

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

1. Details of the Institution

1.1 Name of the Institution

Maharaja Agrasen Mahavidyalya

1.2 Address Line 1

Maharaja Agrasen Mahavidyalya

Address Line 2

Agrasen Chowk

City/Town

Jagadhri

State

Haryana

Pin Code

135003

Institution e-mail address

principalmac.bajpai@gmail.com

Contact Nos.

01732-245719

Name of the Head of the Institution:

Dr. P.K.Bajpai

Tel. No. with STD Code:

01732-245719

Mobile:

09468100769

Name of the IQAC Co-ordinator:

Dr. Karuna

Mobile:

09416991900

IQAC e-mail address:

iqacmac@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

HRCOGN 10699

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)

11-12 Dec.,2003

1.5 Website address:

www.mac.ac.in

Web-link of the AQAR:

http://mac.ac.in/?page_id=968

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B ⁺⁺	80.02	January 8 2004	5 years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

15-07-2004

1.8 AQAR for the year (for example 2010-11)

2012-13

1.9 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 2009-10 submitted to NAAC on 19-07-2014
- ii. AQAR 2010-11 submitted to NAAC on 19-07-2014
- iii. AQAR 2011-12 submitted to NAAC on 28-06-2013

1.10 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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

Computer Applications

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

Kurukshetra University,
Kurukshetra

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

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

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="03"/>
2.3 No. of students	<input type="text" value="Nil"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="Nil"/>
2.8 No. of other External Experts	<input type="text" value="Nil"/>
2.9 Total No. of members	<input type="text" value="12"/>
2.10 No. of IQAC meetings held	<input type="text" value="05"/>

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

- Use of Smart Classrooms
- Teacher-Student relationship and quality education

2.14 Significant Activities and contributions made by IQAC

IQAC stressed on organization of the following activities-

- Sports and Cultural Activities
- Student Support Services
- Extension Activities
- Teachers Orientation towards research activities
- Teachers Orientation towards use of technology

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 *

Plan of Action	Achievements
Use of technology in teaching and learning	<p>Projectors and Smart Boards for classrooms were purchased and installed in the classrooms and demonstrations were given by external experts to the faculty members.</p> <p>Fully equipped conference hall was prepared and used by the teachers and students for various programmes.</p>
Teachers orientation towards research	<p>Teachers were motivated for attending more seminars/conferences and presenting research papers. Nine faculty members attended national seminars organised by other institutions and four of them presented research papers.</p> <p>Three National level conferences were organised on October 19 -20, 2012, February 28, 2013 and January 23, 2013.</p>
Improvement in Teachers- Students relationship through tutors/mentors and students councils	<p>Discipline in the campus improve</p> <p>Class attendance has improved. Effective communication established between teachers, students and principal.</p>
Infrastructure and technology up gradation plan for library	<p>New Documents have been Bar-coded.</p> <p>College library has been fully digitalised.</p> <p>Access to e-resource INFLIBNET.</p> <p>Internet Facility has been provided to the faculty members.</p> <p>e-Document service and e-question paper service is provided to the students and faculty members.</p>

	Library Automation software development is under process.
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* 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

All the proposals of IQAC were accepted by the management in toto and future planning was done to:

- Reduce absenteeism.
- Promote research.
- Improve infrastructure

Part – B

Criterion – I

1. 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	Nil	02	Nil
UG	07	Nil	05	05
PG Diploma	-	-	-	-
Advanced Diploma	03	-	03	03
Diploma	03	-	03	03
Certificate	03	Nil	03	03
Others	-	-	-	-
Total	18	Nil	16	14

Interdisciplinary	Nil	Nil	Nil	Nil
Innovative	Nil	Nil	Nil	Nil

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

The College follows the curricular design of Kurukshetra University framed by the Board of Studies of different subjects of the University. However, our College with its limited scope has introduced three add on courses : E-marketing, Community Development and Social Welfare and Advertising and Sales Management.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	09
Trimester	-
Annual	09

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

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.

Syllabi are revised/updated only by the University

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

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
13	03	08	01	01

2.2 No. of permanent faculty with Ph.D.

09

Asst. Professors	Associate Professors	Professors	Others	Total
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2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

R	V	R	V	R	V	R	V	R	V
0	05	0	0	0	0	0	0	0	05

2.4 No. of Guest and Visiting faculty and Temporary faculty

01	15	23
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	99	-
Presented papers	0	04	-
Resource Persons	-	01	-

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

- Use of Two-way teaching method
- Use of communication labs
- Use of Eduset
- Presentations by students in classes

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

181

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

Examination reforms initiated by the university are adopted.

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

-	-	-
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2.10 Average percentage of attendance of students

75

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.I	265					56.48
B.Com.II	152					63.81
B.Com.III	143					51.47
B.A.I	87					21.33
B.A.II	73					56.16
B.A.III	44					9.52
B.B.A.I						
B.B.A.II						
B.B.A.III	22					61.18
B.C.A.I						
B.C.A.II						
B.C.A.III	20					57.89
M.Com.(P)	31					87.09
M.Com.(F)						
M.A.Hindi (P)						87.0
M.A.Hindi (F)						92.0

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

- Plans the academic calendar
- Monthly review of syllabi covered through departmental heads.
- Takes feedback
- Makes suggestions and plan future work

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	-
Staff training conducted by the university	-

Staff training conducted by other institutions	04
Summer / Winter schools, Workshops, etc.	20
Others	-

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	02	01	0	03
Technical Staff	0	0	0	03

Criterion – III

3. Research, Consultancy and Extension

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

Motivation to teachers to attend seminars/conferences and present their research papers in national/international seminars
Research and consultancy cell organises seminars for sharing knowledge and research issues among colleagues on inter-disciplinary topics

3.2 Details regarding major projects

N.A

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	01	-	
Outlay in Rs. Lakhs	-	88195-00	-	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	01	-
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications: N.A.

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

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	-	03	-	-	02
	Sponsoring agencies	-	UGC & DGHE	-	-	Management

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
01	-	01	-	-	-	-

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

S.No.	Name of the activity	Date	Organiser
1	Tree Plantation	31-08-2012	NSS Unit-I & II
2	Blood Donation Camp	16-10-2012	NCC, NSS, Youth Red Cross Club and Red Ribbon Club
3	AIDS Awareness Programme	12-01-2013	NSS Unit-II
4.	Programme on National Voters Day	25-01-2013	NSS & Legal Litracry Cell
5	Special Camp at village Parwallo (Theme-Health and Sanitation & Social Awareness)	20-02-2013 to 26-02-2013	NSS Unit-II
6	Haemoglobin Examination of girls	21-02-2013	NSS Unit-II
7	Awareness Rally on Alcoholism	24-02-2013	NSS Unit-II
8	Competition on International Women's Day	8-03-2013	Women Cell
9	Special Camp at Village Bhagwargarh (Theme-Save Water Save Life)	2-3-2013 to 8-3-2013	NSS Unit-I
10	First-Aid Training Camp	25-3-2013 to 29-3-2013	Youth Red Cross Club
11	Inter-school Handicrafts Competition	31-3-2013	Deptt. Of Commercial Arts
12	One Day Camp at Village Telipura (Theme-Save The Girl Child)	24-08-2012	NSS Unit-I
13	Rally on Save the Girl Child	22-03-2013	NSS Unit-I & II and Dainik Bhaskar a Hindi Daily
14	Seminar on "My City My Future": Voice of Women of Distt. Yamunanagar	18-02- 2013	Women Cell
15	Convocation 2013(Degrees Conferred to 275 Students)	09-03-2013	Cultural Department
16	Short-term course organised (30 lectures delivered)	16-01-2013 to 4-3-2013	Equal Opportunity Cell.

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	10 acres	-	charitable	10 acres
Class rooms	30	-	UGC, DGHE, Management	30
Laboratories	04	-	UGC	04
Seminar Halls	01	01	UGC, Management	02
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	03	UGC Grant	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	44,29,177	-	-
Others	-	-		-

4.2 Computerization of administration and library

- Web-OPAC availability
- Library website
- Electronic Resource Management Package
- Fully automated library
- Wi-Fi Library building
- Internet facilities for faculty on two computers.
- Participation in resource sharing networks (like Inflibnet)
- References Services, Newspaper Clipping Services to staff and students
- E-Question paper service to staff and students
- E-Document service
- Design and develop the library Automation Software is under process

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value(Rs.)	No.	Value
Text Books (including reference books)	30771	6,31763 (2009-2012)	1106	242616	31877	8,73379 (2009-2013)
Reference Books	-	-	-	-	-	-
e-Books			55100	5000	55100	
Journals	21	36,202 (2009-12)	22	21155	22	57,357
e-Journals	-	-	3100	5000	3100	5000
Digital Database	-	-	-	-	-	-
CD & Video	312	-	60	-	372	-
Others (Magazines & Newspapers)	52	68,031	52	34,920	52	1,02,951

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	70	04	-	01	-	01	06	01
Added	-	-	-	-	-	-	-	-
Total	70	04	-	01	-	01	06	01

4.5 Computer, Internet access, training to teachers and students and any other programme for technology

- Computer labs for students for learning
- Internet facility to students and faculty
- Communication labs
- Edusat room
- Wi-Fi Campus
- Smart classrooms for teaching
- Fully –equipped air conditioned seminar hall.

4.6 Amount spent on maintenance in lakhs :

i) ICT	1,22,228-00
ii) Campus Infrastructure and facilities	5,30,176-00
iii) Equipments	57,470-00
iv) Others	2,760-00
Total :	7,12,734-00

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC plans Students support services at the beginning of the session and various departments and committees implement the decisions of IQAC. IQAC takes feedback from students and ensures whether students are getting quality support Services or not and accordingly give suggestions.

Some of the students support services are –

- Special help desk during admission days with counselors
- Fee concession for poor and meritorious students through fee concession committee
- Scholarships for meritorious students
- Full set of books for meritorious students.
- Support to marginalized sections like handicapped, SCs, BCs, Minorities, Women through Equal Opportunity Cell.
- Tutors for each class for mentoring and other support services
- Students Council for communicating their problems and inviting suggestions for providing better services
- Anti-Sexual Harassment Committee to avoid women harassment
- Women Cell for sensitization for awareness and monitoring women/girls related issues
- Grievances Redressal Cell for addressing students' grievances
- Discipline Committee for maintaining discipline to ensure smooth studies
- Anti-Ragging Committee to check ragging menace

- Remedial Classes for SC/ST and weaker sections.
- Extra classes for weak students
- Extra classes for meritorious students
- Legal Literacy Cell to provide the students awareness regarding their legal rights
- Wi-fi Campus
- Digitalized library
- Career Counseling Cell provides career guidance through experts
- Parents-Teacher Meetings for communicating the students report and guiding the parents for their personal and career development
- Timely medical support for students
- First-Aid Training

5.2 Efforts made by the institution for tracking the progression

- | |
|--|
| <ul style="list-style-type: none"> • Strength of the college • Examination results • Analysis of drop-out rates |
|--|

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1030	68	-	-

(b) No. of students outside the state

80

(c) No. of international students

Nil

Men	No	%	Women	No	%
	854	78		244	22

No	%
244	22

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
647	112	-	316	04	1075	594	132	-	372	-	1098

Demand ratio 92% Dropout 34.04%

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

Career Guidance Cell guides students for competitive exams. Equal Opportunity Cell arranges lectures on communication skills, Personality Development etc. for competitive exams like Banking and Insurance.

No. of students beneficiaries

60

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

Career guidance cell provides information and guidance regarding various career opportunities and employment avenues available.

Lectures by experts are organized time to time to guide the students about the present and future career opportunities.

No. of students benefitted

100

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
-	-	-	25

5.8 Details of gender sensitization programmes

- Women Cell of the college regularly organize gender sensitization activities/extension programmes.
- As per university norms, college has constituted Anti-Sexual Harassment Committee, Women Cell and Anti-Ragging Committee under which gender sensitization programmes are conducted and grievances addressed. The college has a separate Grievance Committee also. Helpline numbers are displayed at major places in the college.

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	28	1,01,000-00
Financial support from government	14	85,100-00
Financial support from other sources	03	750 -00
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: Nil

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision - Become a centre of learning par excellence and ensure integrated development of individuals by providing value based education.

Mission- to develop a unique cadre of young, enthusiastic men and women by inculcating in our students confidence, commitment and ability to meet the challenges of changing environment.

6.2 Does the Institution has a management Information System

Yes. We have an MIS in place to help us analyze and facilitate strategic and operational activities. For example MIS with regard to

- Daily absent report of staff
- Monthly absent report of students
- Departmental information is accumulated in the office and analysed in the meetings. Principal also apprises of the management informally and in governing body meetings in the presence of staff representatives. The suggestions or the comments, if any, are communicated to the faculty and a process of reforms if needed goes on with further feed back to the heads of departments/ principal/management.

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

6.3.1 Curriculum Development

The curriculum is revised or new curriculum is developed only by the university.

6.3.2 Teaching and Learning

- Improving teaching and learning with the use of technology like smart classes, E-journals, E-books.
- Enrichment of teaching experience through mandatory assignments, seminar presentation, field project work (whereas applicable)
- Encouraging students for self exposure to latest knowledge by use of cyber library and subscribed journals, newspapers and magazines.

6.3.3 Examination and Evaluation

Mandatory (as per KUK norms) assignments, seminars, project and field work (wherever applicable) for internal evaluation. However external exams and evaluation is done by the university.

6.3.4 Research and Development

- Digitalisation of library and online access of 3100 journals and 55100 e-books through inflibnet network.
- Uninterrupted power supply for smooth research conduct of conferences, seminars etc.
- Leave and funds to promote research work are granted.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The library is constantly equipped with the latest journals/magazines/newspapers.
- ICT facilities are provided through the computer centre. Wi-fi internet facility is provided to the whole campus.
- Library is providing e-learning facilities to all students and faculty.

6.3.6 Human Resource Management

The college improves the quality of its human resource by exposing them to seminars, conferences, in-service training and organising national conferences. The college also provides financial support to organise seminars for faculty development.

6.3.7 Faculty and Staff recruitment

Faculty and staff are recruited as per KUK/DGHE/UGC norms.

6.3.8 Industry Interaction / Collaboration

- College assists and guides students of BBA, BCA & Vocational Courses for the training and project work with industries/companies.
- College arranges industrial visit of students to understand latest methods, techniques and equipments being used there.
- College arranges expert lectures from industries/ companies.

6.3.9 Admission of Students

- The admission is done on merit basis
- Full transparency in admission is shown by displaying merit list on time
- The admission dates are widely published in dailies and shown on college website.

6.4 Welfare schemes for

Teaching	Besides all statutory welfare provisions for the staff, Contributed Staff Welfare Contributed Fund is created which is operated by consensus for the support of the needy.
Non teaching	College subsidises the fees of the wards of the staff Free uniform in summer and winter and free accommodation to Class IV employees . Medical aid and financial help for the marriages of their children.
Students	Distribution of woollen clothes to poor students. Full set of books to meritorious students. Scholarships for meritorious students. Fee concession for poor students Medical help whenever required

6.5 Total corpus fund generated

5,61,60,731-00

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	KUK	yes	Peer Team
Administrative	yes	DGHE	yes	CA

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

For UG Programmes Yes No

For PG Programmes Yes No

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

N.A.

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

N.A.

6.11 Activities and support from the Alumni Association

- Financial and strategic help
- 300 new enrolments were done in Alumni Association.
- Valuable suggestions received for improving academic and non academic quality of the college.

6.12 Activities and support from the Parent – Teacher Association

Teachers remain in touch with the parents and communicate them the attendance, progress and performance of their wards from time to time.

6.13 Development programmes for support staff

Imparting training for the use of modern technology by college faculty.

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

- Every year Van-Mahotsava is celebrated in the college and large number of saplings are planted in the campus.
- The college has a big campus which has lavish green lawns and wide variety of trees and plants.
- Students and staff are sensitised for saving water, electricity and keeping the campus clean.
- Solar cooking system is being used in college canteen.

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.

- Admission, examination, fee, attendance, seminars and all relevant details are available on college website and regularly updated.
- SMS service for staff and students.

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

IQAC planned its objectives for current year (2012-13) and progress was monitored which was discussed in its meetings and required action was taken.

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

- Effective tutorial system wherein the tutor is expected to meet the students individually and also with his/her parents once in a month and holds informal discussion on academic and non- academic matters. This includes his/her academic performance, potential and opportunities available for career building . This not only helps in students' academic and non-academic progression but also strengthens student-teacher relationship which adds to maintain discipline and improves class/college environment.
- Merit scholarships from college management funds
- Merit based Student councils facilitate smooth running of classes, security of gadgets in the classrooms and participation in co-curricular and other activities.
- Group discipline duty by faculty in each period

7.4 Contribution to environmental awareness / protection

We create environmental awareness by organizing various activities like slogan writing competition, poster making competition, rallies, declamation contests and essay writing contests on environment related issues.

7.5 Whether environmental audit was conducted? Yes No

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

Following are the results of Strength, Weakness, Opportunities and Threats (SWOT) analysis of the College

1. Strength

- Devoted faculty
- Automated and rich library
- Huge lush green wi-fi campus
- Smart class rooms and conference hall
- Well equipped gymnasium
- Fully AC auditorium
- Large play ground
- Student centred and focussed education system
- Monitoring students mechanism

2. Weakness

- Shortage of funds for infrastructural development
- High percentage of students from far-off rural areas
- Lack of bus facility for students
- Poor academic and economic background of students thus high dropout rates
- Shortage of sanctioned staff
- Less job-oriented courses

3. Opportunities

- Summer classes
- Use of large campus
- Effective use of technology

4. Threats

- Lack of resources for the most needy students
- Falling enrolment of students
- Competition

8. Plans of institution for next year

- Special efforts will be made to increase the strength of students
- Efforts will be made to introduce some new courses.
- Efforts will be made to organize Zonal Youth Festival in the college.
- Internet band width capacity will be enhanced for high speed connectivity
- National seminars/conferences will be organized
- Further improvement in sports facilities
- More focus on research and research related activities.

Annexure -I

Academic Calendar 2012-13

	Semester - I	
Month	Activity	To be Organized by
July, 2012	Faculty Development Programme	IQAC
	Extension Lecture	Legal Literacy Club
	Extension Lecture	Career Guidance Cell
August, 2012	Talent Show	Cultural Committee
	Tree Plantation	NSS
	One Day Camp	NSS Unit-I
	Inter-College Declamation Contest	Department of Economics
	Guest Lecture	Department of Business Administration
	Inter-Class Competition	Legal Literacy Club
	Independence Day Celebration	NCC and Cultural Committee
September, 2012	Quiz Contest on International Literacy Day	NSS
	Extension Lecture	Department of Computer
	Extension Lecture on Personality Development and Communication Skills	Equal Opportunity Cell
	Declamation Contest	Department of Commerce
	Poetical Recitation and Slogan Writing Competitions	Department of Sociology
	Hindi Diwas Celebration	Department of Hindi
October, 2012	Blood Donation Camp	Youth Red Cross Club, NCC

		and NSS
	National Seminar	Department of History
	Inter-School Mehandi Competition	Department of Commercial Arts
	Participation in Zonal Youth Festival	Cultural Committee
November, 2012	Faculty Development Workshop	Department of Computer
	Inter-School Declamation Contest	Department of Public Administration
	Seminar on Higher Education	Research and Consultancy Cell
	Industrial Visit	Department of Business Administration
December, 2012	Inter-School Competitions	IQAC
	Semester - II	
January, 2013	National Youth Day	NSS, Vivekanand Club, Red Ribbon Club, Youth Red Cross Club
	Programme on National Voters Day	NSS and Legal Literacy Club
	National Seminar	Department of Hindi
	Symposium	Department Hindi
	Play	Department of Hindi
February, 2013	Inter-School Talent Hunt	IQAC
	Paper Presentation	Department of Business Administration
	Special 7-Day Camp	NSS Unit-II
	Seminar	Women Cell

	Quiz and Collage Making	Department of Commerce and Commercial Arts
	National Seminar	Department of Social Sciences
	Group Discussion	Department of Economics
	Inter –Class Paper Presentation Contest	Department of Business Administration
March, 2013	Special 7-Day Camp	NSS Unit-I
	Annual Sports Meet	Department of Physical Education
	Celebration on International Women’s Day	Women Cell
	Symposium on Women Empowerment	Women Cell
	Convocation	Convocation Committee
	Declamation Contest	Department of Commerce
	Inter-College Contests on Fine Arts	Department of Commercial Arts
	Extension Lecture	Department of History
	Martyrdom Day Programme	NSS
	Motivational Lecture	Vivekanand Club
	First Aid Training Camp	Youth Red Cross Club
April, 2013	Farewell Parties	Departments of Arts, Commerce, Business Administration and Computer Sciences

Annexure – II

Maharaja Agrasen Mahavidyalya, Jagadhri

Ph:01732-245719,248143

Website:macollegejgd.com

Alumni Feedback Performa

Period of Stay in the college 20__ to 20__

Course B.A/B.Com/BCA/BBA/Other (Please Specify) _____

Dear Alumnus,

You are requested to give rating on various aspects of college for evaluation purpose.

Make a tick mark in the appropriate cell:

		Excellent (5)	Very Good (4)	Good (3)	Average (2)	Below Average (1)
1	College infrastructure					
2	Quality of teaching					
3	Co-curricular activities					
4	Policies/rules of the college					
5	Discipline in the college					
6	Administration/office					
7	Library facilities					
8	Training and placement					
9	Guidance and support					
	Average Score					

Maharaja Agrasen Mahavidyalya, Jagadhri

Ph:01732-245719,248143

Website:maccollegejd.com

Faculty Evaluation Form

Course Name _____

Session _____

Semester _____

Teacher's Name _____

Make a tick mark in the appropriate cell:

		Rated as 1 (Lowest) to 5 (Highest)				
1	The teacher presents class material clearly	1	2	3	4	5
2	The teacher appears well prepared for the class	1	2	3	4	5
3	The teacher demonstrates an interest in the class	1	2	3	4	5
4	He/she takes care to ensure that students are comprehending the subject	1	2	3	4	5
5	The teacher appears to be knowledgeable in the subject	1	2	3	4	5
6	The teacher encourages students to ask questions or express opinion	1	2	3	4	5
7	He/she is able to answer questions	1	2	3	4	5
8	The course has stimulated me to do independent thinking	1	2	3	4	5
	Average Score					

Maharaja Agrasen Mahavidyalya, Jagadhri

Ph:01732-245719,248143

Website:maccollegejd.com

PARENT FEEDBACK FORM

Name: Mr./Ms/Mrs. _____ Age _____ Sex (M/F) _____

Education: _____ Occupation _____ Mobile No _____

Ward's Name: _____ Faculty _____

Make a tick mark in the appropriate cell:

Sr. No	Particulars	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1	My ward is improving his knowledge base through interaction with faculty of the college					
2	The discipline in the college is good					
3	The atmosphere in the college is conducive for learning					
4	There is a positive change in the behaviour of my ward after joining the college					
5	The college information is easily accessible					
6	The college website is very informative and regularly updated					
7	The college employees are cooperative					
8	The college facilities are very good					

Your valuable suggestions, if any _____

Name Dr. Karuna

Name Dr. PK.Bajpai

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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
