YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution   RKSD (PG) College, Kaithal

- Name of the Head of the institution   Dr. S.K. Goyal

- Designation   Principal

- Does the institution function from its own campus?   Yes

- Phone no./Alternate phone no.   01746222368

- Mobile no   9416365483

- Registered e-mail   rksdcollegektl@yahoo.com

- Alternate e-mail   principal@rksdcollege.ac.in

- Address   RKSD (PG) College, Ambala Road, Kaithal

- City/Town   Kaithal

- State/UT   Haryana

- Pin Code   136027

2.Institutional status

- Affiliated /Constituent   Affiliated

- Type of Institution   Co-education

- Location   Urban

- Financial Status   **Grants-in aid**

- Name of the Affiliating University   **Kurukshetra University, Kurukshetra**

- Name of the IQAC Coordinator   **Dr. Seema Gupta**

- Phone No.   **9315473931**

- Alternate phone No.   **01746222368**

- Mobile   **8708446793**

- IQAC e-mail address   **iqac@rksdcollege.ac.in**

- Alternate Email address   **rksdcollegektl@yahoo.com**

3.Website address (Web link of the AQAR (Previous Academic Year)

https://rksdcollege.ac.in/wp-content/uploads/2019/11/AQAR-Report.pdf

4.Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

https://rksdcollege.ac.in/wp-content/uploads/2022/01/Annual-Calendar-2020-21-2.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**73.65**	**2003**	**21/03/2003**	**21/03/2008**
Cycle 2	**A**	**3.10**	**2017**	**29/10/2017**	**29/10/2022**

6.Date of Establishment of IQAC   **09/09/2005**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	Building Construction and Furnishing	Govt. of Haryana	2021, 1 year	2100000
Institution	Promotion of Sports Activities	Govt. of Haryana	2021, 1 Year	500000
Institution	RUSA 2.0	MHRD-RUSA, Govt. of India	2020, 2 year	5000000

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

- Upload latest notification of formation of IQAC   [View File](#)

9.No. of IQAC meetings held during the year   **05**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   **No**

- If No, please upload the minutes of the meeting(s) and Action Taken Report   [View File](#)

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

- If yes, mention the amount

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

* Optimization of Research Culture through organization of Intra-institutional and Inter-institutional Faculty Development Programme/Webinars/Seminars/Quizzes

* Qualitative and Quantitative upgradation of college infrastructure

* Community Service through Open Air Fitness Centre

* Enrichment of ICT Infrastructure for the creation of Learner Centric Environment and Installation of Centralized RO and Chilling Plant for drinking water in the campus after receiving feedback from the stakeholders

* Scrutiny of Promotion of Faculty through CAS

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

Plan of Action	Achievements/Outcomes
Need based training of Faculty for Online teaching during COVID-19 outbreak	One week Professional Development Program on the tools and techniques for Online Teaching was conducted from 17-07-2020 to 24-07-2020
Upgradation of Digital Infrastructure	The institution was registered on G-Suite on 17-11-2020.
Testing Drives of COVID-19 in the institution	Testing Drives were conducted for teaching, non-teaching and support staff on Oct. 16, Dec.10 and Dec.15, 2020 in College Campus
Initiatives for starting new Certificate courses/Value added courses	The teaching departments initiated needful tasks and came out with as many as fifteen proposals, syllabi ready and uploaded on the College website likely to start in the next session due to pandemic.
Quality Initiatives for research by creating awareness about Intellectual Property Rights	Two days Online Faculty Development Program was conducted on 27-28 July 2020 .
Scrutiny and Approval of API of faculty members.	The cases of 9 Faculty members were scrutinized and approved during the session.
To explore the provisions of New Education Policy 2020	An Interdepartmental Exchange Programme on 'National Education Policy-2020'was organized on 24th September 2020 in the

	institution. Two Powerpoint Presentations were delivered by Dr. Shweta, Assistant Professor in Chemistry and Dr. Anukriti, Assistant Professor in Pol.Sc. highlighting the features of School Education and Higher Education in National Education Policy 2020 respectively.
Regular Upgradation of website	Successfully upgraded.
Recruitment of Regular Teaching Staff	1 regular Teaching faculty was appointed during the session 2020-21
Recruitment of Regular Non-Teaching Staff	3 non teaching staff members were recruited during 2020-21
Installation of Shooting Range and Boxing Ring in Indoor Stadium	Successfully installed and inaugurated on Nov. 9, 2020.
Installation of RO, Centralized Water Purifying System and Chilling Plant	Successfully installed in March 2021.
Upgrading Wi-Fi system	Successfully upgraded
Upgradation of Digital Infrastructure	G Suite was implemented successfully.
Renovation and modernization of Administrative Office	Inaugurated on Dec. 3, 2020.
Technically Equipped Language Resource Centre	Inaugurated on Dec. 3, 2020
Infrastructural Upgradation of the class rooms at Tagore Bhawan	Successfully completed.
Upgradation of Staff Room-- Provision of modern Wash Rooms etc	Likely to be completed in next session.
White washing the college building	Likely to be completed in next session.
Completion and Furnishing of Newly constructed Extension	Likely to be completed in next session

Building	
Initiating the plan of new Cafeteria for students	Construction work started with the laying stone ceremony on Nov. 9, 2020.
To explore Additional quality audit	Data submitted in NIRF on Feb. 4, 2021.
Timely submission of AISHE auditing	Data submitted on March 10, 2020.
Installation of Air Conditioners in Departmental Offices	Likely to be completed in next session.
To continue with institutional social responsibility during Covid-19 pandemic	Various Testing Drives and Vaccination Drives were conducted during the session.
Letter of Appreciation to its Teaching and Non-teaching Staff members on Teachers' Day.	Due to Pandemic situations, Teachers' Day couldn't be celebrated.
Financial Assistance to deserving students	Successfully continued.
Schedule of Academic and extra-curricular activities as per University Calendar for the session 2020-21	Academic and extra-curricular plan as per University Calendar was planned and uploaded on the website in the beginning of the session.
Timely submission of AQAR for session 2019-20	Submitted AQAR (2019-20) on Dec. 29, 2020.
Seed Money for Research	For strengthening research environment in the institution, seed money of 1,00,000 Rs was announced.
Organization of State/ National/ International Level Seminar/Quizzes	A number of Online State/National/International level Seminars /Workshop/Quizzes were conducted during the session.
Feedback from stakeholders	The transition from manual to online feedback mechanism was successfully achieved in due course. The feedback was

	collected through Google Forms from various stakeholders i.e. Students, Alumni, Teachers, and Parents, and analyzed with due consideration for upward mobility of the institution.
Academic and Administrative Audit	It was decided to get the audit done as per schedule of the affiliating university.
Planned the Activity Calendar by the Teaching Departments	The activity calendar of various Departments and Cells were planned in the beginning of the session for the smooth functioning of academics and co-curricular activities as well.
Risk Management Policy and SWOT Analysis	Need for regular and viable measures were felt and it was recommended that appropriate inclusion be made in IQAC Action Plan.
Monitoring of student progression	Different departments were requested to do the needful.
To reach out to the Alumni and Parents	Online Meetings with Alumni and Parents were conducted on Founder's Day. A special drive was also initiated to identify Alumni in foreign countries.
Computer training for supportive staff	A two-week training was organized by Department of Computer Science from July, 10-25, 2020.
Remedial Classes	Faculty assessed the needs of students and special classes were held for weak students.
Alumni Association	It was decided that Prominent Alumni should be invited as chief guests on various events organized by the institution so as to Chapters of Alumni Association of various Departments to be started in

	order to track Student Progression and engage alumni in the overall mission, objectives and progress of the institution.
Advance Constitution of committees	Committees were constituted as per the precedence of Participatory Governance i.e. Principal in consultation with Staff Secretary before the commencement of new academic session i.e. in July, 2020
Promotion of Quality research through Major/Minor research projects as granted by UGC	Organized National level FDP on 'Research Projects : Preparation and Institutional Support' on 27-28 July 2020
Exam reforms at Institutional level	Successfully implemented.
To revise template for data submission to IQAC from Departments and faculty	Template was revised as per requirements of AQAR 20-21

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body of the Institution	18/12/2021

14.Whether institutional data submitted to AISHE

Part A	
Data of the Institution	
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• Designation	**Principal**
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Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body of the Institution	18/12/2021

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	**24/02/2022**

15.Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):

17.Skill development:

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

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

20.Distance education/online education:

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**23**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**5162**

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**3500**

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

2.3 Number of outgoing/ final year students during the year	**1618**

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

3.Academic

3.1 Number of full time teachers during the year	**133**

File Description	Documents
Data Template	No File Uploaded

3.2 Number of sanctioned posts during the year	**67.5**

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

4.Institution

4.1 Total number of Classrooms and Seminar halls	**82**

4.2 Total expenditure excluding salary during the year (INR in lakhs)	**269.2**

4.3 Total number of computers on campus for academic purposes	**201**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The institution has developed an effective curriculum delivery through a well planned, structured and effective process that is followed and chalked out of an institutional sub-calendar adhering to the given outline and timeframe as designed by the affiliating university, Kurukshetra University. The Teaching departments plan and distribute courses through timetable among the faculty. The Principal in liaison with IQAC monitors timely and effective completion of the course with due inclusion of quality assurance methods. Through subject tours, Academic, industrial linkages and a series of interactive activities teaching-learning process gives practical insights and exposure into the curriculum. Delivery system further develops higher order cognitive skills such as critical analysis, problem solving, evaluation and synthesis. Students get ample time to use the library comprising online and physical learning resources and take part in extra co-curricular activities. Science departments have designed and published laboratory manuals for necessary use and reference. For needful academic clarity and guidance extra classes are arranged. After analyzing 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.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	https://rksdcollege.ac.in/wp-content/uploads/2022/01/Annual-Calendar-2020-21-2.pdf

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

The college incorporates the academic calendar of the affiliating University and frames out an institutional sub-calendar adhering to the given outline and timeframe. 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 learner friendly and skill enhancing methods, a decentered mechanism is adopted. The faculty pays adequate time and attention to understand and imbibe new methods of curriculum delivery. Acquisition of books and upgradation of learning resources in the library is a continuous process. The time table committee 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. Academic and industrial linkages are planned for the benefit of the students. Specialized hands on training are arranged through industrial visits and to research organizations. As per the needs of the students in classroom and beyond classroom, mentoring sessions are conducted.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://rksdcollege.ac.in/wp-content/uploads/2022/01/Annual-Calendar-2020-21-2.pdf

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

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

1.2 - Academic Flexibility

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

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

0

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

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

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

0

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

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

0

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

1.3 - Curriculum Enrichment

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

Courses offered in the college integrate issues related to gender, environment and sustainability, human values and professional ethics in its very curriculum. Issues related with environment and sustainability are integrated into courses of Environmental studies, Zoology, Botany, Geography and Courses that teach human values in its curricula are Political science, Commerce and English. Professional ethics are integrated in the courses of English and Commerce. Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability by including these into the themes of Co-curricular and Extracurricular Activities also. NSS promotes environmental protection through tree plantation and other sustainable development programs. Celebration of various prominent days serve as a platform to enliven patriotic and moral values. Different social activities that have been initiated by the college like Voter's Awareness Program, Road Safety Campaign, Blood Donation camps, etc are organized from time to time. Major gender issues are focused and addressed through different activities in the collegeby departments and women cell of the college.

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

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

2

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

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

20

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	https://rksdcollege.ac.in/feedback/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	**No File Uploaded**

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

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

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://rksdcollege.ac.in/feedback/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

5162

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

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

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

2350

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

2.2 - Catering to Student Diversity

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

The institution is committed to create an environment to nurture students from diverse backgrounds. The faculty and staff work towards providing equal learning opportunities through academics

and co-curricular activities to all students. Learning level of students and their special needs are assessed regularly. Pedagogical and evaluation techniques such as creative assignments, exams, classroom assessment techniques, conceptual tests, assessing group performance are used. Besides these, faculty also assess them on the basis of presentations, curriculum based monitoring tests, observation and interaction.

Special programmes for advanced learners: Advanced learners are encouraged to prepare for higher studies. Anchor activities such as organization of academic events and paper presentation are envisaged to foster self reflection among advanced learners. Various types of special programmes such as knowledge dissemination, conferences, seminars, webinars, quizzes, professional and proficiency exams are conducted at different intervals. Various kinds of scholarships are provided to brilliant students.

Special programmes for slow learners: College arranges special classes and differential skill development programmes for slow learners. Regular mentoring is done to address the needs of slow learners. Counselling, social facilitation and academic advice whenever required and self-learning material is provided to students. Extra classes and special consultation sessions are organized to clarify doubts.

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

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

Number of Students	Number of Teachers
5162	131

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

The college encourages increasing emphasis on student centric methods to enhance their involvement as a part of participative learning and problem-solving methodology.For development of students, needful support is provided through various cells like career counseling cell, placement cell, and many other different clubs formed by respective departments. The student centric teaching is promoted by ensuring the classroom environment to be learner friendly. Students are guided to undertake projects to gain practical experience. Visits to various industries, sanctuaries and public places are organized for experiential/ participative learning. Emphasis is given on proper academic preparation and syllabus completion. Entire campus has Wi-Fi facility to make available e-resources. Smart classroom facility is provided. Advance information is given about topics to be taught in the next class so that students can come prepared for active discussion with teachers. Critical thinking of learners is developed by asking them questions related to the topic during the lecture. Guest lectures by eminent experts from various fields are organized. Library facility helps students in the process of self-learning. Discussion and debate on contemporary issues are encouraged so that students can reflect and analyze by eliciting the responses to the subject under discussion.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	NIL

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

In addition to the chalk and talk method, the faculty members use the IT enabled learning tools. They use online education resources and social networking sites to effectively deliver teaching, and provide enhanced learning experience to the students. Department of computer science leads in the adoption of ICT enabled tools to render e-teaching. Fully equipped Language Resource center facility is available for developing communication skills among students. LED projectors are used for screening educational movies, documentaries and for powerpoint presentations. YOUTUBE, EMAIL, WHATSAPP group, ZOOM CLOUD MEETING, GOOGLE-MEET are used as platforms to communicate, provide study material and syllabus, make announcements, conduct tests, upload assignments, make presentations, address queries and share information, etc.

Internet and wi-fi facility is made available to all the students. Fundamentals of information technology is a compulsory subject that is taught in the first semester of all the streams to equip students with technology based basic learning tools.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

131

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

2.4 - Teacher Profile and Quality

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

48

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

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

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

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

34

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

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

2.4.3.1 - Total experience of full-time teachers

723

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The college adheres to the guidelines and rules issued by the affiliating University for preparing internal assessment of students. The college has a transparent and robust evaluation process in terms of frequency and variety to ensure transparency in the internal assessment system. The system of internal assessment is circulated among the students well in time. At the entry level admissions are given purely on merit basis and lists of admitted students are displayed on notice board. Students are assessed continuously through the evaluation process at college and university level. Continuous evaluation is made through group discussion, unit test, assignment submission, field visit and seminar presentation. Each student has to submit two assignments

in each semester. Assignment topics are discussed with the students in advance. Besides this, one internal test in each subject is conducted. On the basis of assignments, internal tests and attendance of the students in class, internal assessment marks are given to students and a complete record of these is maintained by each faculty member. Every teacher is required to upload the internal assessment of students on the university portal.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	NIL

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

At the college level an Exam committee consisting of senior teachers as convener and other teaching and non teaching staff as members is constituted to handle the issues regarding the evaluation process. For making the system effective, the following measures are taken:

At College level

If a student is not able to appear for internal examination due to medical or any genuine reason, examination is conducted for that student as per norms provided that he/she submits application with proper documents. If any student scores less marks and wants to improve in that subject he/she can appear for the improvement examination. The answer sheet of such students is assessed by the faculty once again in the presence of students. Any correction in assessment of answer books as identified by the students are immediately done by the faculty members.

At University level

With reference to evaluation, if the student scores less marks than expected he/she can apply for revaluation of his/her answer script after paying the prescribed fees. University provides the photo of the answer sheet to students regarding any grievances with reference to evaluation. Students can apply for revaluation if she/he feels that evaluation is not correct.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	[NIL](NIL)

2.6 - Student Performance and Learning Outcomes

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

Mechanism of Communication

The College has well stated Course Outcomes (COs), Programme Outcomes (POs) as well as Programme Specific Outcomes (PSOs) duly recommended from IQAC and approved by Academic Council, and there is a structured mechanism to communicate the same to the teachers and students. Soft Copy of syllabi and Course Outcomes (COs), Programme Outcomes (POs) as well as Programme Specific Outcomes (PSOs) is displayed on the college website. Hard copy is available in the departments for ready reference to the teachers and students. The importance of the Course Outcomes (COs), Programme Outcomes (POs) as well as Programme Specific Outcomes (PSOs) has been communicated to the teachers in various meetings of Staff Council, Academic Council and during IQAC Meetings in the college. The students are also made aware of the same through Tutorial and mentor periods.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	[NIL](NIL)
Upload COs for all Programmes (exemplars from Glossary)	View File

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

Affiliated to Kurukshetra University, Kurukshetra, the college offers undergraduate, Postgraduate and certificate courses under the faculty of Arts, Commerce and Science. For these courses and programs, the college follows the curriculum designed by the affiliating university. The program outcomes, program specific outcomes and course outcomes are evaluated by the college and the same are communicated to the students in the formal way of

discussion in the classroom. Knowledge and skill that students acquire in their subjects and also their capacity for critical thinking are evaluated through continuous internal evaluation, end semester examination and personal interaction. Dropout rate is low, majority of students pass in first class and many with distinction. Course outcomes are also calculated through university examination results. However, exact levels are finalized at the college level. Attainment of programme outcomes, programme specific outcomes and course outcomes is done through direct method such as result analysis, and indirect method such as students' feedback help to improve the quality of Education in the institution. Attainment of these outcomes appears to be excellent as the pass percentage of students is good. Many students get employment opportunities in different sectors such as Banking, Insurance, Teaching, Accounts and Auditing, etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	NIL

2.6.3 - Pass percentage of Students during the year

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

1460

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://rksdcollege.ac.in/annual-reports/

2.7 - Student Satisfaction Survey

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

https://rksdcollege.ac.in/student-satisfaction-servey-sss/

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

NIL

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

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

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	<u>View File</u>

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

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

0

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

3.2 - Innovation Ecosystem

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

The institution has the provision of Seed money of Rs. 1,00,000 to the faculty interested in research. Registration fee and academic leave is also provided to faculty for presentation of their research papers in National/International seminars and conferences. To strengthen the research environment in college, the library subscribes to various National and International periodicals, journals, magazines and newspapers. Besides this, it provides the facility of e-journals, e-books and databases through subscribing to the N-LIST programme, a part of e-Shodhsindhu. It also has a separate reference section providing access to encyclopaedias, dictionaries and very rare manuscripts along with various columns containing books of research, motivation and eminent personalities etc.Its computerized circulation system facilitates the users with in-house "Ram Krishan Library Management Software' and its OPAC provides the facility of searching library books. The institution organises National/International seminars and conferences to promote research and transfer of knowledge from time to time. One of the faculty of our college, while taking initiative to promote research, provides annual scholarships of Rs. 50,000 as Student Research Assistantship. Currently, five students (two students in the subject of English, two students in Sanskrit and one student in mathematics) are availing this scholarship.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	[NIL](#)

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

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

1

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

3.3 - Research Publications and Awards

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

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

0

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

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

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

13

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

19

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.4 - Extension Activities

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

The College organized various extension activities through different departments and cells to sensitize students about social as well as environmental issues.NSS unit of the college organized various cleanliness drives in adopted villages and areas to aware students about the importance of cleanliness. All the units also organized tree plantation campaigns. During the COVID-19 Pandemic, NSS volunteers distributed masks among the community at large and launched COVID Vaccination awareness programs. Students also participated in Fit India Movement Run. NCC units of the college organized cleanliness drive under Swachhta Pakhwara campaign of the Govt. Botany department conducted field activities for spot study of plants, encouraging students for plantation work, creating awareness about environment and cleanliness. Economics association of Department of Economics adopted the Commerce block lawn I for care and maintenance in February 2021. This will create interest among the students about environment and spread message in the community to save environment to save Earth. During the period of lock down, women cell organized three day workshop Pavitra to sensitize girls on Personal Health and Hygiene.

File Description	Documents
Paste link for additional information	[NIL](#)
Upload any additional information	**No File Uploaded**

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

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

06

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

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

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

5

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

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

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

530

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

3.5 - Collaboration

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

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

1

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

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

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

3

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	[View File](#)
Any additional information	[View File](#)
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	[View File](#)

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has adequate infrastructure and physical facilities for quality teaching-learning under a single well-maintained campus spread over 11.52 acres with 87 well-furnished classrooms equipped with latest apparatus and supporting material as per norms, 26 laboratories. The college has 01 Central Library &02 Departmental libraries to cater to the information needs of the faculty and students, 6 seminar halls including 01 conference room to facilitate the official meetings of the Management and Administration, and 01 auditorium to provide adequate facilities of conducting seminars, debates, workshops, competitions and cultural activities for all-around development of the students. Besides this, there are 2 Common Staff Rooms and 16 Departmental Rooms. There are common rooms and canteens for boys and girls equipped with modern furniture and standard amenities for recreational purpose. A modernized cafeteria having all facilities considering all modern means of hygiene and refreshment is in progress and a multistory parking has also been proposed to facilitate the direct link to road.

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

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

The college has one playground (120mx68m) having a track of 200 Meter for athletes, 01 Football Ground of 100x60 yards, 03 Gymnasiums (2 indoor of 8stations and 12stations established in 2012-2013 and 2015-16 respectively and 01 Outdoor Gymnasiums established in 2020-21), 01 Indoor Basketball Court (28mx15m) established in 2015-16, 01Outdoor Synthetic Basketball Court (28mx15m) established in 2020-21, 01 Outdoor Lawn Tennis Court (78ftx36ft) established in 2020-21, 01 Indoor Boxing Ring (24mx24m) established in 2015-16, 01 outdoor Boxing Ring (24mx24m) established in 2020-21, 01 Outdoor Volley Ball Court (9mx18m), 01 Indoor Table Tennis Court, 02 Indoor Badminton Courts (22mx44mm)

established in 2018-19 and 2020-21 respectively, 01 Cross Trainer and 01 Treadmill installed in the same year 2020-21,The college has 01 Art and Cultural Complex, 01 'Choupal'-a platform for discussion and debates on socio-political issues etc., 05 seminar halls, 01 Air-Conditioned auditorium having 500 seats with latest audio-visual facility and one open-stage for conducting cultural activities. Besides this, an indoor stadium (90ftX130ft) constructed in 2014-2015 having all the modern facilities for indoor games like yoga, table tennis, badminton, weight lifting, power lifting and boxing etc.User Rate is approximately 105 (Covid-19 protocol effects, which remained above 350 in normal conditions).

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

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

82

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	NIL
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

105.8

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

4.2 - Library as a Learning Resource

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

? Name of ILMS software : Ram Krishan Library Automation Software

? Nature of automation (fully or partially) : Fully

? Version : 3.2

? Year of Automation : 2019

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	NIL

4.2.2 - The institution has subscription for the **A. Any 4 or more of the above**
following e-resources e-journals e-
ShodhSindhu Shodhganga Membership e-
books Databases Remote access toe-resources

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

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

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-

journals during the year (INR in Lakhs)

4.35

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

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

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

38

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

4.3 - IT Infrastructure

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

The college continuously strives to provide state-of-the-art technologies and update its ICT facilities to ensure efficient teaching learning environment. Besides its already existing extensive infrastructure, some more required items have been added during 2020-21 to strengthen and promote the online teaching facilities to the faculty and students in COVID-19 pandemic period, continuously. For this purpose, wifi/LAN Broadband connections (21) installed during 28.08.20 to 01.03.2021, 3 Tablet purchased during 28.08.2020 to 06.11.2020), 4 webcam purchased on 04.06.2020, 29 tripod purchased during 06.11.2020 to 24.12.2020, 14 tripod holder added on 24.12.2020, 01 USB adopter added on 28.01.201, 01 power bank added on 05.02.2021 and other supporting items etc.

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

4.3.2 - Number of Computers

201

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

263.1

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

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

The college has a master plan for creation, enhancement and maintenance of its infrastructure in order to promote an efficient teaching-learning environment. Advisory Committee, Staff Council and IQAC are involved in defining procedures and policies, framing guidelines to maintain and utilize physical, academic and support facilities.

Functioning of Departments: All the teaching departments work on their academic agenda and decide their departmental activity calendar. Departmental requirements are brought to the notice of the Principal for approval. In this decentralized functioning, senior most faculty in dept. functions as HOD who assists the Principal in distribution of workload and other administrative activities of the department.

Faculty Committees and Day to day Administration: The Principal in consultation with IQAC and Staff Secretary constitutes different committees comprising teaching and non-teaching staff for specific purposes. Each committee has faculty member as Convener/Coordinator and Principal as the Chairperson.

Governing Body: Duly elected GB with a nominee of Vice Chancellor and DGHE, Govt. of Haryana, Teachers' representatives and representatives of non-teaching staff function in compliance with the rules and regulations of the affiliating University and Govt. of Haryana. Principal is the member-secretary of the GB. Meetings are held as per K.U.K Calendar and norms.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://rksdcollege.ac.in/wp-content/uploads/2022/01/Session-2020-21-1.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

Government during the year

1370

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

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

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

265

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

A. All of the above

File Description	Documents
Link to Institutional website	https://rksdcollege.ac.in/capacity-building-enhancement-scheme/
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

540

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

540

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

08

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

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

5.2.2.1 - Number of outgoing student progression to higher education

70

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

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

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

18

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

5.3 - Student Participation and Activities

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

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

15

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

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

The elections of Student Council were not held in 2020-21. However adequate representation was given to students by including them in important committees like IQAC, Library committee, Alumni

association, Women Cell, Grievance Committee and Cultural Committee etc. Students are given adequate representation in a participatory manner. Students are given organization position and assignment in planning and organizing relevant activities and functions of various subject societies.

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

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

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

42

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

5.4 - Alumni Engagement

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

(Regi.no. 3052/ 2002-2003 dated 27.03.2003)

Association Name: R.K.S.D. (P.G.) 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:

1. Persons who are graduates and post graduates 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.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision:

To impart quality education in traditional fields of knowledge with continuous inclusion of latest developments and to perpetuate Indian and global traditions of learning for transforming lives.

Mission:

- To impart education with a futuristic vision. and to improve quality of lives through education.
- To facilitate transition towards a digital society and to strengthen interface with dynamics of agriculture, industry and emerging needs of community.
- Also, to harmonize the needs of employability with the pluralistic ethos of the nation.

The vision and mission of the institution has been evolved through collective leadership while retaining its regional roots, and is able to encompass and articulate global concerns and the wider social imperatives. It seeks to achieve a wholesome synergy between academic practices, social empathy, cultural proclivities and cocurricular responsibilities so that all stakeholders, particularly the students, may be benefited and the institute may develop to their fullest potential.

The institution follows a democratic and participatory mode of governance with all stakeholders participating actively in its administration and implementation. The Governing Body delegates authority to the Principal who, in turn share it with the different levels of functionaries in the college, which implement the Perspective/Strategic Plan in a systematic and phased manner.

File Description	Documents
Paste link for additional information	[NIL](NIL)
Upload any additional information	**No File Uploaded**

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

The Institution has adopted the decentralization and participative management in the process of academic and administration. Governing Body gives generous freedom and flexibility to the Principal together with the Staff Council to lead all the academic and administrative activities of the college. The Principal after consulting the Staff secretary constitutes various committees and all the faculty members are included as member or convener.

Decentralization and Participative Management through Cultural Committee activities: The cultural committee organizes various competitions and events throughout the year for encouraging students to display their talents. The cultural committee consists of various members who represent all the departments of college. For its smooth functioning Convener, Co conveners and genre-wise sub-committees are constituted by the Principal. In the beginning of the academic year a meeting of the committee is organized chaired by the college principal. The members prepare the schedule of the events and organize Talent Search Competition in various items of Dance, Theatre, Music, Fine Arts, etc.. Other members of teaching faculty and experts are involved in the evaluation of the competitions. The students are also involved in planning and execution of the various programmes. The old student are made leaders so that they can guide the new entrants. In the various events organized by college, district administration and affiliating University, the members of the committee and students perform all the duties such as anchoring, volunteering, arranging the coaches and accompanists and costume selection. Teachers and Non-Teaching Staff as well as Students are involved in planning of various cultural events held in the college. The cultural committee work with great team spirit in organizing such events.

File Description	Documents
Paste link for additional information	[NIL](NIL)
Upload any additional information	**No File Uploaded**

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Examination committee is responsible for conducting the semester exams of the Affiliating University, which in itself is a major task.The Examination committee consists of various members who represent all the departments of college and for the smooth functioning of the Examination Committee, it is headed by a Convener appointed by the Principal. The examination committee not only conducts the examinations (both offline as well as online) by preparing and implementing duty chart, but is also responsible for smooth functioning of the Nodal Center for distribution of the University Questions Papers, Nodal center for Collection and dispatch of the answer sheets form the local colleges and Evaluation center of the affiliating University and other State Universities of the region like CRSU, etc.In the various exams organized by college, affiliating University, other state Universities, State administration, district administration, etc, the members of the committee, the teaching staff and members of non-teaching staff perform all the duties such as Center Superintendent, Deputy Superintendent, Supervisors and other miscellaneous duties.There is a no interference from any extraneous factors in conduct of the examinations. The examination committee works with team spirit in organizing various examinations.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	[NIL](NIL)
Upload any additional information	**No File Uploaded**

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

The College Governing Body of the college, which is elected every three years as per Society Act of Haryana Government guidelines under Kurukshetra University, formulates the broad policy matters. It comprises of 21 members- President, Vice-President, General Secretary, Treasurer, Nominated Members (11) and Principal (Member Secretary), Teacher's Representative (2), Non-teaching Representative(1), State Govt. and Affiliating Representative (1 each) The general management of the college is vested with the Principal. The Principal is also assisted by an Advisory Council which is constituted by the senior most faculty representing different streams and special invitees as necessitated by the agenda at hand. The overall functioning of the institution is reasonably participatory for students of different social backgrounds, girls and students with special needs. As a well-established precedence, there is a Staff Council which is chaired by the Principal. The Principal in consultation with IQAC and Staff Secretary constitutes various committees for planning and implementation of academic, administrative and functions. For proper planning and implementation, different committees are formed with the Principal as Chair. All academic, logistic, and operational policies are decided at different levels in the GB, Advisory Council, the IQAC, Staff-Council and respective committees. Significant committees of the college are given adequate representation.

File Description	Documents
Paste link for additional information	NIL
Link to Organogram of the institution webpage	https://rksdcollege.ac.in/organogram/
Upload any additional information	No File Uploaded

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Provide the list of existing welfare measures for teaching and non- teaching staff within a maximum of 200 words

List of existing Welfare Measures for Teaching and Non-teachingstaff

- **Contributory Provident Fund for faculty appointed under self-financing scheme**

- **Contribution towards group insurance**
- **All the faculty members whose students score top positions in the University Exams are honored by management and institute on Teacher's Day every year.**
- **Similarly, the non-teaching staff members doing extraordinary contribution toward the institution are also felicitated on various occasions.**
- **Maternity leave for eligible staff members**
- **Liberal loans/Advance is distributed from management account to meet emergency needs of staff account.**
- **Pension and gratuity for staff under aided structure.**
- **Festival advance, wheat loan to non-teaching staff.**
- **A welfare society of the members from teaching and non-teaching employees for extreme exigencies is also functional.**
- **Liberal gifts, cash incentive on Diwali to all non-teaching staff membrane.**
- **Full fee concession to wards of Teaching and non-teaching staff.**

File Description	Documents
Paste link for additional information	[NIL](NIL)
Upload any additional information	**No File Uploaded**

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

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

05

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

04

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

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

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

22

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

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

An effective performance management system plays a crucial role in managing the organization in an efficient manner. It works towards the improvement of the overall organizational performance of teams and individuals for ensuring the achievements of the overall

organizational mission and vision. In line with this, the Institute is following the appraisal scheme suggested by UGC and State Govt. viz. Performance Based Appraisal System (PBAS). In this scheme, the performances are classified into three categories

(i) Teaching, Learning and Evaluation related activities

(ii) Co-Curricular, Extension and Professional Development related activities

(iii) Research Publications and Academic Contributions

The following weightages are assigned to these categories: 100:75:300. These are called Academic Performance Indices (API). At the end of each academic year, the data pertaining to the above categories are collected from the concerned faculty member in the proforma suggested by UGC. Based on the data collected, API scores are calculated for each of the three categories. These scores are used for the award of career advancements to faculty members and for promotion to next higher position.

As such there is no performance appraisal system followed for non-teaching staff in the institute.

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

6.4 - Financial Management and Resource Mobilization

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

The Institution has established a mechanism for conducting transparent internal and external audits on the financial transactions every year to ensure financial compliance of financial norms/regulation. The mechanisms used to monitor effective and efficient use of financial resources are as below:

- Preparing of Budget before the commencement of every financial year.
- The expenses are monitored by the accounts department as per the budget allocated.

- The Bursar appointed by the Principal from amongst the teaching staff
- Internal audit is conducted half yearly by the internal financial committee (IFC) and internal audit is conducted once in every year by chartered accountant (CA).

Process of the internal audit:

All vouchers are audited by an IFC on half yearly basis, by thoroughly checking the expenses incurred under different heads by verifying the bills and vouchers. If any discrepancy is found, the same is brought to the notice of the principal.

Process of the external audit:

The accounts of the college are audited by CA (every year), Affiliating University (2-3 years), DGHE (2-3 years), Scholarships (annual) and AG Haryana (3 years), as per the government rules. The institution did not come across any major audit objection during the preceding years.

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

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

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

56.58 lakhs

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

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

The College is poised to grow and make its mark in global scenario by providing requisite funds and optimal use of resources. Since it is an Aided College, the main sources of funds are student fees and Grant in aid from State Government as per budgetary allocations. However, for meeting the upcoming requirements for research and teaching learning resources, the College also mobilizes its resources through:

- Self-financed courses: Strong intake in the 10 self-financing courses act as a major fund generating resource. The Evening session of the college is the major strength of the College in generating financial resources.
- Tuition Fee: Major source of income is the tuition fee charged from students as per the university and government norms.
- Salary Grant: The College receives salary grant of Full Time Permanent teachers and non-teaching staff, from the State Government.
- UGC Grants: Our College receive grants from the UGC for the development and maintenance of Infrastructure, upgrade of the Learning Resources and Research).
- Funds from RUSA: Our College receives funds under RUSA 2.0
- The management provides need-based funds to the college.
- Fund from Stakeholders, non-government bodies, individuals and Philanthropists
- The Alumni, who also provide financial and non-financial support.
- Sponsorships are sought from individuals and corporate for various events
- Fee collected by conduct of FDP, conferences, workshops etc.
- Leasing out the infrastructure facilities to various commercial utility facilities

File Description	Documents
Paste link for additional information	https://rksdcollege.ac.in/wp-content/uploads/2022/02/Institutional-Strategy-for-mobilisation-of-funds-and-optimal-utilisation-of-resources.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

IQAC has contributed significantly for institutionalizing the quality assurance strategies and processes through the following two practices:

1. Augmentation of Administrative Office

After receiving feedback from the students and other stakeholders IQAC suggested the augmentation of the Administrative Office. After the suggestion of IQAC a complete overhauling and facelift of the facility was done by making it more user-friendly, proper maintenance and digitization of data, aesthetically and ergonomic design, etc. After few more augmentations, the administrative office will be future ready.

1. Drinking water facility for students and staff

After receiving feedback from the students, IQAC suggested creation for more facilities for drinking water in the college. After the suggestion, the college management installed a centralized RO plant and a chiller in the college premises for the students and one centralized RO plant and a chiller in the Indoor Stadium for the sportspersons. More drinking water points were created at the strategic positions within the campus, keeping in mind the footfall of the students.

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

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

Institute highlights on learner-centric education approach which organizes variety of events for the usage of different types of techniques that shifts the role of the teachers from contributors of information to facilitating student learning through appropriate practices. IQAC has contributed significantly reviewed and implemented the teaching for institutionalizing the quality assurance strategies and processes through the following two

practices:

1. Digital Learning:

The use of ICT tools has become an integral part in teaching -learning process. IQAC always encouraged teachers to utilize these tools in classroom teaching and laboratories. IQAC prepared a plan and advised the administration to enrich ICT infrastructure by constitution of Digital Learning Logistic Committee which looks after the purchase of advanced ICT tools, broadband internet, Wi-Fi facility and subscribing to Google Suite. Periodically IQAC has trained teachers and non-teaching staff to use ICT by arranging different workshop.

1. Innovative Teaching-learning reforms:

During the pandemic the online classes became a new normal. To facilitate the students IQAC suggested that few innovative methods may be adopted for making the Teaching Learning process more effective and interactive. After suggestions from IQAC the faculty included webinars, quizzes, online competitions, interaction with eminent scholars, etc.

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

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://rksdcollege.ac.in/annual-reports/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

One of the main objectives of an educational institution is to promote gender equity & sensitization through various curricular and co-curricular activities and to provide specific facilities for women on its campus. To keep line with this, the college celebrated International Women Day on 08 March 2021 and Dr. Anukriti - the junior most teacher of the department was made the Head of the department for the day. The college has also enrolled girl students as NCC cadets in a separate Unit. In a number of co-curricular activities organized by NCC, NSS & Women Cell such as Yoga Diwas, Tree Plantation, Clean India & Green India campaign, Swachh India Pakhwada, Republic Day parade etc.in which girl student's participation is being ensured in good number. Equal opportunity is being provided to the girls in the various training camps for Basketball, Badminton, Boxing, Football, Kabbaddi, Weightlifting, Wrestling, Shooting, Judo and Table Tennis State Championship which were organized in the month of March 2021. This is being done for motivating the girl students to participate fully in sports by providing them conducive environment for the same.

File Description	Documents
Annual gender sensitization action plan	https://rksdcollege.ac.in/gender-sensitization-plan/
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://rksdcollege.ac.in/specific-facilities-provided-for-women/

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

B. Any 3 of the above

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

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

The college has initiated a number of steps for timely and environment friendly management/use of various types of waste material generated in the campus during the year. Vermi Compost fertilizer is being prepared by processing of the dry & green leaves and other waste material of the plants, grass etc. by keeping them in pits specially prepared for the purpose. MOU has been signed for management of E-waste generated in the campus which is being stored at a separate place in the campus. Old material and waste goods are auctioned on yearly basis as recommended by Waste Material Disposal Committee. Waste material is being stored separately at a designated place. Efforts are also being made to use the waste goods and material in some alternative use within the campus itself. Hazardous chemicals and radioactive waste material is being kept under lock & key and its safe disposal is ensured

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

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

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: B. Any 3 of the above

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

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the   D. Any 1 of the above

**following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities**

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

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

C. Any 2 of the above

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

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

To inculcate cultural, social values, tolerance and harmony among

students, the NSS units arranged a visit to the old age home where the students distributed some eatables to old people present there. For cultural and regional harmony, College organizes such activities which boost the Haryanvi culture related to rural area of the region i.e. competitions of Sanjhi making, Fuljhari making and Bandarwal making have been organized. To bring the communal harmony and to inculcate the feeling of brotherhood among students Sadbhavna Divas and Rashtriya Ekta Divas (National integration day) was commemorated by NSS Units of our college. For the socioeconomic benefits of the employees of the college, the management celebrated Diwali Fest by distributing gifts in cash and kind to the non- teaching and support staff. Cultural committee includes every talented student in various cultural activities at college level and in youth fest without any discrimination of caste & creed and regional background and without any gender biasness.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

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

Various activities are organized from time to time by the college to inculcate values for being responsible citizens as reflected in the Constitution of India. A National level e-quiz on 'Indian Constitution' was organized by department of Political Science. 'Constitution Day' was celebrated and students were apprised of their rights& duties towards the nation. On 'International Human Rights Day' an extension lecture on "Human Rights and Indian Constitution: A Study of Changing Context" was delivered. A Quiz Contest on the theme "Changing Paradigms in Indian Democracy" was organized. 'National Voter Day' was celebrated and students took oath to actively participate in the democratic process. An extension lecture was delivered on the theme, 'Good Governance' and 'Social Reformers of India: A Study of Swami Dayanand Swaraswati's contributions to Indian Society 'to inculcate moral values among the students. Declamation competition was organized by Political Science Association on the topic 'Indian Democracy: The Role of Women in Parliament'.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://rksdcollege.ac.in/notices-2020-21/
Any other relevant information	NIL

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

D. Any 1 of the above

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

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

Every year college celebrates important days of national and international importance. This year Rashtriya Ekta Divas was celebrated by NSS units on 30 Oct. 2020. Girl Child week was celebrated by Department of Political Science & NSS on 26 Jan 2021. World Aids Day was also observed by NSS units on 1 Dec. 2020. Republic day was celebrated with the inauguration of Azadi ka Amrit Mahotsav. Constitution Day and International Human Rights Day were celebrated by the Department of Political Science on 26 Nov. 2020 & 10 Dec. 2020 respectively. National Voter Day was

celebrated by the Department of Political Science on 25 Jan 2021 and students took oath to actively participate in democratic process. On Martyrs' Day an Exhibition on Mahatma Gandhi was organized on 30 Jan. 2021. National Youth Day was celebrated on 30 Aug.2020 by the NSS volunteers. Shahidi Diwas and Subhash Chander Bose Jayanti were celebrated by the Department of History on 23 jan 2021. International Women's Day was celebrated on 8 March 2021 by Department of Political Science by honoring the youngest female teacher of the college.

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

7.2 - Best Practices

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

Best Practice-I

1. Title of the Practice

Qualitative as well as Quantitative Upgradation of College Infrastructure

2. Objectives of the Practice

To provide the best and modern infrastructure to students as well as faculty so as to upgrade the quality of teaching-learning

3. The Context

Modern and technologically advanced infrastructure is the primary requirement of any educational institution. College got a grant of Rs. 51 Lac from Haryana Government which gave the needful impetus to qualitative as well as quantitative upgradation of the infrastructure in the college.

4. The Practice

The college initiated upgradation of its infrastructure in terms of centrally air-conditioned modern library with open self-storage of books and seating capacity of nearly three hundred students, smart and echo free classrooms with standard furniture and projectors, well-furnished departmental offices, modern language lab, seminar rooms and main hall for big functions. The infrastructure available is the best in the region and is comparable with any national level educational institution.

5. Evidence of Success

Upgradation of infrastructure in respect to quality as well as quantity has resulted in increase in co-curricular and extension activities in the campus, It has also resulted in improvement in academic standard as reflected in merit positions of the college at university level.

6. Problems Encountered and Resources Required

College faced some problems due to Covid -19 pandemic but it did not hamper the progress of the work carried out during this period. The college successfully converted this time of crisis into an opportunity.

Best Practice-II

1. Title of the Practice

Community Service through Open Air Fitness Centre

2. Objectives of the Practice

To develop a culture of maintaining good health and to enrich the quality of life and well being of the students and community at large by providing open air workout facilities and recreational activities in the campus.

3. The Context

Modern lifestyle with poor eating habits and ill-scheduled routine is a community problem with individuals becoming inefficient, unfit and prone to many diseases. Covid-19 pandemic, which caused many health issues for students as well as society, proved to be the genesis to build an open air gym facility for the students and faculty of the college as well as community/ public in general.

4. The Practice

With the active help and support of its sister institutions, the college planned to set up an open air gym and fitness centre for the benefit of all the school and college going students as well as the public of the town at large. The facilities provided include gym, shooting range and provision for other sports and recreational activities at one place. Infrastructural development with proper facilities was a challenge. But all constraints were successfully overcome.

5. Evidence of Success

Everyday students of the institution as well as from other schools/colleges and the public at large regularly visit the stadium to use and get benefitted by the facilities provided there. The number of beneficiaries is on the rise and the centre is becoming a unique hub of fitness activities.

6. Problems Encountered and Resources Required

Sufficient funds mobilization for infrastructure development was initially a problem but the same was overcome with the active help of the management and a grant of Rs. 5 Lac from Govt. of Haryana. Keeping a view of an anticipated positive impact on community, health and well-being, the common resources of its sister institutions were utilized to implement the practice successfully.

File Description	Documents
Best practices in the Institutional website	https://rksdcollege.ac.in/best-practice/
Any other relevant information	NIL

7.3 - Institutional Distinctiveness

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

Though the main purpose like any educational institution has been to provide quality education to the students, but the college is marked by several distinctions. Being the first college of this area established way back in 1954, it has come up as a life- line

of not only this town but of the entire region as well. It has come out to be a major educational institution of the State. In 68th year of its journey, it is consistently flourishing as the first choice of the students. It holds the distinction of being the nursery of upcoming sports- persons and artists as well. Situated at a central location of the town, it is also the centre of Haryanavi cultural events, literary gatherings and various other events hosted by a number of social organizations as well as district administration. There is hardly any day when the college does not find place in the leading newspapers because of various activities. Further, the college also enjoys the distinction of having thousands of its proud alumni who still cherish their glorious stay here while studying and now serving within the country and outside in various capacities.

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Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The institution has developed an effective curriculum delivery through a well planned, structured and effective process that is followed and chalked out of an institutional sub-calendar adhering to the given outline and timeframe as designed by the affiliating university, Kurukshetra University. The Teaching departments plan and distribute courses through timetable among the faculty. The Principal in liaison with IQAC monitors timely and effective completion of the course with due inclusion of quality assurance methods. Through subject tours, Academic, industrial linkages and a series of interactive activities teaching-learning process gives practical insights and exposure into the curriculum. Delivery system further develops higher order cognitive skills such as critical analysis, problem solving, evaluation and synthesis. Students get ample time to use the library comprising online and physical learning resources and take part in extra co-curricular activities. Science departments have designed and published laboratory manuals for necessary use and reference. For needful academic clarity and guidance extra classes are arranged. After analyzing 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.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://rksdcollege.ac.in/wp-content/uploads/2022/01/Annual-Calendar-2020-21-2.pdf

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

The college incorporates the academic calendar of the

affiliating University and frames out an institutional sub-calendar adhering to the given outline and timeframe. 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 learner friendly and skill enhancing methods, a decentered mechanism is adopted. The faculty pays adequate time and attention to understand and imbibe new methods of curriculum delivery. Acquisition of books and upgradation of learning resources in the library is a continuous process. The time table committee 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. Academic and industrial linkages are planned for the benefit of the students. Specialized hands on training are arranged through industrial visits and to research organizations. As per the needs of the students in classroom and beyond classroom, mentoring sessions are conducted.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://rksdcollege.ac.in/wp-content/uploads/2022/01/Annual-Calendar-2020-21-2.pdf

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

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

1.2 - Academic Flexibility

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

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

0

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

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

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

0

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

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

0

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

1.3 - Curriculum Enrichment

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

Courses offered in the college integrate issues related to gender, environment and sustainability, human values and professional ethics in its very curriculum. Issues related with environment and sustainability are integrated into courses of Environmental studies, Zoology, Botany, Geography and Courses that teach human values in its curricula are Political science, Commerce and English. Professional ethics are integrated in the courses of English and Commerce. Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability by including these into the themes of Co-curricular and Extracurricular Activities also. NSS promotes environmental protection through tree plantation and other sustainable development programs. Celebration of various prominent days serve as a platform to enliven patriotic and moral values. Different social activities that have been initiated by the college like Voter's Awareness Program, Road Safety Campaign, Blood Donation camps, etc are organized from time to time. Major gender issues are focused and addressed through different activities in the collegeby departments and women cell of the college.

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

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

2

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

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

20

File Description	Documents
Any additional information	[View File](#)
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	[View File](#)

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	https://rksdcollege.ac.in/feedback/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	[View File](#)
Any additional information	**No File Uploaded**

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

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://rksdcollege.ac.in/feedback/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

5162

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

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

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

2350

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

2.2 - Catering to Student Diversity

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

The institution is committed to create an environment to nurture students from diverse backgrounds. The faculty and staff work towards providing equal learning opportunities

through academics and co-curricular activities to all students. Learning level of students and their special needs are assessed regularly. Pedagogical and evaluation techniques such as creative assignments, exams, classroom assessment techniques, conceptual tests, assessing group performance are used. Besides these, faculty also assess them on the basis of presentations, curriculum based monitoring tests, observation and interaction.

Special programmes for advanced learners: Advanced learners are encouraged to prepare for higher studies. Anchor activities such as organization of academic events and paper presentation are envisaged to foster self reflection among advanced learners. Various types of special programmes such as knowledge dissemination, conferences, seminars, webinars, quizzes, professional and proficiency exams are conducted at different intervals. Various kinds of scholarships are provided to brilliant students.

Special programmes for slow learners: College arranges special classes and differential skill development programmes for slow learners. Regular mentoring is done to address the needs of slow learners. Counselling, social facilitation and academic advice whenever required and self-learning material is provided to students. Extra classes and special consultation sessions are organized to clarify doubts.

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

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

Number of Students	Number of Teachers
5162	131

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

The college encourages increasing emphasis on student centric methods to enhance their involvement as a part of participative learning and problem-solving methodology. For development of students, needful support is provided through various cells like career counseling cell, placement cell, and many other different clubs formed by respective departments. The student centric teaching is promoted by ensuring the classroom environment to be learner friendly. Students are guided to undertake projects to gain practical experience. Visits to various industries, sanctuaries and public places are organized for experiential/ participative learning. Emphasis is given on proper academic preparation and syllabus completion. Entire campus has Wi-Fi facility to make available e-resources. Smart classroom facility is provided. Advance information is given about topics to be taught in the next class so that students can come prepared for active discussion with teachers. Critical thinking of learners is developed by asking them questions related to the topic during the lecture. Guest lectures by eminent experts from various fields are organized. Library facility helps students in the process of self-learning. Discussion and debate on contemporary issues are encouraged so that students can reflect and analyze by eliciting the responses to the subject under discussion.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	NIL

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

In addition to the chalk and talk method, the faculty members use the IT enabled learning tools. They use online education resources and social networking sites to effectively deliver teaching, and provide enhanced learning experience to the students. Department of computer science leads in the adoption of ICT enabled tools to render e-teaching. Fully equipped Language Resource center facility is available for developing communication skills among students. LED projectors are used for screening educational movies, documentaries and for powerpoint presentations. YOUTUBE, EMAIL, WHATSAPP group, ZOOM CLOUD MEETING, GOOGLE-MEET are used as platforms to communicate, provide study material and syllabus, make

announcements, conduct tests, upload assignments, make presentations, address queries and share information, etc. Internet and wi-fi facility is made available to all the students. Fundamentals of information technology is a compulsory subject that is taught in the first semester of all the streams to equip students with technology based basic learning tools.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

131

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

2.4 - Teacher Profile and Quality

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

48

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

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

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

34

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

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

2.4.3.1 - Total experience of full-time teachers

723

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The college adheres to the guidelines and rules issued by the affiliating University for preparing internal assessment of students. The college has a transparent and robust evaluation process in terms of frequency and variety to ensure transparency in the internal assessment system. The system of internal assessment is circulated among the students well in time. At the entry level admissions are given purely on merit basis and lists of admitted students are displayed on notice board. Students are assessed continuously through the evaluation process at college and university level. Continuous evaluation is made through group discussion, unit test, assignment submission, field visit and seminar presentation. Each student has to submit two assignments in each semester. Assignment topics are discussed with the students in advance. Besides this, one internal test in each subject is conducted. On the basis of assignments, internal tests and attendance of the students in class, internal assessment marks are given to students and a complete record of these is maintained by each faculty member. Every teacher is required to upload the internal assessment of students on the university portal.

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

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

At the college level an Exam committee consisting of senior teachers as convener and other teaching and non teaching staff as members is constituted to handle the issues regarding the evaluation process. For making the system effective, the following measures are taken:

At College level

If a student is not able to appear for internal examination due to medical or any genuine reason, examination is conducted for that student as per norms provided that he/she submits application with proper documents. If any student scores less marks and wants to improve in that subject he/she can appear for the improvement examination. The answer sheet of such students is assessed by the faculty once again in the presence of students. Any correction in assessment of answer books as

identified by the students are immediately done by the faculty members.

At University level

With reference to evaluation, if the student scores less marks than expected he/she can apply for revaluation of his/her answer script after paying the prescribed fees. University provides the photo of the answer sheet to students regarding any grievances with reference to evaluation. Students can apply for revaluation if she/he feels that evaluation is not correct.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	[NIL](NIL)

2.6 - Student Performance and Learning Outcomes

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

Mechanism of Communication

The College has well stated Course Outcomes (COs), Programme Outcomes (POs) as well as Programme Specific Outcomes (PSOs) duly recommended from IQAC and approved by Academic Council, and there is a structured mechanism to communicate the same to the teachers and students. Soft Copy of syllabi and Course Outcomes (COs), Programme Outcomes (POs) as well as Programme Specific Outcomes (PSOs) is displayed on the college website. Hard copy is available in the departments for ready reference to the teachers and students. The importance of the Course Outcomes (COs), Programme Outcomes (POs) as well as Programme Specific Outcomes (PSOs) has been communicated to the teachers in various meetings of Staff Council, Academic Council and during IQAC Meetings in the college. The students are also made aware of the same through Tutorial and mentor periods.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	[NIL](NIL)
Upload COs for all Programmes (exemplars from Glossary)	[View File](View_File)

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

Affiliated to Kurukshetra University, Kurukshetra, the college offers undergraduate, Postgraduate and certificate courses under the faculty of Arts, Commerce and Science. For these courses and programs, the college follows the curriculum designed by the affiliating university. The program outcomes, program specific outcomes and course outcomes are evaluated by the college and the same are communicated to the students in the formal way of discussion in the classroom. Knowledge and skill that students acquire in their subjects and also their capacity for critical thinking are evaluated through continuous internal evaluation, end semester examination and personal interaction. Dropout rate is low, majority of students pass in first class and many with distinction. Course outcomes are also calculated through university examination results. However, exact levels are finalized at the college level. Attainment of programme outcomes, programme specific outcomes and course outcomes is done through direct method such as result analysis, and indirect method such as students' feedback help to improve the quality of Education in the institution. Attainment of these outcomes appears to be excellent as the pass percentage of students is good. Many students get employment opportunities in different sectors such as Banking, Insurance, Teaching, Accounts and Auditing, etc.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	[NIL](NIL)

2.6.3 - Pass percentage of Students during the year

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

1460

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	**No File Uploaded**
Paste link for the annual report	https://rksdcollege.ac.in/annual-reports/

2.7 - Student Satisfaction Survey

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

https://rksdcollege.ac.in/student-satisfaction-servey-sss/

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

NIL

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

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

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

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

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

0

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

3.2 - Innovation Ecosystem

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

The institution has the provision of Seed money of Rs. 1,00,000 to the faculty interested in research. Registration fee and academic leave is also provided to faculty for presentation of their research papers in National/International seminars and conferences. To strengthen the research environment in college, the library subscribes to various National and International periodicals, journals, magazines and newspapers. Besides this, it provides the facility of e-journals, e-books and databases through subscribing to the N-LIST programme, a part of e-Shodhsindhu. It also has a separate reference section providing access to encyclopaedias, dictionaries and very rare manuscripts along with various columns containing books of research, motivation and eminent personalities etc.Its

computerized circulation system facilitates the users with in-house "Ram Krishan Library Management Software' and its OPAC provides the facility of searching library books. The institution organises National/International seminars and conferences to promote research and transfer of knowledge from time to time. One of the faculty of our college, while taking initiative to promote research, provides annual scholarships of Rs. 50,000 as Student Research Assistantship. Currently, five students (two students in the subject of English, two students in Sanskrit and one student in mathematics) are availing this scholarship.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	[NIL](NIL)

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

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

1

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

3.3 - Research Publications and Awards

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

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

0

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

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

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

13

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	<center>View File</center>

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

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

19

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	<center>View File</center>

3.4 - Extension Activities

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

The College organized various extension activities through different departments and cells to sensitize students about

social as well as environmental issues.NSS unit of the college organized various cleanliness drives in adopted villages and areas to aware students about the importance of cleanliness. All the units also organized tree plantation campaigns. During the COVID-19 Pandemic, NSS volunteers distributed masks among the community at large and launched COVID Vaccination awareness programs. Students also participated in Fit India Movement Run. NCC units of the college organized cleanliness drive under Swachhta Pakhwara campaign of the Govt. Botany department conducted field activities for spot study of plants, encouraging students for plantation work, creating awareness about environment and cleanliness. Economics association of Department of Economics adopted the Commerce block lawn I for care and maintenance in February 2021. This will create interest among the students about environment and spread message in the community to save environment to save Earth. During the period of lock down, women cell organized three day workshop Pavitra to sensitize girls on Personal Health and Hygiene.

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

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

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

06

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

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

community and NGOs) during the year

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

5

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

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

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

530

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

3.5 - Collaboration

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

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

1

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

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

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

3

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has adequate infrastructure and physical facilities for quality teaching-learning under a single well-maintained campus spread over 11.52 acres with 87 well-furnished classrooms equipped with latest apparatus and supporting material as per norms, 26 laboratories. The college has 01 Central Library &02 Departmental libraries to cater to the information needs of the faculty and students, 6 seminar halls including 01 conference room to facilitate the official meetings of the Management and Administration, and 01 auditorium to provide adequate facilities of conducting seminars, debates, workshops, competitions and cultural activities for all-around development of the students. Besides

this, there are 2 Common Staff Rooms and 16 Departmental Rooms. There are common rooms and canteens for boys and girls equipped with modern furniture and standard amenities for recreational purpose. A modernized cafeteria having all facilities considering all modern means of hygiene and refreshment is in progress and a multistory parking has also been proposed to facilitate the direct link to road.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	[NIL](NIL)

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

The college has one playground (120mx68m) having a track of 200 Meter for athletes, 01 Football Ground of 100x60 yards, 03 Gymnasiums (2 indoor of 8stations and 12stations established in 2012-2013 and 2015-16 respectively and 01 Outdoor Gymnasiums established in 2020-21), 01 Indoor Basketball Court (28mx15m) established in 2015-16, 01Outdoor Synthetic Basketball Court (28mx15m) established in 2020-21, 01 Outdoor Lawn Tennis Court (78ftx36ft) established in 2020-21, 01 Indoor Boxing Ring (24mx24m) established in 2015-16, 01 outdoor Boxing Ring (24mx24m) established in 2020-21, 01 Outdoor Volley Ball Court (9mx18m), 01 Indoor Table Tennis Court, 02 Indoor Badminton Courts (22mx44mm) established in 2018-19 and 2020-21 respectively, 01 Cross Trainer and 01 Treadmill installed in the same year 2020-21,The college has 01 Art and Cultural Complex, 01 'Choupal'-a platform for discussion and debates on socio-political issues etc., 05 seminar halls, 01 Air-Conditioned auditorium having 500 seats with latest audio-visual facility and one open-stage for conducting cultural activities. Besides this, an indoor stadium (90ftX130ft) constructed in 2014-2015 having all the modern facilities for indoor games like yoga, table tennis, badminton, weight lifting, power lifting and boxing etc.User Rate is approximately 105 (Covid-19 protocol effects, which remained above 350 in normal conditions).

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	[NIL](NIL)

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

82

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	[NIL](NIL)
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

105.8

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

4.2 - Library as a Learning Resource

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

? Name of ILMS software : Ram Krishan Library Automation Software

? Nature of automation (fully or partially) : Fully

? Version : 3.2

? Year of Automation : 2019

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	NIL

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**A. Any 4 or more of the above**

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

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

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

4.35

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

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

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

38

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

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

The college continuously strives to provide state-of-the-art technologies and update its ICT facilities to ensure efficient teaching learning environment. Besides its already existing extensive infrastructure, some more required items have been added during 2020-21 to strengthen and promote the online teaching facilities to the faculty and students in COVID-19 pandemic period, continuously. For this purpose, wifi/LAN Broadband connections (21) installed during 28.08.20 to 01.03.2021, 3 Tablet purchased during 28.08.2020 to 06.11.2020), 4 webcam purchased on 04.06.2020, 29 tripod purchased during 06.11.2020 to 24.12.2020, 14 tripod holder added on 24.12.2020, 01 USB adopter added on 28.01.201, 01 power bank added on 05.02.2021 and other supporting items etc.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	[NIL](#)

4.3.2 - Number of Computers

201

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	[View File](#)

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

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

4.4 - Maintenance of Campus Infrastructure

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

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

263.1

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

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

The college has a master plan for creation, enhancement and maintenance of its infrastructure in order to promote an efficient teaching-learning environment. Advisory Committee, Staff Council and IQAC are involved in defining procedures and policies, framing guidelines to maintain and utilize physical, academic and support facilities.

Functioning of Departments: All the teaching departments work on their academic agenda and decide their departmental activity calendar. Departmental requirements are brought to the notice of the Principal for approval. In this decentralized functioning, senior most faculty in dept. functions as HOD who assists the Principal in distribution of workload and other administrative activities of the department.

Faculty Committees and Day to day Administration: The Principal in consultation with IQAC and Staff Secretary constitutes different committees comprising teaching and non-teaching staff for specific purposes. Each committee has faculty member as Convener/Coordinator and Principal as the Chairperson.

Governing Body: Duly elected GB with a nominee of Vice Chancellor and DGHE, Govt. of Haryana, Teachers' representatives and representatives of non-teaching staff function in compliance with the rules and regulations of the affiliating University and Govt. of Haryana. Principal is the member-secretary of the GB. Meetings are held as per K.U.K Calendar and norms.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://rksdcollege.ac.in/wp-content/uploads/2022/01/Session-2020-21-1.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1370

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

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

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

265

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<u>View File</u>

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

File Description	Documents
Link to Institutional website	<u>https://rksdcollege.ac.in/capacity-building-enhancement-scheme/</u>
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	<u>View File</u>

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

540

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

540

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

08

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

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

5.2.2.1 - Number of outgoing student progression to higher education

70

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

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

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

18

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

5.3 - Student Participation and Activities

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

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

15

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

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

The elections of Student Council were not held in 2020-21. However adequate representation was given to students by including them in important committees like IQAC, Library committee, Alumni association, Women Cell, Grievance Committee and Cultural Committee etc. Students are given adequate representation in a participatory manner. Students are given organization position and assignment in planning and organizing relevant activities and functions of various subject societies.

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

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

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

42

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

5.4 - Alumni Engagement

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

(Regi.no. 3052/ 2002-2003 dated 27.03.2003)

Association Name: R.K.S.D. (P.G.) 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:

1. Persons who are graduates and post graduates 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.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision:

To impart quality education in traditional fields of knowledge

with continuous inclusion of latest developments and to perpetuate Indian and global traditions of learning for transforming lives.

Mission:

- To impart education with a futuristic vision. and to improve quality of lives through education.
- To facilitate transition towards a digital society and to strengthen interface with dynamics of agriculture, industry and emerging needs of community.
- Also, to harmonize the needs of employability with the pluralistic ethos of the nation.

The vision and mission of the institution has been evolved through collective leadership while retaining its regional roots, and is able to encompass and articulate global concerns and the wider social imperatives. It seeks to achieve a wholesome synergy between academic practices, social empathy, cultural proclivities and cocurricular responsibilities so that all stakeholders, particularly the students, may be benefited and the institute may develop to their fullest potential.

The institution follows a democratic and participatory mode of governance with all stakeholders participating actively in its administration and implementation. The Governing Body delegates authority to the Principal who, in turn share it with the different levels of functionaries in the college, which implement the Perspective/Strategic Plan in a systematic and phased manner.

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

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

The Institution has adopted the decentralization and participative management in the process of academic and administration. Governing Body gives generous freedom and flexibility to the Principal together with the Staff Council to lead all the academic and administrative activities of the

college. The Principal after consulting the Staff secretary constitutes various committees and all the faculty members are included as member or convener.

Decentralization and Participative Management through Cultural Committee activities: The cultural committee organizes various competitions and events throughout the year for encouraging students to display their talents. The cultural committee consists of various members who represent all the departments of college. For its smooth functioning Convener, Co conveners and genre-wise sub-committees are constituted by the Principal. In the beginning of the academic year a meeting of the committee is organized chaired by the college principal. The members prepare the schedule of the events and organize Talent Search Competition in various items of Dance, Theatre, Music, Fine Arts, etc.. Other members of teaching faculty and experts are involved in the evaluation of the competitions. The students are also involved in planning and execution of the various programmes. The old student are made leaders so that they can guide the new entrants. In the various events organized by college, district administration and affiliating University, the members of the committee and students perform all the duties such as anchoring, volunteering, arranging the coaches and accompanists and costume selection. Teachers and Non-Teaching Staff as well as Students are involved in planning of various cultural events held in the college. The cultural committee work with great team spirit in organizing such events.

File Description	Documents
Paste link for additional information	[NIL](NIL)
Upload any additional information	**No File Uploaded**

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Examination committee is responsible for conducting the semester exams of the Affiliating University, which in itself is a major task.The Examination committee consists of various members who represent all the departments of college and for the smooth functioning of the Examination Committee, it is headed by a Convener appointed by the Principal. The examination committee not only conducts the examinations (both

offline as well as online) by preparing and implementing duty chart, but is also responsible for smooth functioning of the Nodal Center for distribution of the University Questions Papers, Nodal center for Collection and dispatch of the answer sheets form the local colleges and Evaluation center of the affiliating University and other State Universities of the region like CRSU, etc.In the various exams organized by college, affiliating University, other state Universities, State administration, district administration, etc, the members of the committee, the teaching staff and members of non-teaching staff perform all the duties such as Center Superintendent, Deputy Superintendent, Supervisors and other miscellaneous duties.There is a no interference from any extraneous factors in conduct of the examinations. The examination committee works with team spirit in organizing various examinations.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	NIL
Upload any additional information	No File Uploaded

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

The College Governing Body of the college, which is elected every three years as per Society Act of Haryana Government guidelines under Kurukshetra University, formulates the broad policy matters. It comprises of 21 members- President, Vice-President, General Secretary, Treasurer, Nominated Members (11) and Principal (Member Secretary), Teacher's Representative (2), Non-teaching Representative(1), State Govt. and Affiliating Representative (1 each) The general management of the college is vested with the Principal. The Principal is also assisted by an Advisory Council which is constituted by the senior most faculty representing different streams and special invitees as necessitated by the agenda at hand. The overall functioning of the institution is reasonably participatory for students of different social backgrounds, girls and students with special needs. As a well-established precedence, there is a Staff Council which is chaired by the Principal. The Principal in consultation with IQAC and Staff Secretary constitutes various

committees for planning and implementation of academic, administrative and functions. For proper planning and implementation, different committees are formed with the Principal as Chair. All academic, logistic, and operational policies are decided at different levels in the GB, Advisory Council, the IQAC, Staff-Council and respective committees. Significant committees of the college are given adequate representation.

File Description	Documents
Paste link for additional information	NIL
Link to Organogram of the institution webpage	https://rksdcollege.ac.in/organogram/
Upload any additional information	**No File Uploaded**

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

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Provide the list of existing welfare measures for teaching and non- teaching staff within a maximum of 200 words

List of existing Welfare Measures for Teaching and Non-teachingstaff

- **Contributory Provident Fund for faculty appointed under**

self-financing scheme

- **Contribution towards group insurance**
- **All the faculty members whose students score top positions in the University Exams are honored by management and institute on Teacher's Day every year.**
- **Similarly, the non-teaching staff members doing extraordinary contribution toward the institution are also felicitated on various occasions.**
- **Maternity leave for eligible staff members**
- **Liberal loans/Advance is distributed from management account to meet emergency needs of staff account.**
- **Pension and gratuity for staff under aided structure.**
- **Festival advance, wheat loan to non-teaching staff.**
- **A welfare society of the members from teaching and non-teaching employees for extreme exigencies is also functional.**
- **Liberal gifts, cash incentive on Diwali to all non-teaching staff membrane.**
- **Full fee concession to wards of Teaching and non-teaching staff.**

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

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

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

05

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

04

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

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

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

22

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

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

An effective performance management system plays a crucial role in managing the organization in an efficient manner. It works towards the improvement of the overall organizational performance of teams and individuals for ensuring the achievements of the overall organizational mission and vision. In line with this, the Institute is following the appraisal scheme suggested by UGC and State Govt. viz. Performance Based Appraisal System (PBAS). In this scheme, the performances are classified into three categories

(i) Teaching, Learning and Evaluation related activities

(ii) Co-Curricular, Extension and Professional Development related activities

(iii) Research Publications and Academic Contributions

The following weightages are assigned to these categories: 100:75:300. These are called Academic Performance Indices (API). At the end of each academic year, the data pertaining to the above categories are collected from the concerned faculty member in the proforma suggested by UGC. Based on the data collected, API scores are calculated for each of the three categories. These scores are used for the award of career advancements to faculty members and for promotion to next higher position.

As such there is no performance appraisal system followed for non-teaching staff in the institute.

File Description	Documents
Paste link for additional information	[NIL]()
Upload any additional information	**No File Uploaded**

6.4 - Financial Management and Resource Mobilization

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

The Institution has established a mechanism for conducting transparent internal and external audits on the financial transactions every year to ensure financial compliance of financial norms/regulation. The mechanisms used to monitor effective and efficient use of financial resources are as below:

- **Preparing of Budget before the commencement of every financial year.**
- **The expenses are monitored by the accounts department as per the budget allocated.**
- **The Bursar appointed by the Principal from amongst the teaching staff**
- **Internal audit is conducted half yearly by the internal financial committee (IFC) and internal audit is conducted once in every year by chartered accountant (CA).**

Process of the internal audit:

All vouchers are audited by an IFC on half yearly basis, by thoroughly checking the expenses incurred under different heads by verifying the bills and vouchers. If any discrepancy is found, the same is brought to the notice of the principal.

Process of the external audit:

The accounts of the college are audited by CA (every year), Affiliating University (2-3 years), DGHE (2-3 years), Scholarships (annual) and AG Haryana (3 years), as per the government rules. The institution did not come across any major audit objection during the preceding years.

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

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

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

56.58 lakhs

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

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

The College is poised to grow and make its mark in global scenario by providing requisite funds and optimal use of resources. Since it is an Aided College, the main sources of funds are student fees and Grant in aid from State Government as per budgetary allocations. However, for meeting the upcoming requirements for research and teaching learning resources, the College also mobilizes its resources through:

- **Self-financed courses: Strong intake in the 10 self-financing courses act as a major fund generating resource. The Evening session of the college is the major strength of the College in generating financial resources.**
- **Tuition Fee: Major source of income is the tuition fee charged from students as per the university and government norms.**
- **Salary Grant: The College receives salary grant of Full Time Permanent teachers and non-teaching staff, from the State Government.**

- **UGC Grants: Our College receive grants from the UGC for the development and maintenance of Infrastructure, upgrade of the Learning Resources and Research).**
- **Funds from RUSA: Our College receives funds under RUSA 2.0**
- **The management provides need-based funds to the college.**
- **Fund from Stakeholders, non-government bodies, individuals and Philanthropists**
- **The Alumni, who also provide financial and non-financial support.**
- **Sponsorships are sought from individuals and corporate for various events**
- **Fee collected by conduct of FDP, conferences, workshops etc.**
- **Leasing out the infrastructure facilities to various commercial utility facilities**

File Description	Documents
Paste link for additional information	https://rksdcollege.ac.in/wp-content/uploads/2022/02/Institutional-Strategy-for-mobilisation-of-funds-and-optimal-utilisation-of-resources.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

IQAC has contributed significantly for institutionalizing the quality assurance strategies and processes through the following two practices:

1. Augmentation of Administrative Office

After receiving feedback from the students and other stakeholders IQAC suggested the augmentation of the Administrative Office. After the suggestion of IQAC a complete overhauling and facelift of the facility was done by making it more user-friendly, proper maintenance and digitization of data, aesthetically and ergonomic design, etc. After few more augmentations, the administrative office will be future ready.

1. **Drinking water facility for students and staff**

After receiving feedback from the students, IQAC suggested creation for more facilities for drinking water in the college. After the suggestion, the college management installed a centralized RO plant and a chiller in the college premises for the students and one centralized RO plant and a chiller in the Indoor Stadium for the sportspersons. More drinking water points were created at the strategic positions within the campus, keeping in mind the footfall of the students.

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

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

Institute highlights on learner-centric education approach which organizes variety of events for the usage of different types of techniques that shifts the role of the teachers from contributors of information to facilitating student learning through appropriate practices. IQAC has contributed significantly reviewed and implemented the teaching for institutionalizing the quality assurance strategies and processes through the following two practices:

1. Digital Learning:

The use of ICT tools has become an integral part in teaching -learning process. IQAC always encouraged teachers to utilize these tools in classroom teaching and laboratories. IQAC prepared a plan and advised the administration to enrich ICT infrastructure by constitution of Digital Learning Logistic Committee which looks after the purchase of advanced ICT tools, broadband internet, Wi-Fi facility and subscribing to Google Suite. Periodically IQAC has trained teachers and non-teaching staff to use ICT by arranging different workshop.

   1. Innovative Teaching-learning reforms:

During the pandemic the online classes became a new normal. To facilitate the students IQAC suggested that few innovative methods may be adopted for making the Teaching Learning process

more effective and interactive. After suggestions from IQAC the faculty included webinars, quizzes, online competitions, interaction with eminent scholars, etc.

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

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://rksdcollege.ac.in/annual-reports/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

One of the main objectives of an educational institution is to promote gender equity & sensitization through various curricular and co-curricular activities and to provide specific facilities for women on its campus. To keep line with this, the college celebrated International Women Day on 08 March 2021 and

Dr. Anukriti - the junior most teacher of the department was made the Head of the department for the day. The college has also enrolled girl students as NCC cadets in a separate Unit. In a number of co-curricular activities organized by NCC, NSS & Women Cell such as Yoga Diwas, Tree Plantation, Clean India & Green India campaign, Swachh India Pakhwada, Republic Day parade etc.in which girl student's participation is being ensured in good number. Equal opportunity is being provided to the girls in the various training camps for Basketball, Badminton, Boxing, Football, Kabbaddi, Weightlifting, Wrestling, Shooting, Judo and Table Tennis State Championship which were organized in the month of March 2021. This is being done for motivating the girl students to participate fully in sports by providing them conducive environment for the same.

File Description	Documents
Annual gender sensitization action plan	https://rksdcollege.ac.in/gender-sensitization-plan/
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://rksdcollege.ac.in/specific-facilities-provided-for-women/

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	B. Any 3 of the above

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

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

The college has initiated a number of steps for timely and

environment friendly management/use of various types of waste material generated in the campus during the year. Vermi Compost fertilizer is being prepared by processing of the dry & green leaves and other waste material of the plants, grass etc. by keeping them in pits specially prepared for the purpose. MOU has been signed for management of E-waste generated in the campus which is being stored at a separate place in the campus. Old material and waste goods are auctioned on yearly basis as recommended by Waste Material Disposal Committee. Waste material is being stored separately at a designated place. Efforts are also being made to use the waste goods and material in some alternative use within the campus itself. Hazardous chemicals and radioactive waste material is being kept under lock & key and its safe disposal is ensured

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

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

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of bicycles/ Battery-powered vehicles** 3. **Pedestrian-friendly pathways**	B. Any 3 of the above

4. Ban on use of plastic
5. Landscaping

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

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

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

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human	C. Any 2 of the above

assistance, reader, scribe, soft copies of reading material, screen reading	

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

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

To inculcate cultural, social values, tolerance and harmony among students, the NSS units arranged a visit to the old age home where the students distributed some eatables to old people present there. For cultural and regional harmony, College organizes such activities which boost the Haryanvi culture related to rural area of the region i.e. competitions of Sanjhi making, Fuljhari making and Bandarwal making have been organized. To bring the communal harmony and to inculcate the feeling of brotherhood among students Sadbhavna Divas and Rashtriya Ekta Divas (National integration day) was commemorated by NSS Units of our college. For the socioeconomic benefits of the employees of the college, the management celebrated Diwali Fest by distributing gifts in cash and kind to the non- teaching and support staff. Cultural committee includes every talented student in various cultural activities at college level and in youth fest without any discrimination of caste & creed and regional background and without any gender biasness.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	**No File Uploaded**

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

Various activities are organized from time to time by the college to inculcate values for being responsible citizens as reflected in the Constitution of India. A National level e-quiz on 'Indian Constitution' was organized by department of Political Science. 'Constitution Day' was celebrated and students were apprised of their rights& duties towards the nation. On 'International Human Rights Day' an extension lecture on "Human Rights and Indian Constitution: A Study of Changing Context" was delivered. A Quiz Contest on the theme "Changing Paradigms in Indian Democracy" was organized. 'National Voter Day' was celebrated and students took oath to actively participate in the democratic process. An extension lecture was delivered on the theme, 'Good Governance' and 'Social Reformers of India: A Study of Swami Dayanand Swaraswati's contributions to Indian Society 'to inculcate moral values among the students. Declamation competition was organized by Political Science Association on the topic 'Indian Democracy: The Role of Women in Parliament'.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://rksdcollege.ac.in/notices-2020-21/
Any other relevant information	NIL

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	D. Any 1 of the above

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

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

Every year college celebrates important days of national and international importance. This year Rashtriya Ekta Divas was celebrated by NSS units on 30 Oct. 2020. Girl Child week was celebrated by Department of Political Science & NSS on 26 Jan 2021. World Aids Day was also observed by NSS units on 1 Dec. 2020. Republic day was celebrated with the inauguration of Azadi ka Amrit Mahotsav. Constitution Day and International Human Rights Day were celebrated by the Department of Political Science on 26 Nov. 2020 & 10 Dec. 2020 respectively. National Voter Day was celebrated by the Department of Political Science on 25 Jan 2021 and students took oath to actively participate in democratic process. On Martyrs' Day an Exhibition on Mahatma Gandhi was organized on 30 Jan. 2021. National Youth Day was celebrated on 30 Aug.2020 by the NSS volunteers. Shahidi Diwas and Subhash Chander Bose Jayanti were celebrated by the Department of History on 23 jan 2021. International Women's Day was celebrated on 8 March 2021 by Department of Political Science by honoring the youngest female teacher of the college.

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

7.2 - Best Practices

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

Best Practice-I

1. Title of the Practice

Qualitative as well as Quantitative Upgradation of College Infrastructure

2. Objectives of the Practice

To provide the best and modern infrastructure to students as well as faculty so as to upgrade the quality of teaching-learning

3. The Context

Modern and technologically advanced infrastructure is the primary requirement of any educational institution. College got a grant of Rs. 51 Lac from Haryana Government which gave the needful impetus to qualitative as well as quantitative upgradation of the infrastructure in the college.

4. The Practice

The college initiated upgradation of its infrastructure in terms of centrally air-conditioned modern library with open self-storage of books and seating capacity of nearly three hundred students, smart and echo free classrooms with standard furniture and projectors, well-furnished departmental offices, modern language lab, seminar rooms and main hall for big functions. The infrastructure available is the best in the region and is comparable with any national level educational institution.

5. Evidence of Success

Upgradation of infrastructure in respect to quality as well as quantity has resulted in increase in co-curricular and extension activities in the campus, It has also resulted in improvement in academic standard as reflected in merit positions of the college at university level.

6. Problems Encountered and Resources Required

College faced some problems due to Covid -19 pandemic but it did not hamper the progress of the work carried out during this period. The college successfully converted this time of crisis into an opportunity.

Best Practice-II

1. Title of the Practice

Community Service through Open Air Fitness Centre

2. Objectives of the Practice

To develop a culture of maintaining good health and to enrich the quality of life and well being of the students and community at large by providing open air workout facilities and recreational activities in the campus.

3. The Context

Modern lifestyle with poor eating habits and ill-scheduled routine is a community problem with individuals becoming inefficient, unfit and prone to many diseases. Covid-19 pandemic, which caused many health issues for students as well as society, proved to be the genesis to build an open air gym facility for the students and faculty of the college as well as community/ public in general.

4. The Practice

With the active help and support of its sister institutions, the college planned to set up an open air gym and fitness centre for the benefit of all the school and college going students as well as the public of the town at large. The facilities provided include gym, shooting range and provision for other sports and recreational activities at one place. Infrastructural development with proper facilities was a challenge. But all constraints were successfully overcome.

5. Evidence of Success

Everyday students of the institution as well as from other schools/colleges and the public at large regularly visit the stadium to use and get benefitted by the facilities provided there. The number of beneficiaries is on the rise and the

centre is becoming a unique hub of fitness activities.

6. Problems Encountered and Resources Required

Sufficient funds mobilization for infrastructure development was initially a problem but the same was overcome with the active help of the management and a grant of Rs. 5 Lac from Govt. of Haryana. Keeping a view of an anticipated positive impact on community, health and well-being, the common resources of its sister institutions were utilized to implement the practice successfully.

File Description	Documents
Best practices in the Institutional website	https://rksdcollege.ac.in/best-practice/
Any other relevant information	NIL

7.3 - Institutional Distinctiveness

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

Though the main purpose like any educational institution has been to provide quality education to the students, but the college is marked by several distinctions. Being the first college of this area established way back in 1954, it has come up as a life- line of not only this town but of the entire region as well. It has come out to be a major educational institution of the State. In 68th year of its journey, it is consistently flourishing as the first choice of the students. It holds the distinction of being the nursery of upcoming sports- persons and artists as well. Situated at a central location of the town, it is also the centre of Haryanavi cultural events, literary gatherings and various other events hosted by a number of social organizations as well as district administration. There is hardly any day when the college does not find place in the leading newspapers because of various activities. Further, the college also enjoys the distinction of having thousands of its proud alumni who still cherish their glorious stay here while studying and now serving within the country and outside in various capacities.

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

7.3.2 - Plan of action for the next academic year

Future Plans of Action

To plan

- **Skill based certificate/Degree courses**
- **Execution of plan of new Cafeteria under RUSA 2.0 Scheme**
- **To develop High-Tech Audio-Visual Facility cum Studio.**
- **To develop ERP, Management Information System**
- **Internal and External audit at Academic and Administrative levels.**
- **To explore the provisions of New Education Policy 2020 and prepare the institution for its adaption.**
- **Timely submission of AISHE auditing and to explore additional Quality Audit**
- **Upgradation of Digital Infrastructure in view of need generated for online classes due to Covid-19**
- **To promote Students Exchange(cultural)**
- **Efforts for Risk Management Policy and SWOT Analysis**
- **Engagement of Alumni Association with online membership drive for alumni in India and abroad.**
- **Organization of State/National and International Seminars/Webinars/FDPs and Quiz contests**
- **Promotion of Quality research through Major/Minor research projects**
- **Recruitment of teaching and non-teaching staff**
- **To focus thrust on Institutional Social Responsibility to mitigate effects of Covid-19 pandemic**
- **To carry out Energy audit from the authorised agency**
- **Infrastructure upgradation**
- **Preparation of documents as per the requirement of AQAR 2020-21**
- **To explore MOUs with peer colleges for sharing of resources and practices**