Yearly Status Report - 2019-2020

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

2. Institutional Status

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

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://rksdcollege.ac.in/aqar/

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://rksdcollege.ac.in/college-calendar-2/

5. Accrediation Details

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

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**09-Sep-2005**

7. Internal Quality Assurance System

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

[View File](#)

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	State Level Basketball Championship	Department of Higher Education, Govt. of Haryana	2019 5	400000
Institution	State Level Saang Mahotsav	Kurukshetra University, Kurukshetra	2020 4	200000
Institution	Inter District Science Exhibition and Science Projects	HSCST & DGHE, Haryana	2019 60	23000
Institution	INNOVISION-2019	Kurukshetra University Technology Incubation Center (KUTIC)	2019 120	30000
			[View File](#)	

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	**5**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

1. Local Transport Facility for Girl Students, Vidyavahini 2. Financial Assistance to deserving Students 3. Letter of Appreciation to its Teaching and

Nonteaching Staff members in recognition of distinguished services. 4. Recruitment of Regular Teaching Nonteaching Staff Members. 5. Significant Contribution of Institution in management of COVID19 Pandemic.

[View File](#)

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

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

14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
Advisory Council of the college presided over by the President of the Governing Body, also attended by the key office bearers of the Governing Body	05-Dec-2020

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

16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	10-Mar-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	The college functioning, its day to day administrative system, academics and examinationevaluation requires compatibility with the available levels of IT upgradation at the level of Higher Education, Dept., Govt. Of Haryana and affiliating University i.e. Kurukshetra University, Kurukshetra, accredited with NAAC in A. Accordingly, the college has a fully computerized, functional and userfriendly mechanism. This is as per locally relevant,

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

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

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

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Nil	Nil	Nil	0	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	Nil	Nill
View File		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nill	0	Nill

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

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
0	Nill	0
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Tax Procedure and Practice	29
BCom	Principles and Practices of Insurance	16
BBA	Business Administration	25
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained

With a well established and structured mechanism of feedback, needful initiatives are incorporated in action plan of the current and forthcoming academic session. Feedback received from all the stakeholders has provided us key inputs on overall institutional performance. This feedback system also helped in procuring level of students' satisfaction on a wide variety of issues

relating to teaching-learning, extra-curricular activities, career guidance and personality development. •The analysis of Alumni Feedback reveals that more than 80 percent of college alumni are satisfied with overall development and functioning of the institution especially related to infrastructure, teaching-learning process and students' support system in addition to gender sensitivity and handling of students' grievances. This segment of stakeholders has been found to be ready to extend their helping hand in the development of the institution. •Feedback analysis of the parents confirms that 82 percent of them prefer R.K.S.D. College for their wards in view of the rich legacy and overall environment of the college as reflected in teaching-learning, discipline, sports and availability of required facilities. •In the feedback analysis of teaching faculty, it has been observed that majority of them are satisfied with the facilities provided by the institution. The faculty is also found to be satisfied with the leadership of the Principal and Management of the institution. •The feedback from the employer i.e. President, Governing Body, indicates that the whole Governing Body is fully satisfied with the work culture maintained by the teaching and non-teaching staff in advancing the vision, mission and objectives of the institution. •Feedback analysis of the students shows that more than 93 percent students are satisfied with the quality of teaching-learning in the institution. Among them, more than 90 percent are happy with the infrastructural facilities. The centre of learning resources i.e. college library is actively used by more than 75 percent of the respondents. To the query related to the facility available for overall development of the students, about 90 percent of them expressed their satisfaction. The functioning of the college has been reviewed periodically through the feedback provided by all the stakeholders. The feedback has been thoroughly analyzed by the IQAC, and shortcomings found in any field/function of the college have been duly addressed, thus improving the functioning of the institution. In feedback received from all the stakeholders, majority of them have registered their satisfaction over the overall performance and functioning of the institution. Key suggestions emerging from the feedback of different stakeholders include opening of library reading room for 24/7, circular transport facility for female students, starting vocational courses, consolidation of financial assistance to needy students and continuity of Alumni and Parents meeting.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
Nill	As the number of records are more than 10 for this metric, the concerned file is attached herewith	Nill	Nill	Nill
		View File		

2.2 – Catering to Student Diversity

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

Year	Number of students enrolled	Number of students enrolled	Number of fulltime teachers	Number of fulltime teachers	Number of teachers

	in the institution (UG)	in the institution (PG)	available in the institution teaching only UG courses	available in the institution teaching only PG courses	teaching both UG and PG courses
2019	4348	551	116	0	35

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
151	96	3	17	12	2

View File of ICT Tools and resources

View File of E-resources and techniques used

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

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

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
4899	151	1:32

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
66	49	17	6	36

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2020	Nill	Nill	Nill

View File

2.5 – Evaluation Process and Reforms

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

the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
Nill	As the number of records are more than 10 for this metric, the concerned file is attached herewith	Nill	Nill	Nill

View File

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

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

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

The institution abides by the University Calendar as per academic session. In the beginning of academic year, academic calendar is provided by the University with a semester wise time plan for the curricular activities, schedule of classes, holiday breaks and preparatory days for exams. Examination schedule is also fixed and announced at the outset by the University. In this given framework, the college administration constitutes different committees/cells for students-centric planning of each and every activity. IQAC plays a key role in orienting faculty and departments for inclusion of quality assurance measures in teaching-learning, evaluation and extra-curricular aspects. Both for UG and PG Courses, department level schedule of mandatory and additional initiatives is chalked out and implemented. This includes Orientation Program cum Principal Address, distribution of time-table, mid-term review of attendance, conduct of Internal Assessment, Mentoring Mechanism, Career Guidance Counselling Sessions, legal awareness by Legal Literacy Cell, Proctorial duties, NSS and NCC enrolment and schedule, Student Satisfaction Survey, Feedback from stakeholders, Review Meetings, Alumni Meet, Convocation

2.6 – Student Performance and Learning Outcomes

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

http://rksdcollege.ac.in/program-outcomes-2/

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nill	Nill	As the number of records are more than 10 for this metric, the concerned file is attached herewith	Nill	Nill	Nill
View File					

2.7 – Student Satisfaction Survey

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

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

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	0	Nil	0	0
Minor Projects	0	Nil	0	0
Interdisciplinary Projects	0	Nil	0	0
Industry sponsored Projects	0	Nil	0	0
Projects sponsored by the University	0	Nil	0	0
Students	60	Haryana State	0.23	0.23

Research Projects (Other than compulsory by the University)		Council of Science and Technology (HSCST) DGHE		
Students Research Projects (Other than compulsory by the University)	120	Kurukshetra University Technology Incubation Centre (KUTIC)	0.73	0.3
International Projects	0	Nil	0	0
Any Other (Specify)	0	Nil	0	0
Total	0	Nil	0.96	0.53

View File

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Nil	Nil	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
eDNA: A Wonder to see the past present and future	Abhishek and Saloni (Students of B.Sc I yr.)	HSCST DGHE	10/01/2020	Science Project in Inter-district Science Exhibition
eDNA: A Wonder to see the past present and future	Abhishek and Saloni (Students of B.Sc I yr.)	HSCST DGHE	07/02/2020	Science Project in State Level Science Exhibition

View File

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NA	NA	NA	NA	NA	Nill

View File

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded

NA	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Geography	1	6
International	Physics	3	7
International	Electronics	1	1
International	Mathematics	3	4
International	Political Science	1	6

View File

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

Department	Number of Publication
Hindi	1
Commerce	2
English	7

View File

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nill	Nill	Nill	2020	Nill	Nill	Nill

View File

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
A generalization of G-metric spaces and related fixed point theorems	Mr. Kapil Jain	Mathematical Inequalities and Applications	2019	1	1	Thapar Institute of Engineering and Technology, Patiala, India

View File

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	31	54	0	3
Presented	16	21	0	0

papers				
Resource persons	1	1	0	4

View File

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Blood Donation Camp	NSS in collaboration with JCI Club, Kaithal	3	100
Blood Donation Camp	NSS in collaboration with Bajrang Dal and Lions Club, Kaithal	3	125
Blood Donation Camp	NSS in collaboration with Sewa Sangh Kaithal	3	110
A.D. Shroff Memorial Elocution contest	Dept of Economics in collaboration with Forum of Free Enterprise, Mumbai	3	90

View File

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
District Level Essay writing competition, Declamation, Rangoli competition	1st in each	Women Cell in collaboration with District Election Office, Kaithal	3
Swachh Bharat Summer Internship (Program-2)	Youth team awards 1st	Nehru Yuva Kendra Sangathan, Govt. of India	7
Swachh Bharat Summer Internship (Program-2)	Youth team awards 2nd	Nehru Yuva Kendra Sangathan, Govt. of India	8
Swachh Bharat Summer Internship (Program-2)	Youth team awards 3rd	Nehru Yuva Kendra Sangathan, Govt. of India	7
District Level Red Cross Camp	Best Volunteer	District Red Cross Society, Kaithal	1
State Level Combined Annual Training Camp (Singing)	1st position	NCC Headquarter, Ambala Group	1

State Level Combined Annual Training Camp (Drill)	1st position	NCC Headquarter, Ambala Group	20
State Level Combined Annual Training Camp (Shooting)	3rd position	NCC Headquarter, Ambala Group	1
State Level Combined Annual Training Camp (Solo Dance)	1st position	NCC Headquarter, Ambala Group	1
State Level Combined Annual Training Camp (Group Dance)	3rd position	NCC Headquarter, Ambala Group	5
[View File](#)			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
As the schemes are more than 10 in number, the concerned file is attached herewith	Nill	Nill	Nill	Nill
[View File](#)				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
NA	NA	NA	0
[View File](#)			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Nill	Nill	As the number of records are more than 10 for this metric, the	Nill	Nill	Nill

		concerned file is attached herewith			

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NA	Nill	NA	0

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
173	67

4.1.2 – Details of augmentation in infrastructure facilities during the year

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

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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
In house ILMS Ram Krishan Automation Software	Fully	3.2	2019

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	45366	6180832	793	243918	46159	6424750
Reference Books	3370	763730	50	21304	3420	785034
Journals	17	23215	1	2500	18	25715
Digital Database	25000	5900	135809	0	160809	5900
CD & Video	67	5500	3	0	70	5500
Library Automation	1	0	0	0	1	0
Weeding (hard & soft)	0	0	6638	1895550	6638	1895550
Others(specify)	85	58585	0	13964	85	72549

View File

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nill	As the number of records are more than 10 for this metric, the concerned file is attached herewith	Nill	Nill

View File

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	184	9	103	11	2	17	16	58	2
Added	40	0	87	0	0	6	3	8	0

Total	224	9	190	11	2	23	19	66	2

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

8 MBPS/ GBPS

4.3.3 – Facility for e-content

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

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
Nill	6502339	76	2203288

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

The college has developed a master plan for creation and enhancement and maintenance of its infrastructure in order to promote a good teaching learning environment, which has been a combination of augmentation of existing facilities and construction of new structures. The procedures and policies to improve the overall quality and standards of institutional infrastructure are promoted in decentralized and holistic manner. The Principal, Governing Body, Head of the Departments, Advisory Committee, Staff Council and IQAC are involved in defining procedures and policies, framing guidelines pertaining to maintaining and utilizing physical, academic and support facilities. Functioning of Departments: Under the guidance of Principal and in coordination with IQAC, all the teaching departments work on their academic agenda, and decide their respective annual departmental activity calendar. As and when needed, department level requirements are brought to the notice of the Principal for approval. In this decentralized functioning, senior most faculty in dept. function as HOD who assist the Principal in day to day administration related to the departments. Faculty Committees and Day to day Administration: In order to plan and smooth implementation of all functioning, the Principal in consultation with IQAC and Staff Secretary constitutes different committees comprising teaching and non-teaching staff. Each committee has faculty member as Convener/Coordinator and Principal asthe Chairperson. Number of members is need based. For example, Construction committee, library committee, Career Guidance Cell, Women Cell, Students' Welfare Committee, Cultural Committee, Discipline Committee and IQAC have a special contribution in providing inputs for upgradation of physical and academic resources of the college. All decisions are made with a student-centric approach. Governing Body: Duly elected GB with a nominee of Vice Chancellor and 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 GB. Meetings are held as per University Calendar. Governing Body operates through the central administrative leadership of the Principal who further consults, involves and engages faculty and non-teaching staff as per the well laid precedence of participatory governance in the institution. GB functions as per the Mission and long term objectives of the institution, for which all decisions related to faculty recruitment, infrastructural expansion, academic excellence, welfare of

http://rksdcollege.ac.in/procedure-and-policies-physical-academic-and-support-facilities/

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Students Aid Fund and Sports Fund	203	558225
Financial Support from Other Sources			
a) National	Scholarships	1363	12427373
b)International	NA	0	0
View File			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Installation of Sanitary Napkin Vending Machine for girl students in Girls Common Room	04/08/2019	150	Women Cell, Lions Club, Kaithal
Organised a training camp on "Organic farming, Use and manufacturing of Natural fertilizer in local facilities" for college gardeners and local farmers.	03/11/2019	70	Eco Club with the collaboration of Haryana Organic Farming Movement
Industrial Tour for students to Aditya Steel Industries Limited, Kaithal to enhance their understanding about techniques of production source of inputs, management and logistics.	09/11/2019	50	Entrepreneurship Development Club
Mock Interview and Group Discussion Session for Students to imbibe the necessary practical	05/02/2020	20	Career Guidance Cell

skills for placement drive. As a result, six students got job in Infosys, Mysore campus.			
An extension lecture on "Women Rights and Legal Awareness" to celebrate 'Anti-Women Harassment Day' during International Women's Week.	04/03/2020	130	Legal Literacy Cell in collaboration with Women Cell
Covid Safety Measures like making of the face masks at home	10/04/2020	100	NSS
Sanitization of Neighboring Areas	10/04/2020	80	NSS

View File

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	Mentoring activities related to Career Counselling and guidance for students	580	450	42	33

View File

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	3

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
ICICI	60	16	Infosys	22	6

Prudential Insurance Co.(March, 2020)	Technologies Ltd. Wipro Technologies Ltd.

[View File](#)

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	450	B.A., B.Com, B.Sc (Medical Non-Medical, Electronics, Computer), B.B.A., B.C.A., M.A. (M.A. (English, Hindi, Pol.Sc., History , Economics), M.Com.	Arts, Commerce , Science , Computer Science	R.K.S.D. (PG) College , Kaithal , JMIT, Radaur, Chitkara University IIT Patna, Kirorimal College D.U. , Kurukshetra University Kurukshetra, Punjabi University Patiala, Punjab University Chandigarh, MCM DAV College, Chandigarh MM College Patiala	M.Com, MBA, M.Sc (Chemistry, Zoology, Botany, Geography, Physics, Computer Sc., Math), M.A. (English, Hindi, Pol.Sc., History, Economics, Sanskrit) , PGDCA, MCA, Ph.D, M.Phil

[View File](#)

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

Items	Number of students selected/ qualifying
NET	9
Civil Services	5
Any Other	6

[View File](#)

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

Activity	Level	Number of Participants
As the number of records are more than 10 for this metric, the concerned file is attached herewith	Nill	Nill

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	Nill	Nill	Nill	Nill	Nill	Nill

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

As per State Govt. Instructions the elections of Student Council were not held in 2019-20.However adequate representation was given to students by including them in important committees. like IQAC, Library Committee, Alumni Association, Women Cell, Grievance Committee, Cultural Committee etc. students are given adequate representation in a participatory manner. Students are given key organization position and assignment in planning and organizing relevant activities and functions of various subject societies

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

(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.

5.4.2 – No. of enrolled Alumni:

273

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

135000

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni visit the college from time to time and give suggestions for improvement of College. Alumni's meeting was held on Dec. 05, 2019. 110 alumni participated in the meeting and visited the college campus with great enthusiasm.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The success of the College is result of practicing decentralization and participative management. Right from the President of the Governing Body to the staff and students, work collectively towards attaining the vision of the institution. Their involvement and cooperation in devising and implementing decision making policies for academic and administrative affairs through various bodies and committees have contributed to the growth of the college. 1. Management level: The Management Committee regularly undertake the review of working of the college in its Governing Body (GB) meetings and Working Committee (WC) meetings and issues the necessary guidance and directives. Management Committee reviews the infrastructure facilities which fulfil the quality and the required needs of the higher education bodies to reach the set goals or benchmarks of the College. College GB takes care of financial management and the implementation of facilities for the institution with the vision to upgrade the standard of amenities to support the teaching learning and research aspects. It guides and articulates the available resources and provides freehand to the head of the Institution to carry out the activities in order to reach the expected maximum standard in turn to motivate the college staff to work according to the goal set. 2. Principal Level: Principal is the member secretary of the Governing body and chairperson of the IQAC and a well-established consultative forum, the Staff Council (SC) (which is constituted by 15 senior most members of the faculty representing different streams). The meetings of SC are held with a proper agenda and openness to important issues which are given adequate consideration and time. The Principal in consultation with IQAC and Staff Secretary constitutes various committees for planning and implementation of academic and administrative functions. All academic and operational matters are decided at different levels in the GB, AC, IQAC, SC and respective committees. The representative scope of AC is further strengthened with special invitees as necessitated by the agenda at hand. All academic and operational policies are based on the unanimous decision of the GB, IQAC and the teachers of the college. 3. Faculty level: Faculty members are given representation in various committees/cells nominated by the principal after consulting AC and IQAC. Every year, the composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of faculty members. Regular departmental meetings and SC conducted by the principal from time to time ensures that special attention is given on the regular lectures conducted by the staff, timely completion of the syllabus, guidance for better performance in the examination and providing best possible teaching learning environment. Principal and faculty members are involved in research and have published quality research papers. Students Level: For the development of students, various cells/clubs are established at college level. Students are empowered to play important role in different functioning of college and various clubs and committees for further reinforces decentralization. The participation of students in Sports, NSS, NCC, extracurricular activities is encouraged in order to attain overall development.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details

Curriculum Development	As per the rules and regulations of the university, faculty as member, Board of Studies, contribute in their respective subjects and areas of expertise. Accordingly, curriculum designing and development is done by the affiliating University.
Teaching and Learning	The Covid-19 pandemic has significantly disrupted the higher education sector, but the college developed a multi-pronged strategy to manage the studies during the crisis. The transformation from the centuries-old, chalk-talk teaching model to one driven by technology was smoothly done at the college level. Open-source digital learning solutions and Learning Management Software were adopted by teachers to conduct teaching online. Inclusive learning solutions, especially for the most vulnerable and marginalized, were developed. The faculty members initiated innovative, mobile-based learning models for effective delivery of education. In this time of crisis, a well-rounded and effective educational practice which is needed for the capacity-building of young minds was adopted by the college. For effective online teaching GSuite platform was adopted by the college. The management of the college has been careful in ensuring that qualified and committed faculty are recruited. Information and Communication Technology (ICT)) tools are used in teaching-learning. Appropriate technology is regularly upgraded for promoting innovative teaching methodologies. To promote creativity, originality and analytical thinking, faculty across different streams adopt experimental methods for improving the academic performance of students. The students are also encouraged to participate in seminars/conferences, research-oriented exhibitions, project works, industrial visits and internships. The university provision of assignments and internal assessment is harnessed to the optimum level for giving in-depth knowledge of the subject and introducing relevant/emerging areas beyond the curriculum.
Examination and Evaluation	The college follows the norms of the affiliating University for Examinations

	and evaluation of students. These include theory, practical, viva-voce and project work etc. In addition to the regular university examinations, the college conducts various class tests, group discussions, assignments, viva-voce, class seminars, quiz contests and presentations. Internal evaluation is done in a transparent manner and students are given fair opportunity by addressing their concerns. To monitor the strengths and weakness of students in their syllabi-based activities, the faculty remain constantly in touch and provide proper guidance and feedback on one-to-one basis in addition to the routine classroom sessions.
Research and Development	Faculty is provided all needful support and motivation for research in their respective areas. Publication in quality research Journals enlisted in UGC manuals and guidelines is encouraged. Faculty members apply for and avail opportunities for research grants, projects and fellowships, minor and major research proposals and travel grants as per UGC schemes. The College has constituted a research sub-committee within IQAC. To strengthen the resources and environment for research, popularization and availability of e-resources for use is being ensured. At college level, proposal of seed money up to Rs. one lakh for research projects by faculty and students has been adopted for implementation.
Library, ICT and Physical Infrastructure / Instrumentation	As a post-NAAC initiative, the college has encouraged the use of ICT based techniques of study by Ug and PG departments. A well-equipped English language lab and PG Seminar Hall were developed for this purpose. The Departmental libraries have been strengthened in the PG Departments. The physical infrastructure has also received sincere attention from the college management. Renovation and upgradation of the administrative office, classrooms and laboratories has been initiated. The construction of new building for the Evening session of the college was completed with state-of-the-art facilities. Purchase of Computers, subscription of journals for the central library, purchase of new

	computers, printers, reprographic machines, Equipment for the Science Laboratories, Smart Boards, etc have been proposed in the DPR of RUSA 2.0 scheme and is under process in the current academic year. To comply with the SOPs issued by GOI to combat Covid-19 sanitizing machines and automatic sanitizer dispensing machines have been installed at various strategic points in the college.
Human Resource Management	- The college has recruited 23 regular staff in non-teaching against vacant Govt. aided posts of Deputy Superintendent, Clerks, Lab assistants, Lab attendants, Peons, Sweepers, Mali, Chowkidars, etc. in March 2020. - The recruitment procedures, service rules and promotion policies are transparent and employees avail CL, ML and EPF. The management ensures recruitment of qualified and competent faculty, and retains experienced, outstanding performers among guest faculty. - Salary of teaching and non-teaching staff on SFS is given due increments and hikes and is credited directly in the bank account. - Liberal loans/advances against salary are provided to non-teaching staff to help them during financial exigencies in case of illness, house construction/repair, marriage, etc. - For enhancing professional competence, teaching and soft skills training is arranged for teaching as well as non-teaching staff. - The temporary/ad hoc staff with good performance were encouraged to get selected to regular posts - Faculty is supported to attend FDP, Seminars/Conferences/Workshops/ Shot Term courses/Refresher courses for academic and research orientation as well as for acquiring latest technical skills, teaching skills and soft skills. - 15 teachers were appointed this session, 6 against the vacant Govt. aided posts and 9 fulltime from the Governing Body - Faculty, non-teaching staff and students are felicitated for their academic achievements
Industry Interaction / Collaboration	- The respective departments, especially Commerce and Science identify and invite industry experts to deliver content beyond syllabus and make students aware of the current

	industry trends. - Students of Commerce and Science are encouraged to participate in internship programs and industry visits to develop relevant skills. - Alumni placed in the reputed industries are invited for dialogue about industrial trend and need with the students. - Entrepreneurship orientation activities are organized for the students by the Entrepreneur Club. - Collaboration with agriculture based local industry and finance sector limited to university stipulated projects is on the rise.
Admission of Students	State government through Director General Higher Education, Panchkula, has mandated a centralized admission process in all UG and PG courses of state universities, govt. and govt. aided private colleges. This fully online admission system implemented in 2019-20 entails a method of counselling which is completely online. Admission of students commenced in July 2019 for 2019-20 after declaration of results of 102 examinations by different boards and the first merit list was prepared on 10.07.2019 according to the merit index online. Subsequently, the college updates the data regarding number of students admitted in the college and number of vacant seats in each stream/class. The state govt. issues 2nd and 3rd merit lists and the subsequent admissions are also done through the online mode. Online admission system from submission of registration/application form to the counselling process has ensured a transparent process and students have been admitted on the basis of merit. However, despite the online system, the college admission committee and dept. of computer science extends special assistance to students. Due to a large number of aspirants for admission from rural areas and girl students, this assistance and in person counselling for registration process, choice of subjects, admission fees related problems are sensitively addressed and resolved.

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

E-governace area	Details
Finance and Accounts	- Dispersal of the various Scholarships of State/Centre is

	completely online - Salary of faculty members and non-teaching staff is transferred directly to their bank accounts. - The account of various grants received from the RUSA/NSS/NCC/UGC is maintained through PFMS portal according to government guidelines.
Student Admission and Support	- Applications are received for admission to different courses through the online admission portal. - Merit list is prepared online by the Nodal agency and uploaded on the Director General Higher Education with a link in the college website. - Online counselling is scheduled based on the merit list of candidates - Details of all the members of Admission Committee, Anti Ragging Committee, Student welfare committee, Scholarship Committee and Bus Pass Committee are uploaded to the college website. - College provides active support and counselling to students during the online admission process.
Examination	The College has a separate Examination Committee of faculty and non-teaching staff with necessary logistics for examination purpose. The Examination section in non-teaching office maintains the student data digitally. The examination forms of the students are filled online through the University portal. The college provides computers and internet facility to the students to facilitate online filling of their examination forms. The process of internal assessment is also digitized. Each teacher fills the internal assessment of the students allotted to them through the online portal.
Planning and Development	- Important information, notices and circulars are regularly uploaded in the college website and communicated to different departments through e-mail from the office of the Principal. - Notices and circulars are also circulated through WhatsApp groups and Facebook posts. - The accounts and the students' data are well maintained digitally. - Complete automation of office in the DPR of RUSA 2.0 scheme is proposed. - Biometric attendance for teaching and non-teaching staff is functional. - The college campus is equipped with CCTV Cameras at around

	sixty locations with monitors in Library and Principal's office for round the clock surveillance.
Administration	? An in-house college ERP software is under development and will be completed by January 2021 which will help in maintaining the student and staff data to assist e-governance. ? The college will be soon connected with the E-office software developed by Directorate of Higher Education, Govt. of Haryana for day-to-day working and all the official communications.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	NA	NA	NA	Nill
View File				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	Training camp on Organic farming, Use and manufacturing of Natural fertilizer in local facilities	Training camp on Organic farming, Use and manufacturing of Natural fertilizer in local facilities	03/11/2019	03/11/2019	15	15
2020	Computer training for Teaching staff for Online Teaching	Computer training for Teaching staff for Online Teaching	10/06/2020	25/12/2020	150	12
View File						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
As the number of records are more than 10 for this metric, the concerned file is attached herewith	Nill	Nill	Nill	Nill

View File

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
6	9	23	0

6.3.5 – Welfare schemes for

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

scholarships instituted by Alumni and philanthropists. (h). Special aid from SAF towards admission fee, book bank and winter dress for needy students.

6.4 – Financial Management and Resource Mobilization

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

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

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nill	Nill	As the number of records are more than 10 for this metric, the concerned file is attached herewith

View File

6.4.3 – Total corpus fund generated

6247821.00

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Kurukshetra University, Kurukshetra	Yes	IQAC
Administrative	No	NA	Yes	Chartered Accountant

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

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

them along with the students. Consent of parents is mandatory for industrial trips, projects, competitions and Cultural activities etc.

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

- Special interactive sessions for sensitizing the supportive staff on issues of caste and gender in the month of August, 2019 - IQAC in coordination with the Departments of Commerce and Economics arranged special interactive sessions in the month of Feb 2020 with the Banking and Insurance professionals to appraise them about various schemes (by Govt. or Private sector) regarding health, life and other insurance policies as well as loan facilities

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

a. With aging college facilities, changes in building safety codes, need for more classrooms, and advances in technology, the management of the college undertook a challenging task of major refurbishment of the college infrastructure and its premise. b. The first phase of the mega project of upgradation of the central library of the college got completed this year. The library has been redesigned with open access book shelves. In this session the Central AC of 28 Ton was installed by the HPHC under RUSA 2.0. The procurement of new books, magazines and journals was initiated. Keeping in view the current situation of Covid-19 the procurement of more e-resources was preferred. Before the Pandemic it was observed that due to better facilities the footfall in the library increased manifold. Therefore a 2-storey new wing (extension of reading rooms) has been proposed, which will be completed in the new session. c. The construction work of the new extension building was completed this year. The process of procurement of new furniture, computers, ICT tools, etc was delayed a bit due to Covid-19, but the process will be surely completed in the new session and the wing will be ready to use by the students once full-fledged offline classes will start. d. In an endeavour to use alternate and renewable energy, the library building has been provided with 43 KW Solar power plant (in addition to 120 KW Solar power plant already existing in the premises) installed by HAREDA under the RUSA 2.0 scheme. This has actually decreased the hydroelectric energy requirements of the college and by generating solar power during holidays and vacations the College is contributing (some energy) to the National pool while reducing carbon footprints of the college. e. To make the college eco-friendly, throughout the college water conservation was ensured by developing an in-house rain water harvesting system in the last session. A network of pipe collects the rain water, passes it through a filtering system and recharges the groundwater through water recharging pits made at strategic positions. f. The seminar hall of the PG block was renovated and the seating capacity was increased to 120. The Seminar was upgraded with the provision of new and ergonomic furniture, central air conditioning and the state of the AV equipment. g. The renovation of the Administrative office was taken up to provide best facilities to the students as well as employees and to maximize the interaction of principal, office staff, students and faculty. h. A state of the art Innovative Language resource center was created in Commerce block. 1 more such center is proposed in the Extension Building. i. The Faculty members are encouraged to engage themselves in quality research work. IQAC and Advisory council deliberated and forwarded the recommendations of provision of seed money for research initiatives of faculty as well as students to the GB.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	Nill	Nill	Nill	Nill	Nill

View File

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Anti ragging campaign	22/07/2019	22/07/2019	25	65
Girls Cadets in NCC	01/07/2019	30/06/2020	76	126
Camp by NCC	05/09/2019	18/09/2019	12	68
Celebration of "Mat Dandiya Utsav" by Women cell	04/09/2019	04/09/2019	80	20
Run for Youth Marathon by NSS and Women Cell	12/01/2020	12/01/2020	60	140
Celebration of National Voter's day by Women cell	15/01/2020	15/01/2020	40	20
Educational trips by various departments	01/07/2019	30/06/2020	200	300
Cultural activities	01/07/2019	30/06/2020	100	200
Sports Camps	01/07/2019	30/06/2020	100	200

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

Percentage of power requirement of the University met by the renewable energy sources
College has initiated the installation of Solar Power Plants in the campus to reduce the impact of carbon footprint. Solar Power plants of 120 KW has already been commissioned and another of 43 KW was installed during 2019-20 under RUSA 2.0 and has been commissioned on 10-02-2020 thus enhancing the total generation capacity to 163 KW. At present about 26 of the electricity consumption/requirement is being met by solar generation and in future it is expected that about 60 of the requirement will be met through solar energy-based electricity generation. To enhance rain water harvesting, one more pit for rain water recharge into the aquifer has been added during the year. Besides that, a number of initiatives such as tree plantation, maintenance of lawns grounds has been taken keeping in view of Environmental Consciousness and

Sustainability in the institution. (Refer Point 7.1.7).

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	4
Provision for lift	No	0
Ramp/Rails	Yes	8
Braille Software/facilities	No	0
Rest Rooms	No	0
Scribes for examination	Yes	3
Special skill development for differently abled students	No	0
Any other similar facility	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2020	Nill	Nill	Nill	Nill	Nill	Nill	Nill

View File

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

Title	Date of publication	Follow up(max 100 words)
College brochure	01/07/2019	College is publishing its Information Brochure at the beginning of every academic year which is a sort of handbook for students as well teachers and guides them in various aspects for the whole session. It contains guidelines for students regarding rules for Internal Assessment, Library rules, general code of conduct for the students, do's and dont's. Code of conduct for students has also been displayed on the college website. Besides it banners and posters are displayed at a number

of places regarding No Smoking, Anti-Ragging and Sexual Harassment which helps in preservation of Human Values and Professional Ethics in the institution. In addition to above college is guided by University Calendar and DGHE, Haryana regarding rules and regulations/guidelines for students, teachers and management.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
As the number of records are more than 10 for this metric, the concerned file is attached herewith	Nil	Nil	Nil

[View File](#)

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

1.Various committees like Campus Beautification and Floriculture Committee, Waste Disposal Committee, Eco-club and NSS NCC units help to protect, conserve and monitor the environment of the college. 2.Participation of faculty in environment related seminar/conference and research is motivated. 3.Placing of name plates on various plants in the campus. 4.College initiated the plan for installation of Solar Power Plant in the college campus. One plant of 43.5 KW has already been commissioned and another of 49.9 KW has been commissioned during the year thus enhancing eco-friendly electricity generation capacity. 5.College addressed the issue of risk management regarding Environment protection. 6.Water harvesting system is already in place and is being extended by including more areas and buildings in the campus for storage and recharging of ground water. 7. Tree plantation, plastic free environment and Clean India Green India drive initiated in the college to make the campus eco-friendly.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice-1 • Title of the practice Circular Bus Service for Female students - Vidya Vahini • The context that required the initiation of the practice Being a co-educational institute with majority of students coming from surrounding villages, transport for daily commuting has been one of the persistent worries of the parents. The College Principal took up the issue of safe transportation as a major concern of the parents for rural as well as urban female students. The idea was further strengthened by the overall social awareness created by Beti Bachao-Beti Padhao campaign and institutional participation in the drive through various Cells/Committees and activities. Kaithal city is having four colleges. At present 4900 girl students are studying and the number is increasing. Around 50 percent of these students are availing bus pass facility to commute daily. As roadways buses unboard at the bus stand, three to five kilometers away from the institutions, it was

hazardous for girls to reach their respective colleges and back. To address the problem, college prepared a project to start circular bus service and it was planned that District Administration, Kaithal, should also be approached for needful support. Principal with members of the special committee presented the proposal to D.C. Kaithal who is also Chairperson of District Red Cross Society. However, the initiative on the Bus Service came from the inclusive vision and sincere concern of the Principal, Dr. S.K. Goyal, who discussed this issue with the parents in Annual Meeting of Parents' Association and decided to explore alternative possibilities to ensure safety and security of the needy section. • Objectives of the practice • To provide safe and subsidized transportation service to female students. • To promote Higher Education among girls under the aegis of Beti Bacho –Beti Padhao Campaign. • To curb Eve teasing, Groping and Stalking on roads and in public transport. • To inculcate confidence among the female students • To relieve the parents of the insecurity, responsibility and financial liabilities • To initiate an 'Anti-Pollution Drive' thereby minimizing traffic congestion and number of road accidents. • To make the college campus eco-friendly. • The practice The proposal prepared by college with inputs and guidance of district administration was given the shape of a town-wide action plan of resources and time bound implementation. The practice evolved as a Public-Private Partnership, Indraprastha Gas Ltd. as the main sponsor of recurring expenditure on buses provided by the district administration. The project was named 'Vidya Vahini' as suggested by Deputy Commissioner. The external designing, slogans, colour etc. were done by the College. The funding from IGL was procured under Corporate Social Responsibility (CSR). In implementation of the project, a subsidised monthly bus-pass service covering all the colleges of Kaithal was started on 6 September 2019. On the day of inauguration, main function was organized at College where a large no. of girl students cheered the President, State Red Cross Society, Deputy Commissioner, Kaithal, College Principal, IGL representatives and members of the committee. These dignitaries escorted the first batch of commuting girls, and interacted with them. In routine practice, more than 1200 female students travel safely in Vidya Vahini to their respective institutions daily. In this facility, 3 fifty-seater buses, 2 clockwise, 1 anti-clockwise run with frequency at interval of 30 minutes during the working hours of all the institutions. The contract made for 3 buses on monthly basis amounts to a gross expenditure of Rs. 4.30 lacs, having Rs. 1.5 per bus. IGL provides the necessary funds. • Obstacles faced, if any, and strategies adopted to overcome Initially, the parents and students were sceptic about the regularity of the service proposed. It was also observed that girls were apprehensive of restrictions on their independent mobility in case the frequency of the bus service was limited and with long gaps. Given the fact that the facility was a new one and initiated for the first time by a higher educational institution, help of the local administration was quite crucial for a long-term and sustainable action plan. As the financial resources required were quite high and the beneficiaries among the target groups belonged to all the colleges in the City, the district administration was visualized as a key source of support. • Impact of the Practice • The practice has proved very beneficial for the girl students who otherwise have to face problems like eve-teasing, groping or stalking. • The project got recognition at national level as one of twenty five innovative initiatives out of entries from 640 Districts across the country where Beti Bachao Beti Padhao is being implemented. The project got published in Chronicles of Change Champions published by Ministry of Women and Child Development, Government of India, March 2020. • The project had the potential to be scaled up to the state level under the fold of the recently launched 'Chhatra Parivahan Suraksha Yojana'. • Institutional distinction towards social responsibility recognized in district level policy making. • This has also helped in reducing traffic congestion and number of road accidents while reducing the financial burden of parents. • An envisioned

impact is reduction in the carbon emission in the town which, otherwise, has significantly increased. • Resources Required No. of Hired buses : 3 buses /day Seating Capacity : 50 Students Best Practice II • Title of the Practice Need based Financial support to students and employees • The context that required the initiation of practice The academic excellence of an educational institution depends upon several factors. Financial assistance to needy and deserving students is one of them as it encourages students for studies and perform better in their academic pursuits. Despite many ongoing schemes of the Central and State Govt., a large number of needy students having potential and determination to pursue further studies are left out of the required financial help. A section of College employees with economic restraints also require special consideration for supportive measures including refundable and non-refundable financial aid. • Objectives of the Practice • To provide financial assistance to needy and deserving students to continue their studies up to higher levels. • To tap drop outs due to economic and social disadvantages • To promote competitive performance among students in academics, sports and extracurricular activities. • To ensure congenial and supportive work environment to employees. • The practice Comparative fee structure of the College is liberally maintained at the bottom line among the Govt. Aided Private Colleges in Haryana. As and when the state govt. and affiliating University enhance fee structure, keeping in view the financial hurdles faced by students, the College administration ensures only a nominal increase. The institutional system of financial support to the needy and reasonably good performers in academics, sports, cultural activities is quite robust ranging from 50 to 100 tuition fee waivers, along with special awards and recognition. In routine admission process, it is ensured that in case of SC/ST category students, govt. norms regarding without cash payment are strictly followed. In practice, the College accommodates a large number of students, approximately 30 percent of total enrollments under flexible system of fee payment, half and full fee concession, installments, scholarships/bursaries sponsored by in-service and retired faculty. To identify genuine and deserving students, different committees are formed at UG and PG level to scrutinize academic credentials/performance and extent of economic hazards of the applicants. In the academic year 2019-20 an amount of Rs. 303720 was utilized for waiving of fees of 161 students from Students Aid Fund (SAF). In addition to this, 42 sports persons were given aid amounting to Rs. 254505. Various government sponsored schemes namely National Merit Scholarship, Post Matric Scholarships for SC, Post Metric Scholarships for BC, BPL Students, POSE Scholarships are transparently and efficiently delivered to 1425 beneficiaries amounting to Rs. 12188360. Further annual scholarships worth Rs.239013 to 252 students is given by current and retired faculty. In addition to the above, the institution has a strong tradition and practice of supporting the employees as and when genuine requirement is presented to the Chair. Need-based advance against salary, interest free Loan for marriage/education of children, advance for wheat, fee waiver for wards and special drives for financial and institutional community support in conditions of health or other emergency are the hallmarks of overall support to the employees. This amounts to monthly circulation of Rs. 3-5 Lakh in the annual budget. • Obstacles faced if any and strategies adopted to overcome At appropriate levels efforts are made to allocate and procure funds for uninterrupted implementation. • Impact of the Practice The practice of financial assistance to needy students with adjoining clause of 'good performance' has helped in giving a feeling of earning the benefit. Retention of students from disadvantaged sections and backgrounds is ensured and drop outs minimized. Despite differential pay scales, nature of job and qualifications, the employees of the College work under the same system of assurance and practical support in hour of need. • Resources Required: Resources required are provided by all concerned without delay or dilemma.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://rksdcollege.ac.in/best-practice/

7.3 – Institutional Distinctiveness

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

One of the main objectives of the institution has been to impart quality education with a strong emphasis on community service. Given a consistently unfailing legacy of owning community challenges posed by natural disasters or anthropogenic problems with long term ramifications, the College developed a cohesive approach to ground level community service during the unexpected circumstances caused by the COVID-19. The institution along with sister R.K.S.D. institutions came up as a cohesive family uniting the governing body, faculty, non-teaching staff, students, retired faculty and local NGOs including community leaders to take a number of initiatives with multipronged objectives to contribute to the highly fluid and uncertain conditions: •Developing an active coordination with the state level Nodal officer and the district administration, the institution kept ready its infrastructure, logistics and all human resources for the challenging tasks at hand. •Initially, community awareness was perceived as the topmost challenge. To make the students aware about the potential scale of adverse impact, students were urgently involved in special awareness cum training sessions so as to make the general public further aware for strictly following precautions and shifts in life style. •To keep students regularly engaged and spirited, several online Quiz Contests were organized at national and international level. The participation of faculty and students led to an exemplary volunteerism in prevention of the widespread expansion of pandemic. •The college contributed a sum of Rs. 1011000 towards PM Corona Relief Fund/State Corona Relief Fund donated by teaching staff and management. Further a corpus was created with liberal contributions from faculty and non-teaching staff retired from the college and members of management. It included a contribution of Rs.1,11,111 from Retd. Prof. S.N.Mangla. The funds of this corpus are being used for sanitization, masks and thermal scanners for the college. •To meet out the shortage of masks in community, students prepared masks and distributed among the general public. A total of 1000 N-95 masks were also distributed to front line Corona warriors. •Staff members aggressively coordinated and campaigned telephonically to contact students and general public about village level situation of essential commodities in day-to-day coordination with higher education department of Haryana Government through online mode. As per the state govt. call, students and faculty worked tirelessly to ensure the availability of ration and other essential household items to people. A large number of migrant labourers in distress were extended needful support on priority basis. On their specific anxiety of returning home states anyway, they were helped to plan better and reach safely. •Different committees and cells, especially NCC, NSS, and Women Cell played a key role in taking up the challenge in a mission mode. Besides the organization of several COVID Awareness Quiz, drives such as Sanitization, Use of Aarogya Setu App, Training of Youth Leaders, Registration at Diksha Portal, Registration at Covid Veer Portal, Rakt Sanchar Helpline, Har Ghar Yoga, Mask making Distribution, were given prime focus. The Nodal Officer of the govt. hailed the Institutional drive and its character to serve community.

Provide the weblink of the institution
http://rksdcollege.ac.in/institutional-distinctictiveness/

8.Future Plans of Actions for Next Academic Year

• Initiatives for starting skill based certificate/Degree courses • Quality initiatives for research by creating awareness about Intellectual Property Rights • Need based training of Faculty for Online teaching during COVID-19 outbreak • Starting of Shooting Range facilities in Indoor Stadium • Constructing an outdoor Boxing arena in the Stadium • Renovation and modernization of Administrative Office • Development of Technically Equipped Language Resource Centre • Infrastructural Upgradation of the class rooms at Tagore Bhawan and Arts Block • Upgradation of Staff Room-- Provision of modern Wash Rooms etc. • Tree Plantation and Beautification of Campus • Maintenance and whitewashing of the college campus • Furnishing of newly constructed Extension Building • Execution of the plan of new Cafeteria for students under RUSA 2.0 Scheme • To develop a High-Tech Audio-Visual Facility cum Studio. • To plan ERP, Management Information System in accordance with the technological imperatives mandated by the affiliating University and Haryana Govt. • Managing documentation of students' progression at appropriate levels. • Internal and External audit at Academic and Administrative levels. • To explore the provisions and prepare the institution for adapting the New Education Policy 2020 • Timely submission of AISHE auditing and to explore additional Quality Audit • Upgradation of Digital Infrastructure: Paraphernalia for online education • Installation of Air Conditioners in Departmental Offices • Institutional support to students for grooming as artists and their active participation at the State/National level in Cultural activities • Scrutiny and Approval of API of faculty members • To promote Students Exchange(cultural) • Efforts for Risk Management Policy and SWOT Analysis • To strengthen 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 as granted by UGC/ICSSR etc. • Recruitment of teaching and non-teaching staff as per vacant posts • To organize Annual Prize Distribution, Sports Meet, Convocation • To continue with institutional social responsibility during Covid-19 pandemic • To get the Energy audit done from the competent authority.