

# POLICY DOCUMENT

ON

## **‘Institutional Perspective Plans and its Implementation, Monitoring and Deployment’.**



**RKSD COLLEGE, KAITHAL**

NAAC 'A' Grade accredited

Affiliated to Kurukshetra University, Kurukshetra

Ambala Road, Kaithal -136027 (Haryana)



# **RKSD COLLEGE, KAITHAL**

( “A” Grade, NAAC Accredited)

Affiliated to Kurukshetra University Kurukshetra

## **Institutional Strategic Goals**

1. Institutional Data
2. Efficient Teaching-Learning process
3. Effective Leadership and Participative management
4. Constant Internal Quality Assurance System
5. Ensuring effective governance
6. Overall Development of Students through Participation
7. Advancement & Welfare of Employees
8. Maintaining Proper Discipline
9. Proper Grievance-Redressal System
10. Financial Planning & Management
11. Institute-Industry interaction
12. Constant Growth in Research and Development
13. Boosting Internal Revenue Generation
14. Alumni Interaction and Outreach activities
15. Need-based augmentation in Physical Infrastructure
16. Institutional Preparedness for NEP-2020



# RKSD COLLEGE, KAITHAL

( "A" Grade, NAAC Accredited)

Affiliated to Kurukshetra University Kurukshetra

## Institutional Data

Sr. No.	College Details -	
1	Name of the College	<b>RKSD College, Kaithal</b>
2	Cycle of Accreditation	<b>Cycle 3</b>
3	Date of establishment of the Institution	<b>01.01.1954</b>
4	Name of the Head of the Institution	<b>Dr. Sanjay K Goyal</b>
	Designation	<b>Principal</b>
5	Does the college function from Own Campus	<b>Yes</b>
6	Address of the College	<b>Ambala Road</b>
	State/UT	<b>Haryana</b>
	City	<b>Kaithal</b>
	Pin	<b>136027</b>
	Phone No	<b>01746-222368</b>
	Mobile No	<b>9416365483</b>
	Registered Email	<a href="mailto:rksdcollegektl@yahoo.com">rksdcollegektl@yahoo.com</a>
	Alternate Email	<a href="mailto:principal@rksdcollege.ac.in">principal@rksdcollege.ac.in</a>
	Mobile No	<b>8295305483</b>
7	Website	<a href="http://www.rksdcollege.ac.in">www.rksdcollege.ac.in</a>
8	Type of Education	<b>Coeducation</b>
9	Nature of the college	<b>AIDED</b>
10	Type of Affiliation	<b>Permanent</b>
11	Is the institution recognized as an Autonomous College by the UGC?	<b>2(f) and 12B</b>
12	AISHE ID:	<b>C-10663</b>



# RKSD COLLEGE, KAITHAL

(“A” Grade, NAAC Accredited)

Affiliated to Kurukshetra University Kurukshetra

<b>Efficient Teaching Learning process</b>	<ul style="list-style-type: none"> <li>• Academic planning and preparation of Academic Calendar</li> <li>• Preparation of teaching and lesson plans</li> <li>• Training based on current demand analysis</li> <li>• Constant assessment to measure outcomes</li> <li>• Use of more practical methods of teaching</li> <li>• Shifting to Blended mode of teaching during the pandemic.</li> <li>• Use of e- learning resources</li> <li>• Promote research culture.</li> <li>• Follow transparent feedbacksystem</li> <li>• Performance enhancement through workshops and seminars.</li> <li>• To sustain best practices in teaching learning for staff and students</li> <li>• To provide outcome-based teaching learning academic space</li> </ul>
<b>Effective Leadership and Participative management</b>	<ul style="list-style-type: none"> <li>• Decentralization of the academic, administrative and student related authorities &amp;responsibilities</li> <li>• Creation of various committees</li> <li>• Regular meetings of Heads of the Departments with Principal and faculty.</li> <li>• Need based meetings of Advisory Council</li> <li>• Regular Meetings of Advisory Council</li> <li>• Regular Meetings of IQAC norms</li> <li>• Meetings of Staff Council with Principal as Chairperson</li> </ul>
<b>Constant Internal Quality Assurance System</b>	<ul style="list-style-type: none"> <li>• IQAC working actively since 2005.</li> <li>• All the departments carry out quality assuranceactivities</li> <li>• Feedbacks from students, parents, alumni and employer and needful action taken accordingly</li> <li>• External Audit</li> <li>• Participative decision making for quality assurance</li> <li>• Need based Training of all employees</li> <li>• Periodic check &amp; guidance for quality improvement</li> <li>• Annual report preparation &amp; submission</li> </ul>



# RKSD COLLEGE, KAITHAL

(“A” Grade, NAAC Accredited)

Affiliated to Kurukshetra University Kurukshetra

<p><b>Ensuring effective governance</b></p>	<ul style="list-style-type: none"> <li>• To monitor the up gradation &amp; maintenance of the Infrastructure of the Institute.</li> <li>• To review the budget allocated for different purposes and their expenditure etc.</li> <li>• Promotion of various faculty career advancement programs, recommendation for higher posts, study leaves etc.</li> <li>• Review of Performance based appraisal of faculty</li> <li>• To review the awards and scholarships for students based on the performance in co-curricular and Extra-curricular activities etc.</li> <li>• Evaluation of Institutional performance and benchmarking</li> <li>• Institutional Strategic Planning and goal setting</li> <li>• Monitoring and Implementing the Quality Assurance and Management Measures</li> <li>• Effective E-Governance</li> <li>• Leadership development through decentralization</li> <li>• Internal audit system</li> <li>• Code of conduct and policy formulation, approval and implementation</li> <li>• Budget provision for student development</li> <li>• Establishing fair and effective performance appraisal system</li> </ul>
<p><b>Student’s Overall Development through Participation</b></p>	<ul style="list-style-type: none"> <li>• Training &amp; Placement Activities for students</li> <li>• Representation of students in various committees and cells</li> <li>• Organizing and participating in various intra- and inter-college competitions</li> <li>• Participation in extracurricular activities</li> <li>• Participating in social and welfare activities</li> <li>• Rewards &amp; recognitions for achievers</li> </ul>
<p><b>Employees Advancement &amp; Welfare</b></p>	<ul style="list-style-type: none"> <li>• Recruitment Policy implementation as per norms</li> <li>• Performance evaluation of employees</li> <li>• Regular Training for quality improvement</li> <li>• Healthy and supportive working environment and infrastructure.</li> <li>• Proper adherence to Code of conduct, service rules and leave rules</li> <li>• Staff welfare policy implementation</li> <li>• Career advancement schemes</li> <li>• Rewards, recognitions, and incentives</li> <li>• Duty Leave for seminars, conferences, and workshops etc.</li> <li>• Motivation for qualification enhancement.</li> <li>• Support for research, consultancy, innovations</li> </ul>



# RKSD COLLEGE, KAITHAL

( "A" Grade, NAAC Accredited)

Affiliated to Kurukshetra University Kurukshetra

<b>Maintaining Proper Discipline</b>	<ul style="list-style-type: none"> <li>• Surveillance through CCTV Cameras at strategic locations and other measures to maintain the discipline.</li> <li>• Entry of students with I-cards.</li> <li>• Wing-wise and floor wise proctorial duties</li> <li>• Activities to engage students during free time.</li> <li>• Ample space and recreation facilities in common rooms</li> <li>• Well maintained and huge reading room facility in library</li> <li>• Spacious Canteen</li> </ul>
<b>Proper Grievance redressal system</b>	<ul style="list-style-type: none"> <li>• The grievance committee for women, staff and students.</li> <li>• To make women, students and staff members aware about their rights.</li> <li>• Eliminate all kinds of discrimination in a proper manner.</li> </ul>
<b>Financial Planning &amp; Management</b>	<ul style="list-style-type: none"> <li>• Deciding budget outlays according to multiple areas.</li> <li>• Department wise Budgeting</li> <li>• Estimating Revenue and Expenditure</li> <li>• Purchas through purchase committee</li> <li>• Contingency Fund allocation every year</li> <li>• Budget formulation &amp; approval through financial Committee</li> <li>• Periodic audit (Internal and external)</li> </ul>
<b>Institute-Industry interaction</b>	<ul style="list-style-type: none"> <li>• Short-Term Training Programmes.</li> <li>• Collaborative Educational Programmes.</li> <li>• Student internships and industrial visits.</li> <li>• Support for internships, visits, trainings, guest lectures</li> <li>• Providing career guidance</li> </ul>
<b>Constant Growth in Research and Development</b>	<ul style="list-style-type: none"> <li>• Establish and develop Laboratories with more research facility</li> <li>• Fund generation through Project proposals</li> <li>• Apply for Government/Non-Government industry, sponsored funds.</li> <li>• Collaborations with Government and Private Institutes, Universities and Research Organizations</li> </ul>
<b>Boosting Internal Revenue Generation</b>	<ul style="list-style-type: none"> <li>• Infrastructure creation for perpetual revenue generation</li> <li>• Strengthening self-financing schemes</li> <li>• Managing fund-transfer from sister institutions for supporting major infrastructure projects</li> <li>• Lease out property for regular rental income</li> <li>• Procuring discretionary grants of CM/Ministers etc.</li> </ul>
<b>Alumni Interaction and Outreach activities</b>	<ul style="list-style-type: none"> <li>• Configuration of Alumni association to increase their participation</li> <li>• lecturers/internship/placement/training/entrepreneurship</li> <li>• Exploring Contributions</li> <li>• Sponsorships/scholarships/fund generation</li> <li>• Data based creation, Regular interactions with alumni and networking</li> </ul>



# RKSD COLLEGE, KAITHAL

(“A” Grade, NAAC Accredited)

Affiliated to Kurukshetra University Kurukshetra

<p><b>Need-based augmentation in Physical Infrastructure</b></p>	<ul style="list-style-type: none"> <li>• Infrastructure building development &amp; modification</li> <li>• Functional facilities for e-learning</li> <li>• Safety &amp; Security management</li> <li>• Water facility</li> <li>• Hygiene, zero plastic &amp; green campus</li> <li>• Recycling of water</li> <li>• Smart Classrooms, Tutorial rooms, Seminar halls</li> <li>• Modernization of Laboratory &amp; equipment</li> <li>• Library infrastructure up gradation</li> <li>• System up gradation</li> <li>• Development of sports (indoor/outdoor) facilities</li> <li>• Plantations and landscaping</li> </ul>
<p><b>Institutional Preparedness for NEP-2020</b></p>	<ul style="list-style-type: none"> <li>• Preparing the Roadmap for curricular reforms in a phased manner, focusing on multidisciplinary and holistic education</li> <li>• Incorporating relevant Indian Knowledge System (IKS)</li> <li>• Integrated Undergraduate and Postgraduate programmes in vocational and other courses</li> <li>• Widening the range of community-based courses with additional credits</li> <li>• Introducing Open/ General Elective courses of multidisciplinary nature</li> <li>• Integrating Value and Skill-based courses in the curriculum of each programme of study</li> <li>• Initiating the process to introduce formative, comprehensive and continuous evaluation</li> <li>• Community-based projects and internships</li> <li>• Preparation of Institutional Development Plans</li> <li>• Introduction of skill-based add-on courses to increase employability potential in UG and professional programmes.</li> <li>• Providing more financial assistance and scholarships to SEDGs.</li> <li>• Exposure to Vocational skills and experiential learning in the curriculum of all the disciplines.</li> <li>• Well updated institutional website.</li> <li>• Enhanced focus on technology-based education platforms, such as DIKSHA/ SWAYAM</li> <li>• Adequate technology support</li> <li>• Technological interventions for the purposes of improving teaching-learning and evaluation processes by maintaining effective mechanism of ERP</li> <li>• Blending of in person teaching with the online in undergraduate and vocational programmes</li> <li>• Identifying different effective models of blended learning</li> </ul>



# RKSD COLLEGE, KAITHAL

( "A" Grade, NAAC Accredited)

Affiliated to Kurukshetra University Kurukshetra

## Strategy Implementation and Monitoring

Once the planning part has been done the next step is its implementation. This stage is among the most imperative part and must be implemented with proper supervision and cooperation.

### Implementation at Institute Level

Particulars/Functions	Deployment Authorities
Governance & Administration	Governing Body, Principal, Staff council and Administration Office
Infrastructure (physical)	Governing Body, Principal, Construction committee and purchase committee
Infrastructure (Academics)	Principal, HODs, Staff Committees
Teaching- Learning	Principal, HODs, Faculty and Staff
Departmental Activities	HODs and Faculty
Training & Placements	Principal, HODs, Career and Placement cell
Research & Development	Principal, HODs , Research board
Students Development	Principal, HODs
Quality Assurance	IQAC and NAAC Coordination Committee
Students Admissions	Principal, HODs, Admission committee
Statutory Compliance	Principal, HODs, Coordinators





# RKSD COLLEGE, KAITHAL

( "A" Grade, NAAC Accredited)


Affiliated to Kurukshetra University Kurukshetra

## Deployment

The plans of the management and principal are communicated to the target groups like faculty, students, staff and other stakeholders through meetings, mails and other forms of communication. The Principal's handbook serves as guideline at the institutional level to undertake these activities. The manual of organizational procedure guides all the activities through well-defined policies and procedures.

## Link for the Document on College Website:

<https://rksdcollege.ac.in/wp-content/uploads/2023/04/Institutional-Perspective-Plans.pdf>

  
Principal  
R.K.S.D. College  
KAITHAL