

# Annual Quality Assurance Report (AQAR) of the IQAC

**R.S.D. Academy, Moradabad**



**Affiliated to**

**M.J.P Rohilkhand University, Bareilly – 243006**

**([www.rsdacademy.in](http://www.rsdacademy.in))**

For the session 2015-16

Submitted on :- 13/10/2016



**राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्**

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL  
Bengaluru (INDIA)**

**NAAC**

## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

AQAR for the year (for example 2013-14)

2015-16

#### I. Details of the Institution

1.1 Name of the Institution

R.S.D.Academy

1.2 Address Line 1

Ram Ganga Vihar Phase -II

Address Line 2

Kanth Road

City/Town

Moradabad

State

Uttar Pradesh

Pin Code

244001

Institution e-mail address

rsdacademy@yahoo.co.in

Contact Nos.

0591-2452442

Name of the Head of the Institution:

Principal: Dr. Sanjay Mehrotra

Tel. No. with STD Code:

0591-6451443

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN18879)

**OR**

1.4 NAAC Executive Committee No. & Date:   
(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

#### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period	College
1	1 <sup>st</sup> Cycle	B B+	2.61 2.90	2011 2012	2016 2017	R.S.D. Academy Degree College Department of Education
2	2 <sup>nd</sup> Cycle					
3	3 <sup>rd</sup> Cycle					
4	4 <sup>th</sup> Cycle					

1.7 Date of Establishment of IQAC : DD/MM/YYYY

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

- i. AQAR \_\_\_\_\_ 12/08/2016 \_\_\_\_\_ (DD/MM/YYYY)s
- ii. AQAR \_\_\_\_\_ 16/08/2016 \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ 24/08/2016 \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

B.C.A.

1.11 Name of the Affiliating University (*for the Colleges*)

M.J.P. Rohilkhand University,  
Bareilly

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	<input type="text"/>		
University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other ( <i>Specify</i> )	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="06"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="04"/>
2.3 No. of students	<input type="text" value="06"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="06"/>
2. 6 No. of any other stakeholder and community representatives	<input type="text" value="2"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="27"/>
2.10 No. of IQAC meetings held	<input type="text" value="2"/>

2.11 No. of meetings with various stakeholders: No.  Faculty   
 Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No   
 If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

IQAC members conducted the meeting which was held on 4<sup>th</sup> July 2015. In this meeting, members expressed their views regarding the enhancement in teaching-learning process and provided the opportunities to participate in training & faculty development programme as well as organised the tour with our institutions and corporate sector, various co-curricular activities such as intra department competitions (sports, debate, quiz, painting, etc.), personality grooming classes, skill oriented programme, activities under the NSS programme and Scout Guide camp which organised by institution as per the instructions given by university.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

S.NO	Plan of Action	Achievements
	IQAC members have prepared the plan about various curricular activities in session 2015-2016. these are as follows-	The following are the outcomes which our institution has been achieved in session 2015-16.
1	Intra-department competition, personality	Various types of competitions, PD classes, skill oriented programme have

	development classes and skill oriented programme will be organised for overall growth and development of students.	been conducted by institution.
2	To enhance the teaching learning process by inviting experts, researchers, industrialists who are specialised in different fields for guest lectures, seminars, conference, symposium will be organised in session 2015-16.	Eminent persons have been invited for guest lecture, seminars, conference, symposium in 2015-16.
3	Educational and Industrial tour will be organised for the students to attain the practical exposure/knowledge with other institution as well as corporate sector.	Tour has been organised.
4	Teaching methods will be improved by using the innovative techniques like powerpoints presentations, charts, documentary film etc.	Efforts are being made.
5	Opportunities will be provided to faculties for participating in training and faculty development programme which is organised by other institutions.	Faculties have been participated.
6	Upgradation and computerisation of library.	Efforts are being made.
7	Activities under the NSS programme and Scout guide camp will be organised by institution as per instructions given by university.	NSS programme and Scout Guide camp have been organised.

*\*Attach the academic calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

Management approved AQAR and encouraged the faculty members and students who have done the work for quality assurance in different areas of institutions.

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	02	-	02	-
UG	04	-	04	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	01	-	01	-
Others	-	-	-	-
<b>Total</b>	<b>07</b>	<b>-</b>	<b>07</b>	<b>-</b>
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	3
Trimester	-
Annual	4



1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
*(On all aspects)*

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

The syllabi of B.Ed and M.Ed has been revised as per the guidelines of NCTE 2014.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No.

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
38	31	03	02	02

2.2 No. of permanent faculty with Ph.D.

08

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
31	-	03	-	02	-	02	-	38	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	02	01
Presented papers			
Resource Persons			

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Use of ICT in Teaching & Powerpoint presentations, Interactive sessions of students with experts, Organise the skill development programme

2.7 Total No. of actual teaching days during this academic year

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com	80	-	6.25%	90%	3.75%	100%
M.Com	48	-	31.25%	68.75%	-	100%
B.B.A.	36	2.78%	44.44	8.33	-	55.55%
B.C.A.	07	-	42.85%	28.57%	-	71.42%
B.Ed	113	1.77%	80.53%	16.81%	-	99.11%
M.Ed	49	Result Awaited				
B.T.C.		Session	Running	Late		

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

IQAC gives the major contribution in quality assurance, adopt innovative techniques, upgradation of study-material and supervise for its improvement.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	4
Staff training conducted by the university	5
Staff training conducted by other institutions	4
Summer / Winter schools, Workshops, etc.	5

Others	-
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#### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	04			
Technical Staff	04			

### Criterion – III

## 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

IQAC members are encouraged the faculties and students for participating and present their research paper in seminar, conference and to join high degree course like Ph.d, M.Phil etc

#### 3.2 Details regarding major projects. ( Not Applicable)

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

#### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from ( NA)

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges  
Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					2
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year

Total	International	National	State	University	Dist	College
1	1					

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
 National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
 National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
 National level  International level

3.24 No. of Awards won in NCC:

University level  State level   
 National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
 NCC  NSS  Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

Conducted the social awareness programme and rallies on Blood and Eye donation , Plantation & environment conservation through Teachers Training Program, Rotaract club activities, Programme with MUNAS , Medical awareness camp.

**Criterion – IV**

**4. Infrastructure and Learning Resources**

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	5103sq.metres			
Class rooms	27	05		
Laboratories	06			
Seminar Halls	01	01		
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

Library and administration department are partially computerised. The full computerisation of both are work in progress.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	13918	3358293.60	1137	169299	15055	3527592.60

Reference Books	798	96951.02	58	6020	856	102971.02
e-Books	-	-	-	-	-	-
Journals	648	115582	6	950	654	116532
e-Journals	07	-	-	-	07	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify) Encyclopedia, Dissertation, Thesis, Surveys.	430	26793	64	-	494	26793

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	166	02	166	01	-	06	05	-
Added	-	-	-	-	-	-	-	-
Total	166	02	166	01	-	06	05	-

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- Computer system with internet connectivity is provided to all the departments.
- Organise the computer literacy programme for students to make the powerpoint presentations and project work.
- Institution also has educational technology lab in which there is facility of LCD projector, Overhead Projector, T.V., DVD Player, plus audio cassettes to make education more interactive.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	305286
ii) Campus Infrastructure and facilities	2121725
iii) Equipments	128972
iv) Others	23336338
<b>Total :</b>	25892322

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Organised skill development programme, P.D. classes, Educational & Industrial visits and inviting the suggestions for improvement.

#### 5.2 Efforts made by the institution for tracking the progression

Training and development programme, Placement, Result evaluation, arrange the separate class of weak students twice in a week, Organise the competitive classes, Project report made by students.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
448	156	-	-

(b) No. of students outside the state

-

(c) No. of international students

-

Men

No	%
302	50%

Women

No	%
302	50%

Last Year							This Year						
General	SC	ST	OBC	Physically Challenged	Minority	Total	General	SC	ST	OBC	Physically Challenged	Minority	Total
314	159		160		140	773	272	120		120		129	604

Demand ratio

Dropout %

#### 5.4 Details of student support mechanism for coaching for competitive examinations (If any)

No. of students beneficiaries

#### 5.5 No. of students qualified in these examinations



NET                      SET/SLET                      GATE                      CAT  
 IAS/IPS etc       State PSC       UPSC       Others

5.6 Details of student counselling and career guidance

- Guidance counselling and placement cell helps students to find suitable employment according to their needs, interest and aptitude.
- Provide guidelines for selecting the specialisation subject, arrange annual meeting with parents, Organise the workshops, Interaction of existing students with alumni.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
			82

5.8 Details of gender sensitization programmes

Awareness programme of self defence for woman, Arrangement of separate common room for girls and boys, Facility of washroom on each floor.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level       National level       International level

No. of students participated in cultural events

State/ University level       National level       International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level       National level       International level

Cultural: State/ University level       National level       International level

### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	95	41,41,153
Financial support from other sources		
Number of students who received International/ National recognitions		

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: \_\_\_\_\_

## Criterion – VI

## **6. Governance, Leadership and Management**

### 6.1 State the Vision and Mission of the institution

Vision- Be a lamp unto yourself

Mission- "The mission of the institute has evolved out of memories of respected Late Shri Roshan Lal "the inspiring soul" to develop the young citizens in services of the society, the statement of mission treats: to provides an opportunity to the young generation for evolving their core competencies building up their careers world class professional with broad based foundation in depth of Knowledge and versatile personality to meet the challenges of global economy".

### 6.2 Does the Institution has a management Information System

No , all informations are communicated through formal channels regarding academic and administrative matters.

### 6.3 Quality improvement strategies adopted by the institution for each of the following:

#### 6.3.1 Curriculum Development

- Prepared the academic calendar of each course
- Followed all the activities which is mentioned in academic calendar as much as possible.
- Allocation of subject as per the specialisation ability of teachers.
- Teaching plans and methodologies.

#### 6.3.2 Teaching and Learning

Use of ICT in teaching, Study material aids, Well stocked library, Interaction of present students with alumni, Guest lectures of experts, Organise educational and industrial tour.

#### 6.3.3 Examination and Evaluation

Institution follows all norms of examinations which is prescribed by University. For that purpose, institution has formed the discipline and sitting arrangement committee.

#### 6.3.4 Research and Development

- Publish research papers at national and international level
- Provide financial support for minor research projects which are done by students.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- Upgradation of technology regarding computer and ICT with Internet access, WI-Fi
- Library and laboratories are updated and CCTV surveillance services are also provided.

#### 6.3.6 Human Resource Management

- Study leaves for research work, increment, welfare schemes are provided by institution.
- Evaluate annual performance of faculty and administrative staff for promotion.

### 6.3.7 Faculty and Staff recruitment

- Opportunities are availed to students for filling the vacancies of college and recruitment through different process.
- Our institution gives placement to our passed out students in the R.S.D. Academy (Public School) and administration department.

### 6.3.8 Industry Interaction / Collaboration

Industry experts are invited to conduct the workshop and seminar, organise alumni meet . Placement cell, Industry-institution interaction for employment

### 6.3.9 Admission of Students

- Students selected in our institution are strictly based on joint entrance Examination conducted by authorized University for B.Ed, and an entrance examination conducted by affiliated University.
- Selection in M.Ed are also based on entrance examination conducted by M.J.P.Rohilkhand University, Bareilly.
- Selection in Commerce ,Management and Computer science department are strictly based on Merit basis or Entrance Examination.

### 6.4 Welfare schemes for

Teaching	Available
Non teaching	Available
Students	Available

#### **Following are the welfare schemes:-**

- Staff tour: A teaching and non- teaching staff tour is sponsored by institution every year.
- Residence facility for teaching and non-teaching staff.
- The facility of salary in advance is also given to those in need of it.
- Gym ,sports and medical facilities are provided to teaching and non-teaching staff.
- New year's, Teacher's day, Independence day , Republic day and various festivals like Diwali, Holi are celebrated in the college wherein snacks and lunch is organised and gifts are distributed to teaching and non- teaching staff.
- Expenses regarding the workshops , FDPs, training and development programme for teaching and non-teaching staff are borne by institutions.

- Employee Provident Fund, ESI, Maternity benefits.
- Fee concession for staff ward.
- Scholarships from various government department and scholarship for meritorious students.

6.5 Total corpus fund generated Rs. 9,17,06,182

6.6 Whether annual financial audit has been done    Yes     No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	A.S.N.	Yes	C.A.
Administrative	Yes	A.S.N.	Yes	C.A.

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes    Yes     No

For PG Programmes    Yes     No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

6.11 Activities and support from the Alumni Association

- Interaction with existing students , Alumni lecture in which they share their knowledge and experience etc.
- To promote the pride, tradition and loyalty among both current students and former students.
- Participation in the development of the educational programmes.
- Participation in and support of recruitment and other students activities.
- Establishment of a worldwide alumni network.
- Organised Alumni meet on 1<sup>st</sup> May 2016 in which all alumni participated in great number

6.12 Activities and support from the Parent – Teacher Association

Discuss the problems of students with their parents. Provides career guidance, Take the feedback from parents, Focus on the improvement area of students.

6.13 Development programmes for support staff

P.D. Classes, FDPs and IT training organised for the staff

6.14 Initiatives taken by the institution to make the campus eco-friendly

Plantation of trees, Beautiful lawn with gardening, Water harvesting  
Conducted the various awareness programme of eco- friendly:- Stop the use of polythene, E-waste management.

## Criterion – VII

### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Institution has started the skill development programme and use of ICT in teaching – learning process which enhances the growth and development of students in different areas .

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- Promote social awareness programme.
- Encourage the staff to be innovative.

*\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

Plantation and environment conservation through teacher training programme, Conducted the various awareness programme of eco- friendly:- Stop the use of polythene, E-waste management.

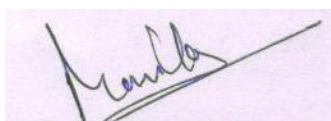
7.5 Whether environmental audit was conducted? Yes  No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

**Strength-** Infrastructure, Academic environment, Smart Classes, Extra curricular activities, Quality education , Social awareness programme, Well qualified faculty.  
**Weakness-** Lack of autonomy  
**Opportunities-** Expansion of existing courses.  
**Challenges-** 1) Decline in the number of students who have appeared in B.Ed exams leaving few seats unfilled but the current statistics shows that this threat is also covered.  
2) Present the greatest opportunity are technology implementation and outcomes based learning.

**8. Plans of institution for next year**

- Expansion of existing courses
- Extensive use of innovative teaching techniques.
- To get autonomous status



Name:- Ms. Monika Bhatnagar

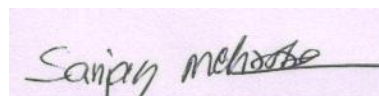
Asstt. Professor

Coordinator, IQAC

R.S.D. Academy

Moradabad

*Signature of the Coordinator, IQAC*



Name:- Dr Sanjay Mehrotra

Principal

Chairperson, IQAC

R.S.D. Academy

Moradabad

*Signature of the Chairperson, IQAC*

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## Annexure I

### Abbreviations :

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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## Academic Calendar (Tentative) - 2015-16

### R.S.D. Academy

### Academic Calendar

Month – July 2015

Holidays:-

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

17<sup>th</sup> –Last Friday

18<sup>th</sup> - Eid

Sundays:- 04

Total non-working days:- 06

Total working days:- 25

5<sup>th</sup> to 10<sup>th</sup> July- Orientation of B.Ed, B.Com & M.Com

4<sup>th</sup> July- Sports Day of B.T.C.

11<sup>th</sup> July- Mehndi Competition

25<sup>th</sup> July- Internal Seminar of B.Ed & B.T.C.

#### Syllabus to be completed:

Completion of 10% syllabus of all compulsory and optional papers .

**R.S.D. Academy**  
**Academic Calendar**

Month – August 2015

Holidays:-

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
						1	15 <sup>th</sup> Aug – Independence Day
							22 <sup>nd</sup> & 24 <sup>th</sup> – Local Holiday
2	3	4	5	6	7	8	29 <sup>th</sup> Aug – Raksha Bandhan
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	Sundays:- 05
30	31						Total non- working days: 09

Total working days: 22

1<sup>st</sup> to 6<sup>th</sup> Aug- Orientation of B.B.A. & B.C.A.

12<sup>th</sup> Aug- Fresher's Party

Aug- Poster's making Competition

15<sup>th</sup> Aug- Independence Day Celebration

19<sup>th</sup> Aug- Psychology Test

25<sup>th</sup> Aug-Guest Lecture (Tentative)

26<sup>th</sup> Aug- Rakhi Making Competition

Aug- Class Room Teaching

**Syllabus to be completed:**

Completion of 20% syllabus of all compulsory and optional papers

Completion of 15% syllabus of all opted methodology subjects.

Completion of 25% syllabus of all compulsory subjects in B.B.A. & B.C.A.

**R.S.D. Academy**  
**Academic Calendar**

Month – September 2015

Holidays:-

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

5<sup>th</sup> Sep- Janmastami

17<sup>th</sup> Sep – Vishwakarma Jayanti

25<sup>th</sup> Sep- Eidul Milad

Sundays:- 04

Total non working days: 07

Total working days: 23

4<sup>th</sup> Sep- Teachers Day Celebration

8<sup>th</sup> Sep- Tutorial Classes of B.B.A. & B.C.A.

14<sup>th</sup> Sep- Celebration of Hindi Divas

19<sup>th</sup> Sep- Internal Seminar

24<sup>th</sup> Sep- Psychology Test

26<sup>th</sup> Sep- Sports Day Practice for B.Ed

30<sup>th</sup> Sep- 1<sup>st</sup> Unit test for B.Ed & B. T. C.

Sep- Social awareness programme

Sep- Internal Exam of B.B.A. & B.C.A.

Sep- Class Room Teaching

**Syllabus to be completed:**

Completion of 35 % syllabus of all compulsory and optional papers

Completion of 15% syllabus of all opted methodology subjects.

Completion of 50% syllabus of all compulsory subjects in B.B.A. & B.C.A.

## R.S.D. Academy

### Academic Calendar

Month – October 2015

Holidays:-

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
				1	2	3	2 <sup>nd</sup> Oct – Gandhi Jayanti
							12 <sup>th</sup> Oct- Pitra Amavas
4	5	6	7	8	9	10	13 <sup>th</sup> Oct- Election
11	12	13	14	15	16	17	21 <sup>st</sup> , 22 <sup>nd</sup> & 23 <sup>rd</sup> Oct – Naumi & Dussehra
18	19	20	21	22	23	24	24 <sup>th</sup> Oct – Moharram
25	26	27	28	29	30	31	27 <sup>th</sup> Oct – Balmiki Jayanti

Sundays:- 04

Total non-working days:- 12

Total working days:- 19

1<sup>st</sup> to 31<sup>st</sup> Oct- Micro Teaching of B.Ed

10<sup>th</sup> Oct- Sports Day Practice of B.T.C.

16<sup>th</sup> Oct- Workshops on Skill Development

17<sup>th</sup> Oct- Craft making of B.T.C.

28<sup>th</sup> Oct- Psychology Test

31<sup>st</sup> Oct- II Unit Test of B.T.C.

#### **Syllabus to be completed:**

Completion of 40% syllabus of all compulsory and optional papers

Completion of 45% syllabus of all opted methodology subjects.

Completion of 75% syllabus of all compulsory subjects in B.B.A. & B.C.A.

## R.S.D. Academy

### Academic Calendar

Month – November 2015

Holidays:-

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

10<sup>th</sup> to 13<sup>th</sup> Nov – Deepawali

17<sup>th</sup> Nov- Chhat Pooja

25<sup>th</sup> Nov- Ganga Nahan

Sundays:- 05

Total non-working days:- 11

Total working days:- 19

5<sup>th</sup> Nov- Seminar

7<sup>th</sup> Nov- Pooja Thali Decoration & Rangoli Competition

14<sup>th</sup>, 21<sup>st</sup>, 28<sup>th</sup> Nov- Cricket Tournament of B.Ed, B.T.C., B.Com, B.B.A.

26<sup>th</sup> Nov- Psychology Test

Nov- Internal Exam of B.B.A. & B.C.A.

Nov- Class Room Teaching

#### Syllabus to be completed:

Completion of 65 % syllabus of all compulsory and optional papers

Completion of 60% syllabus of all opted methodology subjects.

Completion of 100% syllabus of all compulsory subjects in B.B.A. & B.C.A.

**R.S.D. Academy**  
**Academic Calendar**

Month – December 2015

Holidays:-

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

16<sup>th</sup> Dec- Guru Teg Bahadur Jayanti

23<sup>rd</sup> Dec- Chaudhary Charan Singh Jayanti

24<sup>th</sup> Dec- Bara Bafat

25<sup>th</sup> Dec – Christmas

Sundays:- 04

Total non-working days:- 08

Total working days:- 23

1<sup>st</sup> to 5<sup>th</sup> Dec- Scout & Guide Camp for B.Ed & B.T.C.

10<sup>th</sup> Dec- Guest Lecture

19<sup>th</sup> Dec-Social awareness programme

22<sup>nd</sup> Dec- Computer literacy programme

25<sup>th</sup> Dec- Christmas Day

26<sup>th</sup> Dec- II Unit test for B.Ed

29<sup>th</sup> Dec-III Unit test for B.T.C.

Dec-Industrial Tour

**Syllabus to be completed:**

Completion of 70 % syllabus of all compulsory and optional papers

Completion of 65% syllabus of all opted methodology subjects.

Revision of all compulsory subjects in B.B.A. & B.C.A.

**R.S.D. Academy**  
**Academic Calendar**  
 Month – January 2016

Holidays:-

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1<sup>st</sup> -2<sup>nd</sup> – Winter Vacation

15<sup>th</sup> Jan – Makar Sankranti

16<sup>th</sup> Jan- Guru Govind Singh Jayanti

26<sup>th</sup> Jan – Republic Day

Sundays:- 05

Total non-working days:- 10

Total working days:- 21

Jan- Seven days NSS camp for B.Com (Tentative)

Jan-Practice Teaching of B.Ed (Tentative)

Jan- External Exam of B.B.A. & B.C.A.

14<sup>th</sup> Jan- Celebration of Lohri & Sankranti

23<sup>rd</sup> Jan- Internal Seminar (Tentative)

26<sup>th</sup> Jan- Republic Day Celebration

27<sup>th</sup> Jan- III Unit Test of B.Ed

**Syllabus to be completed:**

Completion of 72 % syllabus of all compulsory and optional papers

Completion of 70% syllabus of all opted methodology subjects

## R.S.D. Academy

### Academic Calendar

Month – February 2016

Holidays:-

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

12<sup>th</sup> Feb- Basant Panchmi

22<sup>nd</sup>Feb – Ravidas Jayanti

Sundays:- 04

Non-Working Days:- 06

Working Days:- 23

Feb- Next Semester of B.B.A. & B.C.A.

25<sup>th</sup> Feb- Symposium

Feb- Antakshri & Singing Competition

Feb- Volleyball Competition

Feb- Dissertation of M.Ed

Feb- Educational Tour

Feb- I Unit Test of M.Ed

#### Syllabus to be completed:

Completion of 90 % syllabus of all compulsory and optional papers

Completion of 25% syllabus of all compulsory subjects in B.B.A. & B.C.A.



**R.S.D. Academy**  
**Academic Calendar**

Month – March 2016

Holidays:-

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
		1	2	3	4	5	7 <sup>th</sup> Mar – Mahashivratri
							23 <sup>rd</sup> & 24 <sup>th</sup> Mar- Holi
6	7	8	9	10	11	12	25 <sup>th</sup> Mar- Good Friday
13	14	15	16	17	18	19	Sundays: 04
20	21	22	23	24	25	26	Total non-working days:07
27	28	29	30	31			Total working days: 24

Mar- External Exam of B.Com

14<sup>th</sup> Mar-Guest Lecture

19<sup>th</sup> Mar- II Unit Test of M.Ed

Mar- Tutorial Classes of B.B.A. & B.C.A.

30<sup>th</sup> Mar-Debate Comptition

Mar- Internal Exam for B.B.A. & B.C.A.

**Syllabus to be completed:**

Completion of 100 % syllabus of all compulsory and optional papers

Completion of 100 % syllabus of all opted methodology subjects

Completion of 50% syllabus of all compulsory subjects in B.B.A. & B.C.A.

**R.S.D. Academy**  
**Academic Calendar**

Month – April 2016

Holidays:-

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

13<sup>th</sup> Apr- Baishakhi

14<sup>th</sup> Apr – Bhim Rao Ambedkar

15<sup>th</sup> Apr – Ram Naumi

19<sup>th</sup> Apr – Mahavir Jayanti

Sundays:- 04

Total non-working days:- 08

Total working days:- 22

10<sup>th</sup> Apr- Internal Seminar

Apr External Exam of M.Com

16<sup>th</sup> Apr- Social Awareness Programme

Apr- Tutorial Classes of ( B.Ed)

**Syllabus to be completed:**

Revision of all compulsory, optional and methodological papers

Completion of 75% syllabus of all compulsory subjects in B.B.A. & B.C.A.

**R.S.D. Academy**  
**Academic Calendar**

Month – May 2016

Holidays:-

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	12	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

21<sup>st</sup> May- Budh Purnima

Sundays:- 05

Total non-working days:- 06

Total working days:- 25

May- Internal Exam for B.B.A. & B.C.A.

May- Alumni Meet

9<sup>th</sup> May- Guest Lecture

May- Preparation leave for exams

**Syllabus to be completed:**

Revision of all compulsory, optional and methodological papers

Completion of 100% syllabus of all compulsory subjects in B.B.A. & B.C.A.

Revision all compulsory subjects in B.B.A. & B.C.A.

**R.S.D. Academy**  
**Academic Calendar**

Month – June 2016

Holidays:-

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Summer Vaccations

Sundays:- 04

June- University Exam for B.B.A., B.C.A. B.Ed & B.T.C.

**Note:** Schedule date and holidays are liable to change accordingly. Guest lectures on confirmation will be declared on notice board primarily.