Yearly Status Report - 2017-2018

Part A	
Data of the Institution	
1. Name of the Institution	RAO LAL SINGH COLLEGE OF EDUCATION
Name of the head of the Institution	DR. VANDANA GANDHI
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	0124-2970028
Mobile no.	9873421770
Registered Email	rls.principal@gmail.com
Alternate Email	rlsiqac2014@gmail.com
Address	V.P.O. Sidhrawali, N.H.48
City/Town	SIDHRAWALI
State/UT	Haryana
Pincode	122413
2. Institutional Status	

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Yudhister
Phone no/Alternate Phone no.	01242970028
Mobile no.	9416575869
Registered Email	rls.principal@gmail.com
Alternate Email	rlsiqac2014@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.rlscoe.ac.in/aqar/
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.rlscoe.ac.in/academic-calender/

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B+	72.25	2004	08-Jan-2004	07-Jan-2009
2	B	2.80	2014	21-Feb-2014	20-Feb-2019

6. Date of Establishment of IQAC	17-Aug-2004

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
MEETING TWO	22-Mar-2018 1	10

MEETING ONE	17-Sep-2017 1	9
No Files Uploaded !!!		

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
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

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 :	2
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)

IQAC worked continuously for effective implementation of curriculum. It made efforts to methodology of teaching, learning and internal evaluation on the college. IQAC discussed with the faculty members to enrich the designed the process for its effective implementation with new technology. IQAC encouraged faculty members to participate in various seminars, workshops and conferences. Students were encouraged to take part in sports, cultural and other intra and inter college activities. Students' progress was monitored by conducting class tests and house examinations. Adequate feedback was given to the students.

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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
Preparation of academic calender	Academic Calender was prepared and

Orientation programme for first year students Updation of the college website Financial Audit Academic Audit Motivation of staff to participate in academic programme Celebrate national days and other festivals	implemented during the session. The programme was organized to give knowledge about aims and objectives of the course, duration,internship programme and rules and regulations to be followed in the college. The website was updated time to time as per requirement. To access the functioning of office, the audit was done by Chartered Accountant and other officials appointed by the university. Informal academic audit is always done in the institution. The college principal discussed the progress of implementation of curriculum from time to time. Before conducting the house exams and internship programmes, the academic matters are discussed in detail. Faculty members participated in different workshops, seminars and other faculty development programmes organized by different universities and institutions. They also attended Refresher/Orientation course as per their requirement. The institution celebrated various programmes for development of social, moral and other values among the students. Most of the students participated in these coscholastic activities actively.
No Files Uploaded !!!	

14. Whether AQAR was placed before statutory body ?	No
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	2018
Date of Submission	03-Mar-2018
17. Does the Institution have Management Information System ?	No

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

The programme delivery and documentation at our institution are thoroughly organised. The academic core committee has frequent meetings for proper planning and implementation of curriculum delivery and documentation, produces an academic calendar and timetable, and events are recorded in the event diary by the responsible event diary incharge during the session. For whole session curricular and co-curricular activities, CRSU Jind guidelines are taken into account. To prepare for co-curricular activities, seminars, and workshops, various academic committees have been formed. Students can get hands-on practice with theoretical courses in a variety of labs. The teaching practice incharge conducts internship training, and each faculty member of their particular teaching subjects examines the lesson plan file. Regular assessments, tutorials, group discussions, projects, seminars, and internships are used to supplement standard classroom instruction. Students learn a feeling of team spirit, responsibility, and professional ethics in a welcoming classroom setting that encourages active learning.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

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

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

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

	Certificate	Diploma Course
No Data Entered/Not Applicable !!!		

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	1. REAL TEACHING PRACTICE,	103

BEd	3. EDUCATIONAL TRIP,	98
MEd	4. DISSERTATION WORK(M.ED),	11
BEd	5. INTERNSHIP,	97
No file uploaded.		

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
Teachers Feedback: To study faculty views about content, framework related issues, ICT tools, structured input were taken from encouraging workforce and their ideas were taken in to thought for enhancing quality. Parents Feedback: Structured input was taken from guardians of students to study support of their ward in co-curricular exercises, teaching skills acquired, usefulness of course curriculum in real life, safety concerns of their ward and further suggestions for improving teaching learning process in institution. Alumni Feedback: structured feedback was taken from alumni regarding curriculum, practical implication of course in real life, helpful in getting job, attaining required teaching skills, improving teaching learning process etc. Employers feedback: Data was analysed by NAAC committee following proper mechanism and put forward to higher authority for providing guidelines for quality enhancement in every aspect .

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
MEd	SECOND YEAR	50	Nill	15
MEd	FIRST YEAR	50	Nill	11
BEd	SECOND YEAR	100	Nill	100
BEd	FIRST YEAR	100	Nill	98
View File				

2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses

2017	198	26	Nill	1	11

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
12	12	10	4	1	Nill
View File of ICT Tools and resources					
No file uploaded.					

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

R.L.S. College of Education be certain in having a very positive atmosphere for pupil teachers that help them to reach their maximum potential. To achieve this objective, our institute offers student mentoring system. Mentor groups are formed at the beginning of every session, and regular meetings are scheduled as per the time-table. Around 20 students are assigned to each faculty member. The faculty members and pupil teachers meet in mentor group meetings to address the academic or personal problems of pupil teachers, which is further discussed with other faculty members and with the principal. This mentorship system assists students in dealing with their personal and academic stress. Also, our institution has an active grievance and redressal cell and placement cell that provides platform for professional and expert services to the pupil teachers in regard of their academic and personal problems.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
224	12	1:19

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
14	13	1	2	9

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

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

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BEd	SECOND YEAR	SECOND YEAR	01/06/2018	13/10/2020
MEd	SECOND YEAR	SECOND	01/06/2018	17/09/2018

No file uploaded.

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

Our institution adheres to the syllabus prescribed by the affiliating university. In the beginning of the session, the students are oriented about the programs and its objectives. Continuous assessment of students have weightage of 20 in internal marks, based on course objectives, learning outcomes and pedagogy. The students are also informed about the evaluation system which will be adopted by the university in the final examination for theory and practicum. They are evaluated continuously by conducting class tests, quizzes, home assignments, daily participation and two mid- term examinations. To evaluate the teaching skills practical exams are conducted externally as well as internally by the college. After the evaluation course outcome attainment is calculated and corrective actions are taken if needed.

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

Our institution adheres to the calendar of the affiliating university. In addition to that, college academic calendar is also prepared at the beginning of the session which includes a list of all the curricular and co-curricular activities to be conducted by the college during the year. Detailed schedule for internal house exams, class tests, practical activities etc. are given. The tentative dates of other extension activities, cultural events, college sports etc. are also mentioned in the academic calendar.

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://www.rlscoe.ac.in/courses-b-ed-m-ed-and-d-ed/

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	BEd	Nill	195	195	100
Nill	MEd	Nill	25	25	100

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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://www.rlscoe.ac.in/student-satisfaction-survey/

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
No Data Entered/Not Applicable !!!				

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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
Developing e-content	CIET	10/04/2018

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
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

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)
National	Education	Nill	Nill
International	Education	9	4
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
No Data Entered/Not Applicable !!!	
No file uploaded.	

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

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

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
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	2	13	Nill	Nill
Presented papers	2	13	Nill	Nill
Resource persons	1	Nill	Nill	Nill
No file uploaded.				

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
Community outreach	Blind School, Gurgaon	4	95
No file uploaded.			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
No file uploaded.			

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
Road Safety	Red Cross	Awareness Rally on 'Road Safety'	3	190
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
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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
Internship	Skill-in-Teaching	1. Government Senior Secondary School, Kapriwas 2. Government Senior Secondary School, Sidhrawali 3. RLS Public School, Sidhrawali 4. DPS School, Sidhrawali	11/11/2017	05/12/2017	201
No file uploaded.					

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

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

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
460000	454581

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing

Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
View File	

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Nill	Partially	Nill	Nill

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	20046	3982136	281	42909	20327	4025045
Reference Books	2144	550650	30	18180	2174	568830
Journals	48	50000	Nill	Nill	48	50000
Others(specify)	1717	257550	Nill	Nill	1717	257550
No file uploaded.						

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

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

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	15	1	1	1	1	1	1	100	0
Added	3	0	0	0	0	0	0	0	0
Total	18	1	1	1	1	1	1	100	0

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

100 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
Computer Lab with video recording facility	http://www.rlscoe.ac.in/e-contents/

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
125000	122710	315000	313426

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 ensures optimal allocation and utilization of the available financial recourses for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the funds/grants received by the college as per the requirements in the interest of students. • Laboratory: Record of maintenance account is maintained by Lab In charge and supervised by Principal. • Maintenance of laboratories are as follows: - The calibration, repairing and maintenance of sophisticated lab equipment are outsourced by the concerned committees. • Library: - 1. The requirement and list of books is taken from the concerned faculty. The finalized list of required books is duly approved and signed by the Principal. 2. Suggestion box is installed inside the reading room to take users' feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment. 3. To ensure return of books 'no dues' from the library is mandatory for students before appearing in exam. 4. Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are chalked out / resolved by the library committee. • Sports: - Regarding the maintenance of sports equipment the college sports in-charge is deputed. Annual athletic meet is organized in the college. Students are sent to inter college sports events. • Computers: - 1. Centralized computer laboratory has been established for the students and faculty. 2. Internet and WiFi Enabled campus. • Classrooms: - 1. The college has various committees for maintenance and upkeep of infrastructure. The faculties submit their requirements to the Principal regarding classroom furniture and others. • Additionally: - 1. Stock registers are maintained by physically verifying the items round the year. 2. Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by Institute concern Employees. 3. College campus maintenance is monitored through regular inspection. 4. Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband. 5. Regular maintenance of the water cooler and water purifier is done regularly. The maintenance of the reading room and stock verification of library books is done regularly by library staff.

http://www.rlscoe.ac.in/academic-infrastructure/

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	Nill	Nill	Nill
Financial Support from Other Sources			
a) National	Post Matric Scholarship	23	Nill
b)International	Nill	Nill	Nill
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
• Yoga Meditation Programme (Every Saturday)	Nill	224	Institutional Level (Yoga and Meditation Cell)
• Mentoring Programme (Every Friday and Saturday)	Nill	224	Institutional Level (Concerned Mentor))
• Tutorials (According to Time Table)	Nill	224	Institutional Level (All subject teachers))
• Communication Skill Development	Nill	224	Institutional Level (Language Lab Incharge))
No file uploaded.			

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
2017	Guidance Programme	170	Nill	20	Nill
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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
Nill	Nill	Nill

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations	Number of students	Number of stduents placed	Nameof organizations	Number of students	Number of stduents placed

visited	participated		visited	participated	
Nil	Nill	Nill	Various Secondary and Senior Secondary Schools	80	20
No file uploaded.					

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
2017	35	B.Ed.	-	Various Universities Higher Education Institutions	M.A., M.Sc., M.Com., M.Ed., Ph.D
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	5
Any Other	10
No file uploaded.	

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

Activity	Level	Number of Participants
Farewell Party	Institutional Level	170
Women’s Day Celebration	Institutional Level	165
Annual Athletic Meet	Institutional Level	161
Lohri Celebration	Institutional Level	150
Rao Lal Singh Memorial Day	Institutional Level	165
Talent Hunt Programme “Zest”	Institutional Level	172
Poster Making Competition on Blood Donation theme	Institutional Level	160
No file uploaded.		

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
2017	Nil	Nill	Nill	Nill	Nill	Nil

No file uploaded.

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

Every year two students from each section are selected as Student representatives. These student representatives work with various committees for organizing extra-curricular, co-curricular and academic activities like Talent Hunt Programme, Sports Meet, celebration of various days (Women's Day, Teacher's Day etc.) and festivals. This year student representatives come together with Cultural Committee, Sports Committee and youth Red Cross Committee to organize activities like poster making on Blood Donation, Run for Unity, Sports Meet Lohri and Women's Day Celebration,

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

1750

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Informally every year meetings are organized by alumni.

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)

Decentralization of power and delegation of authority is the key to effective and smooth functioning of the institution. The college management and the Principal ensure that power is delegated at each and every step of policymaking, planning, execution and evaluation. The college enjoys its own autonomy in terms of day-to-day working – both academic and non-academic. The Conveners of the committees have full freedom regarding the following: Time-Table, Unitization of Syllabus, Purchase, Association Activities. All subject associations and other clubs/association in-charges enjoy operational autonomy in the day to day working and organization of various events. The College staff is given complete decision making powers in matters of strategic planning and execution. The college does promote a culture of participative management. This is reflected in the overall constitution and working of the institution. The institution is spearheaded by the RLS College Shiksha Parishad which in turn elects the RLS College Management and thereafter the RLS College Governing Body. This not only ensures channels of supervision and accountability but also helps in promoting a culture of decentralization of power. The Governing Body, which is the main decision and policy making body of the institution, is aptly represented by two members of the teaching faculty and one member of the non-teaching staff. As and when required, the office bearers and/or members of the management interact with the staff both formally and informally on issues of importance. To promote participation of the staff in policy making and decision taking,regular meetings of the staff are conducted wherein the faculty is given an opportunity to air their views. All major policy decisions and future action

plans are discussed and finalized by the IQAC, all of which comprise senior faculty members. The IQAC of the college has members from the management, alumni, administrative office, student representative in order to ensure participative management.

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

No

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	Being an affiliated college, the institution follows the curriculum designed by the affiliating University. The entire curriculum is available to the stake-holders on the University/College Website .An action plan is devised wherein unitization of the syllabi is done according to the available number of teaching days in the year. Curriculum distribution is done in consonance with the teacher's expertise area of specialization
Teaching and Learning	This remains the key-focus area for quality improvement. The college endeavors to improve the quality Of teaching learning through the following: • Latest Infrastructure. • An enhanced library experience for The students and the staff. • Focus on ICT. • Regular exposure of the faculty to FDPs/Seminars/Conferences. • Exposure to Soft Skills and PDP Programs. • Reading Room in the Library.
Examination and Evaluation	The Examination and evaluation process is followed as per the affiliating University norms. The students are evaluated on the basis of the internal assessment carrying 20 percent of total marks of UG and PG programmes which includes group discussions, class tests, assignments, seminars and class attendance. For continuity of evaluation process, two terminal examinations are conducted at college level.
Research and Development	Research Development has become the priority area after Cycle-2 of the accreditation. The institute has made rapid pace in this field as is evident from the following: • Teachers are encouraged to go in for Major and Minor UGC Research Projects. • Newly appointed teachers are encouraged to participate in workshops related to

	Research Methodology. The Institution facilitates the faculty members in getting their Research Papers published in journals of repute. Teachers are provided financial assistance for presenting research papers in seminars/conferences. The students of M.Ed. are guided by the faculty members to carry out their research work.
Library, ICT and Physical Infrastructure / Instrumentation	In order to keep the library modernized, each year library is enriched through addition of books, updating of text books and addition of reference books, latest journals, magazines, newspaper etc. Overall re-examine and modification of various areas are conducted by infrastructure development maintenance committees from time to time.
Human Resource Management	Human resource, both in the form of teaching faculty and non-teaching staff plays the most vital role in the institution. The college encourages its teachers to participate actively in FDPs, Seminars and Conferences. Training Programs are organized for the staff to enhance various skills. These include, Communication Skills, Use of ICT as a Teaching-Learning Resource and Soft Skills
Industry Interaction / Collaboration	The college has an active Placement Cell which interacts with various schools and educational institutions by organizing regular visits to them.
Admission of Students	A centralized On-line admission process is adopted for all courses at UG PG level as directed by DHE, Haryana. The admission schedule of the courses is strictly followed as per the university calendar. Admission is strictly according to eligibility criterions of the affiliating University wherein State Government reservation rules are strictly adhered to.

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

E-governace area	Details
Planning and Development	All the policy decisions taken by the management in consultation with administration are conveyed through college developed email id. The college administration has been brought under the preview of total e-governance. The annual plan and development of the academic year 2017-18 had been

	discussed and digitalized. The policies and programmes with regard to academic and administrative aspects are made available on college website.
Administration	Students are notified through college website and SMS service. Admission process is carried out in Online Mode. Administrative decisions are spread by using emails and SMS service. The e-governance had been put into practice in the case of staff attendance, curriculum transaction, official communications to teachers, students, alumni and other agencies such as NAAC, NCTE, UCG, affiliating university apart from the procedure of giving email.
Finance and Accounts	Various student scholarships are distributed via DBT Method. All financial transactions are done through online system to bring optimum transparency.
Student Admission and Support	The process of admission of students in the college had been done digitally. Further, all administrative policies including the college rules and regulations, details of human resources, infrastructure and instructional facilities, academic year plan, e-learning resources, details of various committees to deal with students affair had been made digitally available to the students.
Examination	The e-governance was involved in communicating the schedule of internal continuous evaluation, examination committee, receiving and printing of question papers, maintenance of continuous internal evaluation marks and transferring the CCE marks to the affiliating university for further process had been done electronically.

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
2018	Dr. Preeti Sangwan	Refresher course	UGC- HRDC KHANPUR	1000
2018	Dr. Poonam Bharti	Refresher course	UGC- HRDC Jaipur	1000
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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)
2017	Nil	Nil	Nill	Nill	Nill	Nill
No file uploaded.						

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
Orientation Program	1	24/08/2017	21/09/2017	28
Refresher Course in International Relations (MD)	1	28/05/2018	18/06/2018	21
Refresher course in Teacher Education	1	26/03/2018	20/04/2018	21
Refresher course on ICT(Inter Disciplinary)	1	17/05/2018	07/06/2018	21
Refresher course in Teacher Education	1	12/11/2018	07/12/2018	21
Short Term Course - Gender Sensitization	1	17/12/2018	21/12/2018	5
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
2	Nill	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Meditation Programmes, One day trip	Meditation Programmes, Uniforms given by the Management	Urmil Dua Scholarship and Post Matric Scholarship.

6.4 – Financial Management and Resource Mobilization

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

The institutional accounts are maintained on daily basis as current account. The details of income and expenditure are subject to internal auditing by a chartered accountant. The details of income and expenditure of the college is prepared by the accountant of the college for onward transmission to the internal auditing officer through proper channel. External financial audits are also done regularly by the affiliating university and salary and grant related audits are done by the D.H.E.

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

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

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

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	No	Nill	Yes	All the staff members and IQAC
Administrative	No	Nill	Yes	Governing body of the college

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

No Data Entered/Not Applicable !!!

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

No Data Entered/Not Applicable !!!

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

1. Staff was encouraged to publish quality articles in reputed journals and attend workshops and Faculty Development Programmes (F.D.P). 2. Addition of learning resource material in library. 3. Extension lectures and enrichment programs were conducted for the staff and the B.Ed Students.

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	Date of	Duration From	Duration To	Number of

	initiative by IQAC	conducting IQAC			participants
2017	Orientation for the New session	19/09/2017	19/09/2017	19/09/2017	190
2017	Run for Unity	31/12/2018	31/12/2018	31/12/2018	200
2018	Extension Lecture on Teacher Education	05/04/2018	05/04/2018	05/04/2018	200
2018	Spiritual Program by Heart fullness Team	18/04/2018	18/04/2018	18/04/2018	200
2018	Extension Lecture on MOOC	21/04/2018	21/04/2018	21/04/2018	200
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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
Rally is organized by the college for promotion of gender equity	14/10/2017	14/10/2017	165	23
Women Day Celebration	08/03/2017	08/03/2017	146	21
Videos on the theme “save girl child” were prepared by the students and shown to the village women for creating awareness by doing campaign.	08/03/2017	11/04/2017	35	10

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
1. Environmental Consciousness about energy saving, reducing plastic usage, planting more trees, saving water resources have been promoted in the College. 2. Power requirement of the College met by the renewable energy sources. Solar

power light in garden I and garden II installed to minimize dependence on conventional sources of energy.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Provision for lift	No	Nill
Ramp/Rails	Yes	1
Scribes for examination	Yes	Nill

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
2017	1	1	15/12/2017	1	Visit to Blind School	All the Students and teachers visited to the blind school in Gurgaon to boost the morale of students and to support the blind students by giving them necessary things.	175
2017	1	1	13/10/2017	1	Poster making and slogan writing competition by Red cross Committee	Developing healthy competitive and cooperative spirit by participating in teams	185

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

Title	Date of publication	Follow up(max 100 words)

No Data Entered/Not Applicable !!!

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Morning assembly conduction by making houses	17/08/2017	22/05/2018	215

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

The campus has green landscaping of plants and trees, through various activities like : 1. Pollution free campus (not allowing vehicles within campus) 2. 3. Sapling plantation 4. Campus cleaning once a week

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Describe at least two institutional best practices Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link BEST PRACTICE- I Title of the Practice – COMPREHENSIVE SCHOOL BASED EXPERIENCE Context: R.L.S. College of Education, Sidhrawali (Gurgaon) was established in 1974, in the loving memory of Sh. Rao Lal Singh Ji, a great visionary and social reformer. The college is situated in the most natural surroundings at the foothills of Aravalies on NH-8 just 35 Km. away from Gurgaon and 50 Km. from IGI Airport, New Delhi. The college is one of the most prestigious institutions of Haryana. It offers D.Ed, B.Ed, M.Ed courses with the aim of providing innovative teacher education and undertaking plethora of research initiatives. The college has a forceful mission of helping and grooming pupil teachers for the future of the nation. The college is dedicated to the supreme and noble cause of education that strives to produce professional teachers and teacher educators. The biggest asset of the college is its teaching faculty, embarking upon higher values of dedication, discipline and determination, always endeavor to keep treading the path of the set tradition of yielding teachers for excellence and thus eventually contributing towards the reservoir of knowledge and glory of nation. Objectives • To provide a comprehensive experience to prepare teachers • To effectively address issues related to education policies, such as diversity, inclusive education, and quality education. • To develop all round personality of the pupil teachers. Need of school based experience: • It broadens our understanding and gives us the opportunity to speak with potential candidates and understand their needs and concerns. • It encourages teachers to think more clearly about their teaching and gives them an opportunity to reflect and discuss their careers, which also motivates some people to become mentors. Description of Practice Education as a part of providing comprehensive school experience, future teachers will regularly visit special schools and work with students in internship program. Accompanying teachers provide necessary guidance and information to let students understand the needs of students in difficulty. Through this activity, prospective teachers can become familiar with the learning characteristics of challenging students. They have mastered the skills to prepare suitable teaching aids and learned teaching strategies to adapt to the needs of students in difficulty. Future teachers gain a wealth of experience by playing various roles as teachers. This type of connection also helps prospective teachers develop a great deal of compassion and love for students. Rao lal singh COE, Sidhrawali adopted a method of associating the student teachers with rural schools. The student teachers of this COE participate in the teaching by acquiring good and useful skills in developing teaching material in different ways. This type of familiarity to the student

teachers will be highly helpful when they are appointed as teachers in such a situation especially in rural India. Impact/results: These training teachers gain comprehensive experience through these programs to perform various teacher functions and help improve quality through new enlightenment. This approach of providing a school-wide experience enables teachers to demonstrate exemplary performance in the classroom environment when dealing with diversity and access issues. Compared with other teachers who do not understand such situations, they can more effectively deal with classrooms with student's diverse needs and multi-level situations. Benefits of school based experience: ? School experience days help to clarify their decision to teach. ? This is especially true for career changers who may not have recent classroom experience. Having school experience is promising and can make the app stand out. ? It encourages teachers to think more explicitly about their teaching Best Practice 2: Title of the Practice: USE OF SMART TECHNOLOGY TO HELP STUDENTS SMART TECHNOLOGIES It is a technology that uses big data analysis to provide cognitive awareness for objects that were previously considered inanimate. At the heart of the smart classroom is the latest technology that connects it to the whole-school community – and the wider world – and supports quality learning and teaching. They can access a powerful group of digital learning tools, resources and student data in one place, that is available anywhere, anytime. Objectives of technology support: ? Teachers can use technology to achieve new levels of productivity, implement useful digital tools to expand student learning opportunities, and increase student support and engagement. ? It also enables teachers to improve their teaching methods and personalized learning. Smart technology helps students: ? Educational technology can help students collaborate, access information, monitor their academic performance, and interact with teachers. ? It allows educators to understand the unique learning needs of each student and personalize learning materials accordingly. ? Using smart technology in the classroom can help improve test scores, improve student learning, increase literacy rates, increase concentration, and increase comprehension, to name a few. ? Teachers report that the first benefit they see in classrooms with Smart Boards is increased student participation. ? It is used to broadcast information (through messages and emails). ? It is used for eBooks and Online Study. ? It decreases the communication gap between students and the institution. Description of practice: Students prefer to use cell phones, and other devices to share and transfer learning materials, saving time and energy. On the other hand, this smart technology can help teachers turn boring lectures into fascinating courses. This is not only about sharing information, but also about creating better online presentations by avoiding manual input. The existence of the smart board helps teachers explain the topic by using different projections in the presentation, so as to teach more effectively. Teachers can easily explain each part of the course through some special effects and graphic demonstrations. It helps to create a quick FAQ meeting between teachers and students, truly creating a wonderful learning environment in the classroom. Benefits of smart technology for mentors and students: ? Enhanced Learning Experience. ? Interactive Learning Experience. ? Easy Access to Online Resources. ? Follows Go Green Concept. ? Time Saving Technology. ? Increased Productivity. Requirements for Adoption and Adaptation Generally, there is no problem in the adoption of these practices. These practices basically involve the teaching faculty. Therefore, the effort of teachers to initiate them has few impediments to overcome. This is the need of the time for a teacher to motivate and inspire students to learn by using different ways of technology. At the same time, there is a strong realization among teachers that pedagogy should be learner centered. The use of educational technology cannot however be avoided in this knowledge era brought about by Information Technology. Many changes are required to implemented by the institution that will help the learning climate. Like as The lecture rooms may preferably be of the U or round table conference type. The classrooms have the

facility of sliding black or white boards are more facilitative than fixed boards. Teachers should be given orientation to student's time to time for effective use of technology It is clear from what has been said above that these practices require a financial support also.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

http://www.rlscoe.ac.in/best-practices/

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

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust Provide the web link of the institution in not more than 500 words http://www.rlscoe.ac.in/ Recognizing its privileged position as a premier institute of Teacher Education, Rao lal singh College of Education, Sidhrawali, Gurugram, college stands out from other institutions in Teacher Education making consistent efforts in fulfilling its social responsibility towards all the sections of society. The college authorities, staff and students believe that the true essence of empowerment lies in creating sustained forms of emancipation by generating lasting opportunities for all. The outreach aimed to highlight that education and independent thought are the most effective means of breaking down social taboos. The college pursues distinctiveness as a way of focusing intellectual energy and using limited resources wisely to provide quality teachers rather than quantity teachers to the society. Our efforts to be distinctive must be in harmony with our vision, priority and thrust area. Institutional distinctiveness sets a central theme around which excellence is built. For this, college focuses on the holistic development of our students by developing their competencies and chisel their professional skills. With the rare amalgamation of the Indian cultural traditions and modern technologies, the college aims at creating the best human resources reservoir to produce world class professionals and citizens. 'Education' is synonymous with 'liberation' liberation from all hackles, liberation from all vices, liberation from cruel customs and unjust traditions. The college expands all its resources, human as well as material to prepare passionate, innovative, secular, and humane teachers with commitment to excellence and professional outlook. The college enshrines and espouses certain objectives to keep itself in sync with the society: 1. To stimulate academic environment for enhancing quality of teaching-learning process by encouraging innovative practices. 2. To re-invigorate research in teacher education by promoting interdisciplinary approach, essential for innovations in the field of Teacher Education. 3. To help the prospective teachers to become a part of 'wisdom society' through organization of seminars, workshops, conferences and other techniques of higher learning. 4. To provide exposure to prospective teachers to diverse cultures and prepare students for global education challenge by bringing internationalism to the campus through student/faculty exchange programmes. 5. To develop the students holistically by inculcating ethical, social, aesthetic values among prospective teachers through value- oriented education and community service programmes. We aspire to become an institution known for its integrating inquiry and action, theory and practice. Our general liberal education program, which offers students a common exploration of the modes of intellectual inquiry and gives them processes of thought to use in their major fields of study. The expertise we have in the scholarship of teaching and learning, and in problem-based and inquiry-based learning. Our creation of classroom situations that facilitate and encourage students to become intellectuals, problem solvers, and agents of change. Our requirement that all students participate in a culminating course

or experience in which they apply the lessons of their discipline. The

Provide the weblink of the institution
http://www.rlscoe.ac.in

8.Future Plans of Actions for Next Academic Year

• To upgrade different labs and infrastructure facilities. • Library facilities will be enhanced by adding new books, journals, and magazines. • To develop technological teaching skills among students. • To celebrate different festivals in the institution to inculcate cultural, social, and moral values among students. • Remedial program of students. • Facilitating support services through placement cell. • Planning specific programs to aware students to join different state services and central services. • Budgeting and optimum utilization of finance reflected in up-to-date audit. • Proposal of community service to micro savings.