Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**R.K.S.D (PG) COLLEGE, KAITHAL**
Name of the head of the Institution	**DR. S.K. GOYAL**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**01746222368**
Mobile no.	**9416365483**
Registered Email	**rksdcollegektl@yahoo.com**
Alternate Email	**rksdeveningcollege@gmail.com**
Address	**R.K.S.D.(P.G.) College, Ambala Road, Kaithal**
City/Town	**KAITHAL**
State/UT	**Haryana**
Pincode	**136027**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr. Seema Gupta**
Phone no/Alternate Phone no.	**01746235119**
Mobile no.	**9315473931**
Registered Email	**iqacrksd1954@gmail.com**
Alternate Email	**rksdcollegektl@yahoo.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://rksdcollege.org/wp-content/uploads/2019/11/RKSDPGCOLLEGE_AQAR_2017-18.pdf

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://rksdcollege.org/wp-content/uploads/2020/01/College-Calendar2018-19.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity Period From	Validity Period To
1	**B**	**73.65**	**2003**	**21-Mar-2003**	**21-Mar-2008**
2	**A**	**3.10**	**2017**	**29-Oct-2017**	**29-Jan-2020**

6. Date of Establishment of IQAC

09-Sep-2005

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

View File

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	RUSA 2.0	RUSA	2018 730	10000000
Department of Political Science	National Seminar	DGHE	2018 1	50000
Department of Hindi	National Seminar	Haryana Academy of History and Culture, Kurukshetra	2018 1	50000
NSS	NSS	DGHE	2018 365	140540
Institution	Inter District Science Exhibition	HSCS&T, and DGHE	2018 30	23000
Institution	Construction of new teaching block	Chief Minister, Govt. of Haryana	2019 730	5100000

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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

• Appointment of regular Principal and initiation to fill up permanant vacancies of teaching and nonteaching staff • Organization of National level seminars to

strengthen research environment • Need based training in Computer Literacy, and soft and communication skills for supportive staff • Eco friendly Policies and Measures like Installation of Solar Power Plant, Artificial recharging of groundwater and Plantation Drive • Extension and upgradation of Infrastructure and learning resources

[View File](#)

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

Plan of Action	Achivements/Outcomes
No Data Entered/Not Applicable!!!	
[View File](#)	

14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
Governing Body, R.K.S.D.(PG) College,Kaithal	**14-Sep-2019**

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**

16. Whether institutional data submitted to AISHE:	**Yes**

Year of Submission	**2019**

Date of Submission	**28-Feb-2019**

17. Does the Institution have Management Information System ?	**Yes**

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**The college functioning, its day to day administrative system, academics and examination evaluation requires compatibility with the available levels of IT upgradation at the level of DG Higher education and affiliating University i.e. Kurukshetra University, Kurukshetra, accredited with NAAC in A. Accordingly, the college has a fully computerized, functional and user friendly mechanism. This is as per locally relevant, practical and required dimensions of an MIS**

framework. The institutional needs in relation to the practices of regulatory bodies and all stakeholders are fulfilled in following aspects: 1. The college adopts policies and strategies for adequate technology deployment and maintenance. The college has 24X7 wifi enabled campus for administrative as well as academic functioning. 2. The admission process of college is fully computerized. College adopts and follows the mandatory online admission process managed by director general of higher education, Govt. of Haryana for making admission process effective, transparent and convenient. To take admission in UG and PG programs students are required to make formal application online by registering themselves. The data collected through this is further used for making merit list and admission list of eligible candidates at the Govt. level. 3. Facility of online payment of fees is effectively operational. Administrative functioning of finance and accounts are precisely defined and are strictly followed with proper accounting practice. This is helpful in keeping records of receipts of funds, projects, income, donation, staff salary and all types of purchase and payment of various utility bills and taxes. 4. Administrative module is in place and it helps in keeping service record of all the employees maintaining service book, promotion records, seniority, their total emoluments and record of their provident fund. 5. The system of internal assessment of students submitted to affiliating university per semester is fully online. The institution level database is computerized and record about the same is provided online to university. 6. The college has SMS gateway to send important notifications to different stakeholders, digital notice boards provide information to students, important information to general public is communicated through website, conventional notices, Facebook page, and WhatsApp groups. 7. All the information related to admission process, teaching learning, examination etc. is available on one click. The college website is updated on regular basis. 8. The library of the college is

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Curriculum Planning and Implementation: The institution ensures effective curriculum delivery through a well-planned and documented process. The institution has developed a structured and effective method of its implementation. The college follows the curriculum designed by Kurukshetra University, Kurukshetra. Through following measures students-centric delivery of the curriculum is executed : Academic Calendar: The college adopts the academic calendar of the affiliating university and chalks out an institutional sub-calendar adhering to the given outline and timeframe. Departmental Meetings: The Teaching departments conduct meetings for their academic planning and organize the schedule of lectures, distribute courses and time table among the faculty as per their interest/expertise. The Principal in liaison with IQAC monitors faculty members regarding timely and effective completion of the course with due inclusion of quality assurance methods. The academic calendar of the college comprises a wide range of activities and responsibilities pertaining to sports, cultural, NSS, NCC, clubs and subject societies. With learners' friendly and skill enhancing methods, a decentred mechanism is adopted : • The college receives regular updates of circulars through letters and emails from the affiliating University and Govt. of Haryana regarding the changes in curriculum, and information is provided to concerned teacher about the same. • The faculty pays adequate time and attention to understand and imbibe new methods of curriculum delivery. • Purchase of books and upgradation of learning resources in the library is a continuous process. • The time table committee headed by the Principal draws up a detailed time table which efficiently deploys the units of time for academic and co-curricular activities. • Teaching-Learning process in routine includes delivery methods like quiz, debate, exhibitions, group discussions, poster making, PPT presentations, assignment workshops and seminars for effective Teaching-learning. • Within the prescribed curriculum, flexibility is ensured by providing options as per choice of students. • Academic and industrial linkages are planned for the benefits of students. • Participation of Faculty in FDP is fully supported. • Students get ample time to use the library, to take part in extra co-curricular activities. • Science departments have designed and published laboratory manuals for necessary use and reference by the students. • Students of science streams are provided specialized hands on training through industrial visits to research organizations. • Students consult faculty beyond classroom needful academic clarity and guidance. • In case needed, extra classes are arranged for completion of curriculum. • On the basis of the analysis of the inputs received through feedback from students and faculty on teaching-learning needful action is taken. • Faculty members participating in FDP, seminars/conferences and workshops share their experience and knowledge with the faculty at the college level through specially arranged meetings and discussions.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	**0**	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	**Tax Procedure and Practice**	**33**
BCom	**Principles and practice in Insurance**	**24**
BBA	**Business Administration**	**21**
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
The structured feedback received manually from all the stakeholders has provided key inputs on the overall institutional performance. This feedback system also helped in procuring level of students' satisfaction on a wide

variety of issues relating to teaching-learning, extra-curricular activities, career guidance and personality development. The analysis of Alumni Feedback reveals that more than 75 percent of college alumni are satisfied with the overall development and functioning of the institution which includes infrastructure, teaching-learning process, students' support system, gender sensitivity and handling of students' grievances. This segment of stakeholders has been found to be ready to extend their helping hand in the development of the institution. Feedback analysis of the parents confirms that 80 percent of them prefer R.K.S.D. College for their wards in view of the rich legacy and overall environment of the college as reflected in the teaching, discipline and availability of required facilities. In the feedback analysis of teaching faculty, it has been observed that majority of them are satisfied with the facilities provided by the institution. The faculty is also found to be satisfied with the leadership of the Principal and Management of the institution. The feedback from the employer i.e. President, Governing Body, indicates that the whole Governing Body is fully satisfied with the work culture maintained by the teaching and non-teaching staff in advancing the vision, mission and objectives of the institution. Feedback analysis of the students shows that more than 90 percent students are satisfied with the quality of teaching-learning in the institution. Among them, more than 85 percent are happy with the infrastructural facilities. The centre of learning resources i.e. college library is actively used by more than 80 percent of the respondents. To the query related to the facility available for overall development of the students, about 90 percent of them expressed their satisfaction. The functioning of the college has been reviewed periodically through the feedback provided by all the stakeholders. The feedback has been thoroughly analyzed by the IQAC, and shortcomings found in any field/function of the college have been duly addressed, thus improving the functioning of the institution. In feedback received from all the stakeholders, majority of them have registered their satisfaction over the overall performance and functioning of the institution.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
No Data Entered/Not Applicable !!!				
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	4620	523	124	0	36

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using	ICT Tools and resources	Number of ICT enabled	Numberof smart classrooms	E-resources and techniques used

	ICT (LMS, e-Resources)	available	Classrooms		
160	56	5	9	14	2

View File of ICT Tools and resources

View File of E-resources and techniques used

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The institution has a long tradition of mentoring students as per their existing and emerging needs. Due to the large intake from surrounding areas, the mechanism of mentoring is multilayered. 1. To bridge the gap between teachers and students on their entry in higher education from diverse educational and economic backgrounds, the college adopts a sensitive approach of inclusion and retention through systematic nurturing and support system. 2. Students are divided in different groups with individual members of faculty allotted a maximum of 40 students for close and well-sustained interaction and help the mentee to strengthen their ability, skill and promote interest in areas of strength. 3. For freshers in particular, the process begins with the Principal Address followed by orientation program at the beginning of the academic session and continues with a special focus on them with a mentor for each group of 30 to 40 students allotted by the Principal. 4. Career guidance and counselling cell helps in creating awareness among students about their immediate and lifelong objectives. 5. Classroom teaching-learning process is interwoven with an approach of mentoring providing due and regular guidance, motivation and supportive environment to students. 6. Need-based support in tackling issues personal or professional in an overall ambience of unfailing guidance and recognition of their respective conditions is provided.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
5143	160	32:1

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
66	46	20	0	32

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				

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

As an affiliated college, the institution is bound by University norms and

regulations in evaluation system. The current form of examination is semester system with two semesters in an academic session spanning July to December and January to June. The examination system has provision of 20 percent marks for internal assessment in all subjects, with weightage to attendance (5 percent), assignments (10 percent) and class test (5 percent). As such CIE system is not applicable complying with University and Haryana govt. norms. However, the institution has devised a mechanism of qualitative improvement in the delivery of curriculum as well as modes of evaluation. Towards this objective, students are made aware of the significance of internal assessment via submission of assignments, class tests, participation in other related activities for evaluation of their knowledge and understanding of the subject. Classroom attendance norms are adhered to strictly as per the University requirements and accordingly marks for the same are allotted for internal assessment. To make teaching-learning effectively participatory, various methods of regular evaluation are employed such as class Test, Group Discussion, Power Point Presentation, Debate Competition, Declamation Contest, Seminar, Poster Presentation. These experimental methods in teaching-learning and evaluation are conducted in a planned and learner-centric manner. Evaluation is done both in theory and practical examinations. Need-based special remedial classes are arranged for identified weak students.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The institution abides by the University Calendar per academic session. In the beginning of academic year, academic calendar is provided by the University with a semester wise time plan for the curricular activities, schedule of classes, holiday breaks and preparatory days for exams. Examination schedule is also fixed and announced at the outset by the University. In this given framework, the college administration constitutes different committees/cells for students-centric planning of each and every activity. IQAC plays a key role in orienting faculty and departments for inclusion of quality assurance measures in teaching-learning, evaluation and extra-curricular aspects. Both for UG and PG Courses, dept. level schedule of mandatory and additional initiatives is chalked out and implemented. This includes Orientation Program cum Principal Address, distribution of time-table, mid-term review of attendance, conduct of Internal Assessment, Mentoring Mechanism, Career Guidance Counselling Sessions, Proctorial duties, NSS and NCC enrolment and schedule, Student Satisfaction Survey, Feedback from stakeholders, Review Meetings, Alumni Meet, Convocation Function, Annual Sports Meet, Founder's Day celebration, Faculty participation in FDP and other academic programs, IPR Awareness events, Celebration of prominent days/occasions, Meetings of different cells/committees, Visits of auditing agencies, Parents-Teachers' Meet, industrial visits, educational tours and state/national/international level seminars/workshops etc.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://rksdcollege.org/wp-content/uploads/2020/01/Program-Outcomes-2018-19.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://rksdcollege.org/wp-content/uploads/2020/01/STUDENT-SATISFACTION-SURVEY-1.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Students Research Projects (Other than compulsory by the University)	30	HSCST and DGHE	0.23	0.23
Any Other (Specify)	1	DGHE	0.5	0.5
Any Other (Specify)	1	Haryana Academy of History and Culture, KKR	0.5	0.5
Total	32	HSCST, DGHE, Haryana Academy of History and Culture	1.23	1.23

View File

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
CRISPR	Mehak and Anisha (Students of B.Sc III yr.)	HSCST DGHE	14/02/2019	Science Project in Inter-district Science Exhibition
Recycling of Waste Materials-Bioasphalt	Tarun and Bittu (students of B.Sc III yr.)	HSCST DGHE	14/02/2019	Science Project in Inter-district Science Exhibition
CRISPR	Mehak (Student of B.Sc III yr.)	HSCST DGHE	18/02/2019	Science Project in State Level Science

					Exhibition

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	**00**	**00**

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
00	**0**

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Commerce	**2**
Computer Science	**1**
Economics	**3**
English	**2**
Hindi	**4**
Political Science	**2**
Zoology	**4**

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self	Institutional affiliation as mentioned in

					citation	the publication
Synthesis, Antimalarial Evaluation and SAR Study of Some 1,3,5-Trisubstituted Pyrazoline Derivatives	Shilpy Aggarwal	Letters in Organic Chemistry	2019	28	0	R.K.S.D. (PG) College, Kaithal
aH-YH-multivalued Contractive Mappings Related Results in Complete Metric Spaces with an Application	Kapil Jain	Mathematics	2019	9	0	Thapar Institute of Engg. Technology, Patiala

[View File](#)

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	9	8	0
Presented papers	17	124	1	0
Resource persons	0	1	0	1

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
A.D. Shroff Memorial Declamation contest	Dept of Economics in collaboration with Forum of Free Enterprise, Mumbai	12	100
Blood Donation Camp	NSS in collaboration with HDFC Bank Kaithal	25	140
Extension Lecture on Road Safety	Red Cross and NSS in collaboration with Maruti Training Institute	10	100

	Kaithal			
Blood Donation Camp	NSS in collaboration with Lifeline Blood Centre, Kaithal	23		120
'Run 4 niine' (Marathon for Awareness of Personal Hygiene and Sanitation)	Women Cell and NSS in collaboration with JCI India	32		500
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
'Run 4 niine' (Marathon for Awareness of Personal Hygiene and Sanitation)	Women cell and NSS in collaboration with JCI Club Kaithal	Marathon for Awareness of Personal Hygiene and Sanitation	32	500
District Youth Parliament	NSS, sponsored by Ministry of Youth Affairs Sports	District Youth Parliament	3	30
AIDS Awareness	NSS in collaboration with AIDS Control Society, Kaithal	Rally	5	140
Pulse Polio Abhiyaan	NSS in collaboration with Civil Hospital Kaithal	Volunteer in Pulse Polio Abhiyaan	3	50
Swachh Bharat Summer Internship -2	NSS, sponsored by Ministry of Youth Affairs and Sports	Swachh Bharat Abhiyaan	5	22
Swachhta Pakhwada	NSS and Women Cell	Cleanliness Drive	18	350
AIDS Awareness	Red Cross and	Extension	9	150

and Mental Health	NSS in collaboration AIDS Control Society, Kaithal	Lecture		
Road Safety and Traffic Rules	NSS in collaboration with District Administration	Written Quiz	5	200

View File

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
View File			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
211	226

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Class rooms	Newly Added
Laboratories	Existing

Laboratories	Newly Added
Seminar Halls	Existing
Seminar Halls	Newly Added
Classrooms with LCD facilities	Existing
Classrooms with LCD facilities	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Classrooms with Wi-Fi OR LAN	Newly Added
Seminar halls with ICT facilities	Existing
Seminar halls with ICT facilities	Newly Added
Video Centre	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Library Automation for Colleges	Partially	3.1	2005

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	51514	7939347	490	117865	52004	8057212
Reference Books	3316	733030	54	30700	3370	763730
Journals	16	20215	1	3000	17	23215
Digital Database	25000	5900	0	0	25000	5900
CD & Video	67	5500	0	0	67	5500
Library Automation	1	0	0	0	1	0
Others(specify)	84	57386	1	1200	85	58586
Weeding (hard & soft)	1872	23450	0	0	1872	23450
View File						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under

Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			

View File

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	184	9	86	11	2	17	16	50	2
Added	0	0	17	0	0	6	3	6	0
Total	184	9	103	11	2	23	19	56	2

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

56 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
00	00

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
32.25	35.81	75.5	82.53

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college has developed a master plan for creation and enhancement of its infrastructure in order to promote a good teaching learning environment, which has been a combination of augmentation of existing facilities and construction of new structures. The procedures and policies to improve the overall quality and standards of institutional infrastructure are promoted in decentralized and holistic manner. The Principal, Governing Body, Head of the Departments, Advisory Committee, Staff Council and IQAC are involved in defining procedures and policies, framing guidelines pertaining to maintaining and utilizing physical, academic and support facilities. Functioning of Departments: Under the guidance of Principal and in coordination with IQAC, all the teaching departments work on their academic agenda and implement their respective annual departmental activity calendar. As and when needed, department level requirements are brought to the notice of the Principal for approval. In this decentralized functioning, senior most faculty in dept. function as HOD who Co-ordinator with other members of the department for routine working. Faculty Committees and Day to day Administration: Principal in consultation with IQAC

and Secretary Staff Council constitutes different committees comprising teaching and non-teaching staff. Each committee has faculty member as Convener/Coordinator and Principal as the Chairperson. Number of members is need based. For example, Construction committee, library committee, Career Guidance Cell, Women Cell, Students' Welfare Committee, Cultural Committee, Discipline Committee and IQAC have a special contribution in providing inputs for upgradation of physical and academic resources of the college. All decisions are made with a student-centric approach. Governing Body: Duly elected GB with University nominee, Director General Higher Education Govt. Of Haryana nominee, Teachers' representatives, representatives of non-teaching staff function in compliance with the rules and regulations of the affiliating University and Govt. of Haryana. Principal of the college is member-secretary of GB. Meetings are held as per University Calendar. Governing Body operates through the central administrative leadership of the Principal who further consults, involves and engages faculty and non-teaching staff as per the well laid precedence of participatory governance in the institution. GB functions as per the Mission and long term objectives of the institution, for which all decisions related to faculty recruitment, infrastructural expansion, academic excellence, welfare of stakeholders are taken with transparency and accountability towards the community at large.

http://rksdcollege.org/wp-content/uploads/2020/01/Procedures-and-policies-for-maintaining-and-utilizing-physical2018-19.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Students Aid Fund and Sports Fund	557	686284
Financial Support from Other Sources			
a) National	Scholarships	1357	12381433
b)International	NA	0	0
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Self Defence Awareness Camp	21/09/2018	150	Women Cell
Yoga Camp	23/03/2019	120	Department of Physical Education and NSS
First Aid and Nursing Camp	08/03/2019	60	NSS and Red Cross Society
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited	Number of benefited	Number of students who	Number of studentsp placed

		students for competitive examination	students by career counseling activities	have passedin the comp. exam	
2018	**Mentoring Activities related to career counselling and guidance for students**	**545**	**440**	**45**	**45**
		View File			

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
6	**4**	**7**

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NA	**0**	**0**	**NA**	**45**	**45**
		View File			

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	**445**	**B.A. B.Com, B.Sc (Medical Non-Medical, Electronics, Computer), B.B.A., B.C.A., M.A. (M.A. (English, Hindi, Pol.Sc., History , Economics)**	**Arts, Commerce , Science , Computer Science**	**RKSD (PG) Clg. Ktl. , JMIT,Radaur, Chitkara Univ. IIT Patna, Kirorimal Clg. D.U.,K.U.K, Punjabi Univ. Patiala, P.U. Chd., MCM DAV Clg., Chd. , Modi Clg. Patiala, Mahindra Clg. Patiala, G.J.U.**	**M.Com, MBA, M.Sc (Chemistry, Geography, Physics, Computer Sc., Math), M.A. (English, Hindi, Pol.Sc., History , Economics) , PGDCA, MCA, Ph.D, M.Phil**

				,Hisar,DAV Clg., Chd.,IIT Delhi, . IIT Madras,NIT Jaipur

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	10
GATE	2
Civil Services	15
Any Other	23

[View File](#)

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

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		

[View File](#)

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						

[View File](#)

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The elections of Student Council are held only with the permission of the state govt. Student Council elections were held in Oct. 2018. The following was the structure of the elected office bearers and class representatives: President, Vice-President, Secretary, Joint Secretary and five members of Executive with one SC representative among them. Post of Vice-President is reserved for girls. These office bearers are elected through indirect election by class representatives. Elections are announced and notified by the state govt. with a stipulated deadline of nominations, scrutiny and final voting. For smooth and transparent process, a proper committee of faculty with Returning Officer is constituted. In significant committees of the college like IQAC, Library Committee, Alumni Association, Women Cell, Grievance Committee, Cultural Committee etc. students are given adequate representation in a participatory manner. In Subject Societies students are given key organization position and assignment in planning and organizing relevant activities and functions.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The name of Association shall be the RKSD (PG) College Alumni Association. Aims and Objectives:- 1. To contribute towards institutional objectives. 2. To foster the spirit of brotherhood and comradeship among the alumni of the college. 3. To collect and approve funds to finance welfare and other schemes in the college, approved by the association. 4. To engage alumni in social and cultural functions. 5. To promote intermittent need-based interaction with current students of the college. 6. To provide inputs in the form of feedback for an all-round development of the institution. Membership: Following members are there 1. Persons who have graduated and post graduated from the college. 2. Permanent faculty, retired faculty, former regular faculty and guest faculty with a teaching experience of three or more years in the institution. 3. Elected office bearers of the management and the Principal of the college 4. Honorary members as decided by the association. Kinds of Meetings 1. At least one meeting of the association to be held during each calendar year. 2. Other general meetings called by general secretary. 3. Special meetings called by president. 4. Frequent interactions of the Alumni at the level of its departmental chapters.

5.4.2 – No. of enrolled Alumni:

367

5.4.3 – Alumni contribution during the year (in Rupees) :

74500

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni visit the college from time to time and give suggestion for improvement of College. 2 meetings were held dated on Dec. 05, 2018 and March 03, 2019.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Decision making is consultative and participatory with the Principal as the administrative head of the institution. For proper planning and implementation, different committees are formed with the Principal as Chair. However, in special meetings with Governing Body office bearers, the protocol is followed accordingly. 1. The constitution and functioning of the Governing body is fully participatory and in compliance with the norms of representation for teaching and non-teaching staff. For this, members of these two sections elect their representatives to GB as per University norms. Principal is the member secretary of the governing body. As and when needed Convener IQAC is invited to the meetings of GB for transaction on quality assurance measures. As a well-established precedence of consultative forum, there is a Staff Council which is chaired by the Principal. The Secretary of the Staff Council is elected by the Staff Council (SC). The meetings of SC are held with a proper agenda and openness to important issues which are given adequate consideration and time. The Principal in consultation with IQAC and Staff Secretary constitutes various committees for planning and implementation of academic and administrative functions. All academic and operational matters are decided at different levels in the GB, Advisory Council (AC), the IQAC, SC and respective committees. The Principal is also assisted by an AC which is constituted by 15 senior most members of the faculty representing different streams. The representative scope of AC is further strengthened with special invitees as necessitated by the agenda at hand. 2. The overall functioning of the institution is reasonably participatory for students of different social backgrounds, girls and students with special needs. Students are given adequate representation for

participation in decision making in significant committees of the college like IQAC, Library Committee, Alumni Association, Women Cell, Grievance Committee, Cultural Committee, SC cell etc. In Subject Societies, students are given key organizational responsibility in planning and organizing relevant activities and functions. As and when allowed by the state govt., the college administration conducts elections of Students' Council and takes the elected office bearers on board in issues related to the welfare of the student community at large. Participative management The institution promotes the culture of participative management at the strategic, functional and operational level. • Strategic level: The Governing body, Principal, Advisory Council, Planning Board, Research Committee, IQAC, SC and different committees/Cells/associations are actively involved in decision making on admission, examination, discipline, grievance, support services, Library, Women cell, Students' Welfare, infrastructural development and maintenance and finance etc. • Functional level: Faculty members share knowledge among themselves, students and staff members while working for a committee. Principal and faculty members are involved in research and have published research papers. • Operational level: The Principal interacts with government and external agencies, faculty members maintain interactions with the concerned departments of affiliating university. Students and non-teaching staff join hands with the Principal and faculty for the execution of different academic, administrative, extension related, co-/ extracurricular activities. The non-teaching staff performs work along with faculty to

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	As per the rules and regulations of the university, faculty as member, Board of Studies, contribute in their respective subjects and areas of expertise. Accordingly, curriculum designing and development is done by the affiliating University.
Teaching and Learning	The management of the college has been careful in ensuring that qualified and committed faculty are recruited. Information and Communication Technology (ICT)) tools are used in teaching-learning. Appropriate technology is regularly upgraded for promoting innovative teaching methodologies. To promote creativity, originality and analytical thinking, faculty across different streams adopt experimental methods for improving the academic performance of students. The students are also encouraged to participate in seminars/conferences, research-oriented exhibitions, project works, industrial visits and internships. The university provision of assignments and internal assessment

		is harnessed to the optimum level for giving in-depth knowledge of the subject and introducing relevant/emerging areas beyond the curriculum.
	Examination and Evaluation	The college follows the norms of the affiliating University for Examinations and evaluation of students. These include theory, practical, viva-voce and project work etc. In addition to the regular university examinations, the college conducts various class tests, group discussions, assignments, viva-voce, class seminars, quiz contests and presentations. Internal evaluation is done in a transparent manner and students are given fair opportunity by addressing their concerns. To monitor the strengths and weakness of students in their syllabi-based activities, the faculty remain constantly in touch and provide proper guidance and feedback on one to one basis in addition to the routine classroom sessions.
	Research and Development	Faculty is provided all needful support and motivation for research in their respective areas. Publication in quality research Journals enlisted in UGC manuals and guidelines is encouraged. Faculty members apply for and avail opportunities for research grants, projects and fellowships, minor and major research proposals and travel grants as per UGC schemes. The College has constituted a research sub-committee within IQAC. To strengthen the resources and environment for research, popularization and availability of e-resources for use is being ensured. At college level, proposal of seed money up to Rs. one lakh for research projects by faculty and students has been adopted for implementation
	Library, ICT and Physical Infrastructure / Instrumentation	As a post-NAAC initiative, the college has encouraged the use of ICT based techniques of study by PG departments. The PG Departments are provided with the Smart Boards for this purpose. The Departmental libraries have been strengthened in the PG Departments. The physical infrastructure has also received sincere attention from the college management. Renovation and upgradation of the Library has been initiated. A new building for the

	Evening session of the college is being constructed with state-of-the-art facilities. Construction of new canteen, Renovation of Toilet facilities, installation of 43 KW Solar power plant, Computers, subscription of journals for the central library, purchase of new computers, printers, reprographic machines, Equipment for the Science Laboratories, Smart Boards, etc have been proposed in the DPR of RUSA 2.0 scheme and is under process in the current academic year.
Human Resource Management	- The college has started the process of recruitment of regular staff in non-teaching with advertising twenty seven posts of D/S, Clerks, Lab assistants, Lab attendants, Peons, Sweepers, Mali, Chowkidaar, etc. in May 2019. The recruitment procedures, service rules and promotion policies are transparent and employees avail CL, ML and EPF. The management ensures recruitment of qualified and competent faculty, and retains experienced, outstanding performers among guest faculty. - Salary of teaching and non-teaching staff on SFS is given due increments and hikes and is credited directly in the bank account. - For enhancing professional competence, teaching and soft skills training is arranged for teaching as well as non-teaching staff. - Faculty is supported to attend FDP, Seminars/Conferences/Workshops/ Shot Term courses/Refresher courses for academic and research orientation as well as for acquiring latest technical skills, teaching skills and soft skills. - Faculty, non-teaching staff and students are felicitated for their academic achievements.
Industry Interaction / Collaboration	- The respective departments, especially Commerce and Science identify and invite industry experts to deliver content beyond syllabus and make students aware of the current industry trends. - Students of Commerce and Science are encouraged to participate in internship programs and industry visits to develop relevant skills. - Alumni placed in the reputed industries are invited for dialogue about industrial trend and need with the students. - Entrepreneurship orientation activities are organized for the students by the Entrepreneur

	Club. - Collaboration with agriculture based local industry and finance sector limited to university stipulated projects is on the rise.
Admission of Students	State government through Director General Higher Education, Panchkula, has mandated a centralized admission process in all UG and PG courses of state universities, govt. and govt. aided private colleges. This fully online admission system implemented in 2018-19 entails a method of counselling which is completely online. Admission of students commenced in July 2018 for 2018-19 after declaration of results of 102 examinations by different boards and the first merit list was prepared on 10.07.2018 according to the merit index online. Subsequently, the college updates the data regarding number of students admitted in the college and number of vacant seats in each stream/class. The state govt. issues 2nd and 3rd merit lists and the subsequent admissions are also done through the online mode. Online admission system from submission of registration/application form to the counselling process has ensured a transparent process and students have been admitted on the basis of merit. However, despite the online system, the college admission committee and dept. of computer science extends special assistance to students. Due to a large number of aspirants for admission from rural areas and girls students, this assistance and in person counselling for registration process, choice of subjects, admission fees related problems are sensitively addressed and resolved.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	- Important information, notices and circulars are regularly uploaded in the college website and communicated to different departments through e-mail from the office of the Principal. - Notices and circulars are also circulated through WhatsApp groups and Facebook posts. - The accounts and the students' data is well maintained digitally. - Complete automation of office in the DPR of RUSA 2.0 scheme is proposed. - Biometric attendance for

	teaching and non-teaching staff is functional. - The college campus is equipped with CCTV Cameras at around sixty locations with monitors in Library and Principal's office for round the clock surveillance.
Finance and Accounts	- Dispersal of the various Scholarships of State/Centre is completely online - Salary of faculty members and non-teaching staff is transferred directly. - The account of various grants received from the RUSA/NSS/NCC/UGC is maintained through PFMS portal according to government guidelines.
Student Admission and Support	- Applications are received for admission to different courses through the online admission portal. - Merit list is prepared online by the Nodal agency and uploaded on the Director General Higher Education with a link in the college website. - Online counselling is scheduled based on the merit list of candidates - Details of all the members of Admission Committee, Anti Ragging Committee, Student welfare committee, Scholarship Committee and Bus Pass Committee are uploaded to the college website. - College provides active support and counselling to students during the online admission process.
Examination	The College has a separate Examination Committee of faculty and non-teaching staff with necessary logistics for examination purpose. The Examination section in non-teaching office maintains the student data digitally. The examination forms of the students are filled online through the University portal. The college provides computers and internet facility to the students to facilitate online filling of their examination forms. The process of internal assessment is also digitized. Each teacher fills the internal assessment of the students allotted to them through the online portal.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support

No Data Entered/Not Applicable !!!
[View File](#)

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	NA	Training for Computer Literacy, and Soft and communication skills for supportive staff	12/12/2018	31/12/2018	0	12

[View File](#)

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher course on Information Technology held at HRDC, Kurukshetra University, Kurukshetra	6	03/12/2018	22/12/2018	20
Faculty Development Programme on Entrepreneurship sponsored by DST held at Kurukshetra University, Kurukshetra	2	19/11/2018	01/12/2018	13
Faculty Development Programme at Department of Business Administration, Lucknow	1	12/11/2018	24/11/2018	13
Centre for	1	30/03/2019	30/03/2019	01

Research in Rural Industrial Development (CRRID) Chandigarh				
Short Term Course on "MOOC and Online Educational Resources" held at FDC-HNB Garhwal University, Srinagar (Uttarakhand)	2	12/10/2018	18/10/2018	07
Short term course held at Punjabi University, Patiala	1	14/01/2019	19/01/2019	06
Faculty Development Programme (FDP)	1	30/03/2019	30/03/2019	01
View File				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
(a). Contributory Provident Fund for management faculty (b). Contribution towards group insurance (c). Maternity leave (d). Advance to meet emergency needs. (e). Pension and gratuity for staff under aided structure. (f). Loan facility to teaching staff. (g). Special fee concession to wards of teaching staff. (h). A welfare society of the members from teaching employees for extreme exigencies is also functional.(i) For mental relaxation and recreation of the staff members, regular sports activities	(a). Contributory Provident Fund for management faculty (b). Contribution towards group insurance (c). Maternity leave (d). Advance to meet emergency needs. (e). Pension and gratuity for staff under aided structure. (f). Festival advance special gift and cash incentive on Diwali for the non-teaching staff. (g). Loan facility to non-teaching staff. (h). Interest-free wheat loan and uniform for support staff. (i). Special fee concession to wards of non-teaching staff. (j). Special honour to non-teaching	(a). The Career Guidance Cell provides training for students to enhance their employability, in addition to providing information on job availability. (b). A Dispensary is functional under the supervision of a visiting doctor. (c). The Student Welfare Committee is working as nodal agency for organizing various student welfare activities.. (d). Distribution bus passes in collaboration with the Haryana Road Transport Department. (e). Organization of orientation programmes

such as Cricket matches, Gymkhana games during Annual Sports Day are organized.(j) Special interactive sessions with the Banking and Insurance professionals to appraise them about various schemes (by Government and Private Sector) regarding health, life and other insurance policie as well as loan facilities.	staff for good work during the year. This year Mr. Ram Nawal (Mali) and Mr. Rakesh Gupta (Clerk) were honoured for work done by then. (k). A welfare society of the members from non-teaching employees for extreme exigencies is also functional.(l) For mental relaxation and recreation of the staff members, regular sports activities such as Cricket matches, Gymkhana games during Annual Sports Day are organized.(m) Special interactive sessions with the Banking and Insurance professionals to appraise them about various schemes (by Government and Private Sector) regarding health, life and other insurance policies as well as loan facilities.	for the first-year students on all matters relating to academics, student discipline and services (f). Organization of medical camp for girl students (g). Various scholarship schemes and financial help in the form of a large number of scholarships instituted by Alumni and philanthropists. (h). Special aid from SAF towards admission fee, book bank and winter dress for needy students. (i). Special financial support to outstanding sports persons. (j). Special award to the sports persons and their coaches for achievements at International level. (k). Encouraging the students for participation in workshops, conferences, seminar, etc. (l) To encourage and retain girl students, their special needs within and outside campus, hurdles in commuting to college from different locations in the town given prime consideration.(m) Various Departments organize Educational trips and field visit for students.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The College has a very effective mechanism to monitor effective and transparent use of financial resources. For day to day purchase and expenses sanction is procured from the Principal. The bursar of the college is generally a senior faculty who assists the Principal and GB in monitoring all financial matters. For any major requirement the College has constituted a Purchase Committee. The accounts are audited regularly as per the Government rules. The internal auditor ensures that all payments are duly authorized. The external auditor conducts statutory audit at the end of financial year. The last audit for the year 2017-18 was completed in September, 2019 and there were no major audit objections in the same.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
View File		

6.4.3 – Total corpus fund generated

4737785.00

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	KUK	Yes	IQAC
Administrative	No		Yes	Chartered Accountant (Financial)

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

No formal Parent-Teacher Association exists in the college. Still the college maintains dialogue/interaction with the parents indirectly in following manner. - Principal and the faculty keep in constant touch with parents. - Feedback and suggestions received from the parents for improvement in the functioning of the institution are given proper thought and consideration. - The college has developed its own SMS information system where the parents of non-performing students are informed about their attendance, test results and assignments status. - The college invites the parents of the university toppers and honours them along with the students. - Consent of parents is mandatory for industrial trips, projects, competitions and Cultural activities etc.

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

- Special interactive sessions for sensitizing the supportive staff on issues of caste and gender in the month of July, 2018 - IQAC in coordination with Department of Computer Science organized a training for computer literacy and soft and communication skill in month of December, 2018 - IQAC in coordination with the Departments of Commerce and Economics arranged special interactive sessions in the month of March, 2019 with the Banking and Insurance professionals to appraise them about various schemes (by Govt. or Private sector) regarding health, life and other insurance policies as well as loan facilities

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

a. Well planned upgradation of the central library of the college has been initiated. The library is being redesigned with open access book shelves. The renovation of the library is taken up as a mega project with provision of central air-conditioning, extension of reading room seating, new and ergonomic furniture, and addition of books on regular basis and procurement of more e-resources. The work will be completed in the new session. b. With the focus on use of alternate and renewable energy, the college has installed 200KW Solar power plant and an additional 43KW Solar Plant is proposed under the RUSA 2.0 scheme. This has actually decreased the hydroelectric energy requirements of the college and by generating solar power during holidays and vacations the College is contributing (some energy) to the National pool while reducing carbon footprints of the college. To make the college eco-friendly, throughout the college water conservation has been ensured by developing an in-house rain

water harvesting system. A network of pipe collects the rain water, passes it through a filtering system and recharges the groundwater through water recharging pits made at strategic positions. c. The faculty members are encouraged to engage themselves in quality research work. IQAC and the Advisory council deliberated and forwarded recommendations of provision of Seed Money for research initiatives of faculty as well as students to the Governing body. d. The college has applied to the Affiliating University for additional sections in M. Com., B.Sc. (Non-Medical) and to start new courses such as M.Sc. (Physics), M.Sc. (Chemistry) and B.Sc. (Microbiology). e. In the process of enhancing ICT facilities in the college the three P.G. Departments viz Political Science, Hindi and English have been provided with one Smart Class each. Under RUSA 2.0 scheme three more Smart classes, 40 new computers, networking and automation of administrative office are also proposed. The upgradation of the seminar hall of the P.G. Block is also pipeline. f. The Governing Body has approved two centres of Experiential learning in English department, technically equipped to enhance the speaking and learning skills of the students. g. The process of upgradation of Science labs has also been initiated. Purchase of new equipments to be proposed in RUSA 2.0. h. Department of English included two more faculty members who have recently completed their doctorate degrees, in PG teaching.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
View File					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Basket Ball Camp (Women)	10/10/2018	19/10/2018	16	0
Competitions organised on the topic 'Women issues and Women Empowerment'	26/10/2018	26/10/2018	220	80
District Youth Parliament by NSS	17/01/2019	19/01/2019	20	10
Awareness of	27/02/2019	27/02/2019	250	150

Personnel Hygiene, Cleanliness & Sanitation by Women Cell & NSS				
Screening of Documentary film 'A tribute to Nirbhaya' (edited by Rashtrapati Awardee Ms Ruchi Sharma) by Women Cell	01/03/2019	01/03/2019	90	40
Marathon 'Run for niine' on International Women Day by Women Cell, NSS & JCI India	08/03/2019	08/03/2019	300	200
Girls Wing in NCC	01/07/2018	30/06/2019	50	150
Sports/ Cultural activities	01/07/2018	30/06/2019	200	300
Swachata Pakhwada by NSS	01/08/2018	15/08/2018	200	150
Awareness of Personnel Hygiene, Cleanliness & Sanitation by Women Cell & NSS	14/08/2018	14/08/2018	250	100
Kabaddi Camp (Women)	11/09/2018	18/09/2018	12	0
Self-defence Awareness Camp by Women Cell	21/09/2018	30/09/2018	360	0
Surgical Strike Day observed by NSS	29/09/2018	29/09/2018	100	200

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
College has initiated the installation of Solar Power Plant in the campus. One plant of 43 kw has already been commissioned and another of 43 kw is in the process of installation and will be commissioned very soon. At present about 30 percent of the electricity requirement is being met by generation and in future it is expected that about 80 percent of the requirement will be met through solar energy based electricity generation. Besides that a number of initiatives such as tree plantation, rain water harvesting recharging of groundwater,

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	3
Provision for lift	No	0
Ramp/Rails	Yes	10
Braille Software/facilities	No	0
Rest Rooms	No	0
Scribes for examination	Yes	4
Special skill development for differently abled students	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
View File							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
College brochure	01/06/2018	College is publishing its Information Brochure at the beginning of every academic year which is a sort of handbook for students as well teachers and guides them in various aspects for the whole session. It contains guidelines for students regarding rules for Internal Assessment, Library rules, general code of conduct for the students, do's and dont's. Banners and posters are displayed at a number of places regarding No Smoking, Anti-Ragging and Sexual Harassment which helps in preservation of Human Values and Professional

			Ethics in the institution. In addition to above college is guided by University Calendar and DGHE, Haryana regarding rules and regulations/guidelines for students, teachers and management.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
[View File]			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

• Various committees like Campus Beautification and Floriculture Committee, Waste Disposal Committee, Eco-club and NSS NCC units protect, conserve and monitor the environment of the college. • Participation of faculty in environment related seminar/conference and research is motivated. • Placing of name plates on various plants in the campus. • Motivated and groomed a group of selected students to participate in Government sponsored Internship under "Swacch Bharat Abhiyaan". • A year-long cleanliness drive beginning from the College Campus outside initiated by NSS under "Swacch Bharat Abhiyaan". • The students of Economics Association donated plants with plant pots to the department for the cause of environmental awareness. • College initiated the plan for Installation of Solar power Plant in the college campus. One plant of 43 kw has already been commissioned and another of 43 kw is in the process of installation and will be commissioned very soon. • College addressed the issue of risk management regarding Environment protection. • Water harvesting system is already in place and is being extended by including more areas and buildings in the campus for storage and recharging of ground water. • Tree plantation drive initiated in the college campus for green campus.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1: Eco Friendly Policies and Measures like Installation of Solar Power Plant and Artificial Recharge of groundwater • The context that required the initiation of the practice Due to the increasing demand and consumption of power, to promote clean energy sources and for addressing the issue of depleting groundwater level, the college administration decided to shift to the solar energy and water harvesting/artificial recharge in a big way. It was also observed that generally there are misconceptions about the real use and utility of renewable energy in society at large. In this regard, need was felt to address the overall issue in a manner that the college campus becomes eco-friendly and the consumption habits of natural resources as prevalent among the students, faculty and non-teaching also change accordingly. • Objectives of the practice ? To make the college campus eco-friendly. ? To make long lasting impact on the life style within, around and outside the campus. ? To evolve the campus as a site of experiential learning and community awareness. ? To make deep and wide impact from college campus to grass-root level • The practice The college decided to start the campaign with active involvement of Eco-Club members, NSS and NCC students. This initiative was successful in gradually including different cells, societies and committees. At the initial stage, plantation, cleanliness and general awareness drive on environmental issues

were taken up. For popularizing the campaign, social networking sites, college website, Facebook page of the institution, What Sapp and Alumni link were actively used. A large number of student-volunteers came forward to participate and carry forward the campaign to the nearby localities and rural areas. The college administration also reached out to a number of govt. and non-govt. organizations for support and participation. The college became a centre of debates, discussions, exhibitions and other related activities on renewal energy sources and water harvesting. This movement spread further to the sister institutions i.e. R.K.S.D. Public School, R.K.S.D. College of Education R.K.S.D. College of Pharmacy. • Obstacles faced if any and strategies adopted to overcome The popular mode of addressing the issue in a rhetorical and ceremonial manner was a major problem and special efforts were required to make the campaign really effective. As the campus is having old infrastructure, the space and requirements for the practice to be followed was worked out. Proper roof tops were selected and maintained to make the efficient power generation possible and PVC pipes were installed in a number of buildings and the open spaces such as lawns and grounds so as to channelize the rain water in a proper way and then storing it and re charging in the aquifer. As considerable amount of cost was also involved, the funds were made available from different sources available with the college. • Impact of the Practice The campaign was thoroughly successful in making deep impact from micro to the macro level. Beginning at the institutional level, it is helping a wider messaging to a number of nearby villages. Students under Swacchata Abhiyaan and environmental awareness campaigns took summer training in community service and became volunteers as well as leaders of the campaign. As done at the college level, they actively used social networking sites like Facebook and What Sapp. This practice was particularly successful in building a tempo of awareness that resulted in ground level activism addressing a wide range of local and global issues including stubble burning, groundwater level, diversification of crops, organic farming, forms and management of pollution, transport habits, climate change, diversity of species, flora and fauna etc. with a genuine community perspective. The recurrence of natural calamities and resultant urgency of risk management remained the vantage point of all activities and discourse emanating from the practice. Finally, it was felt that this practice carries a scope and social responsibility for the generations to come and the existence of planet Earth itself. Since, all the steps were taken in a uniform manner in R.K.S.D. Group of Institutions and implemented accordingly, practically the awareness target has been achieved from KG to PG level. Students and faculty have shown keen interest in utilizing thisvast infrastructural change as a formal and continuous system of experimentation and learning on a long-term basis. • Resources Required Initially, the college and the sister institutions are providing required finances and logistics. But it can be further expanded with broader support from society, govt. and several NGOs identifying their objectives with the campaign. Volunteerism of participants and organizers is self-assuring in terms of resources required. Best Practice II: Extension and Upgradation of Infrastructure and Learning Resources • The context that required the initiation of practice The academic ambience of an institution depends upon several factors. But it is the quality of infrastructure available within the institution that serves as the foundation for the germination, diversification and impact of academic ambience. Tough quality infrastructure isthe pre-requisite of the success of every institution, the proper and judicious use of the available infrastructure is possible only when it is used in the best possible way so that others also follow the practice. During this academic session, the collegehas taken a number of initiatives to improve and extend the infrastructure available in quality as well as quantity. Keeping in view the facilities available in the reputed academic and professional institutions at national level, it was decided to take a number of steps to improve the infrastructure in the college, particularly in case of college

library and PG block. • Objectives of the Practice ? To transform the newly constructed PG block into a model with sound and eco-free classrooms well equipped with ICT tools and a separate multi-purpose seminar room. ? To develop the college library as a source of quality learning through inculcation of reading habits among the students • The practice Without the excitement of participation in the classroom and motivation for self-learning through various innovative methods, students are prone to become indifferent to the teaching-learning process in the class room. While consolidating classroom teaching, sustained efforts were made to overcome the tendency and limitation of the students as passive listeners in the classroom. The PG block (Diamond Jubilee Block) was renovated and upgraded with an expenditure of nearly 15 lakh. To make the class rooms, corridors and seminar room eco-free and ICT tools equipped, recommendations of NAAC Peer Team and suggestions of IQAC were given special consideration in planning and execution. In addition, smart boards with projectors have also been provided for students-centric teaching learning process. Power point presentations using smart board have become a regular phenomenon in PG level teaching-learning process. The task of preparing presentations with due space for needful explanations was assigned to the students in groups of two-three with other students and the faculty as audience. The college library is being fully renovated and provided with central air conditioning. Locked almirahs have been replaced by open shelves displaying books and other periodicals for direct access to the study material available. Further, the library is partially automated to ILMS software so as to keep pace with the adaptability of users' habits and needful re-orientation for latest technology in learning resources. New books numbering 490 worth Rs. 117865/-, reference books numbering 54 worth Rs. 30700/- and one journal worth Rs.3000/- have been added during the year. This practice has increased the number of students/faculty visitors to the library to a considerable level. • Obstacles faced if any and strategies adopted to overcome Diverse adaptability levels of learners to the fully/ semi- automated library, ICT tools equipped classrooms and online learning resourcesdue to pre-eminently rural background and economic hurdles. • Impact of the Practice A genuine and qualitative shift in infrastructurehas rejuvenated teacher-taught relationship and overall academic space of the institution. The college library witnessed increased interest in INFLIBNET, frequent use of books and sustained presence of students in reading Hall. The Library Committee started a process of getting suggestions and feedback from students for incorporating the needful changes. Faculty and students placed special request before the management to further upgrade the facilities available in the library. A major dividend of the practice has been a qualitative shift in the teaching learning process, growing interest among faculty and students forconsultationswith students on issues in or beyond curriculum. The college administration and faculty got sensitively attuned to the students in understanding their specific problems in imbibing technology in self learning methods. This has led to an initial general view that to make students adopt e-resources within or outside classroom learning process requires additional and sustained efforts. • Resources Required The college management and administration provided required resources for infrastructural renovation, purchase and needful additional support system to students and faculty

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://rksdcollege.org/wp-content/uploads/2020/01/Best-Practices-2018-19-1.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

As the basic purpose of an educational institution is to impart quality education to its students, the college is also contributing immensely in the preserving of cultural heritage of the state which is the area distinctive to its vision, priority and thrust. With the active participation of both boys as well as girls students, a number of cultural activities are performed during the year which helps in promoting the rich cultural heritage of the Haryana state. The situatedness of the college which is primarily rural one is also contributing a lot in this regard. The college is excelling in Inter-zonal, zonal and Ratnawali/ Haryana Day celebration by dominating in almost all items and have won a number of prizes. Cultural items such as Haryanavi Drama, Haryanavi choreography, Haryanavi Documentary, old antique, choupal, Haryanavi folk song, ragini, Haryanavi Pop Song, Haryanavi Orchestra and Haryanavi Bhajan are the regular items in which students are participating and excelling. College takes help of teachers, professional coaches and old students and is being benefited largely by their past experience. Many students from the college who in their study period participated in these activities are now known artist/ performers at state as well as national level. In this way college is providing a suitable platform for promotion and preserving of Haryanavi cultural heritage which is otherwise distinctive to the vision, priority and thrust area of an educational institution. College is also providing platform for promotion of indoor and outdoor games. Many students have brought laurels to the college by winning prizes and medals not only at district level but also at state, national and even international level.

Provide the weblink of the institution
http://rksdcollege.org/wp-content/uploads/2020/01/Institutional-Distinctiveness2018-19.pdf

8.Future Plans of Actions for Next Academic Year

Future Plans of action for next academic year (500 words) • Recruitment against regular positions in teaching and non-teaching staff. • Promotion of Quality research through Major/Minor research projects as granted by UGC and support to such endeavours through seed money provided by the institution. • To upgrade students support system by implementing Single Window System of Admissions with effect from academic session 2019-2020. • Artificial recharging of ground water through special provision of rain water harvesting. • Institutional support to students for grooming as artists and their active participation at the State/National level in Cultural affairs • Transition from Manual to Online feedback from Stakeholders • Up gradation of college Website through CMS, Word press. • Organization of State/National and International seminars • Enhanced use of online courses and E-resources in Teaching-Learning process. • To plan ERP, Management Information System in accordance with the technological imperatives mandated by the affiliating University and Haryana Govt. • To continue with the given option of Flexibility in Curriculum as per affiliating system. • To promote Students Exchange(cultural) • Due efforts for Risk Management Policy and SWOT Analysis • To develop a High Tech Audio-Visual Facility cum Studio. • To conduct special programs on Intellectual Property Rights • For UG and PG students, Experiential Learning Language Lab for English • To document students' progression at appropriate levels. • Internal and External audit at Academic and Administrative levels. • To explore additional Quality Audit • To strengthen engagement of Alumni Association with online membership drive for alumni in India and abroad. • Initiatives for Certificate courses/Value added courses.