Head
of the Institution with
Seal



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NAAC Self Study Report

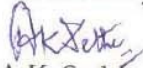
This Self Study Report (SSR) has taken over four months of strenuous efforts to write, compile and a journey of editing and re-editing. It continues to be a true labour towards the quality enhancement for all of us, and we would like to thank the following for their contribution without which this report could never have been created.

I am thankful to Dr. Bhushan K. Sharma, Principal of the College, for extending his fullest cooperation at every stage and being the pillar of support and constant guide. His encouragement, support and enthusiasm have enabled us to complete this task.

I am beholden to the members of the NAAC core committee and the members of the administrative office who have spent countless hours and exhibited Herculean resourcefulness in handling the maze of data, compiling and editing it, typing and retyping the report and giving it the present shape.

Last but not the least; I convey my heartiest thanks to all the teaching staff for their timely help and support.

We are truly grateful for the many hands that made this report possible.


A.K. Sethi
Coordinator,
Steering Committee

The President Speaks...

I come from a day and age when education was considered service. I entered this profession not as a business man but with a vision to educate, not just to grow minds but to develop generations. Teaching is a noble profession and the only reward is the success of the child. It is said that Education teaches us to leave the world a better place than when we found it.

Education is the process of instruction aimed at the all round development of boys and girls. Education dispels ignorance. It is the only wealth that cannot be robbed. Learning includes the moral values and the improvement of character and the methods to increase the strength of mind. Education serves as the mean to bring about the desired change in society, to develop a generation of virtuous individuals and thus contribute to the development of good human beings.

We are the recipients of sacred and precious values imparted regularly by our teachers. A good moral based education is also a must. As an institution, we want education by which character is formed, strength of mind and knowledge increases and makes us independent. This is ours to keep forever. It is this kind of teaching we impart in our college and I have every confidence to say that along with prosperity we also have the character due to the quality of education received. We, at R S D College, constantly monitor and strive to take the education to the level that evolves human mind.

I am happy that the college is submitting its SSR for the NAAC Accreditation. I congratulate the Principal, Dr. Bhushan K. Sharma, the members who worked diligently to achieve the purpose. I firmly believe that the college shall scale new heights in the times to come for the achievement of our goal is assured the moment we commit our self to it.

Satish Chandra Sanwalka

From the pen of the Principal...

R.S.D.College was established in 1921 by Lala Gowardhan Das Ji whose vision was to provide quality education to students from diverse backgrounds, irrespective of region, religion, caste, economic strata and academic performance in earlier years. This year R.S.D College steps into the 93rd year of its existence and service to the nation. As I muse over the 9 glorious decades of R.S.D College's growth, my heart fills with love, admiration and pride for the fertile soil which the College provides to the students who enter its portals to leave as responsible human beings. True to its motto, R.S.D College always aspires to aim high, scaling great heights in its quest for excellence in imparting human, intellectual, spiritual and moral formation to the students. The college grew from a single institution into a multi-institution delivering quality education at all levels. Having successfully crossed the various hurdles encountered on the way of its growth, R.S.D has grown in stature and strength today, and has become one of the finest educational institutions dedicated to the pursuit of knowledge and excellence.

Not to rest on our laurels, we are extremely pleased to submit this self study report of our college for accreditation. By this humble submission, we offer ourselves for quality inspection to serve better in future by getting accredited. This self study report has been prepared as per the norms set by NAAC and gives an insight into our efforts of scaling new heights and raising the bar further. The multi-faceted achievements of our students recorded in our report bears testimony to the effectiveness of our new endeavours.

May the Quality Education, we impart to our students in R.S.D. College enlighten their minds and enthuse their hearts towards always aiming high.

Bhushan K. Sharma
Principal

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PROFILE OF THE COLLEGE

PROFILE OF THE COLLEGE

1. Name and address of the college:

Name: **R.S.D. College**

Address: **Outside Makhu Gate,**

City: **Ferozepur City** Pin: **152002** State: **Punjab**

Website: www.rsdcollege.com

2. For communication:

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal	Dr. Bhushan K. Sharma	01632-220254	09872837811 09646002816	01632-226254	rsdcollege@yahoo.com bhushan2816@yahoo.com
Vice Principal	NA				
Steering Committee Co-ordinator	Sh. A.K. Sethi, Associate Professor	-	9464105981	01632-226254	

3. Status of the Institution:

- Affiliated College :
- Constituent College :
- Any other (specify) :

4. Type of Institution:

- a. By Gender
- i. For Men :
 - ii. For Women :
 - iii. Co-educational :
- b. By Shift
- i. Regular :
 - ii. Day :
 - iii. Evening :

5. Is it a recognized minority institution?

- Yes :
- No :

- If yes specify the minority status (Religious/linguistic/any other) and provide documentary evidence. :
6. Source of Funding:
- Government :
 - Grant-in-aid :
 - Self-financing :
 - Any other :
7. a. Date of establishment of the college : **01/05/1921**
- b. University to which the college is affiliated or which governs the college (if it is a constituent college) : **Panjab University Chandigarh**
- c. Detail of UGC recognition (Enclose the Certificate of recognition u/s 2(f) and 12(B) of the UGC Act) :
- | Under Section | Date, Month & Year (dd-mm-yyyy) |
|---------------|---------------------------------|
| i. 2 (f) | 26-03-1976 |
| ii. 12(B) | 26-03-1976 |
- d. Detail of recognition/ approval by statutory/regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.) (Enclose the recognition/approval letter) : **N.A.**
8. Does the affiliating university Act provide : Yes No
- for conferment of autonomy (as recognized by the UGC), to its affiliated colleges ?
- If yes, has the college applied for availing : Yes No
- the autonomous status?
9. Is the college recognized
- a. by UGC as a college with Potential for Excellence? : Yes No
- If yes, date of recognition: (dd/mm/yyyy)
- b. for its performance by any other : Yes No

governmental agency?
 If yes, Name of the agency and
 Date of recognition (dd/mm/yyyy)

10. Location of the campus and area
 in sq. mts. :
 (*urban, Semi-urban, Rural, Tribal,
 Hilly area, Any others specify)

Location*	URBAN
Campus area in sq. mts.	29542.17 sq. mts
Built up area in sq. mts.	15000 sq. mts.

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

- Auditorium/ seminar complex with infrastructural facilities: : **Yes**
- Sports facilities
 - ❖ Play Ground : **Yes**
 - ❖ Swimming Pool : **No**
 - ❖ Gymnasium : **Yes**
- Hostel
 - ❖ Boys hostel : **No**
 - i. Number of hostels
 - ii. Number of inmates
 - iii. Facilities (mention available facilities)
 - ❖ Girl's hostel : **Yes**
 - i. Number of hostels : **One**
 - ii. Number of inmates : **70**
 - iii. Facilities : **Spacious rooms with attached bathroom, Table, Chair, Bed, & Fan, Common Room with facilities like TV, Indoor Game, Reading Room with facilities of News Papers, Magazines etc. and a Play ground.**
 - ❖ Working women's hostel : **No**
 - i. Number of hostels

- ii. Number of inmates
- iii. Facilities
(mention available facilities)

- a. Residential facilities for Teaching and non-teaching staff (give numbers available and cadre wise) : **Principal's Residence, Guest House and Staff Quarters.**
- b. Cafeteria : Yes
- c. Health centre - First Aid- : Yes
 - Inpatient : No
 - Outpatient : Yes
 - Emergency Care facility : Yes
 - Ambulance : **No (However, 108 Ambulance facility available for 24 hours)**

- Health Centre Staff -

- Qualified doctor : Full Time
- : Part Time
- Qualified Nurse : Full Time
- : Part Time

- Facilities like banking, post office, book shops : **Banking (In campus) - Yes**
- : **Post Office (Off Campus 100 meters) - Yes**
- : **Book Shop - Yes. (in campus)**

- Transport facilities to cater to the needs of students and staff : **No (facilities of concessional bus and railway passes are available)**
- Animal house : **No**

- Biological waste disposal : Yes
- Generator or other facility for managing constant supply and voltage of electricity: : Yes
(Four Generators comprising 80, 45, 11 and 5 KV respectively)
- Solid waste management facility : Yes
- Waste water management : Yes
- Water harvesting : Yes

12. Details of programmes offered by the college (Give data for current academic year)

Sl. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/ approved Student places	No. of students admitted
1.	Under-graduate	B.A.I	One Year	+2	English/ Hindi/ Punjabi	NA	609
		B.A.II	-do-	BA-I	-do-	NA	227
		B.A.III	-do-	BA-II	-do-	NA	165
		BCA-I	-do-	+2	-do-	40X4=160	98
		BCA-II	-do-	BCA-I	-do-	40X4=160	54
		BCA-III	-do-	BCA-II	-do-	40X4=160	32
		B.Com.I	-do-	+2	-do-	70X2=140	145
		B.Com.II	-do-	B.Com.I	-do-	70X2=140	91
		B.Com.II (Hons)	-do-	B.Com.I	-do-	70X2=140	27
		B.Com.III	-do-	B.Com.II	-do-	70X2=140	89
		B.Sc.I (M)	-do-	+2	-do-	NA	20
		B.Sc.II (M)	-do-	B.Sc.I	-do-	NA	7
		B.Sc.III (M)	-do-	B.Sc.II	-do-	NA	5
		B.Sc.I (NM)	-do-	+2	-do-	NA	130
		B.Sc.II (NM)	-do-	B.Sc.I	-do-	NA	68
		B.Sc.III (NM)	-do-	B.Sc.II	-do-	NA	44
2.	Post-Graduate	M.Com.I	One year (two semester)	B.Com.III	-do-	40	33
		M.Sc. (IT) 1 st Year	-do-	BCA-III	-do-	30	12

		M.Sc. (IT) 2 nd Year	-do-	M.Sc.(IT) 1 st year	-do-	30	2
		MA (Pbi) 1 st year	-do-	BA-III	-do-	50	47
		MA (Pbi) 2 nd year	-do-	-do-	-do-	50	48
		MA(His) 1 st year	-do-	-do-	-do-	50	39
		MA(His) 2 nd year	-do-	-do-	-do-	50	1
8.	PG Diploma	PGDCA	One Year	BA/B.Sc/ B.Com/ BCA	English	30	9

13. Does the college offer self-financed programme? : Yes No

If yes, how many :

14. New programmes introduced in the college during the last five years if any? :

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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Number	4
--------	---

: M.A (History), M.A (Punjabi),
M.Com. & B.Com. (Hons)

15. List of departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly also do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Particulars	UG	PG
Science	Physics/ Chemistry/Zoology/ Botany/ Computer Applications	-
Arts	Hindi, History, Pol. Sci, Pub. Adm, Maths, Economics	-
Commerce	B.Com. (Regular) B.Com. (Hons)	M.Com-I
Any other not covered above ▪ Dept. of Computer Science	BCA	M.Sc.(IT) PGDCA

16. Number of Programmes offered under (Programme means a degree course like BA, B.Sc. M.A., M.com)

- a. annual system : BA/BSc/B.Com./BCA & PGDCA
- b. semester system : MA(Hist)/ MA(Pbi)/ M.Sc.(IT)/ M.Com.
- c. trimester system : Nil

17. Number of Programmes with

- a. choice based credit system :
- b. Inter/ multidisciplinary approach :
- c. Any other (specify and provide details) :

18. Does the college offer UG and or PG programmes in Teacher Education?
If yes,

: Yes No

a. Year of Introduction of the programme(s) (dd/mm/yyyy) and number of batches that completed the programme

:

b. NCTE recognition details (if applicable) Notification No.: Dated..... (dd/mm/yyyy) Validity.....

:

c. Is the institution opting for assessment and accreditation of Teacher education separately?

: Yes No

19. Does the college offer UG or PG programme in Physical Education?

: Yes No

However Physical Education as an elective subject is provided at Under Graduate level.

If yes,

a. Year of Introduction of the programme(s) and number of batches that completed the programme

:

b. NCTE recognition details :
 (if applicable)
 Notification No.:
 Dated..... (dd/mm/yyyy)
 Validity.....

c. Is the institution opting for assessment and accreditation of Teacher education separately? : Yes No

20. Number of teaching and non-teaching positions in the Institution

Positions	Teaching faculty						Non Teaching		Technical Staff	
	Professor		Associate Professor		Assistant Professor		M*	F*	M*	F*
	M*	F*	M*	F*	M*	F*				
Sanctioned by UGC/ university/ State Government <i>Recruited</i>	1	-	13	2	3	3	15	-	10	-
<i>Yet to recruit</i>	-	-	-	-	28	-	4	-	03	-
Sanctioned by the Management/ society or other authorized bodies <i>Recruited</i>	-	-	-	-	20	28	1	-	1	-
<i>Yet to recruit</i>	-	-	-	-	-	-	-	-	-	-

21. Qualifications of the teaching staff:

Highest Qualification	Professor		Associate professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent Teachers							
D.Sc./D.Lit.	-	-	-	-	-	-	-
Ph.D.	1	-	1	-	1	1	4
M.Phil.	-	-	9	2	2	-	13
PG	-	-	3	-	-	2	5
Temporary Teachers							
Ph.D.	-	-	-	-	2	1	3
M.Phil	-	-	-	-	3	5	8
PG	-	-	-	-	15	22	37
Part Time							
NA							
Ph.D.							
M.Phil.							
PG							

Number of Visiting Faculty engaged with the College : 10

23. Furnish the number of the students admitted to the institute during the last four academic years:

Categories	2009-10		2010-11		2011-12		2012-13	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	92	10	87	09	121	07	214	24
ST	-	-	-	-	-	-	-	-
OBC	114	21	152	12	192	15	384	33
General	762	193	717	185	972	157	1245	203
Others	1	-	02	-	02	01	-	-

24. Detail of students enrolled in the college during the current academic year:

Type of students	UG	PG	M.Phil.	Ph.D.	Total
Students from the same state where the college is located	1811	161	-	-	2002
Students from other states of India	-	-	-	-	-
NRI students	-	-	-	-	-
Foreign Students	-	-	-	-	-
Total	1811	161	-	-	2002

25. Dropout rate in UG and PG(average for the last two batches) Enrolled in first year, minus those appeared for final exams in the final year from among them = Dropout. (e.g. enrolled in 2007, 100. Minus those who appeared for final Exams in 2010, 85= dropout 15)

UG	2010-11	194
	2011-12	256

PG	2010-11	01
	2011-12	05

26. Unit Cost of Education (unit Cost= total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) including the salary component : Rs.22375/-

(b) excluding the salary component : Rs.3713/-

27. Does the college offer distance education programme (DEP)? : **Yes** **No**

If yes,
 a) is it a registered centre for offering distance education programme of another University : **Yes** **No**

- b) Name of University whose courses are offered :
- Number of programmes offered :
- c) Recognized by the Distance Education Council : Yes No
28. Provide Teacher-student ratio for each of the programme/course offered. : **BA** : **1: 36**
B.Sc. : **1: 13**
B.Com. : **1: 53**
BCA : **1: 13**
M.Sc(IT) : **1: 7**
MA(Pbi) : **1: 26**
M.A.(Hist) : **1: 10**
29. Is the college applying for Accreditation : Cycle1 Cycle 2
Cycle 3 Cycle 4
- Re-Assessment: :
- Date of accreditation* :
- Number of working days during the last academic year: :
30. Number of teaching days during the last academic year (Teaching days means days on which lectures were engaged excluding the examination days) :
31. Date of establishment of Internal: Quality Assurance Cell (IQAC) : **21-11-2011**
32. Details on submission of Annual Quality Assurance Reports (AQAR)
AQAR (i)_____ (dd/mm/yyyy)
AQAR (ii)_____ (dd/mm/yyyy)
AQAR (iii)_____ (dd/mm/yyyy)
AQAR (iv)_____ (dd/mm/yyyy)
33. Any other relevant data (no covered above) the college would like to include. (Do not include explanatory/descriptive information) :

C. Criteria-Wise Inputs

CRITERION I: CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

1.1.1 State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.

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 instill 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.

Objectives:

The main objective of the institution is to transform the students into well meaning citizens through the committed pattern of instructions based on carefully prepared and well designed curricular aspects. The changing needs of the time are the basis while building a rich corpus of talent. Hence, the main objective of R.S.D College is to transform the students into well meaning citizens through well prepared socially committed patterns of instruction.

Communication to Stakeholders:

The advisory committee and staff council are two main important academic bodies of the institution. The frequent meetings are held which plan programmes and discuss key issues in tune with the vision and mission of the institution. Decision taken in the advisory committee and the staff council are

communicated properly to the entire students through displaying notices on the notice board and making announcements in the class rooms. The following criterion is followed to communicate the vision, mission and objectives of the college to the stakeholders:

- The college's mission and vision are displayed at the main entrance of the college.
- It is communicated to the students through college prospectus, college magazine and during the induction program.
- The vision and mission statement of the college is also displayed on the college website.

1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).

The college meticulously develops action plans for effective implementation of the curriculum. At the outset, the advisory committee of the college conducts protracted meetings with the staff members of various department heads to develop various strategies for effective implementation of the curriculum. Teachers are encouraged beforehand to impart the curriculum through innovative teaching methods such as presentations, assignments, discussions, workshops, seminars, industrial visits, computer education apart from regular/traditional teaching methods.

Thereafter, the staff members of various teaching departments conduct their internal meetings and develop academic plans for the coming academic year. Keeping in view, the no. of working days available, the syllabus is divided into units which are to be finished by a given deadline. Each department of the college follows the academic calendar issued by the affiliating university. Thereafter, the college plans its annual academic schedule which clearly mentions the topics to be taught and no. of working days allocated to respective topics, the amount of syllabus to be tested in various class, monthly, terminal or half yearly exams.

1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices?

The curriculum prepared by the Panjab University, Chandigarh, to which the college is affiliated, is well transacted to the students after serious preparation as well as critical thought by the teachers concerned. Being an affiliated institution we are always in tune into the latest trends in education and guidelines.

The Panjab University regularly organizes refresher courses, orientation programs and workshops to keep the knowledge and teaching aptitude of the teachers updated. The faculty of the college can discuss their issues or problems, if any, while participating in the meetings of the Board of Studies.

The College also encourages the teachers to participate in the Orientation/ Refresher Courses/ Workshops/ Seminars organized by the affiliating university to update the knowledge and to improve the teaching practices. The college bears all the expenditures of travelling including registration/ participation fee etc. The college provides ample books and other teaching and reference material like Journals, Magazines, Teaching Models and softwares to enable its teachers to ensure effective delivery of curriculum.

1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other Statutory agency.

Though the curriculum is designed and revised by the Panjab University, Chandigarh but for effective curriculum delivery, we give weightage to academic improvement and at the same time give sufficient importance to overall development of students by encouraging them to work with various forums of the college such as Student Council, NSS and Managing Committee etc.

The college relies upon the globally trusted and followed teaching strategy, i.e., the chalk and talk method. However, the college and the teaching faculty

have taken many initiatives for effective delivery of the curriculum. The College faculty is trained by the computer department to make them familiar with the use of computers so that they are able to use the modern technological resources internet, projectors and OHP's etc. to supplement their class room lectures. The college has created a Book Bank for the use of teachers and students wherein all the latest books are made available to the faculty for their reference. In addition to the regular subject classes, the college also organizes special lectures by inviting experts from various fields to share their knowledge with the students. The college also organizes special Personality Development Programs for its students.

The students are also taken out for educational tours such as industries/trade fairs, exhibitions and places of historical importance to provide them a firsthand knowledge of various things. Furthermore, for effective curriculum delivery, the college has got the provision of special/ remedial classes for slow learners. Special classes are conducted for those students, who could not attend the classes on account of NCC camp or participation in the sports or extra-mural activities to make up their loss.

1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalisation of the curriculum?

Industry:

The college has set up a Career guidance and Placement cell which maintains professional relations with the representatives of industry. The HR managers of various companies are invited to the college campus to interact with the students. The students of various departments of the college are taken for industrial visits from time to time to keep them abreast of the latest developments in the market.

Research Bodies:

To keep the research temper alive in the campus, research Scholars from various fields are invited to the college to motivate the students to take up research projects in their further studies. The faculty members of the college are also motivated to take up research projects initiated by the affiliating

university or the UGC. Faculty members on their own also keep on interacting with various research bodies and participate in various research projects. Some of the faculty members being a member of the professional bodies like Institute of Chartered Accountants of India, Institute of Company Secretaries of India attend the conferences which in turn helps them in effective operationalization of curriculum.

University:

The faculty members of the college keep regularly in touch with their counterparts at the affiliating university and get latest information regarding their own respective subjects. They keep on visiting the Parent University time to time to keep themselves abreast of the latest trends in their field of study. They have also subscribed to the Journals and Magazines published by various teaching departments of the university. Further, Professors from the parent university campus are also invited to the college from time to time to give seminars and talks to the faculty members.

1.1.6 What are the contributions of the institution and/or its staff members to the development of the curriculum by the University?(number of staff members/departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.

Though the college faces a few constraints to modify the syllabus on its own, yet the affiliating university has a system in place to get recommendations from its affiliated colleges through Board of Studies. Large number of faculty represents the academic bodies of the Panjab University, Chandigarh who regularly participate in the process of syllabus design.

Our teachers also participate in the discussions relating to the curriculum design and also conduct workshops on behalf of the university. Whenever they find that the syllabus needs to be modified to meet the present trends, they communicate their ideas in black and white to their respective Members of board of Studies through the Principal of the college.

The members of the faculty brain storm and discuss amongst themselves the relevance of the syllabus designed by the affiliating university. While recommending or forwarding the suggestions to the Board of Studies our teachers normally take into consideration the students' feedback as well as other faculty members of various departments.

It has been a regular practice of the college to depute senior most faculty to meet the students in the class rooms exclusively and informally outside the class room to get their informal feedback. Outcome of parent-teacher meetings as well as report from the administration is also taken into consideration while forwarding suggestions to the board of studies.

1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university)by it? If 'yes', give details on the process ('Needs Assessment', design, development and planning) and the courses for which the curriculum has been developed.

We accept that the radius of our autonomy is limited. The college does not enjoy the freedom to frame its own curriculum for any of the academic programs. However, the college tries to supplement the syllabus by arranging special classes for students or by inviting experts from various fields.

1.1.8 How does institution analyse/ensure that the stated objectives of curriculum are achieved in the course of implementation?

- The institution has formed communication channels among all the stakeholders to ensure that objectives of the curriculum are achieved in the course of implementation.
- Once the academic session is in full swing and all the laid action plans are being followed, the college at various points takes stock of the effectiveness of these action plans. Also, the college ensures that during the course of implementation, the stated objectives of the curriculum are achieved. To do this, various tests, Half yearly exams are conducted to monitor the outcomes of the syllabus. Systematic documentation is maintained to review the outcomes of the curriculum. If at any step, the college realizes that the laid objectives are not being achieved, the college plans for a remedial action and strategies are devised to cover up the gaps, if any, in the delivery of the curriculum to ensure that it enables the college to achieve the stated objectives of the curriculum.

1.2 Academic Flexibility

1.2.1 Specifying the goals and objectives give details of the certificate/diploma/skill development courses etc., offered by the institution.

Keeping in mind the growing needs at state, national and global level and considering the unprecedented need of making the environment eco friendly, the college imparts education at Graduate/Post Graduate Degree Level in all branches, of Arts, Commerce and Science with basic knowledge of computers.

Following is the List of Courses offered by the Institution

Program Offered	Details
B.A.	----
B.Sc. (Medical)	----
B.Sc. (Non-Medical)	----
B.Com.	2 units of 70 students each; Total seats 140
B.Com.(Honours)	40 Seats
BCA	160 Seats
PGDCA	60 Seats
M.Sc.(IT)	30 Seats
MA (Punjabi)	50 Seats
MA (History)	50 Seats
M.Com	40 Seats

Apart from these regular courses which are duly affiliated with the Panjab University, Chandigarh, the college also offers certain Skill Development courses to enhance the students' knowledge. Courses like Communication Skills, Personality Development, are also provided to students of all classes to hone their interpersonal skills. Students of B.Com are imparted special preparatory courses for various competitive exams like Bank, PO, UPSC, SSB, etc.

1.2.2 Does the institution offer programmes that facilitate twinning /dual degree? If 'yes', give details.

College at its own level does not offer dual degree programmes. But number of college students are pursuing certificate course in vocational programmes from IGNOU. The college supports such students in terms of guidance from

expert teachers. They are also allowed to get the services of college library and Computer Labs as and when required. The students of Commerce are also pursuing CA course simultaneously with the regular B.Com course offered by the college.

1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability

The college offers B.A., B.Sc., BCA, B.Com., B.Com (Hons.) and B.Sc. with Computer Applications to keep the students abreast of this fast changing technological world. Keeping in mind the regional demand and to cater the younger generation with all possible facilities, the college provides computer application subject at TDC level in addition to traditional B.Sc. (TDC) course in Physics, Chemistry and Mathematics. The inter disciplinary course in environment was also introduced for all B.A, B.Sc, B.Com classes, so as to shoulder their responsibility as a good citizen to ensure a safe environment. The subject of Punjabi was introduced so as to give a boost to regional language because the whole work is carried out in Punjabi at all government offices, and is a compulsory subject of study too. In B.Com., the students are encouraged to do CA, ICWA, CS etc. In B.A., Computer Application, Computer Science & Information Technology has been introduced to make the students tech savvy.

At PG level, the college offers M.A. in Punjabi and History and M.Com degrees to impart specialized knowledge to the students who wish to pursue higher studies.

All these courses definitely develop employable skills among the students that in turn helps them progress in higher studies and their potential for getting employment is surely enhanced with these skills development courses offered by the college.

*** Range of Core /Elective options offered by the University and those opted by the college**

The college provides instructions for B.A./B.Sc./B.Com./B.Com. (Hons) and BCA at Under Graduate level and M.Sc. (IT), M.(Com), MA- Punjabi and History at Post Graduate Level. The Panjab University, Chandigarh does not give academic flexibility to the affiliated institutions. However, institution offers the following compulsory and optional subjects in Undergraduate and Post Graduate Level.

S.No.	Class	Subjects	
		<u>Compulsory/Core</u>	<u>Optional</u>
1	BA	English (General)	Hindi/Punjabi/ English (Elective)
		Punjabi(General)/ History & Culture of Punjab	Economics, Political Science, History/Mathematics, Public Administration, Physical Education, Information Technology (Vocational) and Computer Science.
2	B.Sc.	Punjabi(General)/ History & Culture of Punjab (only for 1 st year students)	Physics, Chemistry, Maths, Computer Application, Zoology, Botany, and Environment Education.
3	B.Com.	English and Business Communication Skills, Punjabi/History and Culture of Punjab, Commercial and Labour Laws, Financial Accounting, Business Organisation and Management, Business Maths and Statistics, Environment Education	
4	B.Com. (Hons)	As laid down in the Panjab University syllabus	
5	BCA	Maths, English, Punjabi/History and Culture of Punjabi, Computer Organization And System Maintenance, Computer Programming and Problem Solving through C Language, Personal Computing Software	

- **Choice Based Credit System and range of subject options**

The courses are offered as per modules prepared by the Panjab University, Chandigarh.

- **Courses offered in modular form**

Courses are provided unit wise and are arranged in the modular form at department level by academic committees comprising of HOD's, staff and Principal. The modules so arranged are also used for testing the students in the exams, (1st Terminal, 2nd Terminal and Special tests).

- **Credit transfer and accumulation facility**

No credit transfer and accumulative facility exists.

- **Lateral and vertical mobility within and across programmes and courses**

No lateral mobility within and across the programmes exists, however, vertical mobility exists.

- **Enrichment courses**

The existing courses are enriched by preparing the students to design small projects and presentations related to theory work. PDP's are also held to develop the communication skills among the students. To add, lectures by the experts are also organized time to time to update the knowledge of our students.

1.2.4 Does the institution offer self-financed programmes? If 'yes', list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.

The college offers the following programmes recognized by the UGC and affiliated with Panjab University, Chandigarh.

1. Name of the Self Financed

Programme:

1. M.A.(History)

2. M.A.(Punjabi)

3. M.Sc. (IT)

4. M.Com.

5. PGDCA

6. BCA

7. B.Com.(Hons)

2. Admissions:

Admission is done on the merit as per guidelines by Panjab University, Chandigarh.

- 3. Curriculum:** The curriculum is designed by the affiliating Panjab University, Chandigarh and implemented by the College through the well prepared socially committed patterns of instructions. Teaching aids like LCD projectors, OHP, Computer and audio equipments are frequently used for effective planning, implementation and delivery of the curriculum.
- 4. Fee Structure:** The fee structure is recommended by the Panjab University and charged from the students accordingly. Fee structure for self financed programs is on a higher side as compared to the regular courses.
- 5. Teachers' Qualifications:** As per UGC/Panjab University norms.
- 6. Salary:** The UGC qualification is mandatory for teachers. They are duly approved by university & State Govt. The Assistant Professors and Associate Professors along with non teaching and support staff draw salary as per UGC regulations amended from time to time.

1.2.5 Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If 'yes' provide details of such programme and the beneficiaries.

The college regularly conducts Personality Development Programmes which enhance the IQ level and communication skills of the participants. The college also invites Guest speakers from the industry which provides regional and global employment opportunities for the students. Special classes are taken for communication skills taking into considerations the rural backgrounds of the students. The coaching for Banking, UPSC competition, short term computer courses, Pre-medical competition exams, Engineering entrance tests is also imparted to students.

1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice" If 'yes', how does the institution take advantage of such provision for the benefit of students?

No, the university does not allow the flexibility of combining conventional face to face and distance mode of education.

1.3 Curriculum Enrichment

1.3.1 Describe the efforts made by the institution to supplement the University's Curriculum to ensure that the academic programmes and Institution's goals and objectives are integrated?

The institution being an affiliated college to the Panjab University does not have the freedom of formulating its own curriculum. Still, the courses run at UG and PG levels have their relevance to the institution's goals and objectives. The college aims to impart such knowledge as may be necessary for the all round development of the character of students thereby making them capable of being better employed and at par with the highly competitive job markets. To reach out to the goals and objectives, the institution has evolved additional inputs in the syllabi to face the current trends in competitive areas. A series of Focused Group Discussions among faculty members at departmental level throw light on the limitations in the syllabus. To make up any deficiencies, the college supplements the university's Curriculum by imparting special courses like Personality Development, Coaching classes for various Competitive exams like AIEEE, IIT, PMET, Bank PO etc.

The college has also started UGC Sponsored Remedial classes for the empowerment of SC/BC and other Backward casts. The college ensures that the University Curriculum is followed in the best of the spirit. The college academic calendar is prepared every session with the active involvement of the heads of various departments and the college advisory committee. The Principal makes sure that the curriculum framed by the university is supplemented in such a way that it reflects "*the Mission and the Vision*" of the college.

At UG level, the college following the University instructions, offers a compulsory paper in the name of 'Environmental Education'. This paper has been designed and developed by the great academicians. The syllabus of this paper is framed in such a way by the university that ecology and environment protection and preservation, value orientation, global and national demands have made their entry significantly in the course of studies.

1.3.2 What are the efforts made by the institution to modify, enrich and organize the curriculum to explicitly reflect the experiences of the students and cater to needs of the dynamic employment market?

As discussed in point 1.3.1, the college strictly adheres to the syllabus designed by PU but while delivering this syllabus content to the students, our faculty enrich it with their own expertise and experience so that the students also gain employable qualities that enable them get jobs in this highly competitive world.

The training and placement cell of the college regularly interacts with the HR managers of companies and collects first hand information about the demands and expectations of the corporate sector regarding skill set of students. These demands of the companies are then communicated to the feedback committee which in turn formulates add on courses and extra classes which are then conducted to make up the deficiencies in the students to make them employable.

The task of framing of curriculum of the college, as stated earlier, is in the hands of its parent affiliating institution i.e. Panjab University. The institution can only enrich and organize the curriculum by supplementing it with extra courses (discussed in point 1.3.1) so that the students are benefited in the best possible manner.

The institution has taken measures to cater to the global market needs based on the true assessment of strengths and services offered in the campus. To develop the required skills, brainstorming sessions are held for the faculty to design the tools in the areas of Spoken English, use of computers and providing in-depth knowledge in the respective subjects. Under the guidance

of various committees, special training and tailor made orientations are conducted to enable the students to achieve the global standards. The institution is completely computerized at the administration and academic levels. Computer labs are well equipped with latest computers. Internet facility is made available at the library. OHP, Computers, LCD Projectors have been used for effective communication and teaching. All graduation courses involve one compulsory Fundamentals of Computers paper. The study of this enables all graduates to be familiar with computer fundamentals which enhance employability.

1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?

The cross cutting issues like Gender, Climate Change, Environment Education, Human Rights, ICT etc, find an ample space when it comes to applying them positively into the curriculum. The college, at its own level and with the assistance from UGC and other bodies like ICSSR etc. make arrangements for seminars and conferences of national level where in the experts from above mentioned fields are invited to share and deliver their experiences and knowledge. The college regularly organizes state level seminars on women empowerment, female foeticide. The Management too has supported the cause of the women education thereby offering free books to the girl students. College has been celebrating 'Van Mahotsava' with the support of the staff and the local forest department. One of our faculty members has delivered lecture and presented paper on the relevance of Human Rights and Public Interest Litigation etc. The subject of environment education is a part of the college curriculum. It is compulsory for all the students, irrespective of any stream, to clear the paper of environment. Similarly the college offers the paper of ICS i.e. Introduction to Computer Science, to the students of the college whereby enabling them to learn the latest technology which can help them make a better future.

1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?

- **moral and ethical values**
- **employable and life skills**
- **better career options**
- **community orientation**

The institution has established a tie up with “UDAAN” which conducts a training course to bridge the gap between education and employment. Final year students are encouraged to voluntarily enroll for this course. The Department of English regularly conducts student seminars/ talks and trains the participants in presentation skills. The NSS wing of the college engages the students in community development activities which motivate the students to take up the cause of Social Service.

The institution as such does not offer any value added courses. However there are many enrichment programmes which are regularly organized to develop different skills of the students along with the course work.

Moral and Ethical values:

The college NSS team regularly visits surrounding areas and villages where people are provided awareness on various social, moral, ethical principles and ways of life. The Students are also motivated by way of special lectures so as to instill moral and ethical values in them.

Employable and Life Skills:

The college understands that the need of communication skills is vital for the students for better career options. Therefore the institution arranges Verbal and Written Communication Skills workshops. Group discussions, Essay writing, Recitation of poetry, Declamation Contests are held at a regular intervals both in regional and English language in the institution. It is a regular practice of the institution to invite expert resource persons to conduct workshops on the development of communication competence among the students.

Students are also allotted the different responsibilities in organizing various events and activities such as cultural programmes, competitions, seminars, workshops etc. In this way they improve their team building and organizational skills.

Better Career Options:

The college provides regular computer classes for all students to develop their skills of basic computer operating principles which include Basic Computer Operation, MS office, Internet operations etc.

Community Orientation:

For community orientation college provides personality development sessions, debate competitions and computer coaching classes for other members of society so that society can get advantages of these programs.

The college NSS team regularly visits surrounding areas and villages where people are provided awareness on various social, moral, ethical principles and ways of life.

1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?

The institution has various channels to collect and document responses on curriculum from the stakeholders. The students express their opinion on curriculum through response sheets. Oral responses are also considered. Special formats are used for alumni and parents to register their views during interface meetings. The Advisory committee analyses feedback and prepares response chart for future use. The Principal, being the head of the institution is responsible for collecting feedback from the different stake holders through periodic meetings.

The Principal office will then process and submit the analysis report and present it to the college managing committee. The Principal reviews the analysis reports and initiates interventions. The teachers collect the exit level feedback from the graduates regarding learning processes after the end of academic session every year.

The inputs are obtained from the stake holders regularly and further used to improvise the overall competency of the students for employability.

1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?

The institution has a very clear and transparent way to monitor and evaluate the quality of various enrichment programmes initiated by it. The feedback in

the form of interactions, discussions and suggestions is analyzed by a specially constituted committee and report is submitted to the head of the Department. An advisory committee of first five experienced faculty members has been constituted to monitor and evaluate the efficiency and success of these enrichment programs. This committee meets with the higher authorities like Principal and the Managing Committee from time to time and amends the enrichment programs to meet the desired objectives. The Institution makes sure that the programmes offered in the curriculum include contribution to national development, fostering global competencies among students, inculcating a value system among students, promoting the use of technology and quest for excellence. The College's efforts to ensure that the curriculum bears a thrust on these core values include the initiative for Contribution to national development. The college uses education as the tool for empowering women and through the transaction of the curriculum it has adopted, it seeks to address the all round development of the students enrolled in the various academic programs it offers.

1.4 Feedback System

1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the University?

The institution is an affiliated college to the Panjab University and therefore there is no scope for framing institution's curriculum on its own. However, A systematic mechanism is installed in the institution to look after the affairs of the feedback process and analysis through the member of Board of Studies. Faculty members regularly attend workshops and seminars on revision of curriculum. The College can only forward the suggestions of its faculty to the university through the members of Board of studies. The design and development of the curriculum is in the hands of the university only.

1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If 'yes', how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?

Yes, the college has a well established system of collecting feed back from its stake holders. The feedback on the curriculum obtained from various segments of society is analyzed properly by the departments and the suggestions for improvements are communicated to the Principal who conveys it to the authority of the affiliating university to aware the views of the teachers with regard to the change in the curriculum for the betterment of students. The institution encourages various stakeholders such as students, alumni, faculty to give their feedback and communicates it to the relevant authority to the university through suitable channel. The institution collects all feedbacks and communication in the form of questionnaires and forms those then analyzed and develop areas of improvement from it. The feedbacks are discussed in the staff council meetings. The opinion of the coordinating committee is also taken into account. The institution takes part in the curriculum development process through appropriate analysis of feedback given by the various stake holders 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.

1.4.3 How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programmes?)Any other relevant information regarding curricular aspects which the college would like to include.

The R.S.D. in the recent past has introduced three Post Graduation courses, namely Post Graduation in History, Punjabi and Commerce. These apart, the college has also introduced Honours in Bachelor of Commerce, B.Com. (Honours). A dire need of introducing post graduate disciplines of the above mentioned subjects was felt. The college belongs to border area and there is no college in the nearing vicinity except for a women college which offers

post graduation in History and Punjabi. The major chunk of the people had to run to the big cities for higher education. The college answered to their pressing demand. Similarly there was no college to offer Honours and Post Graduation in Commerce stream. Ours is the first institution to offer this avenue to this backward area of the state. Following academic programs have been started by the college in the last 4 years:

Year	Courses Started
2012-13	M.A.II (Punjabi), M.A.II(History), M.Com.I and B.Com. (Hons)
2011-12	M.A.I (Punjabi), M.A.I (History).
2010-11	NIL
2009-10	NIL

CRITERION II: TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1.1 How does the college ensure publicity and transparency in the admission process?

Publicity:

The institution has a marvelous history of over 90 years. With a large number of course combinations to choose from, it has an exemplary reputation for higher education in Punjab. The college ensures wide publicity in a planned manner. Admission notification is published in leading national and regional daily newspapers. The notification contains detailed information about number and range of courses, eligibility, process of admission and academic as well as support facilities. Prospectus giving all the academic, administrative and financial aspects related to admission process is made available to students. The same information is also available on the college website: www.rsdcollege.com. In addition to it, the faculty members of the college personally visit various schools of the neighbouring areas to counsel students and motivate them to join our college.

Transparency:

The college follows academic calendar, provided by the Affiliating University, i.e. Panjab University, Chandigarh, of events giving last date for receipt of application. The merit list is prepared and its notification is displayed on the notice board. The selected candidates' lists are displayed on the notice boards. The selection is through admission committees which include a convener and other senior teachers. Thus, transparency is ensured from the stage of notification till the completion of admission process. Hence access, equity and social justice are ensured through transparency and adherence to rules.

2.1.2 Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programmes of the Institution.

The college offers only general undergraduate and postgraduate courses. As per the directives of the university, date of sale of application forms/prospectus is notified on the notice board. Application forms can be bought from office and on the spot enquiries are attended to by the registrar and a team of three senior teachers. Selection of students to the course is based on marks obtained in qualifying exam. The college admits the students solely on the basis of merit in the qualifying examination. In case the affiliating university lays down a special criterion like Entrance test or Interview, then the college strictly adheres to it. Both for UG and PG courses, the existing government/affiliating university policy of merit for admissions is followed. Applications for admission to undergraduate courses are called for in the month of May. A personal interview with Principal and Conveners, along with the screening committee of various streams is part of the selection process. The Counseling team helps the students to make the choice of the medium of instruction and subjects. College follows reservation policy of the government also.

2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other colleges of the affiliating university within the city/district.

The college offers three years Under Graduate degree courses in the Humanities, Science, Commerce & Computer Application streams. Admission to the Commerce and Computer Applications streams is strictly done after framing the merit list. Students seeking admission in the Humanities and the Science streams are given admission on the 'First Come, First Serve' basis. These admissions are done strictly according to the conditions laid down by Panjab University.

The institution, as compared to the other colleges within the city/ district, has the record of getting its Computer Applications and Commerce streams' seats filled at the earliest. The same is the case with the admission in Post Graduation departments.

The Selection of students for various courses is made on the following basis as per the directive of Panjab University:

Program	Mode of Selection
BA	Must have passed 12 th Standard with minimum 33% marks
B.Com.	Must have passed 12 th Standard with minimum 35% marks
B.Sc.	Must have passed 12 th Standard with minimum 40% marks
BCA	Must have passed 12 th Standard with minimum 40% marks
MA Punjabi	Must have passed BA with minimum 45% marks in Punjabi or 50% in aggregate.
MA History	Must have passed BA with minimum 45% marks in History or 50% in aggregate.
M.Com	Must have passed B.Com with minimum 45% marks
PGDCA	Graduation in any stream with minimum 50% marks
M.Sc. (IT)	Must have passed BCA/B.Tech./B.E. in Computer Science examination.

The college tried to collect to the required data for comparison from other colleges of the city/ district but could not procure such data.

2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If 'yes' what is the outcome of such an effort and how has it contributed to the improvement of the process?

Mechanism to review the admission process and student profile:

The college reviews the profiles of students admitted annually. The institution has a very clear cut well defined and well designed mechanism as far as the reviewing of the annual profiles of the students is concerned. The admission committee reviews the profiles of students selected for admission and chalks

out a comparative summary of the selected candidates. In case a particular section of students like Girls, villagers, or any specific community are found to be in less numbers in the admission lists, the admission committee tries to motivate those sections of students by providing them the requisite facilities. The activities of students are closely monitored. A record of their performance in all the fields, academic as well as extra-curricular is maintained in the office. The students, who bring laurels to the institution, like in the academics, sports, extra-curricular, or other similar areas, are duly rewarded when they seek admission the next year. The student with a little bit of negative approach or disturbing elements are motivated with counseling so that a positive frame of mind can be developed. This result in making the students become an asset for the institution.

Outcome:

As a result of this process, in the last five years, the college has observed a sharp rise in the students maintaining discipline. They have learnt to channelize their energy, their potential into more constructive activities.

2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion

- * SC/ST
- * OBC
- * Women
- * Differently-abled
- * Economically weaker sections
- * Minority community
- * Any other

a. Students from SC/ST/OBC Community:

Students from SC/ST and other backward classes are allotted seats as per roster system of the state policy. Fees exemption and endowment benefits are also extended to these students. The college facilitates these students with

special book-bank provided by different agencies. The college makes tireless efforts to create awareness on the importance of higher studies i.e. education as a means of socio-economic change and a means empowerment. The college staff visits the neighbouring and surrounding areas in the border area for orientation and counseling of the students who belong to the non creamy layers. Provision of UGC order - policy of constitutionally guaranteed merit cum reservation at the time of admission is strictly adhered to. The college makes it sure that an awareness and orientation on the financial and academic facilities, incentives to the marginalized students is categorically framed. The college also arranges Extension lectures and career counseling for the students falling under the categories mentioned above.

Through Reservation Policy, Access is ensured to these marginalized groups through the total implementation of reservation-cum-merit as per the UGC order. At present the reservation quota is as follows:

SC 15%, ST 3%, OBC 32% and GM 50%

Reservation is ensured at all levels of admission namely UG and PG degrees. Even for NSS, NCC and defense category students, seats are reserved in each course.

b. Women:

For women, there is no reservation for admission except single girl child but the women candidates are provided with equal opportunity. Separate hostel facilities are available for women. The college provides counseling to the needy parents of women students on the importance of women education, exclusive facilities available for women, financial incentives and security and protection provision. Free books and other incentives are provided to the Girl students.

c. Differently-abled:

There is reservation for students belonging to differently abled categories as per UGC notifications. Their requirements and needs are given a special care and attention. The college has made a ramp in front of the canteen, administrative office and toilets to facilitate the differently abled. The college ensures that all their classes are held on the ground floor only.

d. Economically Weaker Sections of the Society:

There is reservation for students belonging to economically weaker sections of the society, at the discretion of the Principal. They are also given various benefits like fee concession, free books etc.

e. Minority:

The college under the direction from the Central Government, State Government and its affiliating university offers every possible help to the students belonging to the minority community. Liberal Scholarships and concessions from the college funds are also provided to such students.

f. Athletes and Sports Persons:

Students of our institution are given admission based upon their excellence in athletics or sports activities at regional or national level. The institution can boast of some of the best sports personalities like Olympian Baldev Singh and Sr. Ajit Singh 'Olympian'. The college every year produces scores of players in various games. The college offers them liberal concessions and scholarships.

2.1.6 Provide the following details for various programmes offered by the institution during the last four years and comment on the trends. i.e. reasons for increase / decrease and actions initiated for improvement.

Programme	No. of Appl.	No. of students admitted 2009-10	Demand Ratio	No. of Appl.	No. of students admitted 2010-11	Demand Ratio	No. of Appl.	No. of students admitted 2011-12	Demand Ratio	No. of Appl.	No. of students admitted 2012-13	Demand Ratio
UG												
1. BA	583	495	84.90	615	516	83.90	745	682	91.54	1105	1058	95.75
2. BCA	325	321	98.77	232	228	98.28	189	186	98.41	195	187	95.90
3. B.Com.	245	237	96.73	281	276	98.22	321	315	98.13	365	356	97.53
4. B.Sc.	110	107	97.27	130	123	94.61	187	172	91.98	295	280	94.91
PG												
1. M.Sc.(IT)	05	05	100	28	28	100	34	34	100	18	18	100
2. MA(Pbi)	-	-	-	-	-	-	55	51	92.72	115	110	95.65
3. MA(Hist)	-	-	-	-	-	-	19	19	100	55	51	92.72
4. M.Com.	-	-	-	-	-	-	-	-	-	38	33	86.84
PGDCA	22	21	95.45	24	23	-	-	09	-	-	10	-

2.2 Catering to Diverse Needs of Students

2.2.1 How does the institution cater to the needs of differently-abled students and ensure adherence to government policies in this regard?

The institution is fully adhering to governmental policies regarding the needs of differently-abled students. Seats are reserved at the time of admission in various programmes. The college makes this sure that the classes of such students are held at ground floor only for the purpose of easy accessibility of books to them. During examinations such students are provided with help such as writers for the students having vision and functional disability. These students are encouraged at every level in the institution. Special Counseling sessions and lectures are also arranged for such category of students. Such students are also given half an hour extra time in the terminal and final examination

2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If 'yes', give details on the process.

The Institution is well aware of the needs of the students. The college is the ladder which can help them climb up to the world of their aspirations. Any class contains a mix of intelligent and average students. We admit students of all calibers in line with our objective EDUCATION FOR ALL. In order to satisfy their queries the college ensures that there are teachers available to answer their doubts.

Apart from this, before the commencement of the programme team of teachers personally contact the Principals of the senior secondary schools located in the district and request to let their students interact with the team so as to access the student's need in terms of knowledge and skills. Central admission committee gives the admission and what we have is a large number of students from various backgrounds and different parts of the district. Students are attached to counselors and the weak students are traced out and further they are counseled.

Before commencement of the session, admitted students are given special orientation classes to enable them cope up with the syllabus of the course chosen by them.

2.2.3 What are the strategies drawn and deployed by the institution to bridge the knowledge gap of the enrolled students to enable them to cope with the programme of their choice? (Bridge/Remedial/Add-on/Enrichment Courses, etc.

The college belongs to the border area. It is hardly 6 Kms from the international border. This has led to an economic and psychological backwardness. This backwardness leads to lack of confidence as compared to the students of several other colleges located in big cities. This parity has to be bridged. For this the institution conducts remedial classes for SC/ST/BC students in different subjects to enhance their skills and competence. Remedial examinations are also held to test their knowledge received during classes. Enrichment courses like personality development programmes are also conducted to improve students' personality and motivate them for an innovative and creative mindset. Where ever a disadvantageous learner is identified by the class teacher, the institute appoints a guardian teacher to help him/her with counseling and intensive coaching.

2.2.4 How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.?

The institution holds the tradition of imparting holistic education with emphasis on the ethical and moral principles. The college which is co-educational institution sensitizes its staff and students on issues such as gender inclusion, environment etc by holding seminars on the relevant topics like women empowerment. Celebration of women's day by teachers and students is also a part of the same tradition. The college, at its own level and with the assistance from UGC and other bodies like ICSSR etc. make arrangements for seminars and conferences of national level where in the experts from above mentioned fields are invited to share and deliver their experiences and knowledge. The college regularly organizes state level

seminars on women empowerment, female foeticide. The Management too has supported the cause of the women education thereby offering free books to the girl students.

Drawing and essay competitions are held regarding environment issues to enliven the students. Apart from this the college, as stated earlier, offers the subject to environmental education as a compulsory subject.

2.2.5 How does the institution identify and respond to special educational/learning needs of advanced learners?

The advanced learners are detected by the teachers during their lectures in class room by means of getting feedback from the students orally and sometimes in writing. Students are subjected to various methods of evaluations like signaled answers, vocal responses, sample individual responses and written tests after each unit of syllabus. Based on their performance, students are identified as slow and advanced learners. They are supported in the best possible manner. The teachers take extra pain in helping them with an additional and personal interest. They are provided with the additional time, advanced learning materials and assistance from the teachers. Further such learners are motivated for higher seats of learning and top most career options. A number of motivational lectures are organized to channelise their potential to accomplish better success.

2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc.)?

Academic performance of the student's from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc. is detected by the teachers during their lectures in classroom. We use marks as index for identifying slow learners students are subjected to various methods of evaluation, vocal responses, sample individual responses & written test after each unit of syllabus. These students who do not seem to

cope up with the pace of learning are advised and counseled by the teachers by assisting them social study material. They are specially advised and counseled so as to help them improve themselves. Students are subjected to various methods of evaluation like vocal responses, sample individual responses and written tests after each unit of syllabus. Based on their performance, students are identified as slow and advanced learners. The morale of the slow learners is boosted by counseling sessions, remedial classes and intensive interactive sessions. They are also given advice after class hours and are motivated by providing additional learning material such as text books and solved question papers from exams. The advanced learner's are given assignments and encouraged to take part in active items such as quizzes, essay writing, lecture competitions and seminars. They are encouraged to acquire new and advanced information through the internet to bring out their full potential. The creative abilities of students are given vent through wall magazines, newsletter and college magazine. All the students are exposed to peer group learning where both the slow and advanced learners are combined. A friendly environment is created to improve the communication skills of the advanced learners. A number of motivational lectures are organized to channelize their potential to achieve success.

2.3 Teaching-Learning Process

2.3.1 How does the college plan and organise the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)

The academic calendar is released by the affiliating university and is to be followed in totality by our college. The same academic calendar is published in the College prospectus and college website before the beginning of the session of every academic year. It provides plan for the academic year to students, teachers and parents. Each department functions according to the teaching plan prepared at the department level. The unit wise syllabus is discussed with the faculty of the department and the course work is distributed. The faculty follows a lesson plan, which contains the details

regarding institutional objectives to be achieved, details of contents to be covered, the kinds of aids and the logistics to be used inside the class room. A copy of the same is issued to all heads of departments and coordinators. Teaching plan is prepared by all the concerned and submitted to the respective heads of the departments every academic year. A copy of the teaching plan is submitted to the Principal also. Timetable is prepared and displayed on the notice board. The departments also carry out internal assessment based on student test performance and punctuality. The final evaluation of students is done according to the university schedule. Towards the end of each session / semester, theory and practical examinations are conducted by the university and evaluation is carried out. The exam results are declared and score cards are issued by the affiliating university.

2.3.2 How does IQAC contribute to improve the teaching -learning process?

IQAC provides the development and application of quality benchmarks/parameters for the various academic and administrative activities of the institution.

It also imparts knowledge through team work at relentless efforts. It promotes the research and consultancy and develops state of art infrastructure.

It promotes synergetic relationship with the industry and society to appoint well endowed faculty and to upgrade their acumen. It also ensures timely, efficient and progressive performance of academic, administrative and financial tasks.

Following are the members of the IQAC Cell:

- Dr. Bhushan K. Sharma Principal
- Sh. R. P. Garg Member
- Sh. N.K.Dixit Member
- Sh.A.K.Sethi Member
- Sh. J.R.Prashar Member
- Dr.Anil Dhiman Member
- Sh Rajnish Sanwalka (External Member)
- Sh Rashish Jain (External Member)
- Dr Dinesh Sharma (Member Secretary)

This cell monitors promotion, implementation and continuous improvement of innovations in Curriculum, Co-curricular and Extra-curricular activities of the institution. The IQAC works towards the enhancement of the learner's knowledge, capacity and personality.

2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?

The college offers a lot of support services to its teachers for making the learning student centric. The college provides a well stocked library which boasts of latest books and journals which the faculty uses efficiently to provide comprehensive and latest information to the students. Students are also encouraged to use the library independently that enhances their knowledge. Apart from it, the college provides a state of the art seminar hall where students participate in GD's, Debates and Seminars. The college also encourages the use of internet and computers by the staff and students to keep them abreast of the latest developments in their respective field of study.

2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?

The college concentrates on making the students original thinkers. To encourage the artistic temper among the students, the college teachers motivate them to participate in various extra murals activities in youth festivals. The long list of prizes won by our students in youth festivals and other district and state level competitions bears a testimony to it. At the same time, to encourage the scientific temper among students, the faculty engages the students in various practical works on science labs and computer labs. To sharpen the critical thinking among students, various GDs, debates and seminars are organized in which students explore new ideas and also get a chance to listen to the expert views of eminent professionals.

2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? Eg: Virtual laboratories, e-learning - resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.

The use of modern multi-media teaching aids like OHP, multimedia projectors, Internet enabled computer systems are usually employed in class room instructions as well as other student learning experiences. The students are also encouraged to use computer software packages for meaningful analyses of the experimental data collected/acquired by them.

2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?

College conducts lectures and seminars by experts on various issues in which faculty members and students are encouraged to participate and reap benefits. The teachers go for refresher and orientation courses. Educational tours are also conducted. Over the past many years the faculty has been participating in the conferences and presenting papers in national and international level seminars.

2.3.7 Detail (process and the number of students/benefited) on the academic, personal and psycho-social support and guidance services (professional counseling/mentoring/academic advise) provided to students?

There is a provision for counselors/advisors for each class or group of students for academic and personal guidance. The students are divided into groups and each group is provided with counselor /advisor to provide academic and personal guidance to the needy students. It is done at all level of courses in all the divisions. The teacher in -charge carefully monitors the regularity of attendance, participation in seminars and other activities and also the performance of the students in internal tests/semester examinations. Accordingly the students are advised to improve by way of help and remedial /corrective action. The students who seek psychological boosting or the candidates who are psycho-socially left out are given psychological counseling y the college faculty itself. To add, the college teachers really act as a true friend, philosopher and a guide for the students.

2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

The college encourages the teachers to keep themselves abreast of the latest developments in their respective fields. They are encouraged to use computers, Internet and library resources to enrich their teaching. The college faculty is also provided training for use of computers, latest software so that they can themselves create modern teaching aids to be used in their classrooms.

From time to time the college faculty adopts approaches/methods such as seminars, conferences and special lectures. The faculty members are encouraged to participate in National/International level seminars. They are provided financial assistance for this purpose. The faculty members who attend such seminars/ conferences share their experience with students and faculty with latest information and talent developments.

2.3.9 How are library resources used to augment the teaching-learning process?

The institution has centralized library. The library continues to provide the following current awareness services in order to alert users to latest information of their interest.

- List of new entries
- Useful articles
- News items

The catalogues from different publishers are filed. Heads of departments can order for books from these catalogues. The range of subjects represented by the library collection reflects our institution's ever growing zest for newer areas of study and research. Some faculty members have their personal collection of a large number of books and they share the books and journals with the fellow colleagues, the PG and UG students round the clock. Majority of staff can efficiently use the internet and they liberally share their

knowledge of innovative research topics, reviews, methodology, data gathering and information output with the learners.

Students are also encouraged to make use of library services. They are provided with a student library card which enables them to set books issued from the library. Students are also taken to the library to instill reading habits among them.

2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome these.

This type of situation has never happened that the faculty has not been able to complete the curriculum within the stipulated timeframe. The college teachers manage to successfully deliver their responsibilities. Sometimes because of *bandhs* declared by political parties, institution faces challenges in completing the curriculum but the college through extra classes tries to overcome these challenges. The IQAC keeps a check on the syllabus covered by the various departments on regular basis.

2.3.11 How does the institute monitor and evaluate the quality of teaching learning?

IQAC through interaction with teachers and students submit reports of the feedback to the Principal. The institute through house examinations, feedback from students and teachers and ACR report monitors and evaluates the quality of teaching learning.

2.4 Teacher Quality

2.4.1 Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum?

The college strives to recruit and retain teachers who are competent, experienced and experts in their respective field of study. The college is always ready to absorb the best teachers available. The college finds new and

able teachers by way of references from other teachers and experts in the area. The college also conducts campus interviews and goes to various colleges and campuses to tap the young talents. The college also advertises in the local newspapers and even National Newspapers in order to reach the best teachers available in the other states of Country. After getting applications in response to these from the eligible candidates, these are scrutinized and compiled. A merit list is prepared as per the guidelines issues by the Panjab University. Thereafter, the college applies to the affiliating university for a panel of experts to conduct the interview. This expert panel consists of the following members:

- Two Subject Experts deputed by the Panjab University.
- One VC Nominee
- Principal of the college
- President of the College Management Committee

The above said committee conducts the interview as per the guidelines issued by the Panjab University and selects the eligible and the most competent candidates. After giving them the appointment letters, the approval is sought from the DPI and the affiliating university.

To retain the available staff, they are paid salaries according to the grades specified by the PU. The staff is also provided other requisite facilities like, Medical leave, Casual Leave etc. They are also given study leave if they wish to upgrade their qualification by pursuing M. Phil or Ph.D.

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers	1		13	2	3	3	22
D.Sc./D.Litt.							
Ph.D.	1		1	1		1	4
M.Phil.			9	2	2		13
PG			3			2	5
Temporary teachers					20	28	48
Ph.D.					2	1	3
M.Phil.					3	5	8
PG					15	22	37
Part-time teachers							
Ph.D.							70
M.Phil.							
PG							

2.4.2 How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programmes/ modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

The courses of Biotechnology and Bioinformatics are not yet available in our college. As far as IT is concerned, our institution has made a lot of efforts to recruit the best quality teachers. The institution conducts seminars related to IT and its related trades at regular intervals to upgrade the technological skill of our teachers.

To attract the new faculty and to retain the existing teachers the college provides requisite facilities like housing for teachers coming from a distance, research facilities like library, internet etc.

To encourage the staff to participate in workshops and seminars, teachers are sent on duty leave and are also given TA/DA and other benefits to upgrade their knowledge by participating in state/national and international seminars. During the last three years, many of our teachers have participated in number of state level, national and international level seminars and workshops. All these teacher centric facilities attract the teachers and best of the faculty from the area join our college.

2.4.3 Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.

a) Nomination to staff development programmes

Academic Staff Development Programmes	Number of faculty Nominated
Refresher courses	6
HRD programmes	-
Orientation programmes	2
Staff training conducted by the university	2
Staff training conducted by other institutions	-
Summer / winter schools, workshops, etc.	25

b) Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning

- **Teaching learning methods/approaches**

The college organizes programmes to motivate teachers to prepare computer aided teaching/learning materials, mostly using soft wares and other electronic tools. The college has a lot of licensed software such as Windows, MS Office, Visual Basic, Java, Linux, etc. The college also supports these endeavors by providing infrastructural support. Teachers engage Multimedia classes for teaching concepts that involve complex visualizations and Seminar presentations of the PG level students take place in the laboratory using computer and LCD projector.

The computer department of the college regularly organizes training programs for teachers of other departments to make them aware of the latest developments in the technology. They train the teachers to encourage the use of computers and internet to empower the teachers and to improve their teaching methods.

- **Handling new curriculum**

We have a lot of experienced and qualified staff to handle the new curriculum with ease. Many of our faculty members are members of BOARD of STUDIES in Panjab University, Chandigarh. They play an active role in designing the new curriculum. Whenever there is a change in the syllabus initiated by PU, the same is conveyed to the HODs by the Principal timely. The HODs then call meetings of their teachers and explain the new syllabus and devise strategies to empower the teachers to handle the new syllabus effectively.

- **Assessment**

The self assessment report is one of the important yard sticks used for the promotion of the faculty. It also gives a picture of the needs of the faculty in terms of their research and other activities. Suggestions to improve the academic system, provided by the faculty through the self

assessment report are also taken into account by the college. The Principal also maintains the ACR of the teachers which records the annual performance of the teachers. The annual increments of the teachers are subject to the grades earned in their ACR.

- **Cross cutting issues**

The cross cutting issues like Gender, Climate Change, Environment Education, Human Rights, ICT etc, find an ample space when it comes to applying them positively into the curriculum. The college, at its own level and with the assistance from UGC and other bodies like ICSSR etc. make arrangements for seminars and conferences of national level where in the experts from above mentioned fields are invited to share and deliver their experiences and knowledge. The college regularly organizes state level seminars on women empowerment, female foeticide. The Management too has supported the cause of the women education thereby offering free books to the girl students. College has been celebrating 'Van Mahotsava' with the support of the staff and the local forest department. One of our faculty members has delivered lecture and presented paper on the relevance of Human Rights and Public Interest and Litigation etc. The subject of environment education is a part of the college curriculum. It is compulsory for all the students, irrespective of any stream, to clear the paper of environment. Similarly the college offers the paper of ICS i.e. Introduction to Computer Science, to the students of the college whereby enabling them to learn the latest technology which can help them make a better future.

- **Audio Visual Aids/multimedia**

Lectures are taken using audio visual aids in Classrooms. Our Computer department is provided with Audio visual aids as per their requirement. We have latest Computer aided packages, as per our requirement. It includes projectors, computers, sound system etc. Faculty members are provided with computers with internet browsing facility for preparation ion of teaching/learning materials. Recently, the college has built a multimedia Conference hall which boasts of state of the art facilities like Projectors, Sound System and Computers etc.

- **OER's**

College provides the facility of Open educational resources which includes full courses, course materials, modules, textbooks, streaming videos, tests, software, and any other tools, materials, or techniques used to support access to knowledge for faculty members. Teachers are requested to develop and share their notes and teaching material with other teachers through hard copies and the same is also updated on the college website for the use of other teachers.

- **Teaching learning material development, selection and use**

The teachers of our institute are given free access to internet. This helps them collect learning material from the internet, etc. College has a well developed library which contains thousands of books of various subjects. Besides this the college organizes seminars and conferences which help as a learning source for the faculty. Need based assistance and clarifications are offered by the faculty from the Department of Computer Science. The department of computers regularly conducts computer training classes for both teaching and non-teaching faculty. In addition, the department of computer science keeps on conducting one day workshop on the use of audio visual devices and computers in classroom to empower the teachers.

c) Percentage of faculty

- * **invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies**

NIL

- * **participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies**

10%

- * **presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies**

20%

2.4.4 What policies/systems are in place to recharge teachers? (eg: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)

The institution extends full support for the professional development of the faculty. The faculties are encouraged to pursue their M. Phil. and Ph. D. through faculty development schemes. The institution deposes its teachers to attend refresher and orientation programs, conferences, seminars and training programs organized by other institutes, universities and research organizations. The institution also conducts number of seminars, workshops and special lectures for the benefit of its faculties and students. The institute has conducted number of workshops/seminars/ conferences during last three years. The Institute grants duty leaves according to the nature of work.

2.4.5 Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.

The college provides necessary infrastructure and other required support to encourage teachers to excel in their teaching. The study centric environment and conducive atmosphere of the college encourages teachers to prove their mettle. As a result, many teachers have been rewarded by various state and national level bodies. To name a few, following faculty members of the college have been awards/recognitions in the last four years:

S.No.	Name	Award
1	Dr. Bhushan K Sharma	<ul style="list-style-type: none"> Awarded by Institute of Company Secretary of India
2	Sh. Jaspal Ghai	<ul style="list-style-type: none"> Deepak Jattoi Gazal Award, 2010, Sahit Sabha, Jaitto Awarded by malwa Heritage Foundation, Bathinda, 2007 Awarded by District Administration, 2008

3	Sh. Gurtej Singh	<ul style="list-style-type: none"> • Deepak Jattoi Puraskar, Sahit Sabha, Jaito • Rupinder Maan Yadgaari Puraskar Samvedna Munch, Bathinda. • Rahul Kaushal Yadgaari Puraskar (Rahul Kaushal Yadgaari Committee)
4	Sh. Abhishek Arora	<ul style="list-style-type: none"> • Best Teacher Award by Air India.

2.4.6 Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?

Yes, our institute gets the evaluation of the teachers done by students and external peers. The head of the institution takes feedback of the teachers from the students and their guardians. At the end of every academic year students give feedback of individual faculty members on their teaching skills on a prescribed format. The feedback form mainly focuses on the various teaching skills of the faculty members, like presentation, communication, knowledge, content covered, innovative practices and laboratory work. If any faculty doesn't meet the benchmark on feedback, he/she is counseled for the future.

2.5 Evaluation Process and Reforms:

2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

The Stakeholders of the institution i.e. students and faculty members and even the parents of the students are informed about evaluation process by giving general instructions mentioned in the prospectus of the institution. The periodic instructions issued by the parent university are promptly communicated to the students. The faculty members read the instructions even in the classrooms and copy of the same is also displayed on the students' notice-board. Likewise they are informed at the start of the session regarding the terminal tests after the gap of three months. Students are clearly made aware of the eligibility conditions required to appear in the final exams. They are informed of the criterion of the internal assessment. The evaluation is the

integral part of teaching learning process. So, the institution makes effective arrangements for the smooth application of the rules about the evaluation processes. The college has developed a proper Mechanism for this purpose. Time to time staff meetings are also conducted concerning evaluation process.

2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?

The institution has adopted table marking. Fair marking and evaluation is done purely by coding the roll nos. of the students i.e secret roll nos. More than this verbally the students are evaluated by group discussions, seminars and sometimes blackboard tests are also held for some interesting and short topics. It makes the evaluation more interesting for students. Faculty members also try new innovations in their teaching skill to make evaluation more interesting and beneficial for the students. The college is affiliated with Panjab University, Chandigarh. The university has initiated various evaluation reforms viz.

1. Introduction of internal assessment system.
2. Introduction of O.M.R Answer Sheets.
3. Introduction of table marking and evaluation through secret roll nos. so as to make each evaluation process more transparent.
4. Introduction of objective questions in the question papers.

The college has adopted various university reforms concerning evaluation viz.

1. Same pattern of question papers is used in house examination.
2. Internal assessment is awarded to the students as per the university criteria.
3. Class tests and unit tests are conducted to evaluate the performance of students.
4. Student centric learning through assignments, projects, seminars and practical sessions.

2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?

The evaluation reforms of the university are followed in the best of the spirit. The evaluation is all fair; the students are satisfied by showing them the evaluated performance in the answer sheets. Any doubt about evaluation is made clear to the students. All record is maintained i.e answer sheets, award lists etc. weekly tests are taken and record is kept. Whenever class tests and term tests are taken the results of the students performance/awards are shown to the students to encourage them or counsel them for better future performance. The institution has followed the improved examination system as prescribed by the Panjab University, Chandigarh.

2.5.4 Provide details on the formative and summative evaluation approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system?

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 concerned teacher may get some direction about the student and necessary steps regarding his/her improving can be pondered over. 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. This is how the institution uses the formative and summative evolution approaches in the campus.

2.5.5 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme?

Provide an analysis of the students results/achievements (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.

Regular tests are taken, almost weekly, during the course. The institution evaluates the students through two terminal tests after a gap of three months. The report is sent to the head of institution after evaluating in a fair and secret manner. The parents are informed through letters and even telephonically (for weak students). To monitor the students' performance during an academic year, an examination / evaluation board is constituted in the college. This board works under the directions of the Chair. The record of the whole evaluation process is transparent. The answer books are shown to the students. A special test is also conducted in the month of February for students, who have not cleared the conditions for final examination. The board arranges to inform the parents the terms examination awards of the students' along with their class attendance.

2.5.6 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills etc.

There is complete transparency in the internal assessment. The criterion adopted is as directed by the University. All the students are familiar about the transparency in internal assessment. 40% weightage is given to the marks obtained by the student in first term and 60% weightage is given to the score obtained in the IInd term. After preparing the assessment report, it is submitted by the concerned teacher and the same is displayed on the notice board at the end of the session. The internal assessment is made by the faculty

members keeping in mind the following aspects / factors of students' performance during the academic year:

- 1) class attendance
- 2) class assignments
- 3) score in the term examination etc.

In spite of all the above aspects of the students, their behavioral aspects, independent learning and communication skill etc. are also taken into consideration during the assessing of a student.

2.5.7 Does the institution and individual teachers use assessment/evaluation as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples.

The institution uses assessment and evaluation both as an indicator for evaluating students' performance. The students who excel in the academics, sports or extra curricular or extra mural activities are given due advantage in assessment. General classroom behavior of the students is also kept in mind when evaluation of a student is undertaken.

2.5.8 What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?

Students having grievances with the evaluation process or his every doubt is made clear by showing his performance in the answer sheet. The student is made clear about every grievance in his mind at the University level. For this process, some re-evaluation fee is charged from the student and evaluation process is again repeated. The examination are conducted and controlled by university. The college has to follow the instructions of the university. If students have any problem, the principal of the college communicate to the concerning authority (Controller of Exams or other offices) of university about the grievances of the students. The institute follows open evaluation system where the student performance is displayed on the notice board and the same is informed to the parents. All grievances regarding evaluation, including the internal assessment marks awarded for the students, are redressed by the Examination Board and the various Heads of Departments. There is a

provision for re-evaluation and is permitted on request. The Registrar coordinates with the other members of the Examination board and assists students in the redressal of their problems regarding conduction of examination, evaluation process, results.

2.6 Students Performance and Learning Outcomes

2.6.1 Does the college has clearly stated learning outcomes? If yes, give detail on how the students and staff are made aware of these?

In the recent years, institutions of higher education across the country have recognized that a full commitment to teaching and learning must include assessing and documenting what and how much students are learning and using this information to improve the education. When we articulate the main goals for a course, we need to see whether students have achieved them, and then use the results to make our courses better. We're on the way to Learning Outcome. Learning Outcome Assessment is the process of collecting information that will tell an organization whether the services, activities, or experiences it offers are having the desired impact on those who partake them.

The institute's approach to the learning outcome assessment is defined clearly. Faculty is best suited to determine the intended educational outcomes of their academic programs and activities, How to assess these outcomes, and how to use the results for program development and improvement is a part of student evaluation. The results of Outcome Assessment are used to evaluate the effectiveness of academic programs and activities, and student services, and not the performance of individual faculty or staff. Faculty use the information collected to develop and improve academic programs.

2.6.2 How are the Teaching, Learning and Assessment Strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

The Institute aims to help students to reach their potential through the provision of a supportive, vibrant and challenging learning environment. All the staff is involved in the construction of this learning environment. All students are valued equally during their learning journey with institute.

Accordingly, the curriculum, teaching and learning and assessment at college are student centric. The College has formulated academic committees that aim at enhancing the quality of learning, teaching and assessment across the Institute by providing academic leadership for the continued development of excellence in academic practice. The College is committed in creating an environment where students are supported to achieve their potential and working towards creating an inclusive learning community. In terms of lifelong learning this strategy is intended to be learner centric, recognizing students' prior learning, experience and abilities. This requires the identification of individual learning goals and it will emphasize the importance of reviewing student progress against agreed objectives. Students are active partners with shared responsibilities for their own learning and achievement. This strategy recognizes the need to develop progressively self-directed and confident learners with the knowledge, skills, attitudes and values, which enhance their employability and progression opportunities. It acknowledges that students learn most effectively if they are supported as individuals to achieve personal development.

2.6.3 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (quality jobs, entrepreneurship innovation and research aptitude) of the courses offered?

Every institute has social as well as economic responsibility. The courses run by college have both social and economic relevance. College understands its responsibility in the socio economic parameters. The institution at the time of the admission provides counseling regarding the choice of options the students wish to opt. They are guided regarding the future prospects of various options. Further they are sensitized on the societal responsibilities through guest lectures. The students are motivated through personality development programmes. Students are encouraged to participate in activities for social and community service. The College has made dedicated efforts to impart quality education and generate new knowledge through research and development activities. It has been contributing significantly in transforming socio-economic conditions of the people of this region. The

College through the orchestrated efforts of teachers, supporting non-teaching staff and administrative officers has been generating highly skilled employable and socially responsible man power. College has developed self reliant, enterprising and employable human resource. The college has started many professional courses like M.Sc IT, B.C.A, M.Com, B.Com (Hons), B.Com etc., which are helpful in getting employment. Many industrial houses conduct job placement fair in college campus.

2.6.4 How does the institute collect and analyse data on student learning outcomes and use it for planning and overcoming barriers of learning?

Institution has specified procedure to collect and analyze data on student learning outcome, the following points are adopted by the institute in this context:

- Midterm and continuous evaluation comprising of weekly internal tests, assignments, term paper and seminar presentations.
- Introduction of unit wise internal choice and objective and analytical type questions consisting of objective, short and descriptive and analytical answers. This ensures comprehensive study and understanding of the entire course contents by the student.
- Annual system of examination for all courses.
- Seminar presentation by students.

Institute has taken following steps to overcome barriers:

- Delimiting the length of the answers in order to promote to the point writings.
- Providing Question bank of various subjects to the students.
- Timely Redressal of students' grievances.
- By showing answer books to students to make them understand their relative strengths and weaknesses.
- Minimum attendance limit for students to minimize absenteeism.
- Extra classes for weak students to solve their problems.
- The periodic evaluation of teachers help in the improvement of learning outcome.

2.6.5 How does institution monitor and ensure the achievement of learning outcomes ?

The institution has a clearly defined, set mechanism to monitor the learning outcomes. Attendance is compulsorily taken for every lecture. Tutorials and laboratory hours are fixed. The tutorials and assignments are corrected within a short duration and the marks are entered in work register, which acts as a ready reckoner for the academic progress of the students. Based on the participation in the class and the marks scored in the tutorials and assignments, the student level is judged by the staff member and appropriate action is taken. At the end of each periodical test, progress reports which consist of unit test results and attendance status are submitted to the office for further action.

Counseling is given to slow learners. Parents of such students are called to meet their respective faculty member, if required.

As all the lab courses are continuously assessed, students who lag in these courses are given additional help and guidance. They are also given additional lab practice.

The faculty members are encouraged to conduct surprise tests, quizzes, etc. to monitor the academic progress of each student.

2.6.6 What are the graduate attributes specified by the college/affiliating university? How does the college ensure the attainment of these by the students?

The College aspires to have a transformational impact on students through comprehensive education by inculcating qualities of competence, confidence and excellence. The college has specified its graduate attributes clearly.

At the first place,

- The college aims to make its students employable.
- The college endeavors that its students should become valuable global citizens.
- To make the students academically sound enough, so that they are able to stare in the eyes of the competitive world.

The college ensures that by the time the student finishes his/her education in the college, he attains all these specified attributes. The faculty members of the college work rigorously throughout the academic year to enable the students imbibe the valuable lessons by way of seminars, moral lectures, presentations and field work. The faculty sensitizes students towards inclusive social concerns, human rights, gender and environmental issues to make them sensitive, sensible, useful and conscientious global citizens.

CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

3.1 Promotion of Research

3.1.1 Does the institution have recognized research center/s of the affiliating University or any other agency/organization?

Institute does not have any University approved research center/s of the affiliating University or any other agency/organization.

3.1.2 Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.

The institute has a Research Committee to guide the students and faculty and it has following members:

Chairperson	: Dr. Bhushan Kumar Sharma (Commerce)
Co-coordinator	: Dr. Anil Kumar Dhiman (Hindi)
Member	: Dr. Dinesh Sharma (English)
Member	: Dr. Kuldeep Kaushik (Zoology)
Member	: Dr. Manjeet Kaur (Punjabi)
Member	: Dr. Sanjeev Kumar (Public Administration)
Member	: Dr. Gitanjali (Botany)

Impact of the Recommendations of Research Committee:-

- Faculty of the institute participated in many seminars as a resource person/ delegate during last session.
- PG Dept. of Punjabi, Department of Commerce, Department of Science faculty organized state level seminars during last session.
- Department of Botany and Zoology organized week-end seminar with the active participation of the students of final year..
- Department of commerce also organized intra-departmental seminars on the current issues of Indian Economy & other burning issues.
- Faculty members of the Institute also applied for the funding of Research project to the UGC under the start up promotional scheme of UGC.

3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/projects?

Institute encourages students and faculty to involve in research activities. If any project is sanctioned by UGC than full support is provided to the principal investigator to implement the research scheme within the time frame work. To create the zeal among students and teachers, college has procured latest equipments, updated the library facility and subscribed the research journals. Currently there is no research project as such being implemented.

3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?

The institute motivates the students for higher education; the staff is always on its toes when it comes to encouraging the students to join higher education for research. To develop scientific temper and aptitude, the institution organizes university tours of final year students of all departments to interact with the research scholars of the university campus. 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.

3.1.5 Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.

Some of the faculty members are involved in research activity at their own level. Faculty members from the languages have made their mark by completing their research attaining Ph.D degree while in service. Our four faculty members are involved in the research and pursuing their Ph.D from different universities. Teachers from the Department of Punjabi, Associate Professor Jaspal Singh Ghai and Associate Professor S. Gurtej Singh have done a commendable research work in poetry and short stories etc. The following faculty of the institute are involved in individual/collaborative research activities.

Sr. No	Name	Department	Research activity	Specialization area
1.	Dr. Bhushan K Sharma	Commerce	Guided M.Phil Students - 5(Completed) Pursuing Ph.D -3	Financial Derivatives
2	Sh. Gurtej Singh	Punjabi	Ph .D Research work	
3	Sh. Ashok Jindal	Commerce	Ph .D Research work	
4	Ms. Neeraj	Physical Education	Ph .D Research work	
5	Ms. Sunanda Sharma	Commerce	Ph .D Research work	

3.1.6 Give details of workshops/ training programmes/ sensitization programmes conducted/organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.

Following seminars/ Lectures were organized by the various departments during last few sessions

- P.G. Department. of Punjabi organized a UGC sponsored national level seminar on the topic of “ Vishvikaran De Sandarbh wich Punjabi Sahit de Badalde Perpekh” on 11 Feb. 2011-2012
- Department of Economics organized ICSSR sponsored national Level seminar entitled as “Relevance of subsidies to Indian Agriculture sector in the Era of Globalization”.
- Department of Sciences organized a one day seminar on the Topic “Recent trends of science in 21st Century” on March7, 2012.
- Department of Computer Science organized a series of guest lectures on different topics like cloud computing and computer networks etc. of the related field during the session 2011-2012.

- State level seminar on “Women Employment on macro studies” was organized by the Department of Social Sciences.
- Department of Commerce organized a seminar on the topic “Transformation of banks in the face of boom in Information Technology in Punjab: Benefit and challenges” in Feb. 2010.
- Department of Zoology organized a seminar on the topic “Stem Cell: In Disease & tissue Homeostasis”, during session 2010-2011

3.1.7 Provide details of prioritised research areas and the expertise available with the institution.

As started earlier, we do not have any research centre but our faculty members are involved in the research at individual/collaborative level. Following is the detail along with research areas and expertise of the different faculty members

Subject:	Specialization	Name of Faculty
Commerce:	Financial Derivatives	Dr. Bhushan K.Sharma
Hindi :	Contemporary Poetry	Dr. Anil K. Dhiman
English:	Humanism in Feminism	Dr. Dinesh Sharma
Punjabi:	Narrative poetry	Dr Manjit Kaur
Zoology:	Reproductive Biology/ Male Infertility	Dr. Kuldeep Kaushik
Public Admn.:	Police Administration	Dr. Sanjeev Kumar
Botany :	Plant Pathology	Dr. Geetanjali

3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?

As stated earlier the college is not having a registered research centre of the affiliating university. Despite its unavailability of a research centre, the faculty keeps on inviting experts on various subjects to deliver guest lectures to the students of both UG and PG level.

The institute invites eminent personalities to visit campus in such a way that overall awareness of each student takes place. In Department of Computer Science Dr. Goyal and Mr. Aman Sethi were invited to interact with the students of Computer Science on the current issues of Cloud Computing and internet working. Dr. A.K. Bhatti, Dept. of Physics, Panjab University, Chandigarh, gave an insight to nuclear Physics beyond the curriculum to science students. Dr. Amit Grover, Research Scientist, Institute for Stem Cell Research, University of Edinburgh (UK) discussed with student on the topic of “Stem Cells: In Disease & Tissue Homeostasis”.

3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

NIL

3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land)

The awareness about the latest research available at institute level and university level is shared among the students and persons from all walks of life. The practical work or software development is demonstrated before the students and students are advised to check its practical applicability in market and in daily life. Some students respond well and the final shape is given to the desired modal and teacher in-charge monitors all the activities of new basic research.

3.2 Resource Mobilization for Research

3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.

The College receives grant from UGC and Panjab University exclusively for research, seminars and workshops. Over and above the grant expenditure is borne by the college from its own resources. In the recent past, total expenditure incurred from its own resources was 1.5% to 2 % (approx.) of the total budget which amounts to 5 to 8 Lac p.a. This expenditure is incurred as under:

Sr. No	Session	Honorarium	Traveling	Stationary	Refreshment	General Exp.
1	2011-2012	164000	205000	41000	287000	123000
2	2010-2011	123000	153750	30750	215250	92250
3	2009-2010	96000	120000	24000	168000	72000
4	2008-2009	53000	66250	13250	92750	39750

3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?

Institute has a provision to provide seed money to the faculty for research. For the participation of research activities like Workshops/Seminars/Symposia by the faculty. Institute bears all the expenditure including

boarding, lodging and registration fee of the same.

During session 2011-2012 management of the institute earmarked 2% of total budget for research purpose like seminar/invited lecture. Amount disbursed for the research purpose by the institute during last four sessions is shown below:

Sr. No	Session	Actual Expenditure on Research Activity
1	2011-2012	Rs. 8, 20,000 /-
2	2010-2011	Rs. 6, 15,000 /-
3	2009-2010	Rs. 4, 80,000 /-
4	2008-2009	Rs. 2, 65,000 /-

3.2.3 What are the financial provisions made available to support student research projects by students?

As per University Syllabi or curriculum, except M. Sc IT, no degree program includes any research work/project; hence, there is no need to provide any financial support to the students for research project. However, about Rs. 600 is kept for each student of M. Sc IT for their small research project of software development.

3.2.4 How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research.

The institute has been conducting basic degree program and in these degree programs there is no provision for research work. However, for the inculcation of research aptitude in the students, institute takes several initiatives like interdisciplinary seminars on the current, relative and burning issues in Physics, Chemistry Botany, Zoology and Environment Science. Faculty of Arts/Commerce also takes several initiatives in these directions.

Since Environment Science and Computer Science are the top priorities of the global science, more emphasis is given on interaction amongst the students so as to generate a common thinking from every angle, for interdisciplinary research. The Course of Environment Science designed by the university is taken up by all the students up to degree level and its altogether impact on the society draws more attention on these issues of research.

3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?

Library facilities and its conducive environment encourage/ motivate the staff and students to take a forward step to pursue research in their relevant field/interests. The Institute has a well stocked library which includes latest syllabi as well as reference books of all relevant subjects and disciplines and the institute is always eager to purchase new edition of books every year. Only last year college purchased new books worth Rs. three lacs.

Basic research facilities are available in all Science departments. Each department has relevant infrastructure and instruments for basic research work. Internet connectivity has also been provided in many departments to help them review their academic as well as research programs. Institute also ensures that the deserving students should be facilitated to use the equipments, books, Journal, and museum facility of Botany as well as Zoology Department beyond the college timing and also during winter/summer vacations.

3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes' give details.

Ours is a more than 90 years old institution. Taking into consideration the age of the college, some of the instruments became obsolete. To update and to purchase the latest technology, the college applied for equipment grants to the UGC during the 11th plan. Recently, the UGC has sanctioned Rs. 50 lacs to purchase the equipments especially for the science department. These gadgets and equipments can be utilized by the researchers.

3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organisations. Provide details of ongoing and completed projects and grants received during the last four years.

As mentioned in para 3.2.6, College got sanctioned Rs. 50 lacs from the UGC for the equipments. Some of the faculty members have applied to the UGC for the individual research projects (Faculty of the Zoology Department had submitted a research proposal to the MHRD/UGC under "Start-Up Grant for Newly Recruited Faculty' Scheme) College has given the undertaking to the

UGC that in case expenditure incurred by the research faculty is more than the sanctioned amount from the university, then institute will bear the expenditure from its own resources.

3.3 Infrastructure for Research

3.3.1 What are the research facilities available to the students and research scholars within the campus?

As mentioned earlier, we are an under graduate and post graduate college and curriculum of the courses available in the college does not carry any research component, hence no research scholar is enrolled. But in spite of this, the basic research facilities are available for the faculty. Internet connectivity has also been provided to many departments to enable the faculty and students to review their academic as well as their research programs.

Following are the lists of major equipments in the college:-

List of the Major Equipments in the Department of Botany/ Zoology

Sr. No.	Name of The Equipment/Facility
1.	Botanical/Zoological Museum
2.	Laminar Flow
3.	Autoclave (2 Nos.)
4.	Double Distillation Plants
5.	UV/VIS Spectrophotometer
6.	Tissue Homogenizer
7.	Light Microscope
8.	Light Microscope with Computer Attachment
9.	Microtome
10.	Vertical gel Electrophoresis with power Supply
11.	Oven
12.	Weighing Balance
13.	Basic tool of medical lab. i.e. blood cell counter, <i>Haemometer, Sphygmomanometer etc.</i>

List of the Major Equipments in the Department of Physics

Sr. No.	Name of The Equipment/Facility
1	Dark Room with high resolution spectrophotometer for optical experiments
2	Frequency /Signal Generator
3	Cathode Ray Oscilloscopes
4	Oscillators
5	Electronic Circuits like wave shaping , rectifier, transistors, low pass, high pass fitted over boards etc.
6	Newton Ring Experiment, Melde's Experiments, Kundt's Tube
7	Tank Circuit (Series and Parallel)
8	Field Effect Transistors, Thermistors, Thermocouples, Energy Meters etc
9	Mercury and Neon lamps, Photometry

List of the Major Equipments in the Department of Chemistry

Sr. No.	Name of The Equipment/Facility
1	Old Unit of Distillation Plants with Copper Pots and Burner
2	Furnace
3	Conductivity Bridge
4	Oven-300° C
5	Colorimeter, pH Meter, Weighing Balance etc.

3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?

As per the curriculum issued by the affiliating University i.e Panjab University, Chandigarh, the basic infrastructure is available for the under graduate students. List of such equipment has already been mentioned in para 3.3.1

As the strength of students increases in the institution, Management itself procures new equipments as per the requirements and also submits the proposal to the UGC under different available schemes.

3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities?? If 'yes', what are the instruments/ facilities created during the last four years.

Yes, the college received grants from the UGC to develop research Facilities. Recently, in 2011-12, the college received a grant of Rs. 50 lacs for procurement of equipment to develop research facilities for academic purposes. During 2010-11 also, the college spent around Rs. 7, 50, 000/- on procurement of equipments. This amount was spent from the grants received from UGC and from management funds.

3.3.4 What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?

As such, there are no research facilities outside the campus and other laboratories but the institute has tied up with the following companies/Institutes to train of our students of Science, Commerce and Computer stream:-

- Indian Foundry Works, Firozpur (North India's First Rice Shelling Mill Manufacturer)
- Dev Raj Hi-tech Industries, Mallwal Raod, Firozpur
- Govt. Polytechnic College, Firozpur
- Genesis College of Dental Science, Moga Road, Firozpur
- Local Hospitals/ Laboratories and Engineering Colleges
- Ramtech Software Private Solution, Sanwalka Bhawan, G.T. Road, Millerganj, Ludhiana

3.3.5 Provide details on the library/ information resource centre or any other facilities available specifically for the researchers?

Our computerized library has modern catalogue and e-journal facilities. The library consists of 50000 books. Being one of the oldest libraries in the region, the researchers within the region and outside make use of this facility.

3.3.6 What are the collaborative research facilities developed / created by the research institutes in the college. For ex. Laboratories, library, instruments, computers, new technology etc.

In the college campus the following infrastructure exists which can be utilized for teaching as well as research-

- Laboratories
- Library

- Computers
- Instruments
- Seminar Hall
- Auditorium

Staff, students and researchers are benefited when guest lectures are arranged. The college has also made collaboration with the following organization

- Dept of Zoology has research collaboration with Institute of Reproductive Health and Contraceptive Technology, PG. Mahila Mahavidhalya, Jodhpur, Dept. of Biotechnology (Dr. Sanjeev Kumar Chandail), BIS Institute of Science and Technology, Gagra, Moga
- Faculties of Social Science and Language working with the help of ICSSR, Chandigarh, since last couple of years.
- Dept of Physics/Chemistry has workable collaboration with Govt. Polytechnic College, Firozpur, pertaining to technical knowledge
- Dept. of Computer Science has a collaboration with Shakunt Enterprises as well as various distinguish faculty of Department of Computer Sciences, GNDU , Amritsar.
- Dept. of Commerce actively work with the association of Institute of Chartered Accountants of India, Institute of Company secretaries of India and all India Management Association, Chapter Chandigarh, Swami Satyanand College of Management and Technology (PTU), Ajnala Road, Amritsar.

3.4 Research Publications and Awards

3.4.1 Highlight the major research achievements of the staff and students in terms of

* **Patents obtained and filed (process and product)** -Nil

* **Original research contributing to product improvement**

Dr. Kuldeep Kaushik has conducted research on “Studies on the Effect of Oxidative and Heat Stress on Male Germ Cells of Rats”. This research plays a significant role in the development of heat induced male contraception.

Finding of this study is helpful in the development of heat induced male contraception. According to his investigations, heat is a potent inducer of program cell death in male germ cells, heat have direct affect on male germ

cell death, dose of the heat treatment change the mode of cell death from apoptosis to necrosis. He also concluded that male germ cells have rapid apoptotic system, the rate of apoptosis was observed to be increased initially than decreased by the time, and instead of initiation, heat induces DNA fragmentation or apoptosis in male germ cells in the initial. Studies on heat-induced alteration in antioxidant enzymes revealed that beside the heat induced apoptosis, it has also a significant effect on cellular proliferation. Based on oxidative stress, 15-minute treatment is the best treatment for further investigations to know the mechanism(s) of heat induced apoptosis and male contraception.

* **Research studies or surveys benefiting the community or improving the services**

Dr. Sanjeev Kumar , Department of Public Administration working in the field of Police Administration, has completed his research on the Topic entitled as *“Policing in modern state: A study of policy and administration of police in Himachal Pradesh”*. As per the recommendation of his research work, Himachal Police has formed a new Himachal Police Act after a long period of time and there were a lot of changes in the working and services of Police for the betterment of society.

* **Research inputs contributing to new initiatives and social development**

Dr. Kuldeep Kaushik of Department of Zoology has done the research work on Reproductive Biology. The scope of his research work includes development of male contraception and diagnosis of male infertility.

The scope of male infertility is widespread but unfortunately the evaluation and treatment process has never been standardized among general urologists, gynecologists or reproductive endocrinologists. This has led to inconsistent diagnoses, recommendations, and treatments that patients receive from their physicians. In many cases the underlying causes of infertility have remained a mystery, hence, a proposal of a project was submitted to the UGC entitled as *“Evaluation of the Semen Profile of Idiopathic Male Infertile Patients”*.

3.4.2 Does the Institute publish or partner in publication of research journal(s)? If 'yes', indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?

No

3.4.3 Give details of publications by the faculty and students:

- * **Publication per faculty**

See Point 19; Page 166

- * **Number of papers published by faculty and students in peer reviewed journals (national / international)**

See Point 19; Page 166

- * **Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)**

See Point 19; Page 166

- * **Monographs**

Nil

- * **Chapter in Books**

See Point 19; Page 166

- * **Books Edited**

Nil

- * **Books with ISBN/ISSN numbers with details of publishers**

See Point 19; Page 166

- * **Citation Index**

Nil

- * **SNIP**

Nil

- * **SJR**

Nil

- * **Impact factor**

Nil

- * **h-index**

Nil

3.4.5 Provide details (if any) of

- * **research awards received by the faculty**

Dr. Kuldeep Kaushik, Department of Zoology, have Received Junior Research Fellowship from Ministry of Health (Govt. of India),

sponsored project entitled as “Studies on the intervention in the Golgi function in the male germ cells” from 8th Nov., 2001 to June 2004

*** recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally**

Dr. Bhushan Kumar Sharma, Principal, is the life time member of following societies

- Institute of Company Secretaries of India, New Delhi
- All India Management Association, New Delhi

Dr. Kuldeep Kaushik, Assistant Professor, Department of Zoology is the life time member of following societies

- The Society of Andrology, India
- Indian Biophysical Society

Sh. Hemant Gupta, CA and Assistant Professor, Department of Commerce is the life time member of following society

- Institute of Chartered Accountants of India. New Delhi.

3.5 Consultancy

3.5.1 Give details of the systems and strategies for establishing institute-industry interface?

We have a placement cell in our college which communicates from time to time with the companies and fulfill their requirements. The placement cell takes the students to the job fairs where different companies come and select the students according to their requirements. The Training and Placement Officer (TPO) makes a liaison with the H.R departments of different companies. Our college has exclusive agreement with companies like Ramtech Software Solutions Pvt. Ltd. for the placements. The institute keeps in touch with the passed out students of the college who are presently working in the companies. These students are also very helpful in arranging the visits of the companies for placements. As per requirement, biodata of the eligible students is also mailed to different companies directly by the Institute.

3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?

The Institute has a consultancy cell, which includes the experts of all the departments, those counselors provide guidance to select the appropriate stream in which they are having interest and bright future. The Institute has a Placement Cell and Training and Placement Officer (TPO) forms a liaison with various companies/Industries regularly, so as to select the best visiting companies and representative of the Industries. The Students get absorbed as per their ability and awareness to meet the standards of recruiting agency. The information of the students selected is displayed by pamphlets, flexes of the college and our college site also include the names of the students who are being placed in various companies.

3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?

The Institute makes every effort to encourage the staff for utilization of all human resources, intellect and available facility in the campus to promote liaison with industries/companies so as to thicken the ties between the two in a very flexible manner by which the consultancy services is gets a boost. The college motivates the professionally qualified faculty to utilize their expertise for consultancy services with the permission of the institute. This helps in promoting liaison with industry/ companies. In return, the students get an opportunity to visit these companies and the placement process is, thus, facilitated.

3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.

The Consultancy is provided by the college faculty only on the gratuitous basis and no revenue is generated from the same.

3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?

As stated in the previous point 3.5.4, the Consultancy is provided by the college faculty only on the gratuitous basis and no revenue is generated from the same.

3.6 Institutional Social Responsibility (ISR) and Extension Activities

3.6.1 How does the institution promote institution-neighborhood-community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?

The College has always felt concerned about the increasing access of students from various sections of the society to higher education. By providing reservations, financial aids, scholarships and relaxation in qualifications for socially backward classes, the college has registered significant increase in students' social participation during last few years. The college aims to achieve its goal of providing higher education to create just, plural and equitable society in consonance with constitutional values. The major strength of this college is its ability to ensure holistic development of students to make them enlightened citizens. The college is an 'equal opportunity' institution established to provide knowledge and quality education to all sections of society. It aims to maintain modern outlook with contemporary developments without compromising moral values. To provide knowledge and quality based education to the students by inculcating moral values, scientific temper and employing state of the art technologies. It aims to pursue excellence towards creating manpower with high degree of intellectual, professional and cultural development to meet the national and global challenges. The institute is conscious of its role in campus-community connection, wellbeing of its neighborhood and has initiated a number of community development activities. These include:

- Organizing regular blood donation camps, and blood donation on life saving emergency call
- Involvement of the faculty, student and also neighboring institute for raising various charity activities and relief funds during natural calamities.
- Letting the college playground to neighboring communities on weekend, conducting flag hoisting at national festival by local government and by NCC cadets.
- Organizing NSS camp with the assistance of NSS department of Panjab University, Chandigarh.
- Under Health & hygiene Program of the institute, cleaning and sanitizing around railways station, Bus stand and Hospitals

3.6.2 What is the Institutional mechanism to track students' involvement in various social movements / activities which promote citizenship roles?

The institute is committed to attract students for participating in various social activities by ensuring consistent encouragement and motivation. A special mention can be made of Zoological Society, Eco Club, Science Club and dept of Youth Welfare. The institute has motivated the students to maintain plastic free campus by banning the use of plastic in the campus through which students imbibe to ownership and qualities of responsibilities.

- ❖ Van Mahotsav/Environment Awareness campaign is conducted by Eco Club every year.
- ❖ Need-based extension activities are conducted through different associations/committees and NSS
- ❖ Health check-up camps are organized for locals.
- ❖ Considering the importance of computer knowledge in this era of computerization we provide easy and cheap access to computer education to our support staff and their families.
- ❖ Meditation program and health related programs like yoga and art of living activities are also organized and maximum students join these events.
- ❖ Vaccination of Hepatitis A and B and for other diseases also organized time to time by Zoological Society of the institute.

3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?

The goals and objectives of the College are prominently displayed in the Information Bulletin given to the students at the time of admission. The College web site provides adequate space to these goals. They find place in all the offices of the college, library and other major buildings of the college. Immediately after admission the students are made aware of these goals and objectives.

The institute has evolved a stakeholders' web by forming different platform like Research Committee, Alumni, Zoological Society, Eco Club, Science Club

with a fair representation of Students. The IQAC in the planning process considers feedback collected from the entire stakeholder to prepare perspective on development. These developments prospective will be discussed in the respective committee. The reflection off the meeting will be incorporated in the plan. The management has developed evaluation tools for stakeholders to record their opinion, suggestions and objection for constructive developments for future. Institute is highly concerned with its stakeholder i.e. includes students, parents, staff, alumni.

Students:

- We value the opinions and needs of our students.
- One students of each Class is nominated as Representative. He/She communicates students' requirements and problems to the respective teacher/ head of department/ Principal.
- Suggestion / Complaint box is placed at various places on the campus which are accessible to students.
- Students have the freedom to approach the Principal during working hours without prior appointment.

Parents:

- Teacher/ head of department/ Principal interact with guardians regularly.
- They are informed about their wards academic performance and attendance records through meetings, letters and phone calls.
- Direct interaction of the guardians with the H.O.D. is also encouraged.
- Opinion of parents is considered with respect to various aspects such as planning of industrial visits, cultural programmes etc. are valued.
- Parents of any student are allowed to meet the teachers, Coordinators and Principal on any day of the week at any time to make any suggestions or complaints.

Staff:

- We have regular staff meetings to keep the staff updated about changes and developments of the institute.
- Most of the decisions are taken only after consultation with the staff during staff meeting.

Alumni:

- We have constituted an alumni Association with a Professor In-Charge. The association organizes meetings and has regular formal and informal interactions wherein any alumnus is free to give their suggestions

3.6.4 How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.

The college is incessantly organizing a number of outreach activities which relate to academic, social, cultural, community service, adventure etc and all culminating in building a healthy society contributing to nation building. The college with the help of many voluntary organizations and NGOs organizes the outreach programs. The NCC unit has conducted several blood donation camps and tree plantations. The expenditures for the same are generally borne by such organizations but over and above if need arise; it is reimbursed by college. In the past 4 years the following extension and outreach programmes have been conducted by the college:

Session	Aids Awareness (in Rs.)	Blood Donation (in Rs.)	NSS (in Rs.)	Van Mahotsava (in Rs.)	Art of Living (in Rs.)	Yoga Camps (in Rs.)
2011-12	10000	30000	70000	15000	30000	10000
2010-11	10000	25000	50000	10000	25000	10000
2009-10	-----	15000	30000	10000	-----	-----
2008-09	-----	15000	20000	10000	-----	-----

3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International agencies?

The college under takes wide spread cross-curricular enrichment activities through NCC (Infantry-wing), NSS, Eco-Club, NGOs and other forms of community development activities. During admission and orientation, the representatives of these units apprise students on the benefits and scope of the extension activities. The detail of the program is displayed on the notice board and an interaction of students is organized with NSS officer, NCC officer and Youth Co-ordinator of the college.

3.6.6. Give detail on social surveys, research or extension work (If any) undertaken by college to ensure social justice and empower students from underprivileged and vulnerable sections of society?

The institute has made a conscious effort to promote social justice as a value in learning process and administrative interactions. The institution sincerely practices state social affirmative schemes introduced by the government for the upliftment of higher education to under privileged communities. The college NSS unit has been organizing pulse polio Sundays in the college. The students along with the college faculty have visited the orphanage, blind home and lepers' society. Extra facilities are given to differently-abled students. The college faculty along with the students have been visiting the local slums and the blind home where they teach the students, twice a week.

3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they implement student's academic learning experience and specified the values and skill inculcated.

Objectives:

Extension activities conducted by the institute always imbibe academic learning experience, values and skills not only in students but faculty too. These activities refresh the environment of the institute as well. The major strength of this college is its ability to ensure holistic development of students to make them enlightened citizens. The college is an 'equal opportunity' institution established to provide knowledge and quality education to all sections of society. It aims to maintain modern outlook with contemporary developments without compromising moral values. To provide knowledge and quality based education to the students by inculcating moral values, scientific temper and employing state of the art technologies. It aims to pursue excellence towards creating manpower with high degree of intellectual, professional and cultural development to meet the national and global challenges.

Outcome:

The result of the participation in the various socially relevant activities have resulted in inculcating the feeling of being socially awakened citizens in the students. The students who have been a part of this process have been spreading awareness in the institution and motivating other students as well to stand tall for the cause of social upliftment.

3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiative of the institution that encourages community participation in its activities?

The institution is roping in communities to actively participate in all the extension activities. This has contributed to both community- institution networking and development of institutions.

- The local villagers are initially consulted and the youth of the villagers are made to involve in all the NSS activities.
- Extensive local participations are witnessed during tree plantation, blood donation etc. the alumni association is also involved in all these extension activities.
- The institution has taken the initiative to make aware the society about social and health problems like female foeticide, dowry system, environment protection, consumer protection awareness, anti corruption, HIV awareness, anti tobacco and cleanliness awareness etc.
- Time to time survey is conducted to check the feedback and improvement in society. Seminars, individual discussion and group discussion are made to solve these problems.

3.6.9 Give details on the constructive relationship forged (if any) with other institutions of the locality for working on the various outreach and extension activities?

The institution has constructive relationships with other institutions of the locality. The blood donation camps are organized with the help of reputed

hospitals like, DMCH Ludhiana, Amar Hospital Ferozpur, Francis Newton Hospital of Ferozpur etc.

The NSS and NCC department co-ordinates all its activities under the norms of the University. The unit organizes tree plantation, village cleanliness, Awareness activities like, Environment Pollution, Effects of pesticides on human life with the help of NGOs.

3.6.10 Give details of awards received by the institution for extension activities and /contribution to the social /community development during the last four years.

Many NCC cadets have represented the state at various prestigious events and national integration camps. The cadets have won a number of state level and national level medals and trophies. Many cadets were selected for the prestigious YEP (Youth Exchange Program) to other countries. Many NCC cadets have taken up career in armed forces as officers and have reached high positions. Many NCC and NSS participants have been awarded medals, certificates and cash award for their good performance in extension activities by university, local NGOs, state and central government. Youth Coordinator of the Prof. Gurtej Singh participated in World Punjabi Conference as member of Indian delegation held at Lahore and he shared his experiences with literature students of various colleges and Universities.

3.7 Collaborations

3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives - collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.

As it has been stated earlier, the college has been running UG level for a long time. It is only in the recent years that the college has started PG level courses. Hence the research activities at the students' level are not undertaken because the research is not a part of the curriculum.

3.7.2 Provide details on the MoUs/collaborative arrangements (if any) with institutions of national importance/other universities/industries/Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.

The following institutes & industries have played a vital role for the benefits of students and staff:

1. Shakunt Enterprises, Hyderabad
2. Institute of Company Secretaries of India, New Delhi
3. Institute of Chartered accountants of India. New Delhi
4. All India Managements Association, Chandigarh Chapter

Shakunt Enterprises, Hyderabad provides liberally all possible software solutions. Institutes at no. 2, 3, and 4 are very important organizations for professional growth of the students. Being located in the border area, the college has an understanding with various industries for placements and educational visits.

3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment / creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories / library/ new technology /placement services etc.

Interaction with eminent personalities from various reputed universities and industries is very useful for the creation of establishing better academic facilities for staff and students. As stated above the firm Shakunt Enterprises, Hyderabad has been providing assistance in all the problems relating to software solutions. The college although does not enjoy any MoUs but still many reputed firms like IBM Daksh, Wipro, Spice etc visit the institution for the placements. The labs are being upgraded for the upkeep of latest electronic equipments, computers etc. The placements process got a boost by such interactions.

3.7.4 Highlighting the names of eminent scientists/participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years.

Following seminars/ Lectures were organized by the various departments during last few sessions

Session	Conference	Department	Distinguished Personalities
2011-12	National level seminar on the topic of " Vishvikaran De Sandarbh wich Punjabi Sahit de Badalde Paripekh"	Post Graduate Department of Punjabi	Prof. Dr. Jagbir Singh, Dept of Punjabi, Delhi University, Delhi Prof. Dr. Baldev Singh Dhaliwal, Dept of Punjabi, Punjabi University, Patiala Prof. Dr. Sukhdev Singh, Dept of Punjabi, Panjab University, Chandigarh
	Relevance of subsidies to Indian Agriculture sector in the Era of Globalization"	Department of Economics	Dr. Kuldeep Singh Rana, Dept of Economics, Kurukshetra University, Kurukshetra Dr. Rajinder singh Sidhu, Dean, Punajb Agricultr University, Ludhiana
	Recent trends of science in 21 st Century	Departments of Sciences	Dr. Vipin Bhatnagar, Dept. of Physics Panjab University, Chandigarh Dr. A.K. Bhatti, Dept. of Physics Panjab University, Chandigarh. Prof. N.R. Kalla, Director, Institute of Reproductive Health and Contraceptive Technology, Jodhpur, Rajasthan.
2010-11	Transformation of banks in the face of boom in Information Technology in Punjab: Benefit and challenges"	Department of Commerce	Dr. Manoj Sharma, UBS, Panjab University, Chandigarh
	Stem Cell: In Disease & tissue Homeostasis	Department of Zoology	Dr. Amit Grover, Research Scientist. Institute for Stem Cell Research, University of Edinburgh (UK).

3.7.5 How many of the linkages/collaborations have actually resulted in formal MoUs and agreements ? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated -

- a) Curriculum development/enrichment
- b) Internship/ On-the-job training
- c) Summer placement
- d) Faculty exchange and professional development
- e) Research
- f) Consultancy
- g) Extension
- h) Publication
- i) Student Placement
- j) Twinning programmes
- k) Introduction of new courses
- l) Student exchange
- m) Any other

The college has been running UG level for a long time. It is only in the recent years that the college has started PG level courses. Hence the research activities at the students' level are not undertaken because the research is not a part of the curriculum. And this is the major reason why the college has not been involved in the signing of any MoUs or formal agreements that could help facilitate any of the above mentioned requirements.

3.7.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/collaborations.

Not Applicable.

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

POLICY FOR CREATION & ENHANCEMENT

In order to create and enhance the infrastructure that facilitates effective teaching and learning, the policy is framed according to the strength of students in different streams. The policy also conforms to the strength of the lecturers appointed for the institution. With the increase in strength, as per requirement, the institution approaches UGC and seeks various funds from M.P. & M.L.A.L.A.D funds. The management actively offers helps as and when any infrastructural change is required. The infrastructural enhancement is liberally funded on need base and on the availability of the funds.

4.1.2 Detail the facilities available for

a) Curricular and co-curricular activities - classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching, learning and research etc.

b) Extra -curricular activities - sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.

The College is endowed with excellent physical infrastructural facilities to support the teaching-learning process. The main campus is spread over 5 acres of land. A master plan has been prepared for the campus. Almost all the Departments have separate self-contained buildings. Our College has spacious seminar/conference halls, adequate number of classrooms, well-equipped laboratories, chambers for the faculty and discussion room to facilitate the academic programs.

The College has a separate block for administration. The Central Library, with adequate space, large number of books and journals, Internet, and other support facilities, is located at the central place. The College has an out-door Sports Ground for sports activities and a Health Center to meet the diagnostic and medical treatment of students and staff. The College also has four fully

furnished and equipped Computer Labs. The infrastructure involves spacious class rooms, proper lighting and ventilation, seating arrangement with proper visibility for both students and lecturers. There is facility of common room for boys and girls separately. Special arrangements for canteen for the students and the staff, provision of staff-room, and the auditorium is also there.

The college has hostel facility for girls. Residential quarters are available for the supporting resident staff. The College has a large cafeteria to serve food and refreshments to staff, students and guests. The details of the facilities available with the institution are as under:

(A) **For curricular and co-curricular activities:**

i) **Class rooms:** Our college has 30 spacious class rooms with proper light arrangement and ventilation, dias and podium.

ii) **Technology Enabled Learning facility:** The college has ICT Classrooms where the provision of OHPs, Multimedia learning, Wi-Fi connectivity and internet access is given. The college Computer Department is situated in a separate independent block where the Post graduate, diploma and UG level classes of BCA are run.

iii) **Seminar Hall:** The college has two seminar halls. These halls are regularly used for conducting seminars at the college, state and national level. The students of post graduate departments are regularly promoted for active involvement in paper presentations, group discussions.

iv) **Tutorial rooms:** Tutorial rooms are there in college campus especially for B.Com classes and for special remedial classes for weak and needy students.

v) **Laboratories:** The college has Nine well equipped laboratories, 3 in Chemistry Department, 2 each in Physics, Zoology and Botany departments, for the conduct of science practicals which facilitate students to conduct regular practicals during the session and in annual examinations. Similarly, the college has five technology enabled laboratories for conducting computer practicals.

vi) Botanical Garden/Animal house: Our college has a well maintained botanical garden where the students of botany study various plants and other aspects of botanical life which facilitates them in enriching their knowledge. Similarly, the animal house in Zoology department maintains the store of animals, reptiles, birds and insects in the preserved form, for dissection. At the time of practical examination, animals are made available for students.

vii) Specialized Facilities and equipments available for teaching, learning and research: The college has a state of the art four computer labs with nearly 100 computers. The ratio of the computer and student is 1:2. The staff is given a free access to internet so that they can enrich their knowledge and then in turn the students can benefit from their experience and knowledge. The fully computerized library also helps the staff and the students of post graduate and under graduate classes to understand the value of research.

4.1.2 (B) For extra curricular activities:

Sports:-

The college has always created a niche for itself in the field of sports. The college has since long times, been participating in various inter university, university level tournaments. The college is proud to give this country some best sports personalities. Olympic heroes like Sh. Ajit Singh and Sh Baldev Singh have been proud alumni of this college. Our players have represented India in Para-Olympics too. In sports, our college provides indoor and outdoor games to student.

Outdoor Games: A spacious 2 acre play ground is available for outdoor games i.e. cricket, athletics, Kabaddi, Kho-Kho etc. in college campus. The college students have a free access to the Local Shaheed Bhagat Singh Stadium for games like Hockey, Baseball and Swimming. For this the college is having a tie up with the Govt. of Punjab.

Indoor Games: Facilities for the sports like Badminton, Table Tennis, Chess, Carrom etc, are provided to students in the college campus only.

Gymnasium:

Our college has well equipped Gymnasium room with all the modern state of art equipments for health and hygiene.

Auditorium:

Our college is almost a century old college with a heritage campus. Despite being an old institution, the college is having a modern, well equipped and upto the mark technology enabled auditorium for special seminars. The seating capacity of the hall is around 175 students which includes the seating capacity of the gallery.

NSS: College has an NSS unit of 100 students. Various socially relevant services are provided by NSS students like blood donation camp, counter checking of pulse polio drive, adult education etc.

NCC: College has an NCC unit working under 13 PB NCC Bn., Ferozepur Cantt., with a Permanent Commissioned Officer. The students are enrolled for B & C Certificates.

Cultural Activities: The college has carved out a special niche for itself in the field of extra curricular, extra mural activities. The college has been regularly participating in the zonal and inter zonal youth festivals. The students have been participating with full fervour and zeal in all activities, academic, theatrical, fine arts or musical. They have proved their mettle in all the fields. In the last five years, the college has bagged many prizes which have brought laurels to the name of college.

Public speaking communication skills development: Personality development programmes are run by the college which involve various activities like public speaking and communication development etc. This besides the college faculty keeps on enriching the students with the art of communicative skills.

Yoga: College campus has own Yoga campus in which many students are benefitted and awared about the importance of Yoga. At times the college also arranges for art of living camps with the help of various NGOs.

Health and Hygiene: In addition to above mentioned activities, our College has a very special concern for the health and hygiene of the college students, staff and other members. The college specially takes care of the health and hygiene of the students and staff. For this the college keeps on organizing health check up camps where local doctors, dentists, eye surgeons and skin specialists visit and keep a strict watch on the health of the stakeholders, the students and the staff. Proper arrangement of drinking water is available in the college campus at five different locations (R.O. purified drinking water). A first aid room is also there for the treatment of sick. The institution has a tie up with the local hospitals in emergency needs. The local NSS unit is also very active in holding pulse polio drive. The volunteers willingly stand tall for the noble cause and help the nation to eradicate the problem of polio.

4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution/campus and indicate the existing physical infrastructure and the future planned expansions if any).

Since its inception in 1921, the R.S.D.College has been keeping pace with the changing needs and requirements to meet its academic growth. To keep pace with the needs and requirements, additional infrastructure is being added from time to time. In the last four years, many buildings have been constructed/renovated. The details of the facilities which have been added are as under:

S.No.	Infrastructure	Amount Spent	Comments (if any)
<u>Session 2011-12</u>			
1	Women Hostel	Appx. 1Crore	Plan Attached
2	Newly Renovated Staff Room	1.5 Lac	Plan Attached
3	Newly Constructed Principal Office	45 Lac	Plan Attached
4	Newly Constructed Administrative Office		Plan Attached

5	One Seminar Hall		Plan Attached
6	Four Walling of College Sports Ground	40 Lac	Plan Attached
<u>Session 2010-11</u>			
7	New Class Rooms	5 Lac	Plan Attached
8	Lab IV: Computer Lab (15 Computers)	15 Lac	Plan Attached
<u>Session 2009-10</u>			
9	Gymnasium	1.5 Lac	Plan Attached
<u>Session 2012-13</u>			
10	Proposed Renovation of the Old Hall & Auditorium	Appx. 1.5 Crore	Plan Attached

The newly built physical infrastructure as well as existing infrastructure is furnished with adequate furniture and equipments to facilitate teaching and research.

The college has been providing its campus/premises for social activities like, Art of Living Camps, Yoga Camps and other local tournaments and activities during Sundays and other holidays. The Distt. Administration has been using the college premises during M.P/ M.L.A/ Local Bodies elections also.

4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?

The institute ensures that infrastructure facilities meet the requirement of the students with physical disabilities. For differently-abled students, it is ensured that they don't have any physical obstruction. The institution is committed to accommodate them on the ground-floor, specially front-seating arrangement, comfortable furniture, attendant facility. They are provided classes with ramp facility. The library facility is provided to them in the multi-purpose hall located at the ground floor. The needs of the physically challenged students are fulfilled by the supporting staff. The students are given extra attention during the college terminal examinations as well as the final examinations. They are helped by providing the seats on the ground floor.

4.1.5 Give details on the residential facility and various provisions available within them:

- **Hostel Facility – Accommodation available**
- **Recreational facilities, gymnasium, yoga center, etc.**
- **Computer facility including access to internet in hostel**
- **Facilities for medical emergencies**
- **Library facility in the hostels**
- **Internet and Wi-Fi facility**
- **Recreational facility-common room with audio-visual equipments**
- **Available residential facility for the staff and occupancy Constant supply of safe drinking water**
- **Security**

Hostel Facility: The institution has its hostel, for girl students, with a capacity of 100 girls. Arrangement for hostel facility is made for girl students which has spacious, ventilated rooms with provision of cooler and attached bathrooms. The hostel has rooms for residential staff, set up in the hostel in such a way so that the resident staff can keep a watch on the security and safety of the inmates in the hostel.

Recreation facilities: Lush-green open space ground for out-door recreation and audio visual aids (TV, music player, games, etc.) for in-door recreation are provided by the institute. Arrangement for gymnasium hall is also made available in the hostel. The inmates of the hostel are given the facility of a yoga centre for meditation and yoga classes, in college campus.

Computer Facility including access to Internet in hostel: The college hostel is having a separate Computer room with internet facility. The girls are given two hours time, twice a day to use the facility to enrich their knowledge. This apart, the hostel campus is fully wi-fi enabled campus. The girls can access internet from their respective rooms.

Medical room : The college and the hostel has complete arrangement for students in need of medical assistance. There is provision of a first aid/medical room with all the facilities required for medical assistance. The college has arrangement for a part time doctor and nurse.

Library: The college hostel has a fully equipped reading room cum library for extra reading and study (magazines, newspapers, periodicals, etc.)

Hygiene facilities: Water cooler with RO purified water with constant supply of safe drinking water is available in the college hostel.

Security: Watchman shed and Gate-keeper room has been made near the gate for proper security.

4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus?

The college has a medical room situated in the commerce block where a part time doctor and a nurse/ attendant is available. They are always present to meet any unforeseen situation. Arrangements for first aid and medical care are fully available for the staff as well as the students inside the campus and in the hospital near to the college in case of any serious medical emergency.

4.1.7 Give details of the Common Facilities available on the campus -spaces for special units like IQAC, Grievance Redressal unit, Women’s Cell, Counseling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.

The college has clearly marked space for the common facilities available on the campus. These facilities include IQAC (Internal Quality Assurance Cell), Grievance Redressal unit, Women’s Cell, Counseling and Career Guidance cell, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, and provision of auditorium etc. the details of such facilities are here as under:

S.No	UNIT	Place of Location	Teacher Incharge
1	IQAC (Internal Quality Assurance Cell)	Principal’s office.	Dr. Bhushan K. Sharma
2	Grievance Redressal unit	Mathematics Deptt.	Mrs. Sanjana Aggarwal
3	Women’s Cell	Mathematics Deptt.	Mrs Sanjana Aggarwal
4	Counseling and Career Guidance	Chemistry Deptt.	Sh. A.K.Sethi
5	Placement Unit	Chemistry Deptt.	Sh. A.K.Sethi
6	Health Centre	Commerce Deptt	Sh. R.P.Garg
7	Canteen	Campus	Dr. Anil Dhiman
8	Auditorium	Campus	Dr. Anil Dhiman
9	Staff Room Recreation	Campus	Sh. Gurinder Singh
10	Student Centre	Boys’ & Girls’ Common Room	Sh. Gurinder Singh & Mrs Neeraj
11	Safe Drinking Water Facility (RO)	Campus	Dr. Kuldeep Kaushik

4.2 Library as a Learning Resource

4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?

The institution has a very effective and efficient Advisory Committee. The composition of the Library Advisory Committee is as under:

Sh. J.R. Prashar
Dr. Anil Dhiman
Dr. Dinesh Sharma
Dr. Manjeet Kaur
Dr. Kuldeep Kaushik
Dr. Sanjeev Kumar
Two Students

The advisory committee discusses and finalizes the infrastructural and academic requirement of the library & chalks out the strategy regarding the working of the library affairs so that the facility can be utilized to the maximum extent by the staff and the students. The committee distributes free books to the new girl students every year. They also give the advice to the Principal for the purchase of books and journals. For students reading room, the Advisory Committee gives advice for maintenance. The fully Computerized Library has an open shelf system which facilitates a free access of books and hence knowledge to the students. Newspaper and Journals stands in the library provide an access to research, news and other information to the students/readers. In the recent past, on the advice of the advisory committee lay out of the library has been changed, almirahs have got painted and computer with adequate software got installed.

4.2.2 Provide details of the following:

- * Total area of the library (in Sq. Mts.)
- * Total seating capacity
- * Working hours (on working days, on holidays, before examination days, during examination days, during vacation)
- * Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)

S.No		Comments (if any)
1	Total Area of the Library	467.333 Sq. Mts.
2	Total Seating Capacity	150
3	Working Hours (Daily)	09:00 am - 04:00 pm
3A	Before Examination Days	08:00 am - 05:00 pm
3B	During Examination Days	09:00 am - 04:00 pm
3C	Vacations	09:00 am - 04:00 pm
3D	National Holidays & Holidays as per P.U. Calendar	CLOSED
4	Layout of the Library	Plan Attached

4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

The principal of the college circulates a notice and requisitions for books are invited from all the head of departments. Every department of the college is asked to submit the lists of books, magazines and journals to be purchased with reference to new syllabi and current needs of the students. The lists are forwarded to the librarian. A purchase committee is constituted. The members of book purchasing committee are sent to purchase books, magazines and journals from different sources. Whenever any book fair is held, the college makes necessary arrangements for the purchasing of the books. The amount spent on procuring new books etc. during the last four years is as under:

Library holdings	Year 2008-09		Year 2009-10		Year 2010-11		Year 2011-12	
	Number	Total Cost (in Rs.)	Number	Total Cost (in Rs.)	Number	Total Cost (in Rs.)	Number	Total Cost (in Rs.)
Text books	750	193729	201	109828	58	78596	497	141841
Reference Books	133		139		474	116891	1805	559806
Journals	120	7200	180	7200	192	9840	450	11000
Periodicals	180	9600	204	12200	192	9000	204	9240
e-resources								
Newspapers	192	13980	192	13980	192	14544	240	20640

4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

- * **OPAC**
- * **Electronic Resource Management package for e-journals**
- * **Federated searching tools to search articles in multiple databases**
- * **Library Website**
- * **In-house/remote access to e-publications**
- * **Library automation**
- * **Total number of computers for public access**
- * **Total numbers of printers for public access**
- * **Internet band width/ speed 2mbps 10 mbps 1 gb (GB)**
- * **Institutional Repository**
- * **Content management system for e-learning**
- * **Participation in Resource sharing networks/consortia (like Inflibnet)**

S.No		Comments (if any)
1	OPAC (ONLINE PUBLIC ACCESS CATALOG)	YES
2	Electronic Resource Management package for e-journals	INFLIBNET (N-LIST)
3	Federated searching tools to search articles in multiple databases	YES
4	Library Website	YES
5	In-ho use/remote access to e-publications	YES
6	Library automation	YES
7	Total number of computers for public access	FOUR(4)
8	Total numbers of printers for public access	ONE (1)
9	Internet band width/ speed <input type="checkbox"/> 2mbps <input type="checkbox"/> 10 mbps <input type="checkbox"/> 1 gb (GB)	2mbps
10	Participation in Resource sharing networks/consortia (like Inflibnet)	YES

4.2.5 Provide details on the following items:

- * Average number of walk-ins
- * Average number of books issued/returned
- * Ratio of library books to students enrolled
- * Average number of books added during last three years
- * Average number of login to opac (OPAC)
- * Average number of login to e-resources
- * Average number of e-resources downloaded/printed
- * Number of information literacy trainings organized
- * Details of “weeding out” of books and other materials

1	Average number of walk-ins	200-250
2	Average number of books issued/returned	100-120
3	Ratio of library books to students enrolled	30:1
4	Average number of books added during last three years	3172/3 =1057
5	Average number of login to OPAC	50-100
6	Average number of login to e-resources	50-100
7	Average number of e-resources downloaded/printed	15
8	Number of information literacy trainings organized	10
9	Details of “weeding out” of books and other materials	1200 Per Annum

4.2.6 Give details of the specialized services provided by the library

- * Manuscripts
- * Reference
- * Reprography
- * ILL (Inter Library Loan Service)
- * Information deployment and notification (Information Deployment and Notification)
- * Download
- * Printing
- * Reading list/ Bibliography compilation
- * In-house/remote access to e-resources
- * User Orientation and awareness
- * Assistance in searching Databases
- * INFLIBNET/IUC facilities

1	Manuscripts	NO
2	Reference	YES
3	Reprography	NO
4	ILL (Inter Library Loan Service)	NO
5	Information deployment and notification (Information Deployment and Notification)	YES
6	Download	YES
7	Printing	YES
8	Reading list/ Bibliography compilation	NO
9	In-house/remote access to e-resources	YES
10	User Orientation and awareness	YES
11	Assistance in searching Databases	YES
12	INFLIBNET	YES

4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the college.

Helpful library staff is also accessible to help students and teachers in finding the books. They keep the library noise free so that serious studies could be carried out in the library. The staff provides the list of catalogues of various publishers to teachers so that new and relevant books can be purchased for library. The students are helped by the library staff to access the books they desire. The supporting staff is always on its toes to help the staff as well as the students in the library.

4.2.8 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.

Library has a separate section on the ground floor for such students. The section in charge helps such students every possible way. The physically challenged students are given top priority for issuing the books. The books in the Braille, audio cassettes/C.Ds are provided to the visually handicapped students. This besides, the students who are visually impaired are provided audio cassettes/C.Ds for their course/syllabi. The physically handicapped students are helped by the staff which provides them books or study material in the multi purpose hall located on the ground floor.

4.2.9 Does the library get the feedback from its users? If yes, how is it analysed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analysed and used for further improvement of the library services?)

The library has installed suggestion Box. Every month the suggestions are deliberated by advisory committee and acted upon. Quarterly an interactive session is held by advisory committee with students to get feedback for improving the library services. In the beginning of the session the students are taken to the library by their teachers and shown respective books regarding their subjects. Any suggestions given by new students are also sent to the advisory committee for action.

4.3 IT INFRASTRUCTURE

4.3.1. Give details on the computing facility available (hardware and software) at the institution.

- **Number of computers with Configuration (provide actual number with exact configuration of each available system)**
- **Computer-student ratio**
- **Stand alone facility**
- **LAN facility**
- **Licensed software**
- **Number of nodes/ computers with Internet facility**
- **Any other**

1	Number of computers with Configuration (provide actual number with exact configuration of each available system)	LIST ATTACHED
2	Computer-student ratio	1:2
3	Stand alone facility	10 PCs (Lab I)
4	LAN facility	Lab II & IV
5	Licensed software	YES
6	Number of nodes/ computers with Internet facility	32

4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?

Internet service is available in the college for faculty and students. There are 30 computers with the facility of Internet in each. The Principal office, the Administrative Block and some of the departments have the facility of internet. The ratio of computer and the students is approximately 1:2. The college has a fully computerized library. The students and the society have a free access to the college website, www.rsdcollege.com.

4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

The institute in the near future is optimistic as far as the infrastructural upgradation is concerned. The college intends to upgrade the PCs with latest configuration available in the market. This apart the stress will be laid on the purchasing of New Hardware. The Department of Computer Science intends to replace the non functional parts with new parts. Non working computer hardware components are used as models to demonstrate in the classes.

4.3.4 Provide details on the provision made in the annual budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)

Plan Attached

4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students?

Computers are available for specific use in some departments. The teachers liberally take help of the ICT resources to enrich their prescribed curriculum with the help of internet. The college has adequate computer facility for its faculty. Faculty members are provided with computers with internet browsing facility for preparation of teaching/learning materials in their respective departments. Also Multimedia projectors, OHPs are available with in the college for the faculty use. The college also has seminar halls equipped with projectors and are available as and when requested by particular teacher. The college also has a fully air-conditioned multi media

hall. Internet facility and Library is thrown open to faculty members for learning materials. Also the faculty is provided with Audio-Visual aids which facilitate multimedia teaching.

4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching - learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.

The institution has always been placing the students at the centre of the teaching learning process. The vision and the mission of the institution has always been to provide holistic knowledge to its students. Keeping the students' learning at the centre of everything, the college understands that the teachers have to be reoriented from time to time. The times have changed. So has changed the way of imparting the knowledge. Use of technology has become very vital in imparting quality based education. The institution encourages the staff to undergo training on the computer-aided teaching and training. The college also has been conducting week-long sessions, in tune with the orientation courses, for the college faculty on the use of computers. The computer department also organizes training sessions on the use of Internet for learning resources. Well equipped computer Labs, LCD and OHPs are available to the faculty for computer aided teaching. The computer faculty is always available for any need based assistance in the use of ICT.

4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?

The college does not avail the connectivity through National Knowledge Network.

4.2 Maintenance of Campus Facilities

4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (Substantiate your statements by providing details of budget allocated during last four years)?

a.	Building
b.	Furniture
c.	Equipment
d.	Computers
e.	Vehicles
f.	Any other

The institution has made adequate arrangements for the maintenance and upkeep of the college infrastructure. The management ensures that enough funds are allocated and then utilized for the maintenance. The details of the budget allocated during the last four years is as under:

Session	S.No	Infrastructure	Budget Allocated
2011-12	1	Building	25 Lacs.
	2	Furniture	7 Lacs.
	3	Equipment	13 Lacs.
	4	Computers	-----
	5	Vehicles	6.5 Lacs.
	6	Any other	5 Lacs
2010-11	1	Building	32 Lacs.
	2	Furniture	-----
	3	Equipment	9 Lacs.
	4	Computers	-----
	5	Vehicles	-----
	6	Any other	1.5 Lacs
2009-10	1	Building	-----
	2	Furniture	-----
	3	Equipment	4 Lacs.
	4	Computers	2 Lacs.
	5	Vehicles	-----
	6	Any other	1.5 Lacs.
2008-09	1	Building	-----
	2	Furniture	-----
	3	Equipment	1 Lac.
	4	Computers	5 Lacs.
	5	Vehicles	-----
	6	Any other	1.5 Lacs.

4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?

The maintenance and improvement of the campus is under taken with the help of the local administration and municipal corporation. The Principal, on the basis of the perspective development plan, proposes the infrastructural augmentation needs to the concerned authorities. The Punjab Govt, UGC sanctions funds based on the requirements, student strength, and the nature of the academic programs offered by the institution. The college development fund is utilized for maintenance and minor repairs of furniture and equipments. The IQAC prioritizes the activities, estimates the cost and submits it to the head of the institution. The management approves and allocates the funds. An effective monitoring system through various committees ensures the optimal utilization of budget allocated. We have a centralized maintenance department for the entire campus with full time salaried employees and the expenditure is a part of income-expenditure account. Since maintenance is a part of monthly expenditure, a separate fund is not allocated.

4.3.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/instruments?

Annual maintenance and repair of the infrastructure is taken care by the college in a systematic manner. Day to day maintenance is carried out by the staff appointed for cleaning and maintenance of the building. The laboratory equipments are maintained through College Development Fund and annual grants received from the government. The computers and electronic devices are maintained and repaired through the funds available in the institution. We have a team of qualified technical staff for maintaining computers and networking facilities. Some of the members are stationed in the campus so that they are available at short notice. We have a Manager (Infrastructure Maintenance Department) for the maintenance of the entire campus and the following departments work under him with the salaried staff.

a) Construction

b) Electrical

- c) Carpentry
- d) House-keeping
- e) Masonry
- f) Plumbing
- g) Painting
- h) Security
- i) Generator maintenance

Their services are available throughout the day. Some of this staff stay within the campus.

4.3.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)? Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include.

The college has clearcut mentioned places for the sensitive equipments like electricity generators, water purifiers, chemicals and scientific instruments. The laboratory staff keeps a strict vigil regarding the maintenance and upkeep of the scientific instruments and Chemicals. Their repair or replacement or another required upkeep is fully undertaken in their supervision. Similarly, the college electrician and the supporting staff is responsible for the upkeep of electrical equipments and their maintenance. The institution has a tie up with the company from which the RO purifiers were brought and the institution pays AMC to the firm for the regular and routine check up and upkeep of the purifiers.

CRITERION V: STUDENT SUPPORT AND PROGRESSION

5.1 Student Mentoring and Support

5.1.1 Does the institution publish its updated prospectus/handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

The institution publishes its updated prospectus annually. The prospectus provides all the necessary information the students need to know. The college prospectus provides a complete profile of the college. The handbook is having the admission schedule, the details of the college working days, the fee details and the rules and regulations which the students need to observe during their stay in the college. The handbook contains the list of the facilities being provided to the students. This besides the college handbook contains the information regarding the college teaching as well as the non teaching faculty. This helps the students know about the college staff. The same information, which is published in the college handbook/prospectus is also updated on the college website www.rsdcollege.com.

5.1.2 Specify the type, number and amount of institutional scholarships / freeships given to the students during the last four years and whether the financial aid was available and disbursed on time?

Session	Type of Scholarship	Number of Scholarship	Amount of Scholarship (in Rs.)
2011-12	S.A.F	296	4,94,451
	Dean, CDC	11	66,000
2010-11	S.A.F	120	1,35,768
	DWO, Post Matric Scholarship	41	1,98,850
2009-10	S.A.F	127	1,08,510
	DWO, Post Matric Scholarship	43	2,08,550
	Central Govt, Post Matric Scholarship (SC)	05	51,223
	State Govt, Merit Scholarship	03	2,475
	PH Scholarship	01	2,400

Session 2008-09	S.A.F	84	81,860
	State Govt, Merit Scholarship	03	2,700

5.1.3 What percentage of students receive financial assistance from state government, central government and other national agencies?

The college caters to the academic needs of the students belonging to the rural areas and the border areas. There are lots of students who belong to the non creamy layer of the society or who are from economically weaker sections of the society. The college provides financial assistance to these students, which is received from the Central Govt., State Govt., other agencies and the Management of the college. Nearly 25 -30% students of the college get benefit from these scholarships.

5.1.4 What are the specific support services/facilities available for

- Students from SC/ST, OBC and economically weaker sections
- Students with physical disabilities
- Overseas students
- Students to participate in various competitions/National and International
- Medical assistance to students: health centre, health insurance etc.
- Organizing coaching classes for competitive exams
- Skill development (spoken English, computer literacy, etc.,)
- Support for "slow learners"
- Exposures of students to other institution of higher learning/ corporate/business house etc.
- Publication of student magazines

The institution is committed to provide the students every possible help and support they need in their pursuit to become civilized and worthy citizens. The college, as stated earlier, was set up with a mission of imparting holistic education. The institution for this purpose provides the following support facilities to its students:

Students from SC/ST, OBC and economically weaker sections:

The students who belong to SC/ST, OBC and the economic weaker sections are identified during the process of the admission only. The college maintains a detailed record of the same. These students are provided every possible help during their stay in the college. The college offers liberal concessions to such

students. This besides the Central Govt., the State Govt., and the University sponsored scholarships and concessions are also given to such students. The college management too is very thoughtful regarding such students. Every year the college management sponsors a few students. The total expenditure of the education of some 5-7 students is borne by the management. To make up any deficiencies, the college has started **UGC Sponsored Remedial classes** for the empowerment of SC/BC and other Backward castes. In addition, **Free Course for Personality Development, Coaching classes for various Competitive exams like AIEEE, IIT, PMET, Bank PO** etc. have been started to benefit the community.

Students with physical disabilities:

There is reservation for students belonging to differently-abled category or physically challenged students as per UGC notifications. Their requirements and needs are given a special care and attention. The college ensures that infrastructure facilities meet the requirement of the students with physical disabilities. For differently-abled students, it is ensured that they don't have any physical obstruction. The institution is committed to accommodate them on the ground-floor for their classes. They are provided front-seating arrangement, comfortable furniture and attendant facility. They are provided classes with ramp facility. The library facility is provided to them in the ground floor located multi-purpose hall. The need of the help from the supporting staff, if required, is fulfilled on the request of physically challenged students. The students are given extra attention during the college terminal examinations as well as the final examinations.

Overseas students:

The institution does not believe in boundaries. It extends its services to overseas aspirants. Admission is given to them as per the university guidelines and security clearance.

**Students to participate in various competitions/National and International/
Organizing coaching classes for competitive exams:**

The coaching for Banking, UPSC competition, short term computer courses, Pre-medical competition exams, Engineering entrance tests is imparted to needy students. Competition classes are also held for SC/BC/OBC students, free of cost under UGC plan.

Medical assistance to students: health centre, health insurance etc.:

Our College has a very special concern for the health and hygiene of the college students, staff and other members. For this the college keeps on organizing check up camps where local doctors, dentist, eye surgeon and skin specialist visit and keep a strict watch on the health of the stakeholders, the students and the staff. Proper arrangement of drinking water is present on the college campus at five different locations (R.O. purified drinking water). A first aid room is also there for the treatment of sick. The institution is having a tie up with the local hospitals in emergency.

Skill development (Spoken English, computer literacy, etc.)

The college regularly conducts Personality Development Programmes which enhance the IQ level and communication skills of the participants. The college also invites Guest speakers from the industry which provides regional and global employment opportunities for the students. Special classes are taken for communication skills taking into considerations the rural backgrounds of the students. This besides the college offers 'Introduction to Computer Science' as one of the subjects to all the students taking admission in the first year. This has really helped the students learn the basics of the computer language.

Support for "slow learners"

The institute understands that the college has to serve the basic education needs of one and all. The students from this border town of Firozpur have very few options to get better higher education. The students who are slow in their learning or if their grasping power is not upto the mark, the faculty members identify such students at the beginning of the session. For them the

institution conducts remedial classes in different subjects to enhance their skills and competence. Remedial examinations are also held to test their knowledge received during classes. Enrichment courses like Personality Development Programmes are also conducted to improve students' personality and motivate them for an innovative and creative mindset. Wherever a disadvantageous learner is identified by the class teacher, the institute appoints a guardian teacher to help him/her with counseling and intensive coaching.

Publication of student magazines

The college publishes its annual college magazine 'Image'. The students of the college very enthusiastically contribute with their articles in the magazine. The college magazine is printed in the supervision of the college editorial board. All the major sections of the magazine are having their staff editors as well as the students' editors. The staff is always there to help the students chisel their artistic and creative skills.

5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.

The institute has a placement cell of its own. Over the years the college has helped scores of its students in finding better job opportunities and better enterprises to work in. Our Placement Cell encourages outgoing students to visualize the starting of their own enterprises and become active contributors to the nation's GDP. The placement cell assesses the needs of entrepreneurs and prepares a comprehensive training module to equip the outgoing students with necessary skills.

The module focuses on the following skills:

1. Leadership Skills
2. Marketing Skills
3. Business Development Skills
4. Managerial Skills
5. Risk Assessment and Management
6. Communication Skills
7. Public Speaking
8. Team Building Skills

5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.

- * additional academic support, flexibility in examinations**
- * special dietary requirements, sports uniform and materials**
- * any other**

The institution is committed to attract students for participating in various extracurricular activities by ensuring consistent encouragement and motivation. The necessary facilities are provided and adequate funds are allotted. The sports and cultural committees supervise the extracurricular activities. The students who participate in the sports activities or other extracurricular and extra mural activities are provided with extra classes so that the time they have given in for the various activities can be compensated for. Special exams are taken for them in the month of February so that they can have an assessment of their preparations for the final examinations. Diet to the sportsmen is borne by the institution as per the norms laid down by the State Govt./Panjab University from time to time. Te present rate of diet is around Rs. 100/- per day.

5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR-NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central /State services, Defense, Civil Services, etc.

The Institute has a separate support system for the students appearing and qualifying in various competitive examinations. Students who are interested and willing to appear in various competitive examinations are helped by the teachers in matters of study materials and counseling for the right strategies. Students are allowed to have access to library and to refer the books related to entrance test. Students can appear in online examinations using internet facilities at our institution. UGC sponsored free competitive classes for SC/BC/OBC are held in the campus. In the recent past many students have

appeared and qualified in various competitive exams and the detail is as follows:

Session	S.No	Exam	Appeared	Qualified
2011-12	1	CAT	06	01
	2	GMAT	05	01
	3	Central/State Services	32	15
	4	Defence Services	07	02
2010-11	1	CAT	02	01
	2	GMAT	06	02
	3	Central/State Services	37	19
	4	Defence Services	03	01
2009-10	1	CAT	04	02
	2	GMAT	07	02
	3	Central/State Services	40	21
	4	Defence Services	09	04

5.1.8 What type of counseling services are made available to the students (academic, personal, career, psycho-social etc.)

The college has a career counseling and guidance cell located in the Deptt. of Chemistry. The teacher in charge is available round the clock to the students. The counseling cell makes adequate arrangement for the guidance of the students during the time of the admissions. The students seeking admission are counseled in the choice making matters during the admission. The choice of the career and the doubts of the students are listened to very carefully and

the solutions of the problems are provided. The students who need psychological counseling or any type of social counseling are also attended to very carefully. The following services are made available for the students:

ACADEMIC & CAREER COUNSELING:

The students, at the time of the admission, are helped by the faculty present in choosing right stream. They are informed about the scope and nature of the various subjects that form the syllabus. The students are not pressurized in choosing the subjects. They are given right kind of counseling which helps them shape their career.

PERSONAL & PSYCHO-SOCIAL COUNSELING:

The students during the course of their studies in the college come across various issues. They are, at times, too immature to handle the problems. The college provides them personal counseling. They can share their problems with the teachers. The teacher concerned are very supportive in guiding them fight their problems. The candidates at times come face to face with certain social issues or problems which tend to bring the inferiority complex in them. The teachers make it sure that no such deterioration happens with the psycho social understanding of the students. They are counseled to become better human beings and advised to stand tall for the social cause.

5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If 'yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).

Placement and career counseling centre renders efficacious service to the students. The placement cell extends its service to the students in career guidance, organizes lectures concerning career planning and invites companies for campus recruitment. The following services are provided in the career guidance and placement service:

Information of Job Opportunities:

The students are informed regarding the vacancies offered by govt. and other agencies. The notice of the advertisement is put up on the notice board. The students are informed regarding the last date and other important information regarding the vacancies.

Preparation of Curriculum Vitae:

Members of the placement centre render guidance to the students in formal and informal meetings. They are taught how to make CVs. The various technicalities are sorted out, if any.

Discussion of Exam Module & Preparation of the Exam:

The centre organizes lectures on career opportunities. A thorough discussion takes place on the exam module. The students are informed regarding the syllabus, the pattern and the ways of attempting the paper. Mock tests are held to facilitate them in this pursuit. Their performance is analysed after every test and then a brain storming session is organized to assess their strengths and weaknesses.

Follow up:

The placement cell keeps track of the post examination developments. As and when the result is declared, the cell informs the students regarding the result. The results are analysed and then the next process of helping the successful candidates start.

G.Ds/Interviews: the college organizes sessions of Group Discussions and mock interviews for the candidates who have succeeded in the written test. The drilling exercise takes place till the candidate is totally confident regarding his performance for the final interview.

Campus Placement:

The placement cell of the college invites many reputed companies for campus recruitment. The students of the institute are sent to off campus interviews also. The details of the placement for the last two sessions are as under:

Session	S.No	Name of the Employer	Appeared	Selected
2011-12	1	IBM Daksh	40	11
	2	Wipro	45	06
	3	Tech Mahindra	40	15
	4	Spice B.P.O	50	13
	5	Aricent	40	05
	6	Webcom	35	06
2010-11	1	IBM Daksh	35	12
	2	Wipro IT	30	08
	3	IGate Patni Computers	25	04

5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.

Grievance Redressal Cell actively interacts with the students to help them sort out their grievances. It attends to both registered and unregistered grievances of the students. The institution has a grievance redressal cell headed by the HOD, Maths. It is also supported by the other faculty members. The students drop their grievances in the suggestion box. Students are also free to share their grievances with the class teachers and the Principal also. The necessary action is taken after issues are discussed in the concerned cell. In addition, the student liaison officers establish linkage between the university and students to address the anomalies related to exams and results.

Grievances addressed:

- Internet facility was provided in the library.
- Suggestion boxes were set up on the major locations on the campus.
- Better and improved Canteen facility is provided.
- Canteen facility was made available in the girls' common room.
- Water purifiers were installed at major points in the college.
- 24 hour back up of electricity in case of electric shut down.
- Trash bins were placed in convenient places on campus.
- Provision of the gymnasium has been fulfilled.
- The Boundary wall of the college ground has been renovated.

5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?

The college has a women tutor. She is available round the clock to listen to the problems of the girl students. In 2008, Women Cell was constituted to take all necessary measures to ensure the safety and the dignity of the female students. The cell comprises of Lady Tutor, counselors and members specialized in the area of gender issues. Institution takes necessary steps if the incidents pertaining to sexual harassment require the intervention of the law. **Till date no such case of sexual harassment has been reported in the institute.** Continuous vigilance of college authority and strict punishment provisions prevent sexual harassment of women student.

5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

Ragging in India commonly involves serious abuses and clear violations of human rights. The University Grants Commission has made it mandatory for the institutions to incorporate in their prospectus, the anti-ragging directions of the Central Government. With the situation of ragging worsening yearly, there is emerging a spontaneous anti-ragging movement in India. The college is also very cautious regarding this menace. The college has set up a committee, the anti-ragging committee in this direction. It comprises of the Head of the Institution and all the Head of Departments. Faculty members, assigned to check the students, make surprise visits and maintain a diary of his/her interaction with the freshers. **Till date, no incident of ragging of any kind has been reported in the college.**

5.1.13 Enumerate the welfare schemes made available to students by the institution.

The institution is working towards ensuring social justice through the various students' welfare schemes. The induction program clearly presents the welfare schemes available to the students. The following welfare schemes are made available to the students:

SCHOLARSHIPS & FREESHIPS:

Details about the scholarships, various free-ships are displayed on the notice board of the institution. The class teacher guides the students to be the beneficiaries of the various welfare schemes. The student welfare officer (a faculty member) addresses and responds to all the academic and non-academic challenges of the students. The college provides them freeship on the basis of their performance in the academics, sports or extra curricular activities. Similarly scholarships received from various central, state and other agencies are made available to the students.

BANK SERVICES:

In collaboration with the Punjab National Bank, the institution assists all the students in opening an account with a zero deposit. It empowers students to transact through the bank in the globalized world. It is helpful in availing educational loans. It also serves as an identity card.

COUNSELING & PLACEMENT SERVICE:

The students counseling centre comprises of more than 10 counselors from the faculty. The counselors reach out to the students formally and informally. The placement cell extends its service to the students in career guidance, organizes lectures concerning career planning and invites companies for campus recruitment.

HEALTH SERVICES:

A health centre in the institution takes care of the basic health problems of the students. The college has made arrangements of a part time doctor and a nurse. They are available in the college. The college has also tie ups with the local hospitals in need of any emergency.

SUBSIDIZED CANTEEN:

The college canteen provides wholesome food to the students at subsidized rates. The college has a canteen committee which keeps an eye on the working of the canteen. As and when any change or reform is required, the committee immediately comes into action.

GRIEVANCE REDRESSAL CELL:

Grievance Redressal Cell actively interacts with the students to help them sort out their grievances. It attends to both registered and unregistered grievances of the students.

WOMEN CELL :

Women Cell sensitizes the students to develop a healthy relationship with the opposite gender. It acts rigorously to check the transgressions of the code of conduct of the students. This cell creates an awareness of the socio-cultural, political and biological complexities of the issue. It enhances the understanding of the other gender. The institution provides hostel facilities for female students.

5.1.14 Does the institution have a registered Alumni Association? If 'yes', what are its activities and major contributions for institutional, academic and infrastructure development?

R.S.D.College has an Alumni Association, under the leadership of an Associate Professor. We have registered our college Alumni Association under Society's Registration Act, 1860. Membership to the alumni association is free. Association regularly meets and interacts with the management. It is the flag bearer of the developments in the institution. While rejuvenating the memories of the college, a network of old students was achieved. Today it is the backbone of the institution. The institution rests on the rich history of the student's success and glory. The Alumni organizes lectures on personality development. Over the years it has been helping in holding interactive sessions to motivate students regarding social adjustments. The alumni also help the institution by influencing industries and other agencies in getting placements fests for the institution. The alumni has expanded and strengthened itself with new enrolments.

5.2 Student Progression

5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.

Student progression	%age
UG to PG	
PG to M.Phil.	
PG to Ph.D.	
Employed	
<ul style="list-style-type: none"> • Campus selection • Other than campus recruitment 	

	Student progression	%age
Session 2011-12	UG to PG	40%
	Employed Campus selection Other than campus recruitment	35%
Session 2010-11	UG to PG	12%
	Employed Campus selection Other than campus recruitment	20%
Session 2009-10	UG to PG	Nil
	Employed Campus selection Other than campus recruitment	32%
Session 2008-09	UG to PG	8%
	Employed Campus selection Other than campus recruitment	30%

5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district.

S.No.	Classes	College Result 2008	University Result 2008	College Result 2009	University Result 2009	College Result 2010	University Result 2010	College Result 2011	University Result 2011
1	B.Sc.-I(M)	100%	63.99%	100%	65.36%	100%	62.68%	100%	57.82%
2	B.Sc.-I (Non Med)	90%	63.99%	62.96%	65.36%	84.09%	Not Available	92.85%	Not Available
3	B.A-1	81.77%	61.01%	73.44%	55.58%	67.22%	48.24%	84.34%	46.935
4	B.COM-I	96%	70.67%	78.48%	69.29%	87%	73.1	75.78%	63.93%
5	BCA-I	79.34%	Not Available	65.06%	Not Available	42.145	33.85%	67.24%	Not Available
6	B.SC-II(M)	100%	84.43%	100%	88.37%	100%	84.42%	100%	84.42%
7	B.SC-II (Non Med)	92.68%	84.43%	100%	Not Available	100%	84.42%	94.45%	84.42%
8	B.A-II	87.91%	81.28%	89.72%	70.99%	97.22%	76.29%	97.93%	78.42%
9	B.COM-II	96.68%	68.62%	89.06%	75.58%	87.33%	69.29%	82.43%	72.77%
10	BCA-II	94.11%	Not Available	93.82%	87.83%	87.33%	82.14%	98.27%	84.40%
11	B.Sc.-III Med	100%	85.50%	100%	94.08%	100%	Not Available	80%	81.05%
12	B.Sc-III Non Med	99%	85.50%	94.87%	94.08%	100%	Not Available	100%	81.05%
13	B.A-III	95.97%	72.33%	94.52%	77.11%	98.57%	68.83%	91.61%	60.60%
14	B.COM-III	100%	94.51%	100%	95.78%	98.14%	89.30%	96%	93.74%
15	BCA-III	92.85%	95.06%	100%	98.605	97.43%	93.35%	96.88%	89.19%
16	PGDCA	73.685	Not Available	64.44%	67.88%	78.57%	61.38%	42.10%	63.88%
17	M.Sc.IT-I	100%	SI- 75.48% SII-	100%	Not Available	100%	Not Available	100%	Not Available
18	M.Sc.IT-II				SIII- SIV-87.50%	Not Available			

5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?

The institution facilitates student progression to higher level of education or towards employment through the proper placements in all the fields so that the students get the job as well as the chance of higher education. The institute from time to time makes arrangement of various guest lectures. Eminent personalities from diverse field of education are invited to interact with the students. This step of college has facilitated the students in earning better job opportunities. Even the personality of the student enhance after working and also provide the secure future. Personality development programmes are also available for the student progression to higher level of education or employment.

5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?

The institution is committed to bring down the drop out rate. The socio economic, cultural and psychological issues contribute to the drop out factor. To deal with the socio cultural problems, the counseling cell and grievance cell address the problems of the students and sometimes parents too. The institute provides hostel facility to the girls in this border area. There are a number of teachers in the college who extend financial support to the needy students. The Department of English arranges special lectures on the spoken language to address the issue of foreign language compatibility. The students who are weak or seem to fail in the exams are provided coaching through extra classes in the college. The college also arranges cost free remedial classes for the weak students.

5.3 Student Participation and Activities

5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.

The college has a wide range of sports, games, cultural and extra-curricular activities that are available to the students.

- The college has always created a niche for itself in the field of sports. The college has since long times, been participating in various inter university, university level tournaments. The college is proud to give this country some best sports personalities. Olympic heroes like Sh. Ajit Singh and Sh Baldev Singh have been a proud alumni of this college. Our players have represented India in Para-Olympics too. In sports, our college provides indoor and outdoor games to student. A spacious 2 acre play ground is available for outdoor games i.e. cricket, athletics, Kabaddi, Kho-Kho etc. in college campus. The college students have a free access to the Local Shaheed Bhagat Singh Stadium for games like Hockey, Baseball and Swimming. For this the college is having a tie up with the Govt. of Punjab. Facilities for the sports like Badminton, Table Tennis, Chess, Carrom etc. are provided to students in the college campus only. Our college has well

equipped Gymnasium room with all the modern state of art equipments for health and hygiene.

- Various cultural and extracurricular activities like folk dances, Classical singing, Group singing, theatrical items, traditional heritage items, fine arts items, Quiz, Literary items are offered to the students.
- The college participates in the competition which is organized by Panjab University Chandigarh. In every Session University arrange sports and youth festivals at zonal and inter zonal levels. The college has been actively participating in these activities.
- The calendar of these activities is issued every year by Panjab University, Chandigarh.
- College also organizes Annual Sports Meet, Annual Variety Show on the college campus.

PROGRAM CALENDAR

Sports

Session	S.No	Name of the Game	Level of Participation	Place Achieved
2011-12	1	Kabaddi (National Style)	Inter College	2 nd
	2	Kabaddi (Punjab Style)	Inter College	3 rd
	3	Taikwandoe	Inter College	1 st & 2 nd
	4	Athletics	District Level	1 st & 2 nd

Extra-Curricular Activities:

<u>Session</u>	<u>S.No</u>	<u>Name of Item</u>	<u>Level of Participation</u>	<u>Position</u>
2011-12	1	Bhangra	Zonal Level	Ist in Zonal Youth Festival
	2	Jhummir	Zonal Level	Ist in Zonal Youth Festival
	3	Play	Zonal Level	Ist in Zonal Youth Festival
	4	Ladies Traditional Songs	Zonal Level	Ist in Zonal Youth Festival
	5	Rangoli	Zonal Level	Ist in Zonal Youth Festival
	6	Collage Making	Zonal Level	Ist in Zonal Youth Festival
	7	Group Song Individual	Zonal Level	Ist in Zonal Youth Festival
	8	Skit	Zonal Level	2nd in Zonal Youth Festival
	9	Poster Making	Zonal Level	2nd in Zonal Youth Festival
	10	Spot Painting	Zonal Level	-----
	11	Photography	Zonal Level	2nd in Zonal Youth Festival
	12	Bhangra Individual	Zonal Level	Ist in Zonal Youth Festival
	13	Jhummir Individual	Zonal Level	Ist in Zonal Youth Festival
	14	Skit Individual	Zonal Level	2nd in Zonal Youth Festival

5.3.2 Furnish the details of major student achievements in co-curricular, extracurricular and cultural activities at different levels: University / State / Zonal / National / International, etc. for the previous four years.

Various college teams are participating in different extracurricular sports and cultural activities and bringing in laurels to the college.

- In 2009-2010 the college won two gold medals in “Tara National Games” and college team won two silver medals in the same. The college Kabbadi team was runner up (Silver medal) in University competition.
- In 2009-2010 the college team participated in Panjab University Zonal youth festival held at B.K.S College, Muhar and won four first

positions and eight second position, five third positions in different items.

- In year 2010-2011, two gold medals in state championship and bronze medals in Kabbadi, silver medals in hand ball was won by the players of the college. In this year Bhangra team and Jhummir team (folk dance) was winner at Zonal Youth festival held at Govind National College, Narangwal. The college won 17 prizes in different items in this festival. The folk dance team got third position in university during this session.
- In 2011-2012, college Kabbadi team won silver medal in university and Bronze medal in Panjab style Kabbadi, one gold medal in “Taikawando” and one silver medal in same. Some college players participated in National Basket Ball championship. During this session the college got 21 prizes in zonal youth festival held at B.K.S College, Muhar. In the college, Bhangra team, Jhummir team, Drama team, traditional song team won first prize in this festival.

5.3.3 How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

The institute has a clearly set and defined mechanism of obtaining the feedback from the students to improve the performance and quality of the institutional provisions. The advisory committee consisting of the senior teachers collects the exit level feedback from the graduates regarding learning processes. The PG departments have developed a format to obtain the feedback of its students, who are employed in various organizations. The inputs are obtained from them and further used to improvise the overall competency of the students for employability.

5.3.4 How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/ materials brought out by the students during the previous four academic sessions.

The college encourages its students to publish materials like college magazine, wall magazines. The students are motivated to express their talent through articles, paintings, graffiti. Their creativity is given a free flight. The college magazine provides them with a platform to express themselves. The Editorial Board in the beginning of the session meets and decides the lay out plan for the rolling out of the latest issue of the college magazine. The applications for the student editor are invited. The teachers motivate the students to bring out the creative genius in them.

5.3.5 Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.

The District Administration, in 2009, put a ban on the students' elections as it was apprehended that the law and order situation in the city might deteriorate because of the excessive political involvement. Therefore, as of now there is no student council in the college.

5.3.6 Give details of various academic and administrative bodies that have student representatives on them.

The institute believes in giving the equal opportunity to the students in supporting the authorities and the college faculty in running the affairs of the college. For this the college endeavors to provide them with opportunities to participate in the various academic and administrative bodies. The details of academic and administrative having students' representation is as under:

- **Editorial Board:** The Editorial Board comprises of Chief Editors, Editor and Students Editors. The Board invites writing from students and teachers and publishes them in the form of magazine annually.
- **Extra-Curricular Committee:** This Committee is constituted to promote the cultural activities among the students. Culturally talented students are spotted by Committee members and the efforts are made to develop

their skills and talents by encouragement, right training and performances. The committee consists of 5 members, two of which are students.

- **Library Advisory Committee:** This committee consists of 9 members. Six are from the teaching faculty. The Librarian and two students are a part of it. This Committee is constituted under the headship of the Faculty members who are in charge of the library. The Committee is responsible for the maintenance of library books and journals, easy access of the students to the library facilities, students' facilities in the library such as reading rooms, drinking water, uninterrupted power supply, opening and closing times of library, availability of daily newspapers and the maintenance of library records. Suggestions are invited from the students and other readers for making the library atmosphere congenial.
- **Study Tour Committee:** A well trained faculty member as chairman and two other staff members constitute this committee. They are assisted by two students in this pursuit. They plan and execute the tour programme and students visit various institutions of repute

5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution. Any other relevant information regarding Student Support and Progression which the college would like to include.

The college alumni committee keeps on meeting twice or thrice a year. The committee is always in touch with the members of the alumni club. The committee is also concerned about the teachers and staff of the non teaching who have retired. The retired faculty is also invited in the meetings. This adds to the experience of the committee. Their advice is followed very promptly.

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?

The institution, R.S.D.College, has created a special niche for itself in the past almost ten decades. A pre-independence institution, like ours, has always stood for the cause of humanity. The vision behind the establishment of the institution was very philanthropic. The founders of this historical institution wanted the people of this border area to have an open access to learning, irrespective of caste, color or creed.

MISSION:

The institution was set up with a mission to impart such knowledge as may be necessary for the all round development of the character of students thereby making them capable of being better employed and at par with the highly competitive job markets. The college aims at instilling scientific zeal and developing skilled human resource to meet contemporary challenges. The college visualizes at facilitating young adult learners with opportunities to kindle their ethics and leadership potential thereby sensitizing learners towards inclusive social concerns, human rights, gender and environmental issues. The vision and mission of the institution is a reflection of the objectives of the National policies of higher education, in molding human resources to meet contemporary challenges. The institution strives to shoulder the responsibility of making the nation's dream come true. The institution provides comprehensive education instilled with scientific zeal, creating a platform for lifelong learning. The institution follows a three-fold system with academic, co-curricular and extra-curricular programs. The academic design is based on enhancing and empowering the knowledge base of the students. The focus is on the recent trends in scientific and cognitive fields. The institution's vital motto is to strengthen the inner potential and emotional quotient of the student folk.

6.1.2 What is the role of Top Management, Principal and Faculty in design and implementation of its quality policy and plans?

The institution, R.S.D.College is governed by the R.S.D.College Trust & Management Society. The Management, the Principal and the staff/faculty are always stepping in together for designing and proper applications of the quality policy and plans. The Principal of the college is the head of the institution and is always there to provide requisite leadership to the system. He is the Principal Executive and Academic Officer of the College. He is the Ex-Officio member of the R.S.D.College Trust & Management Society. The President of the Managing committee keeps on meeting the college staff to discuss various policy matters and their application and adjudication. The Principal ensures that all provisions of the University bye-laws, the Statutes and the regulations are observed. He also convenes meetings of the Advisory Committee, various other bodies and performs all such acts as may be necessary to carry out and give effect to the decisions of the said bodies. Importantly, the Principal provides academic leadership and in association with the various faculties, evolves strategies for academic growth. The faculty is actively involved in decision-making process. The teachers hold periodic meetings. The recommendations of the convenors of the Committees are submitted to the Managing Committee and the Management arrives at suitable decisions for implementation. A few, namely two faculty members, in the capacity of teacher representatives, are members of the Managing Committee. Hence they are actively involved in the decision-making process to sustain and enhance quality of education imparted by the institution.

6.1.3 What is the involvement of the leadership in ensuring:

- **the policy statements and action plans for fulfillment of the stated mission**
- **formulation of action plans for all operations and incorporation of the same into the institutional strategic plan**
- **Interaction with stakeholders**

- **Proper support for policy and planning through need analysis ,research inputs and consultations with the stakeholders**
- **Reinforcing the culture of excellence**
- **Champion organizational change**

The authorities gather information about the various aspects of College functioning through a number of ways. The management encourages the participation of the staff in the process of decision-making in institutional functioning. Both teachers and non-teaching staff have their representatives in the College's Governing Body, which is its highest decision-making body. The College has constituted different Committees teacher and members of the non-teaching staff which play an important role in the planning and implementation of activities in different spheres of institutional functioning.

The personal interaction of the Principal with various stakeholders, the faculty, the non teaching staff, the students, the guardians play an important role in this. This apart, information available in student feedback forms and information available in self-appraisal forms of teachers help the authorities plan proper support for the policies.

The participatory role of the management encourages and sustains the involvement of the college staff, which is necessary for the efficient and effective running of the College.

The Principal is the Head of the Institution and he bears the ultimate responsibility for the smooth running of the College. The role of the Principal of the College is multi-dimensional. As the Head of the Institution, the Principal is responsible for both the academic and administrative functioning of the College. He prepares the agenda for Governing Body meetings. He places before the Body, academic and administrative matters requiring the Body's approval and he is responsible for executing its decisions. He is also responsible for all correspondence with the Governing Body, Government of Punjab, the Central Government, University Grants Commission, the Panjab University and different stakeholders of the College. The Principal receives reports from the different College Committees, which offer advice to him in matters defined in the terms of reference of their functions.

6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?

The Principal of the college, at the helm of the affairs, has complete autonomy to govern the institution within the purview of the rules and regulations framed by the government. In the beginning of the academic year, a self-mapping exercise is conducted for the staff by IQAC. This exercise exposes the strengths and challenges of each of the personnel to draw a potential map, which gives insight to the management, for the distribution of responsibilities. The head of the institution appoints the conveners for various committees with the consent of the governing body, and further nominates the members of committees in consultation with the respective conveners based on the potential map.

Official notice is issued along with the guidelines defining the roles and responsibilities of the committees. The committees prepare action plans and submit to the principal for approval. The committees carry out the activities and at the end of the academic year the conveners submit the reports of the work done to the head of the institution. All these activities are evaluated by the IQAC.

The faculty is informed of their duties and responsibilities by the head of the institution in the scheduled staff meetings and departmental briefings. The administrative staff is given a job map along with the roles and responsibilities.

6.1.5 Give details of the academic leadership provided to the faculty by the top management?

The Management of the college is in constant touch with head of the institution and has an amicable rapport with the head of the institution. In the institution the members of the Management Committee meets frequently and the problems and issues related to college development, administration, appointment and infrastructural needs and student disciplines are discussed. In the Management committee meeting, head of the institute and some staff members nominated by the management committee are also present to provide information and suggestions if any. In the meetings

responsibilities are defined and communicated to the staff through the head of the institution. If the situation demands, the President of the Management Committee holds meeting with the teachers to communicate directly and bestows the responsibilities. The teaching as well as the non-teaching and supporting staff follows on instructions and obey the order in the interest of the institution.

6.1.6 How does the college groom leadership at various levels?

The management is always encouraging and supporting the involvement of the staff in the improvement of the effectiveness and efficiency of the institutional process. The management through the head of the institution involves the staff members in various activities related to the development of the college. The staff members are involved by way of constitution of various committees such as Building Committee, Advisory Committee, Discipline Committee, Examination Committee, etc. The best working committee is appreciated and the staff members involved are suitably rewarded.

6.1.7 How does the college delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?

At the departmental and college levels, largely the decision making role is of the faculty. A decentralized functioning mechanism, empowers the departments and individual faculty with a great level of flexibility in academic administration, and helps the faculty in making decisions. The policies are well defined by the College authorities including the Managing Committee and Principal. In most of the committees, right from the Board of Management up to the departmental committees, faculty is represented. At the same time, there are sufficient checks and balances built in the system to see that these decisions are carefully taken. These decisions can also be reviewed by higher authorities and committees in case of needs. The executive committee of the College management meets at regular intervals. The committee also has representation of faculty and non-teaching employees of the College. The management gives suggestions on various aspects on the basis of Principals report and feedback it gets from the society. The suggestions of the management are communicated to the teaching and non-teaching employees and implemented by the Principal. He also assigns specific duties to various academic and administrative bodies of the College on the basis of suggestions of the executive committee.

6.1.8 Does the college promote a culture of participative management? If 'yes', indicate the levels of participative management.

The institution can proudly boast of a participative management. The management actively takes part in the working of the institution. The head of the management is in the leading role in governance and management of the institution. He, along with the other members of the committee, keenly observes the day to day working of the college administration, governance, management and academic activities. He inspires the staff members in staff meeting and by personal interaction to give their best in their teaching assignments. He communicates to the teachers the decision taken by the management and ensures that all the points are implemented properly. He is responsible to constitute different committees involving the staff members. He looks after the financial expenditure and manages the funds for different developmental activities taking place on the campus.

6.2 Strategy Development and Deployment

6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

Yes, College has formally stated quality policy. A number of steps have been taken to translate quality to its various units by the college. The perspective plans and policies are prepared by the IQAC based on the activities proposed by various departments for the calendar year. The governing council grants permission for the perspective plan to be presented to the stakeholders. Then it is placed before the Teachers, Student Representatives and administrators for an open discussion. A consensus is arrived at, finalized and submitted to the governing council for scrutiny and implementation.

- The Management holds formal and informal dialogues with the staff, from time to time, to redress any grievances.
- In the academic units, teachers are encouraged to participate in seminars, conferences, workshops and refresher and orientation courses to update their knowledge and skill base.

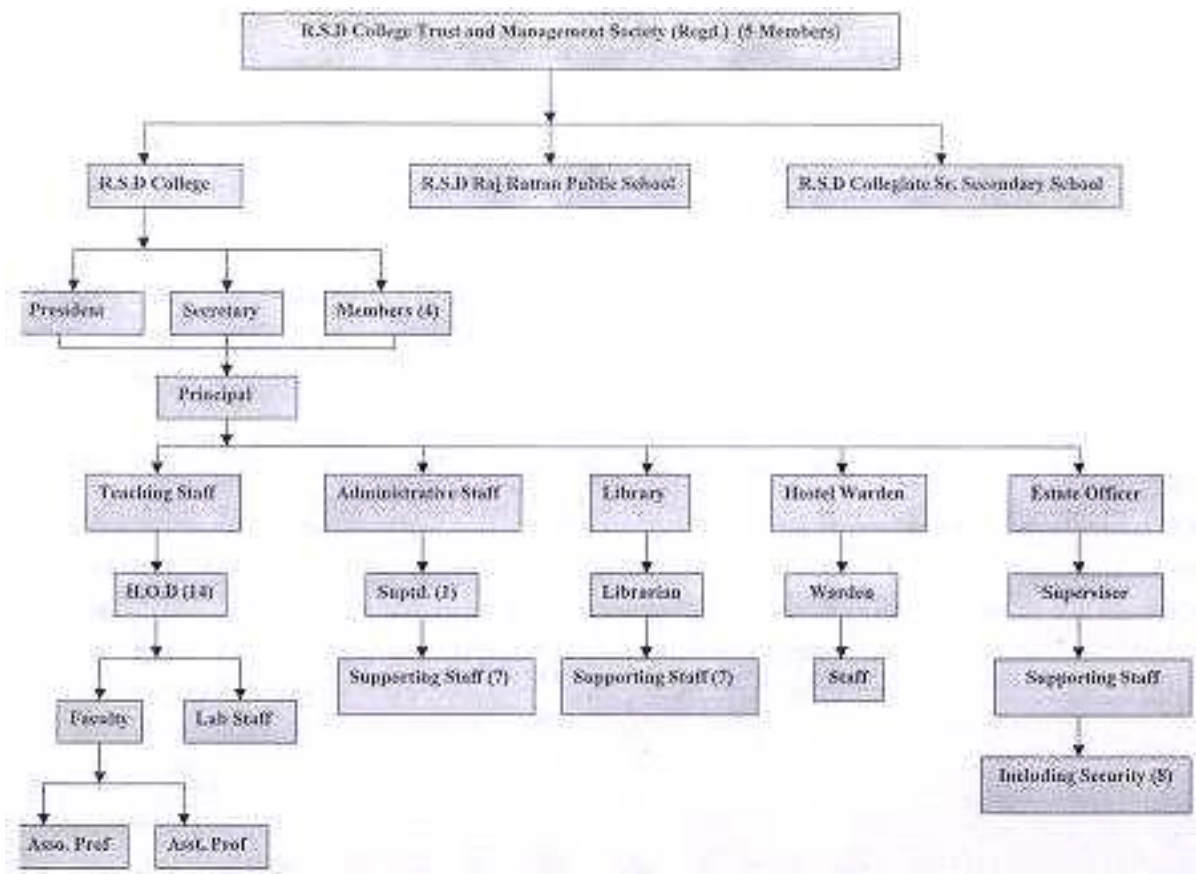
- The administrative functionaries though depleting in numbers is regularly subjected to internal transfers so that staff is exposed to the working of different departments.

The faculty has been provided with separate rooms adequately furnished and equipped with the latest communication technology and gadgets

6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

The institution intends to extend its developmental work which is already being carried out in the college. The college in the field of academics intends to start many Post Graduate Courses, namely in Science and English. Similarly the college intends to start a girls' wing of sports section in the college. The perspective institutional plan is developed following the procedure of involving the cooperation of teachers, students and members of the Managing Committee. In order to formulate the strategy of development and deployment, the committees are constituted for each and every developmental work. Teachers have to participate in all the institutional plans and wherever the situation demands, students and members of Management Committee are involved. The meeting of students is summoned to take their participation by means of selection of some students. In the Cultural Committee and Magazine Committee students are involved along with the teachers. In the committees related to infrastructural developments, teachers are the main participants. In the Committee, related to financial matters and administrative, members of Management Committee especially manager himself becomes the Chairman of such Committee.

6.2.3 Describe the internal organizational structure and decision making processes.



6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following

- Teaching & Learning
- Research & Development
- Community engagement
- Human resource management
- Industry interaction

Teaching&Learning:

The institution has framed for itself various strategies which enhance the quality improvement. These strategies are framed by the college keeping in view the quality changes required for the development of the college. This criterion was judged against the same aspect laid down by NAAC. The procedure adopted for admissions to various courses provided by the college is based on student’s academic records. The rules and regulations set by the affiliating University and the State Government are strictly followed for students’ admission. The College has made provision for assessing students’ knowledge and skill for particular programme soon after a student is

admitted to a course of study. Apart from the lecture method of teaching, group discussion, field studies, debates, tutorials, seminars, study tours etc are adopted for proper understanding of the subjects. The college has well-experienced faculty members. The faculty members of various departments participate actively in academic programmes. The library staff is well qualified and their services and experience is used in updating library for the optimum use by the students. The evaluation methods are communicated to the students by the teachers in the class rooms and also displayed on the notice board of the college. The teachers are given full permission to enrich their knowledge through Seminars, Refresher Courses, Orientation Courses etc. The college follows the self-appraisal method to evaluate the performance of faculty, which is used for correcting shortfalls. The college encourages the teachers to participate in self-enriching courses whenever different institutions organize them. Besides the teaching material is collected through internet from renowned Universities

Research & Development

The assessment of this criterion of institutional functioning is done by using the key aspects prescribed by NAAC i.e. the ability of the institution to promote and sustain research culture, freedom to publish results of research, extent of use of consultancy, healthy participation in extension programmes. The college is not having a recognised research centre duly approved by the affiliating university. This besides the college is having only four classes of PG level. The scope of research motivation is very little. However, the faculty is very much aware of the growing importance of the research based education. The college encourages the teachers for research work. The college is already having three Ph.Ds in the language faculties, one in Social Sciences and two in Life Sciences.. Many teachers of the college are engaged in active research work.

As far as development is concerned, The NSS officer co-ordinates various extension activities of the college. Through NCC and NSS, the students are encouraged to undertake community-oriented activities like Social work,

health-hygiene awareness, medical camp, adult education and literacy, blood donation, AIDS awareness, environmental awareness. Students and teachers are provided with money and time from the college for extension activities. N.S.S., N.C.C. and sports students participate in such activities in co-ordination with N.G.Os. The college also organizes sports activities and encourages the students to participate in them.

Community Engagement

College engages many organizations like Red Cross, Medical Council, N.G.Os for holding blood donation camp, NSS camps, free medical check up, youth festivals, Tree plantation festival etc.

Human Resource Management

In the institute, the process of assessing adequate human power requirements, staff recruiting, monitoring and planning professional development programmes for personnel development and seeking appropriate feedback responses is very good. There are many staff welfare schemes. Staff training are taken place periodically. The institution recruits faculty members and staff based on the guidelines provided by the university Incentives are also given to the staff members. Effective system of appraisal of performance of teachers is there. communication system is very good.

Industry Interaction

The institute interacts with various local as well as outside institutes. We consult with other institute on various issues for the improvement of education system. Youth festivals are being held by college to interact with other colleges. College has also participated in various culture programmes held at various places. Seminars, workshops, conferences on various subjects are conducted in the college premises. The college organizes field tours to various industries. The students come to learn a lot from these visits.

6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?

The management and head of the institution are always in interactive mode with each other. The head of institution and manager of Management Committee get the feedback from teachers, students and the public with regards to the teaching quality, curriculum, extra curricular 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.

6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

The management is always encouraging and supporting the involvement of the staff in the improvement of the effectiveness and efficiency of the institutional process. The management through the head of the institution involves the staff members in various activities related to the development of the college. The staff members are involved by way of constitution of various committees such as Building Committee, Admission Committee, Advisory Committee, Examination Committee, etc.

6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

The R.S.D. College Trust & Management Society keeps on working for the betterment of the institution. The Management last year, in the meeting of the council passed the following resolutions:

1. Construction of girls' hostel
2. Construction of boundary wall of the College Ground
3. Resolution to start M.Com. (Accounting & Finance)

4. Resolution to plan a proposal to start M.Sc. (Chemistry.)
5. To appoint one Asst Professor on regular basis in the Dept. of Commerce.
6. To appoint one Asst Professor on regular basis in the Dept. of Punjabi.
7. To appoint one Asst Professor on regular basis in the Dept. of History.

The resolved issues were implemented this year. The proposal to make a plan to initiate M.Sc.(Chemistry) could not be implemented as it involved a lot of infrastructure and funds which was not possible to be arranged for.

6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If 'yes', what are the efforts made by the institution in obtaining autonomy?

The affiliating university does not make any provision for according the status of autonomy to any affiliated institution.

6.2.9 How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholder relationship?

The institute has well defined grievance redressal procedure. Prompt and effective disposal of grievances of various stakeholders are being done. Institute has constituted a Grievances Redressal Committee. This committee discusses the matter with Principal to solve the problem. The college has a women tutor as well which caters to the the grievances and other needs of girl students.

6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?

Session	S.No	Case No.	Content	Decision
2011-12	1	COCP 1246	Arrears of CPF & Retiral benefits	Disposed off in the favour of the college.
	2	CWP 9525-26	Unaided Posts	Disposed off in the favour of the college.
	3	CWP 19525	Arrears of CPF on total Salary	Disposed off in the favour of the college.
2010-11	1	COCP No 927	95% balance grant 2008-09 & 1-1-96 to 28-2-2009	Disposed off in the favour of the college.
	2	CWP 19194	Selection Grade	Pending
2009-10	1	CWP 19044	Arrears of Retiral Benefits	Decided in the favour of the petitioner.
	2	CWP 5921	95% balance grant 1999-2000 to 2008-2009	Disposed off in the favour of the college.
	3	COCP 1626	95% balance grant 1999-2000 to 2008-2009	Disposed off in the favour of the college.

6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If 'yes', what was the outcome and response of the institution to such an effort?

The institute has a clearly set and defined mechanism of obtaining the feedback from the students to improve the performance and quality of the institutional provisions. The advisory committee consisting of the senior teachers collects the exit level feedback from the graduates regarding learning processes. The PG departments have developed a format to obtain the feedback of its students, who are employed in various organizations. The inputs are obtained from them and further used to improvise the overall competency of the students for employability.

6.3 Faculty Empowerment Strategies

6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non teaching staff?

The management has a potential map of the faculty and is able to rightly identify their individual strengths, areas of interest and accordingly assign responsibilities. It protects the freedom of individuals, appreciating their innovations and thereby motivation is achieved. Responsibilities of every staff are communicated to them through notices that clearly define their role in the implementation of any given assignments. Besides they are also informally counseled so as to make them aware of their duties. The institution promotes professional development of the faculty to the greatest possible extent. Lot of efforts are made to enhance the professional development of teaching and non teaching staff. The college has a fund which is utilized for professional development, enabling the teaching departments to organize seminars, conferences and workshops. Faculty members of the institution actively participate in national and international seminars and conferences. The institution encourages faculty members to enroll for or provide resources for training programmes and workshops. Most of the members of the teaching faculty are members of national and international professional bodies. Examination training is given to non teaching staff.

6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?

There are relevant rules in the institution regarding the faculty empowerment. These rules pertain to attending seminars, conferences, refresher and orientation courses, and other training programmes. The need for such training is assessed by the Heads of Departments who recommend members of the faculty for such programmes. The hesd of the institution suggests the names of senior faculty who need to be trained for

administrative positions when promotions are due. The College has organized seminars, workshops, conferences and refresher courses in various disciplines for its staff as well as for the faculty of other institutions in the state. The strategies adopted by the Government of Panjab for faculty welfare include monetary and Career Advancement benefits for those with higher qualifications such as M.Phil and Ph.D as well as opportunities for those who wish to improve their qualifications. At the institutional level, the College Management motivates faculty members through prompt appreciation of exceptional merit and talent and by providing opportunities for self expression. The College is committed to faculty welfare and it offers a platform for the talented and the aspiring.

6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

The achievements of faculty members are monitored and updated in the college records. Performance appraisal system is implemented as per the guidelines from UGC. The appraisal report of faculty is made by the concerned head of the department on the basis of his/her yearly achievements, discipline, quality etc. and is then submitted to the head of the institute. This besides the assessment of the teachers comes through the feedback forms, which in turn indicate the teachers' quality, by the students also. All the students from each and every class and section are expected to do so for all the teachers concerned with their classes. The identities of students are not disclosed. The feedback form has a well defined set of questions that help the students to evaluate the teaching capacity based on lecture understanding and define how far the teacher has succeeded in reaching out to the students. These details are accessible to staff so as to help them judge their performance. The Principal understands the students' reflections and shares it collectively and individually across the staff. If there are any issues of concern, the faculty member is facilitated to overcome the lacunae without lowering self esteem. Wherever required, counseling is

provided to staff in order to help them improve their professional capabilities. In addition, the annual self appraisal is conducted by issuing a specific format provided by the Director Public Instructions,(D.P.I) Punjab, based on which the Principal writes a report and the same is sent to higher authorities. The participation of the teachers in various college affairs is closely monitored by the principal. The head of institution also uses evaluation in an informal way to improve the services of the office staff.

6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?

The management always plays an active role in the performance appraisal of the staff. The management keeps a keen vigil on the working behavior of the members of the teaching as well as the non teaching faculty. Annual increments and placement in the grades are all implemented under the signatures of the managing committee. The management has in the recent past given due recognition to the teachers who have completed their Ph.D. Similarly the college management after the appraisal of the faculty takes no time in implementing the benefits due to the staff. The management takes effective decisions and provides the appraisal details to the appropriate stakeholders by incorporating the decisions in the proceedings of the meetings of the trust and managing committee.

6.3.5 What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

The strategies adopted by the Government of Punjab for faculty welfare include Career Advancement benefits for those with higher qualifications such as M.Phil and Ph.D as well as opportunities for those who wish to improve their qualifications. There are also government schemes in place to provide loans for those who wish to buy/construct houses or to purchase computers. At the institutional level, the College Council motivates faculty

members through prompt appreciation of exceptional merit and talent and by providing opportunities for self expression. The Punjab Government and the Affiliating University has implemented following social welfare schemes:

- 240 Medical leaves are given to the employees during his/her job period.
- There is a provision of maternity leave and paternity leave given to the staff.
- Duty leave is given, if applicable.
- An insurance policy of LIC named GSLIS is given to the staff members whose premium is automatically deducted from their salary.

6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?

A lot of measures are taken by the institute for attracting and retaining eminent faculty. A handsome salary is offered to the faculty according to their experience and qualification. Feedback is taken from the students and appraisal is made in order to give incentives and increments to the faculty.

6.4 Financial Management and Resource Mobilization

6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?

The financial resources of the college are managed in a very effective and foolproof manner. There is fully computerized accounts department in the college. Double entry system is followed to maintain the accounts of the college. The following three types of accounts are created:

- Receipts & Payment Accounts.
- Income & Expenditure Accounts.
- Balance Sheets

Each and every transaction is supported by the vouchers. All the collections are deposited in the bank and all expenditure, recurring and non-recurring, are incurred through cheques. Only duly authorized persons can operate

through the bank. For effective check on the accounts the two tier system is followed; the internal and the external audit. Internal audit is done perpetually. The internal audit committee consists of bursar, Office Superintendent and the internal auditor. The external audit is done by the Chartered Accountant before the session comes to an end.

For efficient use of the financial resources, the budget is prepared. There are three types of payments/expenditures:

Recurring

Non recurring (Prov. Fund & Gratuity etc.)

Capital Expenditure

Separate budget is allocated to enable the institution for efficient use of the financial resources.

6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

The accounts of the college are subject to audit by the External qualified Chartered Accountant appointed by the R.S.D. College Trust & Management Society before 31st March each year. The institution being an aided college of the Government of Punjab is audited through DPI (Colleges). The DPI (Colleges) deposes its audit team every year to conduct the audit of the grants-in-aid received. There is a 2 tier system adopted by the Govt. of Punjab. In the first tier the pre audit is done when the claims are sent and the post audit is done after receiving the grant. The last audit was done in the month of March 2011 and there was no audit para pending. If any objection is made by the audit team then the same is complied in totality before the next claims are submitted. The audited report by the external CA is placed before the Management in the meeting of the R.S.D Trust & Management Society for whetting and rectification, if any. The qualified remarks given by the auditor are taken into consideration in the forth coming years.

6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.

The college's major sources of funding are as follows:

- Total fee collected from the students.
- Grants received from Punjab Govt. (Being a Grants-in-aid College)
- Various grants received from UGC.
- Contributions by M.L.A/M.P from the L.A.D. funds.
- Seminar Grants received from the affiliating university.
- Conference grants received from ICSSR.

Deficit Management:

The college receives 95% of the grants-in-aid from the Punjab Government and the rest 5% of the salary of the staff falling under grants-in aid is borne by the management. Further if there is any deficit on account of recurring & non recurring expenditure, the college approaches the R.S.D. College Trust & Management Society.

Reserve Funds:

The following reserve funds have been available with the college in the last four years:

Financial Year	Reserve Fund Available
2011-12	1.75 Crore
2010-11	1.57 Crore
2009-10	1.14 Crore
2008-09	66.50 Lakh

6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).

Various steps are being taken by the institute to generate additional funds. The college seeks the Contributions made by the M.L.As/M.Ps from the L.A.D. funds. The institution organizes seminars and conferences. The expenditure for the conduct of these seminar and conferences is met by the grants received from the affiliating university and ICSSR.

6.5 Internal Quality Assurance System (IQAS)

6.5.1 Internal Quality Assurance Cell (IQAC)

- a. Has the institution established an Internal Quality Assurance Cell (IQAC)? If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?
- b. How many decisions of the IQAC have been approved by the management/ authorities for implementation and how many of them were actually implemented?
- c. Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.
- d. How do students and alumni contribute to the effective functioning of the IQAC?
- e. How does the IQAC communicate and engage staff from different constituents of the institution?

Yes, the institution is having its IQACell. Following is the composition of the same:

- Dr. Bhushan K. Sharma Principal
- Sh. R. P. Garg
- Sh. N.K.Dixit
- Sh.A.K.Sethi
- Sh. J.R.Prashar
- Dr.Anil Dhiman
- Sh Rajnish Sanwalka (External Member)
- Sh Rashish Jain (External Member)
- Dr Dinesh Sharma (Member Secretary)

Within the existing academic and administrative system, the institution has developed mechanisms of its own for the quality assurance. The academic quality of the institution is evaluated on the basis of the performance of the students in their examinations. The teachers also judge the student's academic abilities by way of question-answer and written tests. The poor students are helped by the teachers to improve

their academic quality by taking extra classes and providing books and literature. The administrative system also looks after the quality education in the institution. The different committees set up by the institution are always aware to the administrative needs. The Advisory Board, the Examination Committee, the Magazine Committee, the Finance Committee are all constituted and are well equipped for quality assurance of the institution's administration.

The academic and administrative systems in the institution have been quite effective to the enhancement of quality education. The institution has fool proof mechanism to get the academic and administrative machinery of the institution in motion. The academic quality of the institution is maintained by the teaching and learning processes. The administrative quality is maintained by the effective functions carried out by the various committees. The two mechanisms are interdependent and, therefore, there is no scope for any failure in any system.

Head of the Institution conducts meeting regularly and visit the class rooms to ensure proper delivery of the material and timely completion of course as per syllabus in time.

The students play a major role in assuring quality of education imparted by the institution. It is through their active participation in classrooms that the quality of the education is maintained. Students are punctual and attend classes regularly. They also interact with the class teachers and request for extra classes if needed. They approach to the teachers for the solution of their problems related to their syllabus. Their participation is also assured by involving them in Cultural and other activities. The students also approach to the head of the institution directly for the redressal of their problems.

The best practices in the institution have been promoted in full gusto. The institution has internalized the best practices in order to improve the functioning of the academic and administrative systems. The

insistence on student's participation in academic and administrative matters has improved the quality of the education and administration in the institution. The students come forward to maintain the best practices evolved through academic and administrative systems. The administration in the institution is maintained by the involvement of the staff at every level. The examinations are held quite smoothly by the active participation of the staff. The teachers have been quite supportive to the academic needs of the students by offering them reading materials and tutorials.

6.5.2 Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'yes', give details on its operationalisation.

The institution has adopted a three tier system where the governing council is the ultimate decision making body accountable to the stakeholders. The IQAC, the planning body, collects inferences from the learners and various committees through participatory interactions, based on which it proposes comprehensive perspective plan to the governing council for approval and implementation. The chain of committees is in charge of implementation of developmental and academic activities assigned by the governing council. The supervision by the governing council ensures the proper implementation. The fair representation of the learners ensures the transparency in the process.

6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If 'yes', give details enumerating its impact.

The institution ensures that the decisions based on the findings of the IQAC are fully adhered to. The academic as well as the administrative working is further smoothened by the time to time training sessions being organized by the college for its teaching as well as the non teaching staff. Small workshops over the weekends, in the form of interactive sessions, have helped the staff of the institution work in a better and more promising way.

6.5.4 Does the institution undertake Academic Audit or other external review of the academic provisions? If 'yes', how are the outcomes used to improve the institutional activities?

The institution is affiliated with the Panjab University, Chandigarh. The university has its set mechanism to audit the academic working of the college. The university every year sends a team of the experts to conduct academic audit. The team visits the college and very minutely observes the working of the institution in all its aspects. The committee then comments on the performance and thereby suggest the important changes required, similarly the other form of audit comes in the form of the team visiting the institution as and when any new course is introduced. This committee, too like the previous one remarks and suggests on the changes desirable in the college. The college very honestly adheres to the recommendations made by the committees.

6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

In the case of the institution the external regulatory authority is the Affiliating University, Panjab University and we make the compliances as per their needs and requirements.

6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?

The institute's approach to the learning outcome assessment is defined clearly. Faculty is best suited to determine the intended educational outcomes of their academic programs and activities, How to assess these outcomes, and how to use the results for program development and improvement is a part of student evaluation. The results of Outcome Assessment are used to evaluate the effectiveness of academic programs and activities, and student services, and not the performance of individual faculty or staff. Faculty use the information collected to develop and improve academic programs. The institution has a clearly defined, set mechanism to monitor the learning outcomes. Attendance is compulsorily taken for every lecture. Tutorials and

laboratory hours are fixed. The tutorials and assignments are corrected within a short duration and the marks are entered in work register, which acts as a ready reckoner for the academic progress of the students. Based on the participation in the class and the marks scored in the tutorials and assignments, the student level is judged by the staff member and appropriate action is taken. At the end of each periodical test, progress reports which consist of unit test results and attendance status are submitted to the office for further action. Counseling is given to slow learners. Parents of such students are called to meet their respective faculty member, if required. As the entire lab courses are continuously assessed, students who lag in these courses are given additional help and guidance. They are also given additional lab practice. The faculty members are encouraged to conduct surprise tests, quizzes, etc. to monitor the academic progress of each student.

6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

The institution has evolved a stakeholders' web by forming different platforms like College Advisory Board, alumni, Parent Teacher Meet and various committees with a fair representation of students. The IQAC in the planning process considers feedbacks collected from all the stakeholders to prepare perspectives on development. These developmental perspectives are discussed in the respective meetings of Advisory Board, PTM and alumni. The reflections of the meetings are incorporated in the plan. The management has developed evaluation tools for stakeholders to record their opinions, suggestions and objections for constructive developments for future.

CRITERIA VII: INNOVATIONS AND BEST PRACTICES

7.1 Environment Consciousness

7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?

There is no formal conducting of green audit in the institution but the institution is eco friendly. Lot of expenditure is incurred to make the campus eco friendly.

7.1.2 What are the initiatives taken by the college to make the campus eco-friendly?

- * Energy conservation
- * Use of renewable energy
- * Water harvesting
- * Check dam construction
- * Efforts for Carbon neutrality
- * Plantation
- * Hazardous waste management
- * e-waste management

The college campus is totally eco friendly. For this the management, the head of the institution and the whole staff is committed and because of their commitment and involvement, the campus can claim to be the first polythene/plastic free zone. This apart, the institution has taken several other steps/initiatives to make the campus eco-friendly:

Energy Conservation:

The college campus is overly warm and overly cold. The college class rooms are so airy and well lighted that they hardly need any artificial lighting. Still the institution has done away with the orthodox lighting system and installed CFLs in the class rooms. This has helped a lot in conservation of electricity.

Use of renewable energy:

The college has a solar system in science department. The use of sunlight is made to keep the water hot which is used for Science practicals.

Water harvesting:

The college is having three wells at different locations to raise the water table.

Efforts for Carbon neutrality:

The college at its own level has taken up certain preventive measures to check the emission of carbondioxide. The college has made arrangements for the parking of the vehicles of the students in the college ground. This helps in keeping the campus as much as possible clean. The dead leaves and the waste papers are not allowed to be put on fire. The leaves are buried in the soil itself and the papers are disposed off.

Plantation

A lot of expenditure is incurred to keep the environment green. For this the college support staff is working very whole heartedly. The trees are planted. The college organizes programmes like Van Mahotsava every year to inculcate this tradition amongst its students.

Hazardous waste management / e-waste management:

The college has an agreement with the company which charges very nominally and in turn they visit the campus once or twice a week to collect the waste from the science laboratories. Similarly there is a firm which visits the campus to collect the e-waste.

7.2 Innovations

7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.

The college has been scaling new heights ever since its inception. The college has made several innovations which have helped smooth out the functioning of the college. These innovations are in academics, administration and other levels of the college working.

Feed back mechanism:

Students give the feedback about the teachers at the end of each session/semester. Students of each department are expected to do so for all the teachers concerned with their class. Besides, informal interaction between the students and the Class Teacher/H.O.D./Principal about issues pertaining to teaching quality is also encouraged. Teachers are counseled by

the departmental head and/or principal regarding measures to improve subject understanding and/or teaching skills.

Computerization of Administrative Block:

The college has done away with the orthodox system of working in the office. The college administrative block has been fully computerized. The administrative staff has been given formal training to understand the technicalities pertaining to working on the technology.

Computerization of Library:

The college has made the library fully computerized. The library is having its OPAC system. The students are having their web browsing space in the library. The total working in the library is now on the computers.

Zero-Balance Accounts:

The college has facilitated its staff as well as the other internal stakeholders, i.e. the students with providing them the facility to maintain a zero balance bank account in the bank, Punjab National Bank, located in the campus itself. This has helped the students in a great many ways.

Academic Innovations:

The institution has introduced many new innovative practices to help the students in their pursuit of attaining quality education. The college has introduced Remedial Classes for the students. This has helped them cover up their back log, if any. More than that the students get a chance to brush up their skills further. The college has also started a new innovative technique to help the students revise their syllabi. The teachers introduced the skill of drafting question banks. These questions are formed on the basis of the questions being framed in the last examinations. This has helped ease the burden of the students and improve the pass percentage.

7.3 Best Practices

7.3.1 Elaborate on any two best practices as per the annexed format (see page ..) which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the college.

The best practices in the institution have been promoted in full gusto. The institution has internalized the best practices in order to improve the functioning of the academic and administrative systems. The insistence on student's participation in academic and administrative matters has improved the quality of the education and administration in the institution. The students come forward to maintain the best practices evolved through academic and administrative systems. The administration in the institution is maintained by the involvement of the staff at every level. The examinations are held quite smoothly by the active participation of the staff. The teachers have been quite supportive to the academic needs of the students by offering them reading materials and tutorials.

1. Title of the Practice {tc "1. Title of the Practice "}

Computerization of the Administrative Block, the Library and the Introduction of Remedial Classes and Question Banks

2. Goal{tc "2. Goal "}

The main objective of the institution is to transform the students into well meaning citizens through the committed pattern of instructions based on carefully prepared and well designed curricular aspects. The changing needs of the time are the basis while building a rich corpus of talent. Hence, the main objective of R.S.D College is to transform the students into well meaning citizens through well prepared socially committed patterns of instruction. R.S.D College aspires to have a transformational impact on students through comprehensive education by inculcating qualities of competence, confidence and excellence. The institution aspires to instill scientific zeal and develop skilled human resource to contemporary challenges. The college has been facilitating 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 is also the mission of the institution.

3. The Context {tc "3. The Context "}

The college over the long history of nine decades has created a niche for itself in the academic, extra-curricular and sports fields. These achievements are surely enough in itself to boast of the name and the fame the college is enjoying. Still the college was facing certain challenges which were of utmost importance. The first challenge the college was facing was of administrative nature. The college had been following the age old pattern of working manually in the office. The management and the head of the institution decided to strike back in a powerful manner by introducing the technological world to the administration. The whole of the administrative branch has been computerized. This apart the library too has been computerized.

The college in the academic world introduced the technique of remedial classes and preparing question banks keeping in view the examination perspective. The students belonging to the college are given extra coaching free of cost by addressing their problems. Their skills are sharpened and chiseled keeping in view the patterns of the final examinations. They are given a list of important questions prepared by the expert faculty. This has helped them attain their targets in a better way.

4. The Practice & the Evidence of the Success {tc "4. The Practice "}

The college did away with the age long system of working in the administrative block. The whole system was computerized. The system of the fee collection was very tedious and cumbersome. The college by computerizing the total accounts has successfully got rid of many hurdles. This has resulted in making the system smooth. The Punjab Govt. has already put a ban on the appointments. The college is already facing the dearth of man power. By computerizing the system, the college has successfully overcame the shortage of the staff. Now the work has been facilitated to the extent that the staff has very deftly acquired the new system resulting in the increase in their efficiency.

Similarly, the college was not able to bring out the best out of the students. The drop out rate and the failure rate was scaling heights. The college then introduced the UGC sponsored Remedial Classes. The students were given extra coaching, free of cost, in all the subjects in general. The students were given extra guidance in the subjects like English and maths in particular. The college ensured that the students are provided with the Question Banks framed by the experienced faculty of the college. This action has resulted in a steep downfall in the failure rate. The Question Banks have facilitated the students in such a way that their efforts in the preparation of the final exams have started bearing fruits.

5. Problems Encountered and Resources Required {tc "6. Problems Encountered and Resources Required "}

The college had certain problems to face in the process of administration. The account maintenance was very cumbersome to manage. The college had to face long queues of the students who assembled for fee deposit. Now the things have smoothed out. Similarly the students were facing a lot of problem in studies. The

college was finding it hard to control the dropout rate and the failure. The remedial classes came as a boon for such students. The students are now finding it easy to combat the problems they were facing. The college required the infrastructure in the shape of computer systems. The management provided the same from its resources. The staff was trained by the computer experts. The software required was purchased. The resources required for the remedial classes were granted by the UGC.

7. Contact Details {tc "8. Contact Details "}

Name of the Principal:	Dr. Bhushan K. Sharma
Name of the Institution:	R.S.D. College
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Pin Code:	152002
Accredited Status:	Applied For
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1	2	3	4	5	6	7	8
Department	Year of Estb.	Names of Courses offered	Names of Interdisciplinary courses	Annual/semester credit system	Participation in other department	Courses in collaboration with other universities	Details of courses/programmes discontinued (if any) with reasons
Commerce	1971	UG and PG	Economics, Computer Sc.	UG (Annual) PG(Semester)	NA	NA	NA
History	1921	UG and PG	NA	UG (Annual) PG(Semester)	NA	NA	NA
Punjabi	1968	UG and PG	NA	UG (Annual) PG(Semester)	BCA, B.Sc B.Com	NA	NA
Computer Science	1996	UG and PG	Arts, Sciences	UG (Annual) PG(Semester)	NA	NA	NA
English	1921	UG	Humanities, Commerce, Sciences	Annual	BCA, B.Sc. B.Com	NA	NA
Chemistry		UG	NA	Annual	NA	NA	NA
Physics		UG	NA	Annual	NA	NA	NA
Mathematics		UG	NA	Annual	NA	NA	NA
Botany		UG	Environmental Education	Annual	NA	NA	NA
Zoology		UG	NA	Annual	NA	NA	NA
Economics		UG	NA	Annual	NA	NA	NA
Hindi		UG	NA	Annual	NA	NA	NA
Physical Education		UG	NA	Annual	NA	Na	NA
Political Science		UG	NA	Annual	NA	NA	NA
Public Admin.		UG	NA	Annual	NA	NA	NA

	9			10				
	Number of Teaching posts			Faculty profile				
Commerce		Sanctioned	Filled	Name	Qualification	Designation	Specilization	Experience
	Professor	NIL	NIL	R.P.Garg	M.Com	Asso. Prof	Accounts	38
	Associate Professor	4	4	Jaspal Singh	M.Com	Asso. Prof	Law	38
	Assistant Professor	0	1	J.R.Prashar	M.Com. M. Phil	Asso. Prof	Accounts	33
				Ashok Kumar	M.Com.	Asso. Prof	Management	16
				Sunanda Sharma	M.Com. M. Phil	Asst. Prof	Finance	
				Nidhi Aggarwal	M.Com. M. Phil PGDCA	Asst. Prof	Accounts	02
				Alka Narula	M.Com. M.Sc.IT M.C.A	Asst. Prof	HR	01
				Hemant Gupta	M.Com. F.C.A NET	Asst. Prof	Finance & Taxation	02
History		Sanctioned	Filled	Name	Qualification	Designation	Specialization	Experience
	Professor	NIL	NIL	H.S.Randhawa	M.A.. M.Phil.	Asso. Prof	Punjab History	16
	Associate Professor	2	2	Gurinder Singh	M.A.. M.Phil.	Asso. Prof	Punjab History	15
	Assistant Professor	0	1	Lakshminder Bhorawal	M.A.. M.Phil.	Asst. Prof	Modern India	8
				Shabnam Monga	M.A	Asst. Prof	Medieval India	6
				Mandeep Kaur	M.A.. M.Phil.	Asst. Prof	Punjab History	2

	9			10				
	Number of Teaching posts			Faculty profile				
Punjabi		Sanctioned	Filled	Name	Qualification	Designation	Specialization	Experience
	Professor	NIL	NIL	Jaspal Singh Ghai	M.A.M.Phil	Asso.Prof		22
	Associate Professor	03	02	Gurtej Singh	M.A.M.Phil	Asso.Prof		18
	Assistant Professor	02	02	Kuldeep singh	M.A.M.Phil,NET	Asst.Prof		11
				Dr.Manjeet Kaur	M.A.M.Phil,NET,Phd	Asst.Prof		09
				Yadwinder Singh	M.A.M.Phil	Asst.Prof		04
				Bhupinder Kaur	M.A,B.ed	Asst.Prof		NIL
				Ramandeep Kaur	M.A.M.Phil	Asst.Prof		01
Computer Science		Sanctioned	Filled	Name	Qualification	Designation	Specialization	Experience
	Professor	NIL	NIL	Naresh Kumar	M.C.A	Asst.Prof		12
	Associate Professor	NIL	NIL	Hema Arora	M.C.A	Asst.Prof		12
	Assistant Professor	1	0	Shelja Bajaj	M.C.A	Asst.Prof		09

	Inderjit Kalra	M.Sc,M.C.A,M.Phil	Asst.Prof		05
	Nidhi Sharma	M.Sc.	Asst.Prof		04
	Hitesh Monga	M.C.A	Asst.Prof		03
	Puneet Goyal	M.C.A	Asst.Prof		04
	Deepak Kumar	M.C.A	Asst.Prof		03
	Sapna Mittal	M.C.A,M.Phil	Asst.Prof		04
	Ankur Gupta	M.C.A	Asst.Prof		03
	Komal	M.C.A,M.Tech	Asst.Prof		02
	Sumit Jaswal	M.C.A	Asst.Prof		02
	Ankit Galhotra	M.C.A	Asst.Prof		05
	Ruchi	M.C.A	Asst.Prof		05
	Sukhdev Singh	M.Sc.,M.Tech	Asst.Prof		09
	Kanika	M.C.A	Asst.Prof		01

	9			10				
	Number of Teaching posts			Faculty profile				
English		Sanctioned	Filled	Name	Qualification	Designation	Specialization	Experience
	Professor	NIL	NIL	Dinesh Sharma	M.A. Ph.D	Asst. Prof	Feminism	10
	Associate Professor			Suman Sikri	M.A. M.Phil	Asst. Prof		3
	Assistant Professor	8	1	Abhishek Arora	M.A. M.Phil	Asst. Prof		2
				Maninder Kaur	M.A	Asst. Prof		2
				Lovepreet Sharma	M.A	Asst. Prof		1
Chemistry		Sanctioned	Filled	Name	Qualification	Designation	Specialization	Experience
	Professor	NIL	NIL	A.K.Sethi	M.Sc. M.Phil	Asso. Prof	Inorganic	32
	Associate Professor	2	2	Veena Jindal	M.Sc. M.Phil	Asso. Prof	Organic & Physical	26
	Assistant Professor	0	3	Tanvi Sharma	M.Sc. B.Ed	Asst. Prof	Organic	2
				Pooja	M.Sc. B.Ed	Asst. Prof	Organic	1
				Kamal Jaswal	M.Sc. B.Ed	Asst. Prof	Applied Chemistry	1

	9			10				
	Number of Teaching posts			Faculty profile				
Mathematics		Sanctioned	Filled	Name	Qualification	Designation	Specialization	Experience
	Professor	NIL	NIL	Sanjana Aggarwal	M.Sc M.Phil	Asso. Prof.	Mathematics	21
	Associate Professor	1	1	Romi Vohra	M.Sc , B.Ed	Asst. Prof.	Mathematics	05
	Assistant Professor		3	Jyoti Sharma	M.Sc, B.Ed	Asst. Prof.	Mathematics	02
				Amrik Singh	M.Sc	Asst. Prof.	Mathematics	
Physics		Sanctioned	Filled	Name	Qualification	Designation	Specialization	Experience
	Professor			Ashok Kumar Gupta	M.Sc. M.Phil	Asso. Prof.	Electronics	26
	Associate Professor	2	2	Rajesh Aggarwal	M.Sc M.Phil	Asso. Prof.	Nuclear Physics	21
	Assistant Professor		3	Kamini Gupta	M.Sc. B.Ed	Asst. Prof.		3
				Rupinder Kaur	M.Sc. B.Ed	Asst. Prof.		2
				Karamveer Kaur	M.Sc. B.Ed	Asst. Prof.		1

	9			10				
	Number of Teaching posts			Faculty profile				
		Sanctioned	Filled	Name	Qualification	Designation	Specialization	Experience
Hindi	Professor	NIL	NIL	Anil Dhiman	M.A. Ph.D	Asso. Prof	Contemporary	14
	Associate Professor	2	1					
	Assistant Professor	NIL	NIL					
		Sanctioned	Filled	Meenu Sadar	M.A. M.Ed. M..Phil	Asst. Prof	International Politics	12
Political Science	Professor	NIL	NIL					
	Associate Professor	2	NIL					
	Assistant Professor	0	1					
		Sanctioned	Filled	Sanjeev Kumar	M.A. Ph.D	Asst. Prof	Police Administration	3
Public Administration	Professor	NIL	NIL					
	Associate Professor	NIL	NIL					
	Assistant Professor	NIL	1					
		Sanctioned	Filled	Azadwinder Singh	M.A. M.Phil, B.Ed. NET	Asst. Prof	Agriculture Economics	5
Economics	Professor	NIL	NIL	Sunil Kumar	M.A. B.Ed	Asst. Prof		2
	Associate Professor	NIL	NIL					
	Assistant Professor	3	2					

	9			10				
	Number of Teaching posts			Faculty profile				
Physical Education		Sanctioned	Filled	Name	Qualification	Designation	Specialization	Experience
	Professor	NIL	NIL	Neeraj Dewra	M.P.Ed. .NIS	DPE	Gymnastics	16
	Associate Professor			Yadwinder Brar	M.P.Ed.	Asst. Prof	Yoga	4
	Assistant Professor	1	4	Baljinder Singh	M.P.Ed.	Asst. Prof	Body Fitness	1
				Tajinder Sharma	M.P.Ed.	Asst. Prof	Anthropometry	
		Sanctioned	Filled	Name	Qualification	Designation	Specialization	Experience
Botany	Professor	NIL	NIL	N.K. Dixit.	M.Sc. M.Phil	Asso. Prof	Mycology & Plant Pathology	38
	Associate Professor	1	1	Geetanjali	M.Sc. Ph.D.	Asst. Prof	Mycology & Plant Pathology	01
	Assistant Professor	1	2					
		Sanctioned	Filled	Name	Qualification	Designation	Specialization	Experience
Zoology	Professor	NIL	NIL	Kuldeep Kaushik	M.Sc. Ph.D.	Asst. Prof.	Stress and Reproductive Biology	03
	Associate Professor			Manju	M.Sc. M.Phil B.Ed.	Asst. Prof.	Entomology	03
	Assistant Professor	2	2					

	11	12	13	14	15	16
Department	List of senior visiting faculty	% of lectures delivered and practical classes handled by temporary faculty	Student-Teacher Ratio	Number of academic support staff (technical) and administrative staff; sanctioned and filled	Qualifications of teaching faculty	Number of faculty with ongoing projects from a) National b) International funding agencies and grants received
Commerce	Dr. Manoj Sharma	25%	40:1	NA	Same as point 9	NA
History	NA	20%	40:1	NA	Same as point 9	NA
Punjabi	Dr. Sukhdev Singh, Dr. Nahar Singh, Dr. Yograaj	43%	60:1(UG) 50:1(PG)	NA	Same as point 9	NA
Computer Science	Sh. CM Behl, Dr. O.P Kalra, Sh. KS Kahlon, Sh. Vishal Goyal, Sh. Hardeep Singh	100%	40:1	Lab Technician-1 Peons-3	Same as point 9	NA
English	NIL	80%	75:1	NA	Same as point 9	NA
Chemistry	NIL	25-30%	50:1		Same as point 9	NA
Physics	Dr. A.K.Bhatti, Dr Bimal Roy, Dr Vipran Bhatnagar	Theory 33% Practicals 55%	40:1	Lab Asst-3	Same as point 9	NA
Mathematics	NIL	66%	40:1	NA	Same as point 9	NA
Botany	NIL	50%	16:1	Lab Asst-3	Same as point 9	NA
Zoology	NIL	100%	16:1	Lab Asst-2	Same as point 9	NA
Economics	NIL	100%	60:1	NA	Same as point 9	NA
Hindi	Dr H.S. Bedi	NIL	35:1	NA	Same as point 9	NA
Physical Education	NIL	66%	70:1	AS- 1	Same as point 9	NA
Political Science	NIL	100%	70:1	NA	Same as point 9	NA
Public Admin.	NIL	100%	22:1	NA	Same as point 9	NA

	17	18	19	20	21	22
Department	Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received	Research Centre /facility recognized by the University	Publications	Areas of consultancy and income generated	Faculty as members in a) National committees b) International Committees c) Editorial Boards	Student projects a) % of students who have done in-house projects including inter departmental/programme b) % of students placed for projects in organizations outside the institution i.e.in Research laboratories/ Industry/other agencies
Commerce	NIL	NIL	NIL	NIL		NIL
History	NIL	NIL	NIL	NIL	NIL	NIL
Panjabi	NIL	NIL	40	NIL	4 Teachers: members in Punjabi Sahit Lekhak Sabha	NIL
Computer Science	NIL	NIL	8	NIL	NIL	A) 39% B) 22%
English	NIL	NA	2	NA	NIL	NIL
Chemistry	NIL	NA	4	NA	Sh A.K.Sethi: Member Board of Studies; Chief Editor College Magazine	NIL
Physics	NIL	NA	NA	NA	Sh A.K Gupta: Member Board of Studies, Member Academic Council	NIL
Mathematics	NIL	NA	1	NA	NIL	NIL
Botany	NIL	NA	NIL	NA	Sh N K Dixit: Member Juvenile Court	NIL
Zoology	NIL	NA	3	NA	NIL	NIL
Economics	NIL	NA	8	NA	NIL	NIL
Hindi	NIL	NA	4	NA	Member of NCERT in 2010-11	NIL
Physical Education	NIL	NA	1	NA	Member Gymnastic Asso.	NIL
Political Science	Seminar Funded by ICSSR: 25000/-	NA	NIL	NA	NIL	NIL
Public Admin.	NIL	NA	NIL	NA	NIL	NIL

	23	24	25
Department	Awards/Recognitions received by faculty and students	List of eminent academicians and scientists/visitors to the department	Seminars/ conferences/ workshops organized & the source of funding
Commerce	NIL	Same As in Point 11	National Seminar: UGC
History	NIL	NIL	National Seminar: ICSSR
Punjabi	Sh Jaspal Ghai: Deepak Jatoi Award Sh Gurtej Singh: Rupinder Mann Award	Same As in Point 11	National Seminar: UGC
Computer Science	NIL	Same As in Point 11	NIL
English	NIL	NIL	NIL
Chemistry	NIL	NIL	One Day Seminar: College Funding
Physics	NIL	Same As in Point 11	One Day Seminar: College Funding
Mathematics	NIL	NIL	One Day Seminar: College Funding
Botany	NIL	NIL	One Day Seminar: College Funding
Zoology	NIL	NIL	One Day Seminar: College Funding
Economics	NIL	NIL	NIL
Hindi	NIL	Same As in Point 11	NIL
Physical Education	NIL	NIL	NIL
Political Science	NIL	NIL	NIL
Public Admin.	NIL	NIL	NIL

	26					27			
	Student profile programme/course wise					Diversity of Students			
Commerce	Name of the Course/programme	Applications received	Selected	Enrolled *M *F	Pass percentage	Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
	B.Com. I	200	145	130 15	80%	B.Com. I	95%	05%	NIL
	B.Com.II	101	101	91 10	89%	B.Com.II	95%	05%	NIL
	B.Com.III	62	62	50 12	98%	B.Com.II I	95%	05%	NIL
History	B.A.I	310	298	288 10	90%	B.A.I	100%	NIL	NIL
	B.A.II	162	162	155 07	95%	B.A.II	100%	NIL	NIL
	B.A.III	81	81	76 05	98%	B.A.III	100%	NIL	NIL
	M.A.I	19	19	16 03	55%				

	26					27				
	Student profile programme/course wise					Diversity of Students				
	Name of the Course/programme	Applications received	Selected	Enrolled *M *F	Pass percentage	Name of the Course	% of students from the same state	% of students from other States	% of students from abroad	
Punjabi	B.A.I	403	403	390 13	100%	B.A.I	100%	NIL	NIL	
	B.A.II	215	215	205 10	100%	B.A.II	100%	NIL	NIL	
	B.A.III	125	125	117 08	100%	B.A.III	100%	NIL	NIL	
	B.Sc.I	77	77	53 24	100%	B.Sc.I	100%	NIL	NIL	
	B.Com. I	170	140	100 40	80%	B.Com.I	100%	NIL	NIL	
	M.A.I	55	53	51 02	100%	M.A.I	100%	NIL	NIL	
Computer Sc.	B.C.A.I	85	85	69 16	100%	B.C.A.	90%	10%	NIL	
	B.C.A.II	41	41	35 06	100%	P.G.D.C.A	95%	05%	NIL	
	B.C.A.III	63	63	42 21	100%	M.Sc.IT	95%	05%	NIL	
	P.G.D.C.A	16	16	07 09	100%					
	M.Sc.IT (I)	11	11	06 05	100%					
	M.Sc.IT (II)	23	23	13 10	21%					

	26					27			
	Student profile programme/course wise					Diversity of Students			
English	Name of the Course/programme	Applications received	Selected	Enrolled *M *F	Pass percentage	Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
	B.A. I	403	403	390 13	78%	B.A. I	97	03	NIL
	B.A. II	215	215	205 10	85%	B.A. II	99	01	NIL
	B.A. III	125	125	117 08	92%	B.A. III	98	02	NIL
	B.C.A .I	83	83	73 10	100%	B.C.A .I	90	10	NIL
	B.Sc.II	66	66	38 28	95%	B.Sc.II	98	02	NIL
	B.Com.I	170	140	125 15	96%	B.Com.I	95	05	NIL
Chemistry	B.Sc.I	60	60	41 19	80%	B.Sc. I	98	2	NIL
	B.Sc.II	36	36	24 12	95%	B.Sc. II	95	5	NIL
	B.Sc.III	25	25	16 9	100%	B.Sc. III	100	NIL	NIL

	26				27					
	Student profile programme/course wise				Diversity of Students					
	Name of the Course/programme	Applications received	Selected	Enrolled *M *F	Pass percentage	Name of the Course	% of students from the same state	% of students from other States	% of students from abroad	
Mathematics	B.Sc.I	77	77	53 24	80%	B.Sc.I	95%	5%	NIL	
	B.Sc.II	45	45	29 16	85%	B.Sc.II	98%	2%	NIL	
	B.Sc.III	30	30	20 10	100%	B.Sc.III	100%	NIL	NIL	
Physics	B.Sc.I	77	77	53 24	80%	B.Sc.I	95%	5%	NIL	
	B.Sc.II	45	45	29 16	85%	B.Sc.II	98%	2%	NIL	
	B.Sc.III	30	30	20 10	100%	B.Sc.III	100%	NIL	NIL	

	26					27				
	Student profile programme/course wise					Diversity of Students				
Hindi	Name of the Course/programme	Applications received	Selected	Enrolled *M *F	Pass percentage	Name of the Course	% of students from the same state	% of students from other States	% of students from abroad	
	B.A. I	40	40	39 01	90%	B.A. I	100%	NIL	NIL	
	B.A. II	34	34	28 06	100%	B.A. II	100%	NIL	NIL	
	B.A. III	17	17	13 04	100%	B.A. III	100%	NIL	NIL	
Political Science	B.A. I	100	100	95 05		B.A. I	97%	03%	NIL	
	B.A. II	55	55	51 04		B.A. II	99%	01%	NIL	
	B.A. III	45	45	45 ---		B.A. III	99%	01%	NIL	
Public Administration	B.A. I	23	23	23 ---	70%	B.A. I	91%	09%	NIL	
	B.A. II	09	09	09 ---	100%	B.A. II	100%	NIL	NIL	
	B.A. III	08	08	05 03	100%	B.A. III	89%	11%	NIL	
Economics	B.A. I	37	37	36 01	78%	B.A. I	96%	4%	Nil	
	B.A. II	32	32	29 03	85%	B.A. II	98%	2%	Nil	
	B.A. III	19	19	17 02	90%	B.A. III	100%	-	Nil	

	26					27			
	Student profile programme/course wise					Diversity of Students			
Phy. Edu	Name of the Course/programme	Applications received	Selected	Enrolled *M *F	Pass percentage	Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
	B.A. I	307	307	301 06	97%	B.A. I	100	NIL	NIL
	B.A. II	178	178	172 06	97%	B.A. II	100	NIL	NIL
	B.A. III	89	89	87 02	99%	B.A. III	100	NIL	NIL
Botany	B.Sc.I	06	06	06 -- -		B.Sc.I	99%	01%	NIL
	B.Sc.II	07	07	05 02		B.Sc.II	99%	01%	NIL
	B.Sc.III	07	07	01 06		B.Sc.III	99%	01%	NIL
Zoology	B.Sc.I	06	06	06 -- -		B.Sc. I	99%	01%	NIL
	B.Sc.II	07	07	05 02		B.Sc. II	99%	01%	NIL
	B.Sc.III	07	07	01 06		B.Sc. III	99%	01%	NIL

	28	29	30	31	32	33
Department	How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.	Student progression	Details of Infrastructural facilities a) Library b) Internet facilities for Staff & Students c) Class rooms with ICT facility d) Laboratories	Number of students receiving financial assistance from college, university, government or other agencies	Details on student enrichment programmes (special lectures/workshops/seminar) with external experts	Teaching methods adopted to improve student learning
Commerce	Not Available	UG to PG 20%	NIL	See Point 5.1.2	Art of Living Camp , PDP Lectures	See point 2.3.1
History	Not Available	UG to PG 17%	NIL		Art of Living Camp , PDP Lectures	
Punjabi	Not Available	UG to PG 45%	NIL		Art of Living Camp , PDP Lectures	
Computer Science	Not Available	UG to PG 15% Placements 40%	b) Yes; c) Yes ; d) 5		Art of Living Camp , PDP Lectures	
English	Not Available	Not Available	NIL		Art of Living Camp , PDP Lectures	
Chemistry	Not Available	Not Available	d) 3		Art of Living Camp , PDP Lectures	
Physics	Not Available	Not Available	d) 2		Art of Living Camp , PDP Lectures	
Mathematics	Not Available	Not Available	NIL		Art of Living Camp , PDP Lectures	
Botany	Not Available	Not Available	d) 2		Art of Living Camp , PDP Lectures	
Zoology	Not Available	Not Available	d) 2		Art of Living Camp , PDP Lectures	
Economics	Not Available	Not Available	NIL		Art of Living Camp , PDP Lectures	
Hindi	Not Available	Not Available	NIL		Art of Living Camp , PDP Lectures	
Physical Education	Not Available	Not Available	NIL		Art of Living Camp , PDP Lectures	
Political Science	Not Available	Not Available	NIL		Art of Living Camp , PDP Lectures	
Public Admin.	Not Available	Not Available	NIL	Art of Living Camp , PDP Lectures		

LETTER OF UGC RECOGNITION

UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI:

No.F. 8-72/74 (P)

March, 1975.

To

The Registrar,
Panjab University,
Chandigarh:

Sub :- Preparation of list of Colleges under Section 2(f).

Sir,

With reference to your letter No: Misc. 89 dated 1.1.76 on the above subject, I am directed to say that the name of the college already stands included in the above list under Category 'C' up to Bachelors degree but could not be printed by mistake, which is regretted.

R.S.D. College, Ferozpur City 1921
Sri M. Sharma

It is also mentioned that the name of the following college has been changed in the above list as desired:

Old Name	New Name
Malwa Central College of Education, Ludhiana	Malwa Central College for Women, Ludhiana

It may be noted that the following colleges which have been granted permanent affiliation by the University have been included in our list of colleges under Section 2(f).

1. Baba Sheehan Singh Gill Khalsa College, Sidhsar (Ludhiana).
2. D. Singh Khalsa College, Muktsar.
3. Guru Nanak Khalsa College for Women, Ludhiana.
4. Guru Nanak College for Girls, Muktsar.
5. J.C. D.A.V. College, Dera.
6. Master Tara Singh Memorial College for Women, Ludhiana.
7. Saint Barbara Singh College for Women, Ludhiana.

(Sd/-)
(H.R. ...)
Officer on Special Duty

Copy to:

1. The Principal, Baba Sheehan Singh Gill Khalsa College, Sidhsar (Ludhiana).

Print 3

127
26/3/76

Attested to be True Copy


Principal
R.S.D. College
Ferozpur City

Annexure Point No. 4.3.1

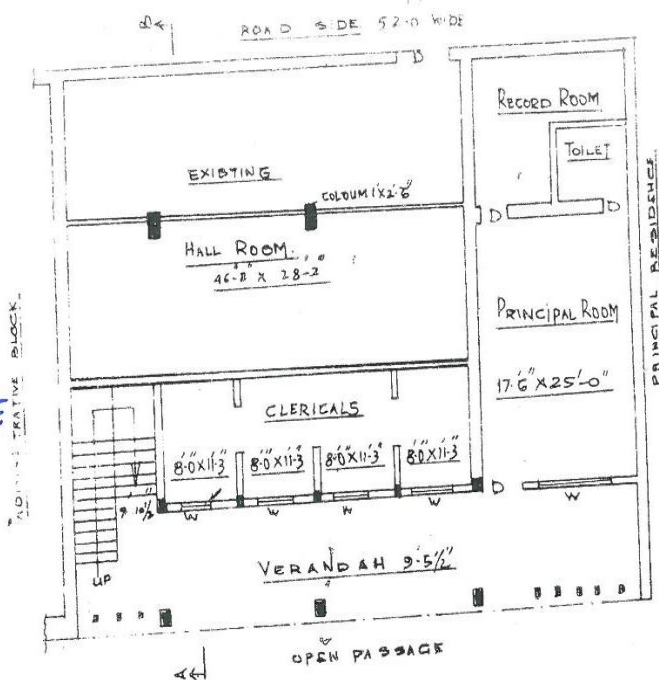
S.No	PROCESSOR	RAM	MOTHERBOARD	H.D.D	CD.ROM	Monitor	TOTAL NO. OF COMPUTERS
1	P4 1.7	256 MB	INTEL	40 GB	CD- ROM	15"	10
2	P4 2.8	256 MB	INTEL	40 GB	CD- ROM	15"	11
3	P4 2.66	256 MB	INTEL	80 GB	CD- ROM	15"	10
4	P4 3.0	512 MB	INTEL	80 GB	COMBO	15"	10
5	P4 C2D	1 GB	INTEL	160 GB	DVD RW	17"	10
6	C2D 2.8	1 GB	INTEL	160 GB	DVD RW	18.5	10
7	C2D 2.9	1 GB	INTEL	250 GB	NO	18.5	8
8	C2D 2.9	1 GB	INTEL	320 GB	NO	18.5	1
9	C2D 2.9	2 GB	INTEL	320 GB	NO	18.5	1
10	Core I3	2 GB	INTEL	320 GB	NO	18.5	10
TOTAL NUMBER OF COMPUTERS							81

Session	S.No	Procurement	Cost (in Rs.)	Maintenance	Cost (in Rs.)	Accessories	Cost (in Rs.)
2011-12	1	USB DVD R/W	2100	DDRIII RAM 1GB	3450		
	2	Dual Core 3.0 kit with ASUS MotherBoard	16950	DDRII RAM	650		
	3	500 GBHDD	3400	SMPS	400		
	4	UPS Battery	3300	SMPS	475		
	5	HP Core I3 Computer	225000	D-Link Cable Roll	1994		
	6	HP LCD Monitor	77000				
	7	HP Server	34000				
	8	Router Balkin	1600				
	9	Sony Note Book VAIO	40500				
	10	Projector Screen	4100				
	11	Audio Cabel	150				
	12	VGA Cabel	300				
	13	Dell Projector	24500				
Total (A)			432900		6969		
2010-11	1	AMD Processor LE 140	3800	DDRII 1GB	2160	Pen Drive 4GB	350
	2	Optical Mouse	600	DDRI 512 RAM	6240		
	3	UPS Luminous	15000	SMPS	1200		

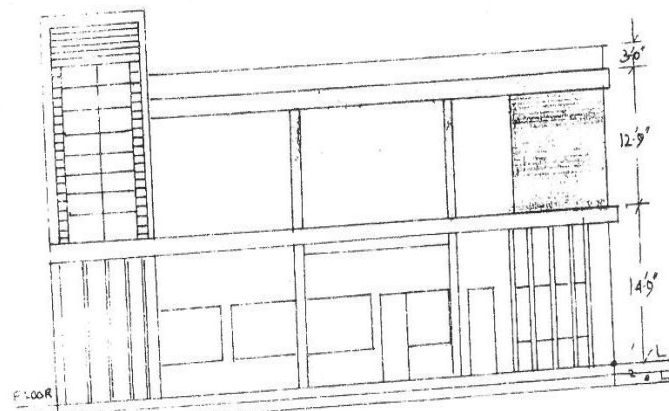
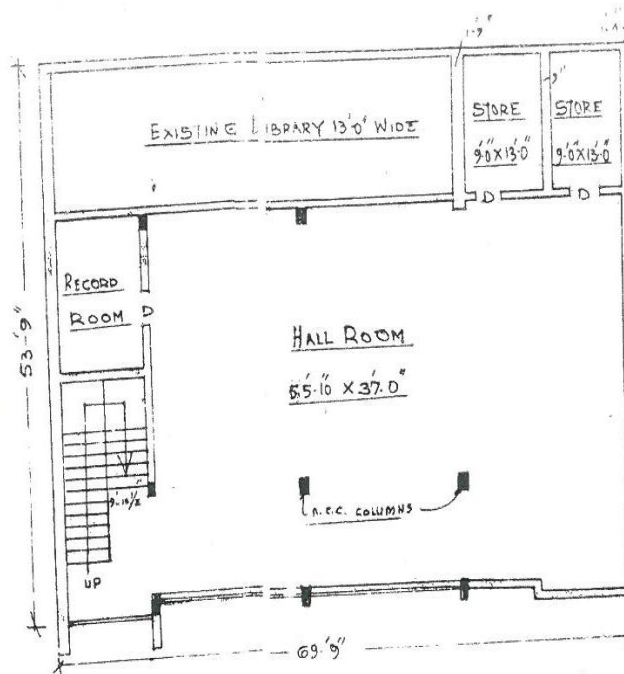
	4	HP C2D Computers	260000	DDR I 512 RAM	7000		
				SMPS	400		
				Networking Cable Roll	700		
Total (B)			279400		17700		350
2009-10		Dlink Switch	6700	Crimpting Tool	550	Pen Drive 4GB	500
		Keyboard	250	RJ45 Connector	1200	AC	59600
		SATA HDD	1950	CPU Fan	400	AC Stablizer	4200
		HDD	950	SMPS	1000	Code less Bell	195
		DDRI RAM	3000	SMPS	500		
		UPS	15250	Connector	30		
		HCL C2D Computers	220000				
		Mouse Optical	1500				
		UPS Battery	15913				
		UPS Battery	8400				
Total (C)			273913		3680		64495
2008-09		Panasonic Projector	47320	SMPS	450		
		PIV Computers	210000				
		PIV Computer	21000				
		Dell Laptop	44027				
Total (D)			322347		450		
Grand Total			1308560		28799		64845
Grand Total (A+B+C+D)	1402204/-						

ADMINISTRATIVE
BLOCK

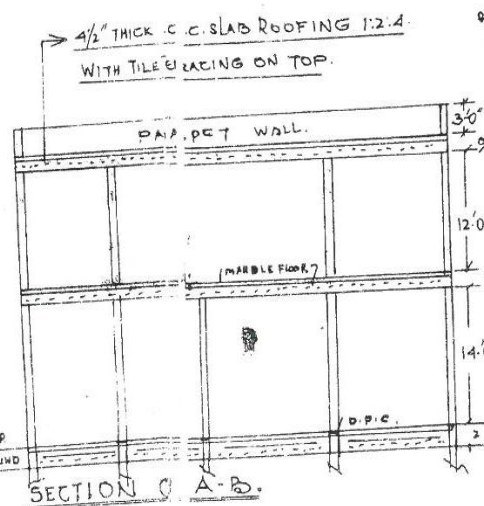
GROUND FLOOR PLAN



FIRST FLOOR PLAN



FRONT ELEVATION



SECTION A-B



LOCATION PLAN

PLAN SHOWING PROPOSED
ADDITIONS & ALTERATIONS OF
OFFICE BUILDING IN R.S.D.
COLLEGE AT FEROREPUR CITY

DETAIL OF AREA

PROP. COVD. AREA ON F. FLOOR = 3000 SF

APPROX. COST = 10 LACS.

REFERENCES:-

EXISTING CONSTRUCTION SHOWN THUS. [Symbol]

PROP. CONSTRUCTION SHOWN THUS. [Symbol]

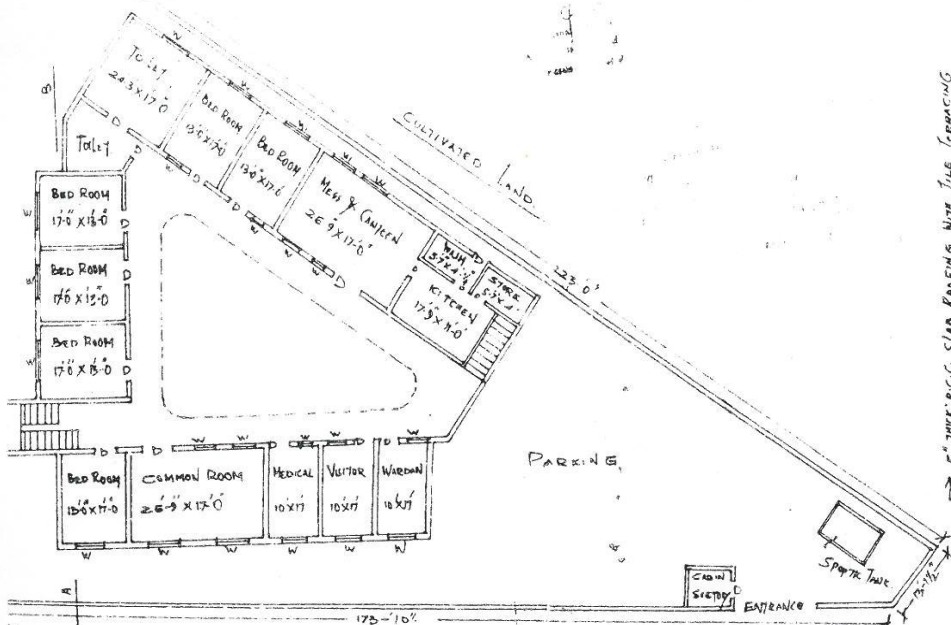
SPACE FOR OFFICIAL USE

- 1) [Symbol] [Text]
- 2) [Symbol] [Text]
- 3) [Symbol] [Text]
- 4) [Symbol] [Text]

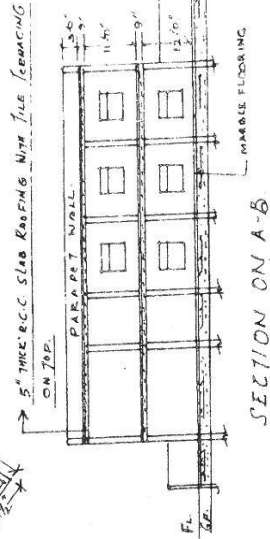
Principal
R.S.D. College
Ferozepur City

Principal
R.S.D. College
Ferozepur City

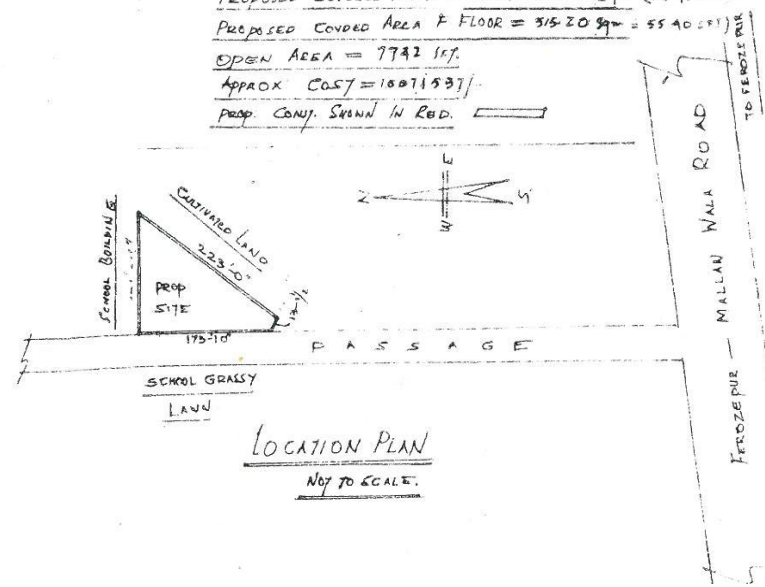
HARBANSINGH
DRAWN BY



GROUND FLOOR PLAN



SECTION ON A-B



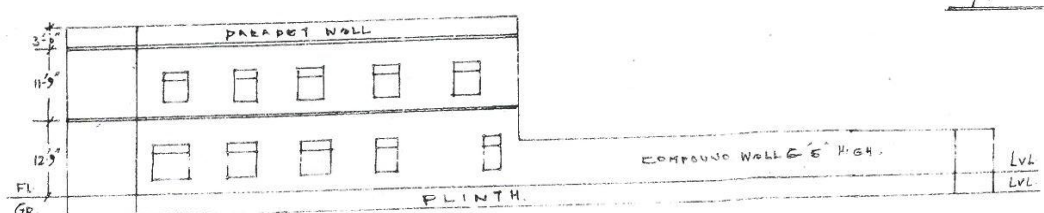
LOCATION PLAN

NOT TO SCALE.

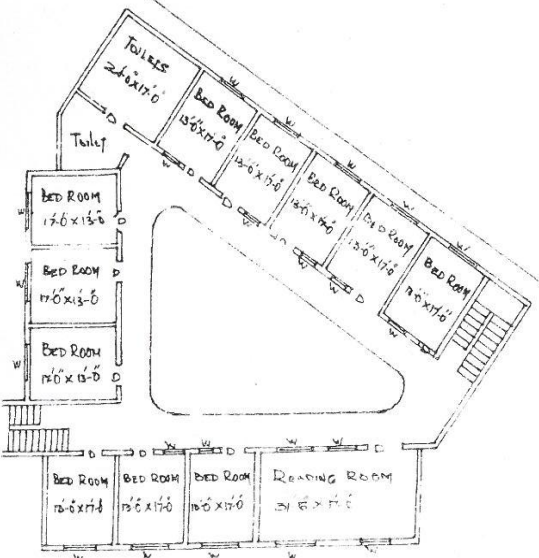
SITUATED AT R.S.E. COLLEGE
 MALLAN WALA ROAD, 81 FERDZE PUR
 SCALE 1 INCH = 16'-0"

DETAIL OF AREA

TOTAL AREA = 13282 SFT
 PROPOSED COVERED AREA OF FLOOR = 31520 Sqm (55406 SFT)
 PROPOSED COVERED AREA OF FLOOR = 31520 Sqm = 55406 SFT
 OPEN AREA = 7742 SFT
 APPROX. COST = 10071537/-
 PROP. CONP. SHOWN IN RED.



FRONT ELEVATION.



WOMEN HOSTEL

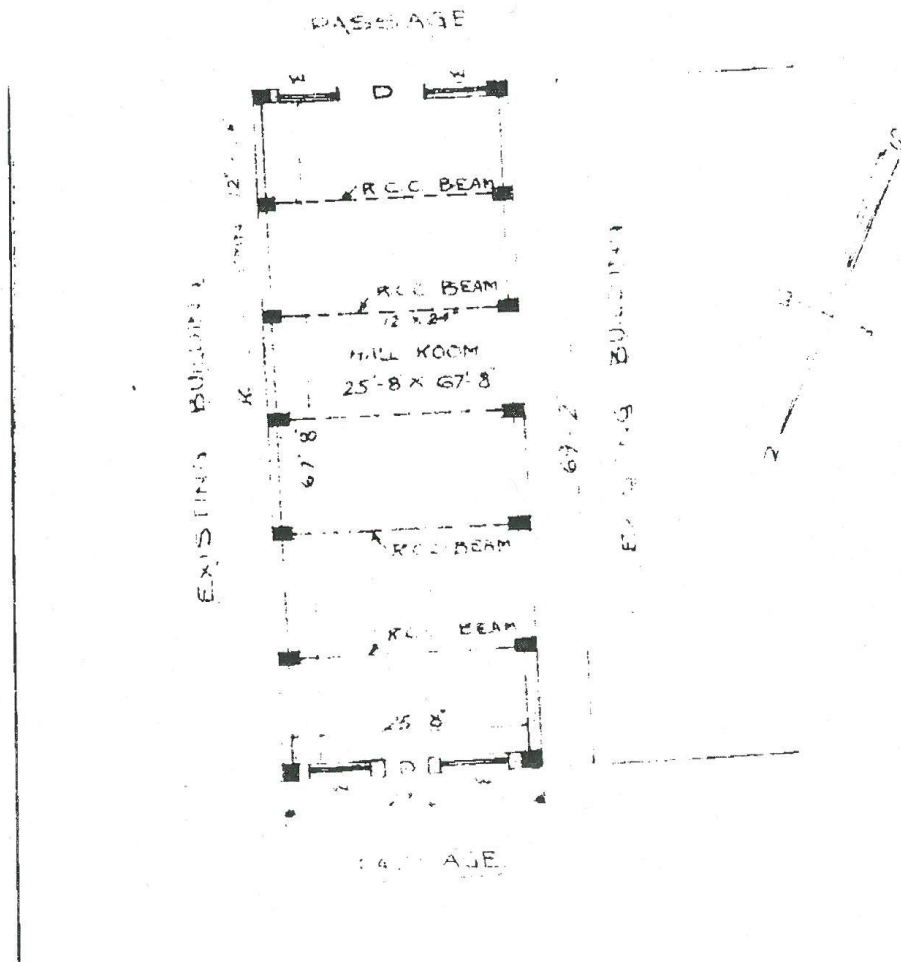


OLD HALL

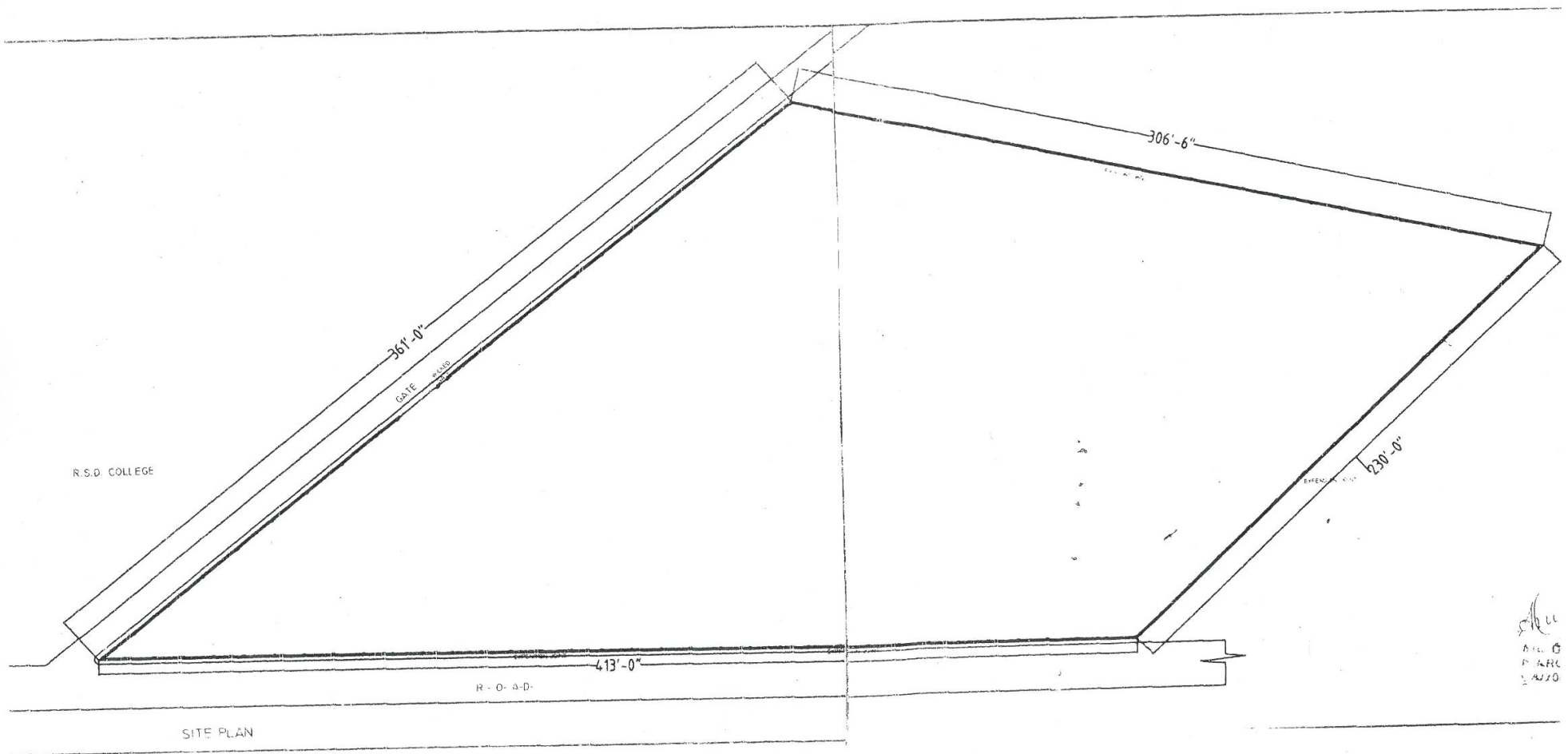
45

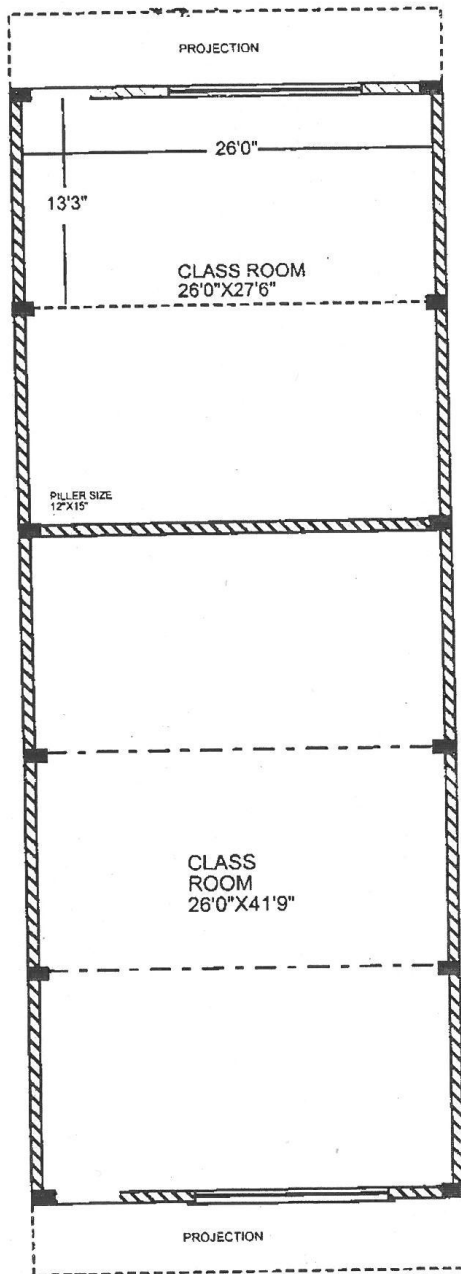
PROPOSED PLAN OF HALL ROOM TO BE
IN R.S.D. COLLEGE AT FIROZPUR CITY.

AREA OF PROPOSED CONSTRUCTION = 1879 SQ. FT.

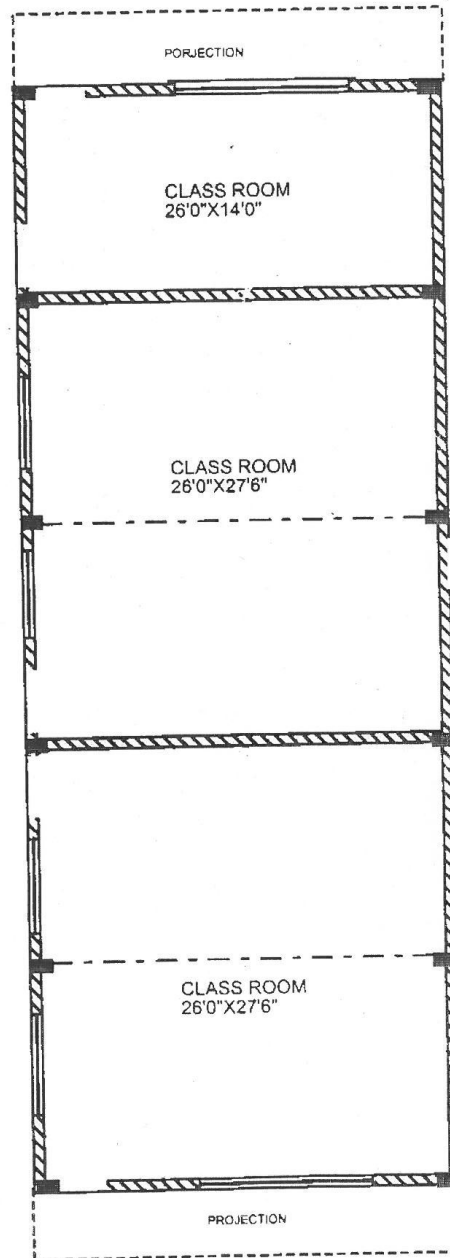


FOUR WALLING OF COLLEGE GROUND.



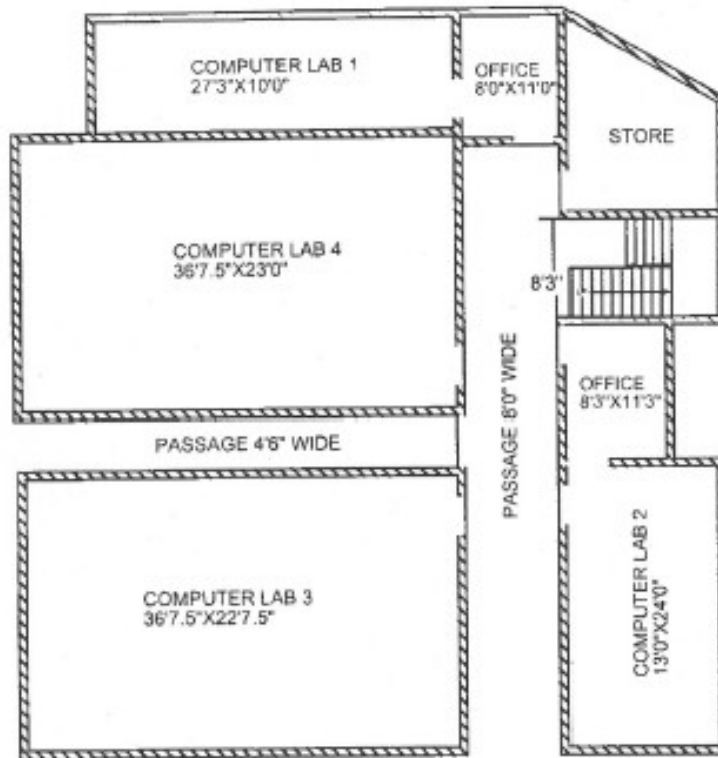


GROUND FLOOR PLAN



FIRST FLOOR PLAN

SITE PLAN OF COMPUTER LAB SITUATED AT R.S.D. COLLEGE FIROZPUR CITY.



GROUND FLOOR PLAN

SITE PLAN FOR THE HEALTH CLUB SITUATED AT R.S.D. COLLEGE FIROZPUR CITY.



HEALTH CLUB
34'6"X19'3"

GROUND FLOOR PLAN