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 AgrasenMahavidyalya

1.2 Address Line 1

> Maharaja AgrasenMahavidyalya

Address Line 2

> AgrasenChowk

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)

F.19.26/EC(SC-6)/DO/2015/62

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	1st Cycle	B++	80.20	January, 2004	5 years
2	2nd Cycle	B	2.26	March, 2015	5 years
3	3rd Cycle				
4	4th Cycle				

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

15-07-2004

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

2016-17

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

    i. AQAR 2012-13 submitted to NAAC on 21-07-2014
    ii. AQAR 2013-14 submitted to NAAC on 21-07-2014
    iii. AQAR 2014-15 submitted to NAAC on 15-10-2015
    iv. AQAR 2015-16 submitted to NAAC on 03-12-2016

1.10 Institutional Status

University   State ☐ Central ☐ emed ☐ 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 (PhysEdu) ☐

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 | 06

2.2 No. of Administrative/Technical staff | 03

2.3 No. of students | Nil

2.4 No. of Management representatives | 01

2.5 No. of Alumni | 01

2. 6 No. of any other stakeholder and

community representatives | 01

2.7 No. of Employers/ Industrialists | Nil

2.8 No. of other External Experts | Nil

2.9 Total No. of members | 12

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. | 06 | Faculty | 02 |

Non-Teaching Staff Students | | Alumni | | Others | 04 |

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. | 3 | International | - | National | - | State | - | Institution Level | 3

(ii) Themes

- One day workshop on - Leadership Training
- Evaluation of Semester System in UG courses
- Orientation Programme for School Teachers

2.14 Significant Activities and contributions made by IQAC

IQAC stressed on organization of the following activities:

- Stress on undertaking student enrichment programmes
- Effective use of audio-video hall for students and faculty seminars
- Stress on effective implementation of tutor-taught system
- Stress on reducing absenteeism
- Stress on maintaining discipline
- Inculcating cultural values among students by celebrating various festivals and important days
- Stress on students' awareness and sensitization on social issues like gender sensitization, health and hygiene, environment protection and cleanliness
- Stress on grooming students for career and enhancement of their job skills

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
Training studentsfor effectivepublic speaking	Declamation, debate, poetical recitation contests by various departments and cells were organised and many students took part in them.

Importance to grooming students and enhancement of their job skills	Various seminars and training programmes and pre-placement activities were organised by the Career Guidance and Placement Cell to groom students for career and enhance their job skills, communication skills and social skills. For the purpose linkages were also established with outside agencies for training of specific skills.
Stress on sensitising students towards social issues and providing them more opportunities to engage in community services	Gender Sensitisation was the main theme on which all talks, discussions and contests were based. In addition, programmes related to Health and Hygiene, Communal Harmony, Stress Management, 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, Sociology departments and Training and Placement Cell. Experimental learning was given to students by Historical site seen activity organised by History department.
Inculcating values and ethics among students	Cultural and moral values were inculcated by celebrating various festivals and important *days.* Guest lectures on *Indian Way of Life and Adverse Effects of Westernization on Indian Youth* and *Indian Cultural Heritage* were organized.
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	Teachers and students are using fully equipped conference hall for presentations and discussions. Students are checking their online attendance and are also given information through SMS on shortage of lectures, fee dues etc. 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.

Facilitating faculty interaction on important issues	Interactive programmes for faculty members on issues like Women Empowerment, GST, Digitalisation, Identity Crisis, Evaluation of Semester System in Under Graduate Courses were organised.
Encourage students retention and reduce absenteeism	Tutors have been given the responsibility to monitor the attendance of their respective class and take appropriate steps to improve the attendance and encourage students' retention.
Participation of students in co-curricular activities through teacher-taught system	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.
Improvement in infrastructure and facilities	New server,laptops and computers have been purchased. Facility of applying leave online has been given.
Stress on maintaining discipline	Teachers keep an eye on student activities in the campus by performing discipline duties in groups and providing counselling them as and when required.
To start new Courses	Proposal to start B.Sc was sent to Kurukshetra University, Kurukshetra.
Evaluation of Semester System	IQAC took initiative in encouraging the faculty members to get inputs on evaluation of semester system in UG courses and discuss at higher levels to improve it.
Stress on meritorious and weak students	Meritorious and weak students are identified and extra classes and tests are taken for their improvement.

* For Academic Calendar see Annexure - I

2.15 Whether the AQAR was placed in statutory body   Yes [√]   No [ ]

Management [√]   Syndicate [ ]   y other body [ ]

Provide the details of the action taken

> AQAR was submitted to the college management and the management accepted all the proposals of IQAC and allowed to act upon the plan of action. However the stress from management was on the following:
>
> - Prepare results timely
> - Increase new enrolments
> - Reduce absenteeism
> - Start B.Sc

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 is offering three add on courses: E-marketing, Community Development and Social Welfare and Advertising and Sales Management and two job-oriented certificate courses: Certificate Course in Positive Discrimination and Certificate Course in Human Rights.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	08
Trimester	-
Annual	11

1.3 Feedback from stakeholders**   Alumni [-]   Parents [-]   Employers [-]   ents [√]
   (On all aspects)

Mode of feedback   :   Online Manual [-] Co-operat [√] hools (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.

> Proposal was sent to Kurukshetra University, Kurukshetrato start B.Sc from the academic session 2017-18

Criterion – II
2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
16	07	07	01	01

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
-	03	-	-	-	-	-	-	-	03

2.4 No. of Guest and Visiting faculty and Temporary faculty

> 10   -   17

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	01	14	02
Presented papers	-	06	-
Resource Persons	-	04	-

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

- Use of multi-media presentation for better understanding of subject.

- Experimental learning given to students by site seen activity to give them better perspective of issues.

- Workshops for use of technology in teaching and learning for students by computer department

- Group discussions among students on important issues in all classes to make them alert and responsive

- 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   `180`
during this academic year

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

> Examination reforms initiated by the university are adopted; however for internal evaluation pre-university exams/quizzes/presentations 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 (2016-17):

Title of the Programme	Total no. of students appeared	Pass %
B.Com. Final	201	46.27
B.A. Final	38	15.79
B.B.A. Final	11	81.82
B.C.A. Final	15	73.33
M.Com.(F)	46	95.65

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

   IQAC plans academic and non-academic activities, conducts meetings with faculty members and
   student council and give suggestions to the office for improvement, if needed.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	02
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	02
Faculty exchange programme	-
Staff training conducted by the university	01
Staff training conducted by other institutions	-

Summer / Winter schools, Workshops, etc.	-
Others (state, national and international level seminars attended by the faculty)	17

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	-	04
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, organize seminars and get their research work published.

IQAC encourages various departments, cells and committees to organize interactive programmes in association with other institutions and organisations.

- One of the faulty members is **Associate Fellow** of Indian Institute of Advanced Studies, Simla.
- An interactive programme for faculty members on **Women Empowerment** was organized in the college in association with DainikBhaskar.
- A seminar on **Identity Crisis** was organized in association with Uthan Institute of Development Studies.
- Faculty of the college participated in **GST** seminar organized by Maharaja Agrasen Institute of Management and Technology, Jagadhri
- A Group Discussion of faculty members along with student representatives on the issue of Semester system in under graduate classes was organized.
- Faculty discussion was organized on taking steps for promoting digitalization in the college.
- Research and consultancy cell organises 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 17state, national and international level seminars and 06 papers were presented by them.
- 4 of the faculty members acted as resource persons and presented their research results.

3.2   Details regarding major projects | - |

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects | - |

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	01	01	-
Non-Peer Review Journals	01	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 *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published   i) With ISBN No. | 01 | Chapters in Edited Books | - |

ii) Without ISBN No. | Nil |

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   [Nil]

3.11 No. of conferences/extension lectures organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	10
Sponsoring agencies	-	-	-		College

3.12 No. of faculty served as experts, chairpersons or resource persons   [04]

3.13 No. of collaborations   International [-]   National [-]   Any other [06]

3.14 No. of linkages created during this year   [06]

3.15 Total budget for research for current year in lakhs :

From Funding agency [Nil]   From Management of University/College [Nil]

Total   [Nil]

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
-	-	-	-	-	-	-

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

01

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

JRF `-`   SRF `-`   Project Fellows `-`   Any other `01`

3.21 No. of students Participated in NSS events:

University level `06`   State level `-`

National level `-`   International level `-`

3.22 No. of students participated in NCC events:

University level `-`   State level `01`

National level `01`   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 `01`   College forum `73`

NCC `07` S   `18` Any other `49`

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

Major activities in which the faculty members and students were involved during the year:

- Environment Protection and Cleanliness Drive
- Awareness Programme for Health and Sanitation
- Programmes on Gender Sensitisation and Women Security
- Historical Site Seeing programme by History Society
- Awareness on Safe Driving

- Awareness for Yoga
- Programmes for National Integration
- Placement drive
- Legal Literacy Campaign
- Annual Sports Meet
- Workshop on PPT

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	36	-	UGC, DGHE, Management	36
Laboratories	05	02	UGC, College, Management	07
Seminar Halls	01	-	UGC, Management	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	01	UGC	2,08,500-00
Value of the equipment purchased during the year (Rs. in Lakhs)	3,52,568-00	-	UGC	3,52,568-00
Others (Auditorium, Canteen, Common Rooms (Boys and Girls), Cabins of various cells and clubs etc.	16	-	UGC, Management	-

4.2 Computerization of administration and library

- Administrative procedures including finances are fully computerized
- Students' admissions, attendance and fees are fully computerized
- Staff attendance management system is biometric
- Library management system is fully computerized with internet facility and membership of INFLIBNET
- Lease Line capacity – 4 mbps (1:1) (on fibre optical)

4.3   Library services:

	Existing		Newly Added		Total	
	No.	Value	No.	Value	No.	Value
Text Books & Reference Books	33257	44,10,073/-	93	14,917/-	33,350	44,24,990/-
E-Books	135,000	5,725/-	135,000	5,750/-	1,35,000	5,750/-
E-Journal	6,000		6,000		6,000	
Digital Database	--	--	--	--	--	--
CD & Video	455	--	55	--	510	Free
Journal	16	18,310/-	16	26,360/-	16	26,360/-
Magazine	32	11,694/-	33	17,419/-	33	17,419/-
Newspaper	19	16,323/-	0	15,689/-	12	15,689/-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others (Communication Lab)
Existing	113	47		25	-	05	06	30
Added	11	03		02	-	04	02	-
Total	124	50		27	-	09	08	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 and 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 and providing other information 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.

- Workshops on **Computer Software Installation**, **Computer Hardware**, **Programming in 'C'** and **Learning Skills to Make Presentations** were organized by the computer department.

4.6 Amount spent on maintenance in lakhs :

    i) ICT

| 43,778-00 |

    ii) Campus Infrastructure and facilities

| 2,17,009-00 |

    iii) Equipments

| 46,746-00 |

iv) Others

| 1,97,109-00 |

Total :

| 5,04,642-00 |

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, addresses their various requirements and provides 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
- 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 absenteeism and dropouts

5.3 (a) Total Number of

UG	PG	Ph. D.	Others
1057	55	NA	-

students

(b) No. of students outside the state

75

(c) No. of international students

01

Men

No	%
785	

Women

No	%
328	

	Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total	
580	195	-	422	01	1198	496	189	-	424	01	1112	

Demand ratio - 95%   Dropout - 36.07 %

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. This year many awareness seminars and training sessions were organized and tests were conducted for the benefit of students. The cell also motivated and guided the students to take part in placement drives and also conducted a placement drive in the college campus.

No. of students beneficiaries   50

5.5 No. of students qualified in these examinations : data not available

NET   LET   GAT   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. The activities organized in 2016-17 were:

- An Awareness Seminar on Company Secretary was organized in the college campus on 10/08/2016.
- A financial literacy program by SEBI was organized in the College on 24-08-2016.
- A scholarship Aptitude Test was conducted in the College on 22-09-2016 in which Approx 200 Students of Final year students participated and won scholarships amounting to Rs 4000-10000 for CAT and Rs 2000-5000 for Banking.
- All the students of B Com Computer Application and BCA have got themselves registered for Ignite program of Tata Consultancy Services for Recruitment in the Month of October.
- 10 students of the college participated in placement drive held on 02-02- 2017 at TIMT, Yamunanagar.
- A lecture on Communication Skills and Stress Management was organized by the Cell on 20-01-2017 which was addressed by an IIM Ahmadabad alumnus.
- College students participated in Campus Placement Drive by Cap Gemini on 09-02-2017 at MMU Mullana.
- Students of BCA Final participated in Placement Drive organized at MMU Mullana by Delloitte USI Technology consulting on 17-02-2017.
- Placement Cell organized an Essay Writing Competition and Debate Competition on 06-03-2017 in Collaboration with KVIC Ambala.
- A People Education Program for the Final Year Students of the College was organized on 07-03-2017 in Collaboration with Khadi and Village Industries Commission, AmbalaCantt and DIC, Yamuna Nagar in which Mr Baleshwar Prasad, Margin Money Officer, State Office KVIC AmbalaCantt was the Chief Guest.
- A lecture on Banking and SSC Exams was conducted in the College in collaboration with Bulls Eye, Yamuna Nagar and Chandigarh on 09-03-2017. Approx. 100 students participated in it.
- A Motivational Movie was shown to students to infuse enthusiasm in them on 18-03-2017.
- A Placement Drive was organized by Touchstone Educational's on 30-03-2017 in the College Campus. Four Students of the College got selected at a salary Package of Approx 2 Lac.
- 25 students participated in Campus Placement Drive by Genpect on 06-01-2017 at TIMT YNR.
- A career guidance program was organized on 15-04-2016 for the final year students to guide them for the future course of action.
- A meeting with the student aspirants of B Com Final Year was organized on 19-04-2017 in collaboration with IQAC to guide the students towards the future studies.

No. of students benefitted   200

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
01	40	04	-

5.8 Details of gender sensitization programmes

- Women Study Cell, Legal Literacy Cell, Sexual Harassment Prevention Committee, NCC and NSS Unit of the collegeregularly organize gender sensitization activities/extension programmes to sensitize the staff and students on gender issues.Women Empowerment and Women Security was the main theme around which all activities were focused.

- In tutorial classes students are given awareness about gender related issues.

- 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 places in the college.

5.9 Students Activities

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

State/ University level 40   National level -   International level -

No. of students participated in cultural events

State/ University level 75   National level 4   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 12   National level 2   International level -

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	44	1,52,200-00
Financial support from government	160	7,40,130-00
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives

Fairs   : State/ University level | - | National level | - | International level | - |

Exhibition: State/ University level | - | National level | - | International level | - |

5.12   No. of social initiatives undertaken by the students | 05 |

5.13 Major grievances of students (if any) redressed: No major grievances were received.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> **Vision** – To 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 analyse 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 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 which is implemented.

6.3.2 Teaching and Learning

- Induction program for new students in the beginning of session

- Student centric learning

- Focus on student-mentor relationship

- Blending Training with the use of technology

- Enrichment of teaching experience through mandatory assignments, seminar presentation, field project work (whereas applicable)

- Multimedia presentation (wherever applicable)

- Encouraging students for self-exposure to latest knowledge by use of cyber library

- Extra lectures by experts for enrichment of students knowledge

- Training of presentation skills

- Bridge course in English and mathematics for weak students

- Experimental learning through field visits (wherever applicable)

- Students' pre- examination preparation and tests

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.
>
> The performance of students on basis of the tests and assignments is analysed by teachers and discussed in staff meetings where suitable strategy is made for improving their performance. However, external exams and evaluation is done by the university.

6.3.4 Research and Development

- For promoting research climate in the college, a research cell is established which motivates faculty to do research and provides a platform to share results with faculty.

- Eminent resource persons are invited to conduct workshops/seminars/guest lectures on topics of research interest. To inculcate scientific temperament, teachers and students are encouraged to attend, present papers and ask questions.

- Fibre optic network has been laid for ensuring uninterrupted internet access to facilitate research.

- Uninterrupted internet facility and power supply for smooth research and conduct of conferences, seminars etc.

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. High speed 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, fee accounts, attendance, syllabus etc.

6.3.6 Human Resource Management

Human resource planning is done based on the workload of each department. Faculty requirements are planned by head of departments in coordination with the principal. Qualified and competent faculty and non-teaching staff members are recruited. 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. For better interaction with students teachers are given the charge of various extra-curricular and co-curricular activities.

6.3.7 Faculty and Staff recruitment

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

6.3.8 Industry Interaction / Collaboration

The college takes initiative to create a synergy with the industry. The heads of departments/cells in coordination with the Principal identify industries for collaboration for projects, internships, field trips, industrial visits, guest lectures, workshops, seminars, placements, career guidance etc. Talks/Seminars are arranged and industrialists are invited to share their views with the students.

- Khadi and Village Industries Commission, AmalaCantt and District Industries Centre, Yamunanagar team was invited to visit the college for student interaction. The team encouraged the students to take up self employment and guided them for how to start their own venture.
- A team from ICSI, Yamunanagar addressed students to make preparations for Company Secretary.
- SEBI team visited to create awareness on financial literacy.
- Students of B.Com Computer Science and BCA got themselves registered with Tata Consultancy Services for ignite programme.
- Some Industrialists have offered job opportunities to the college students.

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.
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. EPF for adhoc staff, ESI of non teaching staff
Students	Scholarships for meritorious students Fee concessions for needy students 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	Yes	-	Yes	Peer Team
Administrative	Yes	-	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

- Placement and training for students in business establishments.

- Valuable suggestions for improving academic and non academic quality of the college.

- Mridanjali Rawal, our alumnus and now a film artist addressed the students on Career Building and Excellence in life.

6.12 Activities and support from the Parent – Teacher Association

The college does not have Parent –Teacher Association but the teachers as tutors 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.

- In order to reduce the carbon level in the college campus, trees and herbal plants like Neem, Harshinghar, Tulsi, Sadabahar, Giloey are planted in the college.

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.

- Involvement of students in social initiatives as part of value based system

- Importance to career guidance and presentation skills

- Admission, examination, fee, attendance, seminars and all relevant details are available on college website and regularly updated

- SMS/alert service to students and faculty

- Strengthening tutor-student relationship

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.

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 National Integration Rally, Yoga, Traffic Rules, Environment Protection and Cleanliness Drive and First Aid Training were undertaken by students and faculty. **Women Empowerment and Security** remained in focus.

The stress was on faculty interaction. IQAC and Research and Consultancy Cell organised many programmes to discuss current issues and encouraged the teachers to attend more seminars/conferences and contribute by presenting their research papers there.

As part of valued based education a seminar on **Indian Way of Life and the Adverse Effects of Westernization on Indian Youth**was organised in which Prof. Surendera Mohan Misra, head, Department of Sanskrit and Swami RedratmanandSarswati and Dr.Mahendra Hans were the eminent speakers.

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.

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. **Environment Protection and Cleanliness** was the main theme of the activities of NSS, NCC and other cells.

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
   - Centrally located in the town
   - Good physical infrastructure including huge lush green wi-fi campus, fully equipped audio-video seminar hall,fully AC auditorium,automated and rich library and large play ground
   - Devoted faculty
   - Value based education system
   - Monitoring students mechanism
   - Reputation for discipline
2. Weakness
   - Stagnant enrolment ratio
   - High percentage of students from far-off rural areas and thus problem of absenteeism
   - Poor academic and economic background of students thus high dropout rates
   - Shortage of sanctioned staff
   - Less job-oriented courses
   - Shortage of funds
3. Opportunities
   - Scope for new courses
   - Summer and Evening classes
   - Use of large campus
   - Augmenting college-industry linkages
4. Threats
   - Maintaining a steady enrolment ratio
   - Recruiting and retaining good quality teachers
   - Motivating teachers for research
   - Lack of resources for the most needy students
   - Competition

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

- Start BSc from the next academic session

- More focus on improving results

- National seminar/conference will be organized

- Special efforts will be made to increase the strength of students

- Strengthen tutor-student relationship to reduce absenteeism

- Stress on career guidance and presentation skills

Name   Dr.Karuna   Name   Dr.P.K.Bajpai

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

Annexure -I

Academic Calendar 2016-17

Odd Semester		
Month	**Activity**	**To be organized by**
July, 2016	Induction Programme	IQAC
August, 2016	Independence Day Celebration	NCC, NSS, Cultural Committee
	Student Workshop	Commerce Department
	Interclass Competition	Commercial Arts Department
	Seminar on Personality Development	Training and Placement Cell
	Training Programme	Training and Placement Cell
	Student Enrichment Programme	Economics Department
September, 2016	Essay Writing	English Department
	Poetical Symposium and Student Awareness Program	Women Cell, NSS Unit 2
	One Day Camp	NSS Unit 2
	Student Enrichment Programme	Training and Placement Cell, Computer Department
	Guest Lectures	Commerce Department, Mathematics Department
	Talent Show	Cultural Committee
	Inter Class Competitions	Legal Literacy, Commerce Department, Computer Department
	Quiz Competition	History Department
October, 2016	Community Outreach Programme	IQAC
	Student Awareness Programme	NCC
	Inter Class Contests	Commercial Arts Department
November, 2016	Essay Writing, Poster Making, Slogan Writing and Poetical Symposium Competitions	Women Cell
	Painting Competition	Commercial Arts Department
Examinations and Winter Break		

Even Semester		
January, 2017	Multi Media Presentation	English Department
	Republic Day Celebration	NCC, NSS, Cultural Committee
	Training Camp	Red Cross Unit
	One Day Camps	NSS Unit 1 and 2
	Guest Lecture	Training and Placement Cell
February, 2017	Health Check Up and Awareness Program	Women Cell
	7 Day NSS Camp	NSS Unit 1
	Group Discussion	Economics Department
	Cleanliness Drive	NCC and NSS
	Student Seminar	Commerce Department
	Students' Orientation Programme	Legal Literacy Cell
	Student Enrichment Programme	Computer Department
	Group Discussion	Public Administration Department
March, 2017	Declamation Contest and Essay Writing Competition	Public AdministrationDepartment
	Essay Writing, Declamation Contest and Student Enrichment Programme	English Department, Commerce Department
	International Women Day Celebration	Women Cell, Economics and History Department, Commercial Arts Department
	Guest Lecture and Student Enrichment Programme	Training and Placement Cell, Computer Department
	Sports Meet	Sports Department
	7 Day Camp	NSS Unit 2
	Extension Lecture	Sociology Department
April, 2017	Student Interaction Programme	IQAC
	Student Awareness Programme	NCC
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						
- Availibility of Books						
- Availibility of						
- Availibility of News Papers						
- Material on career desk						
- Seating space						
- Atmosphare						
- 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

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