

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. MHC0GN 18879)

HRC0GN 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	1 st Cycle	B++	80.20	January, 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)

2017-18

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 2014-15 submitted to NAAC on 15-10-2015
- ii. AQAR 2015-16 submitted to NAAC on 03-12-2016
- iii. AQAR 2016-17 submitted to NAAC on 31-12-2017

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 (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

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

- Two day Programme on – **How to Excel as a Student and Make Career**
- **‘Performance Rating Yardstick for Academic Audit Standards (PRaYAAS)’** – a framework for facilitating continuous monitoring of performance of higher education institutes, developed by the DGHE, Panchkula was discussed in a meeting with IQAC members and observations, comments and suggestions were sent to the Deputy Director Co-ordinator, DGHE, Haryana on April 23, 2018.

2.14 Significant Activities and contributions made by IQAC

IQAC stressed on organization of the following activities:

- **E- Bulletin - MAC VIBES** is being published bi-annually
- All tutors were advised to make a **talent pool** of students so that their abilities and energies can be channelized in positive direction.
- Stress on **grooming students** for career and enhancement of their job skills
- **Effective use of audio-video hall** for students and faculty seminars
- Stress on effective implementation of **mentoring** system
- Stress on **reducing absenteeism**
- Stress on **maintaining discipline**
- **Inculcating cultural values** among students by celebrating various festivals and important days

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
----------------	--------------

Strengthening Mentor-Mentee Relationship	Tutors were asked to make a Talent Pool of students to channelize their energies in positive direction and 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.
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 /renewed with outside agencies for training of specific skills.
Training students for effective public speaking	Declamation, debate, poetical recitation contests by various departments and cells were organised and many students took part in them.
Undertaking social initiatives	Gender Sensitisation and Cleanliness were the main themes on which all talks, discussions and contests were based. In addition, programmes related to Health and Hygiene, Communal Harmony, Voting Rights, Blood Donation, 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 and through industrial visit by Commerce department.
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 Mentor-Mentee Relations, GST, Performance monitoring in Higher Education,

	PM Vision of New India, Post Budget Discussions were organised.
Encourage students retention and reduce absenteeism	Mentors 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 mentor-mentee system	Mentors 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	Renovation work to make college auditorium centrally AC and fully audio visual has been started.
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.
New Courses	B.Sc in Non-medical and Computer Science has been started from this session.
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. The management also stressed on the following:

- Increase new enrolments specially in new courses
- Reduce absenteeism and drop outs
- Early completion of renovation of college auditorium and building of new washrooms and upgrading of older ones.

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	-	02	-
UG	09	-	07	05
PG Diploma	-	-	-	-
Advanced Diploma	03	-	03	03
Diploma	03	-	03	03
Certificate	05	-	05	05
Others	-	-	-	-
Total	22	-	19	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.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	11
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 students' 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.

The college started B.Sc Non- Medical and B.Sc Computer Science 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
15	08	05	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
-	7	-	-	-	-	-	-	-	07

2.4 No. of Guest and Visiting faculty and Temporary faculty

1

-

21

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	-	31	-
Presented papers	-	26	-
Resource Persons	-	04	-

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

- Stress on career and **student enrichment** programmes for students
- **Experimental learning** given to students by industrial visits, site seen activity, showing movies and live programmes to give them better perspective of issues.
- **Workshops** for acquainting students on latest development and preparing them for future change.
- **Group discussions** among students on important issues in all classes to make them alert and responsive
- **Promoting intra and inter class activities** in the college
- **Remedial classes** for slow learners
- **Special guidance** to advance learners
- **Display** of students' attendance and fee details online for their convenience
- **Use of conference hall** for students presentations
- **Guiding students** for effective presentation skills
- Strengthening the **mentor-mentee relationship**
- Stress on **extra -curricular activities**

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

180

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 (2017-18):

Title of the Programme	Total no. of students appeared	Pass %
B.Com. Final (VI Sem)	220	61
B.A. Final (VI Sem)	69	22
B.B.A. Final (VI Sem)	12	42
B.C.A. Final (VI Sem)	17	24
M.Com.(F) (II Sem)	8	63
M.A. (Hindi) (I Sem)	5	60

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

IQAC plans academic and non-academic activities, analyse data obtained from Administrative Office, conducts meetings with faculty members and student council and gives suggestions to the office for improvement, if needed.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	01
Faculty exchange programme	-
Staff training conducted by the university	-

Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	-
Others (state, national and international level seminars attended by the faculty)	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	-	02
Technical Staff	-	-	-	03

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.
 - One of the faculty members is **Associate Fellow** of Indian Institute of Advanced Studies, Simla.
 - An Inter Disciplinary Seminar on ‘**Models of Good Governance in Sanskrit Shastras and their Application in Present Times**’ was organised by the department on February 24, 2018.
 - A 2-day National Seminar on ‘**Applications of Mathematics in the Present Scenario**’ was organised by the Department of Mathematics on Nov 10-11, 2017.
 - A one day Multi-Disciplinary National Seminar on the theme ‘**Unravelling New India: Growth, Opportunities and Challenges**’ was organised by the Department of Commerce on March 10, 2018.
 - Our faculty **attended 31** state, national/ international level seminars and **26 papers** were presented by them and 4 members acted as resource persons.
 - One of the faculty members was selected **member of the core team** of major research project on Military History of Haryana at Haryana Academy of History and Culture, Kurukshetra.
- IQAC encourages various departments, cells and committees to organize interactive programmes in association with other institutions and organisations.
 - An interactive programme for faculty members on **Women Empowerment** was organized in the college in association with **Uthmaniyah and EkKadamManavatakiAur**.
 - An extension lecture on **KhapPanchayats and Honour Killing** was organized by the Department of Sociology in association with UTHAN, Yamunanagar.
 - A guest lecture on ‘**What Does the Corporate Sector Demand**’ and another lecture on Interview Skills and Self-Grooming were organized in association with **FBS Business School, Bangalore**.
 - Faculty and students of the college participated in **GST workshop** organized by Commerce Department of the college.
 - **Post Budget Discussion** was organized.
 - ‘**Performance Rating Yardstick for Academic Audit Standards (PRaYAAS)**’ – a framework for facilitating continuous monitoring of performance of higher education institutes, developed by the DGHE, Panchkula was discussed in a meeting with IQAC members and observations, comments and suggestions were sent to the Deputy Director Co-ordinator, DGHE, Haryana on April 23, 2018.
 - **Research and Consultancy Cell** of the college organised a faculty presentation on the topic ‘**Prime Minister’s Vision of New India: Challenges and Way Ahead**’ on September 13, 2017. Mr. Anil Kumar, Department of Commerce, gave his presentation which was followed by faculty deliberations.’
 - **Community Outreach Programme** was conducted in the month of November, December and April, 2017. Faculty members interacted students in various schools and guided them on Career Options and also gave lessons on Personality Development.
 - An **interactive workshop** was organised on March 20, 2018 by 5 students of B.Com III who presented topics on personality development, communication skills, time management and effective listening.

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	03	03	-
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	02	Haryana Academy of History and Culture, Kurukshetra	-	-
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.

02

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	-	03	-	-	18
Sponsoring agencies	-	DGHE, Panchkula and Haryana Sanskrit Academy, Panchkula	-		College

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

04

3.13 No. of collaborations

International

-

National

-

Any other

10

3.14 No. of linkages created during this year

02

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
-	-	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

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

- Cleanliness Drive
- Awareness Programme for Health and Sanitation
- First Aid Training
- Blood Donation

- Training on GST
- Programmes on Gender Sensitisation
- Historical Site Seeing programme by History Society
- Industrial Visit by Commerce Department
- Awareness on road safety and voting rights
- Awareness for Yoga
- Programmes for National Integration
- Cultural activities
- Legal Literacy
- Annual Sports Meet
- Counselling to school students

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	03	02	College, Management	05
Seminar Halls	01	01 (renovation process going on)	Parliamentary Secretary Grant, MLA grant	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs) (Laboratory equipments and chemicals)	2,76,513-00	-	College	2,76,513-00
Others (Auditorium, Canteen, Common Rooms (Boys and Girls), Cabins of various cells and clubs etc.	17	-	UGC, Management	-

4.2 Computerization of administration and library

- 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

4.3 Library services:

	Existing		Newly Added		Total	
	No.	Value	No.	Value	No.	Value
Text Books & Reference Books	33350	4424990/-	231	63386/-	33581	4488376/-
E-Books	135000	5750/-	135000	5750/-	135000	5750/-
E-Journal	6000		6000		6000	
Digital Database	--	--	--	--	--	--
CD & Video	510	--	30	--	540	Free
Journal	16	26360/-	15	23260/-	15	23260/-
Magazine	33	17419/-	33	17809/-	33	17809/-
Newspaper	12	15689/-	13	14511/-	13	14511/-

4.4 Technology up gradation (overall)

Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others (Communication Lab)
Existing	124	50	27	-	09	08	30
Added	10	00	00	-	00	00	00
Total	134	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.

- Internet capacity:

Description	Bandwidth
Lease Line: 04 mbps (1:1) (On Fiber-Optical)	04 mbps
FTTH Connection 100mbps (On Fiber-Optical)	100 mbps
FTTH Connection 16mbps (On Fiber-Optical)	16 mbps
Total Bandwidth	120 mbps

- Online access to library by students and staff.
- Online access to fee account by students.
- Workshops on **System Software and Application and Computer Software Installation, Practical exposure of IT and HR** were organized by the computer department.

4.6 Amount spent on maintenance in lakhs :

i) ICT	53,418-00
ii) Campus Infrastructure and facilities	2,79,427-00
iii) Equipments	1,99,130-00
iv) Others	77,383-00
Total :	6,09,358-00

Criterion – V

5. Student Support and Progression

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

Student support services are primarily looked after by Dean, Student Welfare who looks after student 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 and needy students from Sita Ram Jindal Foundation.
- Tutors for each class for mentoring and other support services.
Motivated by their mentors Swachhta squad and Dance Club have been started and a team of students collected a sum of 15,000/- from the faculty and students and donated to a patient of kidney transplant who was a poor hawker.
- Students Council for communicating their problems and inviting suggestions for providing better services. Special meeting are organized for the purpose.
- 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. Discipline duties are given by the teams of faculty members in all periods during the day so as to keep a vigil on attendance and behavior of students. During this time they also interact with them and motivate/support them.
- 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)
- Electronic display of all information like daily circulars/ notices, achievers details with pictures, upcoming events etc.
- Career Counseling Cell provides career guidance through experts
- Special health checkups/camps and timely medical support for students. A One day Dental Check-up Camp and Blood Donation Camps were organized this year.
- First-Aid Training
- Training to face interviews and placement of students by Training and Placement Cell of the college
- Students are also educated about the importance of cultural heritage and special occasions are celebrated with vigor. Holi, Swami VivkanandJaanti, Sant Ravi Das Jayanti, International Yoga Day, International Women's Day, Independence Day, Republic Day, Saang Festival etc were organized.
- IQAC encouraged a group of trained students to organized a workshop for their peers

5.2 Efforts made by the institution for tracking the progression

- Review of mandatory assessments
- Continuous tracking of attendance position
- Review of examination results
- Analysis of absenteeism and dropouts

5.3 (a) Total Number of students

UG	PG	Ph.D	Others
967	31	-	-

(b) No. of students outside the state

44

(c) No. of international students

01

No	%
707	71

Men

Women

No	%
288	29

Last Year 2016-17						This Year 2017-18					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
497	189	-	424	01	1111	402	220	-	376	01	998

Demand ratio - 95%

Dropout - 36 %

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

Training and Placement Cell arranges guest lectures for improving analytical abilities of the students and sharpen their interview skills 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

150

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

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

5.6 Details of student counselling and career guidance

There is Training and Placement Cell in the college 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 2017-18 were:

- Resume Writing workshop was organized on 12/2/2018.
- An Extension lecture on Communication Skills was organized on 13/9/2017.
- A Guest lecture on Interview Skills and Resume Writing was organized 22/9/2017.
- Organized a guest lecture on Interview Skills and Self Grooming on 4/10/2018.
- Organized an extension lecture on Employment Opportunities after Graduation on 10/10/2017.
- Organized a guest lecture on 'What Corporate Sector Demands' on 16/3/2018 by professionals of FBS Business School.
- 20 students participated in placement drive in which British Telecom was the recruiter.
- An Awareness Seminar on Company Secretary was organized in the college campus on 09/08/2017 in association with ICSI, Yamunanagar.
- An extension lecture on GST and its influence on Indian economy was organized in association with ICSI.
- A 9 DAY Workshop on GST was organized for College students to give special skills to students on tax reforms and adopt the career of certified tax practitioners. 50 students attended the workshop.
- 8 students of the college participated in placement drive held on 18/01/2018 at Glocal University. American Express was the recruiter.
- College students participated in Campus Placement Drive by MLN College, Yamunanagr on 26/2/2018.
- Guest lecture on Group Discussion and Interview Skills was organized in association with BULLSEYE. Approx. 100 students participated in it.
- A special Placement Drive for girls was organized by Touchstone Educational's, Chandigarh on 27 and 28 March, 2018 through Skype. 58 girl students were interviewed and four girls got selected.
- A career guidance program was organized in the month of March for the final year students to guide them for the future course of action.

No. of students benefitted

250

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
01	58	04	18

5.8 Details of gender sensitization programmes

- Women Study Cell, Legal Literacy Cell, Sexual Harassment Prevention Committee, NCC and NSS Unit of the college regularly organize gender sensitization activities/extension programmes to sensitize the staff and students on gender issues. Beti Bachao and Beti Parao 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 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	4	14,010-00
Financial support from government (SC Student Scholarship)	149	17,61,055-00
Financial support from other sources (Sita Ram Jindal Foundation)	16	70,800-00
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: 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
- Focus on student-mentor relationship
- Student centric learning
- Blending Training with the use of technology
- Enrichment of teaching experience through mandatory assignments, seminar presentation, field project work (wherever applicable)
- Multimedia presentation (wherever applicable)
- 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.
 - This year 31 seminars/conferences were attended and 26 papers were presented by our faculty and 4 faculty members acted as resource persons.
 - One of the faculty members is a project fellow at Indian Institute of Advanced Studies, Simla and Haryana Academy of History and Culture, Kurukshetra.
 - 3 National level Seminars by Commerce, Economics and Mathematics department were organised.
 - Research and Consultancy department organised a faculty presentation and discussion on 13/9/2018 on the topic 'Prime Minister's Vision of New India: Challenges and Ways Ahead'.
- Ensuring uninterrupted internet access to facilitate research.
- Uninterrupted internet facility and power supply for smooth research and conduct of conferences, seminars etc.
- Duty leave to promote research work is granted.
- Our Librarian is developing and maintaining college ERP Software Solutions for staff and students.

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.

- Manoj Lamba and Sanyam Jain (Chartered Accountants) trained 50 students and 10 faculty members on newly adopted tax reforms –GST by the government.
- A team from ICSI, Yamunanagar addressed students to make preparations for Company Secretary.
- A team from Bullseye visited to give tips on Group Discussions and Interview Skills.
- Some Industrialists have offered job opportunities to the college students.
- A team from FBS Business School, Bangalore visited the college to aware students on corporate sector demand and give tips on interview skills and self grooming.
- A one day Industrial Visit was organised by Commerce Department for the students in Bright Shoe Factory, Nahan to understand manufacturing and packaging process.

6.3.9 Admission of Students

Centralised online admission process has been started by office of Director General Higher Education, Panchkula.

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 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. 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

6,55,21,575.17

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.

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.
- In order to reduce the carbon level in the college campus, trees and herbal plants like Neem, Harshinghar, Tulsi, Sadabahar, Giloeay are planted in the college.
- Cleanliness drive is undertaken by Swachhta Squad from time to time to create awareness among students.

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.

- To impart leadership and organisational qualities in students **Swachhta Squad and Dance Club** have been constituted. Swatchcha Squad took up the cleanliness drive from time to time in the college and nearby areas and create awareness on cleanliness. Dance Club presented many choreographies and dances on important functions.
- Making a **Talent Pool** of students to channelize their energies in positive direction. Mentors interact mentees in their respective classes to find out the talent and motivate them to take part in various academic and non-academic activities. They also talk to their parents during parent-teacher meets and guide and advise them to help their ward to use their talent in positive direction.
- **Grooming students and enhancement of their job skills-** Various seminars and training programmes and pre-placement activities are 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/renewed with outside agencies for training of specific skills.

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

Mentor – mentee relationship has been strengthened to ensure class attendance of the students, involving them in extra- curricular activities and career planning. Tutors were asked to make a **Talent Pool** of students to channelize their energies in positive direction. **Dance club and Swachhta Squad** were constituted. A motivational workshop was organised by students for students. Students participated in many **social initiatives** like Blood Donation, Dental Health Check-up, Awareness on Voting Rights, Yoga, Traffic Rules, Environment Protection and Cleanliness Drive and First Aid Training were undertaken by students and faculty. **Beti Bachao- Beti Parao and Cleanliness Drive** remained in focus.

As the importance was on career guidance and placement of students, 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 / renewed with outside agencies for training of specific skills.

To train students for **public speaking** declamation, debate, poetical recitation contests by various departments and cells were organised and many students took part in them.

The stress was on **faculty interaction**. Interactive programmes for faculty members on issues like Mentor-Mentee Relations, GST, Performance monitoring in Higher Education, PM Vision of New India, Post Budget Discussions were organised.

Renovation work to make college auditorium centrally AC and fully audio visual has been started.

The college **started B.Sc Non- Medical and B.Sc Computer Science** from the academic session 2017-18

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

- **Effective mentoring system** wherein the mentor is expected to meet the mentees individually and also with his/her parents once in a month and holds informal discussion on academic and non- academic matters. He maintains a Talent Pool and discuss his/her academic performance, potential and opportunities available for career building and guides accordingly. This not only helps in students' academic and non-academic progression but also strengthens mentor-mentee relationship which adds to maintain discipline and improves class/college environment.
- **Stress on social initiatives** to insure integrated development of students and on **career guidance** to help make them employable.

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. Peraropan drive was undertaken by NSS Units of the college. Swachhta squad is 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
 - 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

8.Plans of institution for next year

- Increase enrolments specially in newly started B.Sc courses
- Undertaking Community Outreach Programme
- More focus on academic outcomes.
- Strengthen mentor-mentee relationship for improving students' performance.
- Stress on student empowerment through personality development, career guidance and placement drives so as to enhance their employability.
- Early completion of renovation of college auditorium and building of new washrooms and upgrading of older ones.

Name Dr.Karuna

Name Dr.P.K.Bajpai

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure -I

Academic Calendar 2017-18

Odd Semester		
Month	Activity	To be organized by
July, 2017	Induction Programme	IQAC
August, 2017	Independence Day Celebration	NCC, NSS, Cultural Committee
	Community Development Programme	NSS Unit
	Interclass Competitions	Commercial Arts Department
September, 2017	Student Awareness Program and NSS Day Celebrations	NSS and NCC
	Student Enrichment Programme	Computer Department
	Guest Lectures	Commerce Department
	Talent Show	Cultural Committee
	Inter Class Competitions	Commercial Arts Department, Computer Department
October, 2017	Community Outreach Programme	IQAC
	Student Awareness Programme	NCC
	Inter Class Contests	English Department
November, 2017	Inter class competitions	Women Cell
Examinations and Winter Break		
Even Semester		
January, 2018	Multi Media Presentation	English Department
	Republic Day Celebration	NCC, NSS, Cultural Committee
	Training Camp	Red Cross Unit
	Community Development Programme	NCC
February, 2018	7 Day NSS Camp	NSS Unit 1 and 2
	Group Discussion	Economics Department
	Cleanliness Drive	NCC and NSS

	Student Seminar	Commerce Department
	Inter-College Competition	Commerce Department
	Student Enrichment Programme	Computer Department, Commerce Department and Economics Department
March, 2018	International Women Day Celebration	Women Cell
	Guest Lecture and Student Enrichment Programme	Training and Placement Cell, Computer Department, Commerce Department
	Sports Meet	Sports Department
	Industrial Visit	Commerce Department
	Extension Lecture	Sociology Department
April, 2018	Student Interaction Programme	IQAC
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
