

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)

18-20 March, 2015

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++	80.20	January 8, 2004	5 years
2	2 nd Cycle	B	2.26	March, 2015	5 years
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)

2015-16

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
- iv. AQAR 2012-13 submitted to NAAC on 19-07-2014

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

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2. 6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

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

- 3 day seminar on Formulation of New Education Policy

2.14 Significant Activities and contributions made by IQAC

IQAC stressed on organization of the following activities:

- Effective use of audio-video hall for students and faculty seminars
- Teachers Orientation towards research activities
- Stress on students participation in curricular activities
- Stress on effective implementation of tutor-taught system
- Stress on reducing absenteeism

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
Importance to career guidance and placement	Various seminars and training programmes were organised by the Career Guidance and Placement Cell and 35 students were placed in reputed companies.
Stress on undertaking social initiatives by students and faculty	Beti Bachao – Beti Parao was the main theme on which all talks, discussions and contests were based. In addition, programmes related to Blood Donation, Sadhbhawana Rally, Yoga, Traffic Rules, Environment Protection and First Aid Training were also organised.

Stress on undertaking Student Enrichment Programmes	Workshops for students by experts have been conducted and seminars organised by Computer, Commerce, English and Business Administration departments. Historical site seen activity was also organised by History department.
Effective implementation of Teacher Taught System	Tutors were asked to hold group discussions on various academic and current issues in their respective classes and have better interactions with their students to find out their problems and grievances and initiate necessary action to solve them.
Making technology an integral part of teaching and learning activity	<p>Teachers and students are using fully equipped conference hall for presentations and discussions.</p> <p>Students are checking their online attendance and are also given information through SMS on shortage of lectures, fee dues etc.</p> <p>College library is fully digitalised and bar codes, thumb identification, wi-fi and high speed internet connection, sms/email alert and OPAC facility is available.</p> <p>Access to e-resources - INFLIBNET.</p>
Teachers orientation towards research	<p>Research and Consultancy Cell organised many faculty interaction programmes to orient teachers toward research and encouraged them to attend more seminars/conferences and contribute by presenting their research papers there.</p> <p>Faculty took part in seminars and discussions on Financial Inclusion, Brand Slavery, International Financial Reporting Standards and Non-Performing Assets.</p>
Orientation of students towards class attendance and participation in co-curricular activities through teacher-taught system	<p>Tutors have been given the responsibility to monitor the attendance of their respective class and take appropriate steps to improve the attendance.</p> <p>Tutors are keeping eyes on the talent and potential of their students and according encouraging students to participate in various co-curricular activities, attend experts' lectures and training programmes.</p>
Enrichment of library	Internet and wi-fi capacity in digital library has been improved.

	Access to e-resources - INFLIBNET has been renewed. New books, magazines and newspaper have been added.
Use of technology in office	Software for automation of official work and documentation of data has been updated.
Improvement in infrastructure and facilities	New bus has been purchased. New water cooler has been purchased.

* +*For Academic Calendar see Annexure - I*

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:

- Prepare results timely, class wise and teacher wise
- Promote research activities among teachers
- To reduce drop outs and absenteeism

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	01	-	01	-
UG	07	-	05	05
PG Diploma	-	-	-	-
Advanced Diploma	03	-	03	03
Diploma	03	-	03	03
Certificate	05	-	05	05
Others	-	-	-	-
Total	19	-	17	16
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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	08
Trimester	-
Annual	11

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

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

For Feedback Performa see Annexure-II

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.

Certificate course in Positive Discrimination
Certificate course in Human Rights Education

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
17	07	07	-	03

2.2 No. of permanent faculty with Ph.D.

11

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	02	-	-	-	-	-	-	-	02

2.4 No. of Guest and Visiting faculty and Temporary faculty

10

-

20

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	-	19	-
Presented papers	-	15	-
Resource Persons	-	05	-

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

- Site visit by History department students to give them better perspective of historical issues
- Workshops for use of technology in teaching and learning for teachers and students by computer department
- Group discussions among students on important issues in all classes
- Faculty interaction programme for sharing research outcomes
- Display of students attendance online for their convenience
- Use of conference hall for students presentations
- Stress on career and personality development programmes for students

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

186

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; however for internal evaluation open book exams/quizzes are used.

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

-

-

-

2.10 Average percentage of attendance of students

75

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Pass %
B.Com. Final	242	61.81
B.A. Final	82	41.26
B.B.A. Final	15	45.45
B.C.A. Final	29	82.35
M.Com.(F)	25	96.00

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

- Plans academic and non-academic activities
- Takes feedback
- Makes suggestions and plans 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	05
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	2
Others	36

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	03	01	-	03
Technical Staff	-	-	-	01

Criterion – III

3. Research, Consultancy and Extension

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

IQAC encourages faculty to undertake research projects and get their research work published.

3 day seminar on Formulation of New Education Policy was organized.

Workshop was organised for faculty on web designing and web development.

Research and consultancy cell organised 4 seminars for sharing knowledge and research issues among colleagues on inter-disciplinary topics

Faculty is motivated to attend seminars/workshops and present their research papers. Our faculty attended 19 national level seminars and 15 papers were presented by them.

One minor project by UGC has also been sanctioned.

2 DGHE, Haryana sponsored national level seminars have been organised by the Mathematics and English departments.

3.2 Details regarding major projects

-

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

01

	Completed	Ongoing	Sanctioned	Submitted
Number	-	01	-	-
Outlay in Rs. Lakhs	-	-	1,00,000-00	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	03	01	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	-	01

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	01	UGC	1,00,000-00	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
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 N.A.

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	Level	International	National	State	University	College
	Number	-	02	-	-	-
organized by the Institution	Sponsoring agencies	-	Director Higher Education, Haryana			-

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	-

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	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="01"/>	College forum	<input type="text" value="24"/>	
NCC	<input type="text" value="07"/>	NSS	<input type="text" value="04"/>	Any other <input type="text" value="25"/>

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

The faculty members and students were involved in extension activities by various cells/units-

- Save and educate the Girl Child Campaign
- Historical Site seeing programme by history society
- Safe driving awareness and driving skill test
- Placement drive
- Awareness programme on National Voters Day
- Legal Literacy Campaign
- Health and Sanitation Campaign
- Annual Sports Meet
- Workshop on Web designing and Web Development

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	49	-	UGC, DGHE, Management	49
Laboratories	02	-	UGC	02
Seminar Halls	01	-	UGC,	01

			Management	
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	8,46,307-35	-	AF	8,46,307.35
Others (Auditorium)	-	-	-	-

4.2 Computerization of administration and library

- Digitalized library
- Total computers for general access - 25
- Total Printers and scanners – 10
- Online UPS-03
- Internet facility
- Participation in resource sharing network (like Inflibnet)
- Lease Line capacity – 4 mbps

4.3 Library services:

	Existing		Newly Added		Total	
	No.	Value	No.	Value	No.	Value
Text Books & Reference Books	33126	43,78,442/-	131	31,631/-	33,257	44,10,073/-
E-Books	97,000	5,000/-	38,000	5,725/-	1,35,000	55,725/-
E-Journal	6,000		0		6,000	
Digital Database	--	--	--	--	--	--
CD & Video	429	--	26	--	455	Free
Journal	19	19,375/-	16	18,310/-	16	18,310/-
Magazine	37	15,709/-	32	11,694/-	32	11,694/-
Newspaper	19	19,140/-	19	16,323/-	19	16,323/-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others (Communication Lab)
Existing	113	47		25	-	05	06	30
Added	-	-		-	-	-	-	-
Total	113	47		25	-	05	06	30

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

- Computer centre is facilitating computing, Internet, Web services to the students and faculty members. SMS service to students and faculty is also provided on matters like library, fee and fine deposit, shortage of attendance etc. The campus is fully wi-fi. Computer centre assist the administration in smooth conduct of conferences/workshops and seminars and use of smart rooms by teachers.
- Online access to library by students and staff.
- Online access to fee account by students.
- Workshop on web designing and web development was organized by computer department.

4.6 Amount spent on maintenance in lakhs :

i) ICT	45,874-00
ii) Campus Infrastructure and facilities	2,16,753-00
iii) Equipments	Nil
iv) Others	1,09,968-00
Total :	3,72,595-00

Criterion – V

5. Student Support and Progression

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

Students support services are primarily looked after by Dean, Student Welfare Schemes, who looks after students centric welfare schemes, address their various requirements and provide necessary support system for students' related issues.

IQAC through feedback from students 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 students through fee concession committee
- Scholarships 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
- Sexual Harassment Prevention Committee to avoid women/girls harassment
- Women Cell for sensitization, 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 students awareness regarding their legal rights
- Wi-fi Campus
- On-line services (library and office)
- Career Counseling Cell provides career guidance through experts
- Timely medical support for students
- First-Aid Training
- Training to face interviews and placement of students by Training and Placement Cell of the college

5.2 Efforts made by the institution for tracking the progression

- Review of examination results
- Analysis of drop-out rates

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1108	90	NA	-

(b) No. of students outside the state 112

(c) No. of international students Nil

Men	No	%	Women	No	%
	862	72		336	28

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
682	118	1	340	02	1143	581	195	0	422	02	1198

Demand ratio - 95%

Dropout - 21.31 %

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

Placement and Training Cell arranges guest lectures for improving analytical abilities of students and interview skills and for competitive exams. Equal Opportunity Cell arranges lectures on general awareness.

No. of students beneficiaries 45

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

As per university rules there is student Career Guidance and Counseling Cell to provide support to students and choosing their career and guide to prepare for the same.

Classes on Personality Development and Career Counseling are regularly conducted.

No. of students benefitted 125

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
08	33	35	32

5.8 Details of gender sensitization programmes

- Women Cell of the college regularly organizes/participates in gender sensitization activities/extension programmes. Beti Bachao- Beti Parao was the main theme around which all activities were focused.
- As per university norms, college has constituted Sexual Harassment Prevention Committee, Women Cell and Anti-Ragging Committee under which gender sensitization programmes are conducted and grievances redressed. The college has separate Grievance Committee also. Helpline numbers are displayed at major

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	47	1,14,000-00
Financial support from government	82	5,09,250-00
Financial support from other sources	27	18,893-00
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 a 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
- SMS/alert service for faculty and staff
- Departmental information is accumulated in the office and analysed in the meetings. Principal also appries 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 which is implemented

6.3.2 Teaching and Learning

- Student centric learning
- Blending Training with the use of technology
- 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.

6.3.3 Examination and Evaluation

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

6.3.4 Research and Development

- Huge investment is being done in laying fibre optic network for ensuring in uninterrupted internet access to all departments and hostel to facilitate research
- Establishment of cyber library and online subscription of important journals and participation in inflibnet network
- Uninterrupted power supply for smooth research and conduct of conferences, seminars etc.
- Duty 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
- Cyber library is providing e-learning facilities to all students and faculty.
- Student portal for online access to library and fee accounts.

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 international 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 and BCA students and 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.
 - Students participated in the training programme “Maha Bachat ke 5 Din’ organised by Big Bazar from 12-8-15—16-8-15.
- College arranges expert lectures from industries/ companies
 - Students participated in the STEP Programme organised by Leap Skills to check abilities, awareness and knowledge of students.
 - A seminar on Career in Accounting was organised on 2-9-15 to give the students an insight of the scope and career opportunities in accounting.
 - An awareness programme about Company Secretary was organised with the help of experts from Institute from Company Secretary of India.
 - A workshop on Interview and Soft Skills was organised with the help of experts from Chanakya Skills and Grooming, Kurukshetra on 6-2-16.
 - A pre – interview workshop was organised on 29-2-16 to guide students about various preparations for the interviews.
 - Workshop on OOPS (C++), DATABASE (Oracle), Web Designing (HTML) AND Web Development (PHP) were organised by experts of Goral Technologies Pvt Ltd Yamunanagar in the months of March and April, 2016.
 - A seminar on Practical Exposures and Career Opportunity was organised with the help of TCIL-IT, Mohali on 6-4-16.

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 at college website.

6.4 Welfare schemes for

Teaching	Besides all statutory welfare provisions for the staff, contributed Staff Welfare Fund is created when required which is used by consensus for the support of the needy.
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Non teaching	College subsidies 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	Scholarships for meritorious and needy Fee concessions for needy Medical help for exigencies Free books for meritorious and needy students Extra classes for economically weak students

6.5 Total corpus fund generated

3,07,29,315- 42

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	No	-	Yes	Peer Team
Administrative	No	-	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 for organising Alumni Meet
- Placement and training for students in business establishments.
- Valuable suggestions for improving academic and non academic quality of the college.

6.12 Activities and support from the Parent – Teacher Association

The college does not have Parent –Teacher Association but the 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

The college faculty imparts training to support staff for the use of modern technology.

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

- The college has a big campus which has lavish green lawns and wide variety of trees and plants.
- The college constantly adds to bio-diversity by planting more trees while regularly organizing tree plantation.
- Students and staff are sensitised for saving water and electricity.
- Solar cooking system is used in the 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/alert service to students and faculty

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

As the importance was on career guidance and placement of students, various seminars and training programmes were organised by the Career Guidance and Placement Cell and many students were placed in reputed companies.

Tutor-student relationship has been strengthened to ensure class attendance of the students, involving them in extra- curricular activities and career planning.

Many social initiatives like Blood Donation, Sadhbhawana Rally, Yoga, Traffic Rules, Environment Protection and First Aid Training were undertaken by students and faculty. **Beti Bachao – Beti Parao** remained in focus.

As the stress was on faculty interaction, Research and Consultancy Cell organised many programmes to orient teachers toward research and encouraged them to attend more seminars/conferences and contribute by presenting their research papers there.

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

- Effective tutorial/mentoring 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 and participation in co-curricular and other activities.
- Group discipline duty by faculty in each period.
- Extra classes for weaker students

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 and planting trees annually and promoting cleanliness.

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
- Disciplined Students

2. Weakness

- Shortage of funds for infrastructural development
- High percentage of students from far-off rural areas and thus problem of absenteeism
- 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

- Scope for new courses
- Summer and Evening 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**

- More focus on improving results.
- To enhance internet band width capacity for high speed connectivity.
- National seminar/conference will be organized.
- Special efforts will be made to increase the strength of students.
- Further improvement in sports facilities.
- More focus on research and research related activities.

Name

Dr. Karuna

Name Dr. P.K.Bajpai

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure -I

Academic Calendar 2015-16

	Semester - I	
Month	Activity	To be organized by
August, 2015	Declamation Contest	Commerce Department
	Seminar on Personality Development	Commerce Department
	Seminar on Personality Development	Training and Placement Cell
	Training Programme	Training and Placement Cell
	Sadhbhawana Diwas	NSS
	Student Enrichment Programme	History Department
September, 2014	Inter Class Declamation Contest	Commerce Department
	Seminar on Career Building	Training and Placement Cell
	One Day NSS Camp	NSS
	Talent Show	Cultural Committee
	Inter Class Competitions	Legal Literacy
	Power Point Presentation	History Department
October, 2014	Student Enrichment Programme	Department of Commerce
	Group Discussion	Department of Commerce
	Student Awareness Programme	Red Cross Cell, Legal Literacy Cell
	Blood Donation Camp	Youth Red Cross

	Inter Class Contests	Legal Literacy Cell, Commercial Arts Department
	One Day Camp	NSS
November, 2014	National Seminar	Mathematics Department
	Remedial Classes	Mathematics Department
Examinations and Winter Break		
January, 2015	Faculty Seminar	Research and Consultancy Cell
	Quiz Competition	History Department
February, 2015	Power Point Presentation	Commerce Department
	Student Seminar	Economics Department
	National Seminar	English Department
	Workshop	Training and Placement Cell
	Seminar on Gender- Just Society	Women Cell
	Cultural Event	Cultural Committee
	Guest Lecture	Economics Department
March, 2015	Inter College Declamation Contest	Commerce Department
	Essay Writing, Declamation Contest and Student Enrichment Programme	English Department
	International Women Day Celebration	Legal Literacy Cell, Women Cell
	Sports Meet	Sports Department
	Programme on Beti Bachao and Beti Parao	Sociology Department and Political Science Department
	Remedial Classes	Maths Department
April, 2015	Farewell Parties	Departments of Arts, Commerce, and Business Administration
Examinations and Summer Break		

Annexure – II

MAHARAJA AGRASEN COLLEGE, JAGADHRI

Students Appraisal Form

Please make your rating on 5 point scale in ascending degrees of importance i.e.

1= Very Poor, 2=Poor, 3= Good, 4=Very Good and 5=Excellent

Criteria for Assesment	Assesment Scale					Remarks
	1	2	3	4	5	
* Discipline						
* Infrastructure						
- Lawns						
- Class Rooms						
- Labs						
- Toilets						
- Common Rooms						
- Suggestion if any						
* Canteen						
- Availability of eatables						
- Behaviour of Canteen Staff						
- Cleanliness						
- Sitting facilities						
- Suggestion if any						
* Library						
- Availability of Books						
- Availability of						
- Availability of News Papers						
- Material on career desk						
- Seating space						
- Atmosphere						
- Behaviour of Staff						
- Any other						
- Suggestion if any						
* Parking						
- Space						
- Arrangement						
- Behaviour						
- Any other						
- Suggestion if any						

* Gym						
- Machines						
- Space						
- Atmosphere						
- Behaviour						
- Usage						
- Benefit						
- Any Other						
- Suggestion, if any						
* Sports Facilities						
- Play Grounds						
- Sports Instruments						
- Usage						
- Behaviour						
- Any Other						
- Suggestion, if any						
* Co-curricular Activities						
- NCC						
- NSS						
- Suggestion if any						
* Extra-Curricular Activities						
- Cultural						
- Suggestion, if any						
* Class Teaching						
- Paper-I						
- Paper-II						
- Paper-III						
- Paper-IV						
- Paper-V						
- Paper-VI						
- Paper-VII						
- Practical						
- Suggestion						

Overall Suggestions to improve your College and to make College of your dreams.

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
