



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

Part A	
<b>Data of the Institution</b>	
<b>1. Name of the Institution</b>	Maharaja Agrasen Mahavidyalya, Jagadhri
Name of the head of the Institution	Dr. P. K. Bajpai
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	01732245719
Mobile no.	9468100769
Registered Email	principalmac.bajpai@gmail.com
Alternate Email	macjagadhari@gmail.com
Address	Maharaja Agrasen Mahavidyalya, Near Agrasen Chowk, Jagadhri
City/Town	Yamuna Nagar
State/UT	Haryana
Pincode	135003

<b>2. Institutional Status</b>	
Affiliated / Constituent	<b>Affiliated</b>
Type of Institution	<b>Co-education</b>
Location	<b>Urban</b>
Financial Status	<b>Self financed and grant-in-aid</b>
Name of the IQAC co-ordinator/Director	<b>Dr. Karuna</b>
Phone no/Alternate Phone no.	<b>09416991900</b>
Mobile no.	<b>9416991900</b>
Registered Email	<b>iqacmac@gmail.com</b>
Alternate Email	<b>iqacaqarmac@gmail.com</b>

<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="https://erp.mac.ac.in/IOAC/naac/view.ashx?i=n2020-21_p1_117.pdf">https://erp.mac.ac.in/IOAC/naac/view.ashx?i=n2020-21_p1_117.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	<b>Yes</b>
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="https://erp.mac.ac.in/IOAC/naac/view.ashx?i=n2018-19_p1_222.pdf">https://erp.mac.ac.in/IOAC/naac/view.ashx?i=n2018-19_p1_222.pdf</a>

<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
<b>2</b>	<b>B</b>	<b>2.29</b>	<b>2015</b>	<b>01-May-2015</b>	<b>30-Apr-2020</b>

<b>6. Date of Establishment of IQAC</b>	<b>15-Jul-2004</b>
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<b>7. Internal Quality Assurance System</b>
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Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
<b>Planning of Activity</b>	<b>15-Jul-2018</b>	<b>951</b>

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L::asset('/', 'public') .'/public/index.php/admin/get_file?file_path='.encrypt('Postacc/Special_Status/'. $instdata->upload_special_status))}
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**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Director Higher Education	Salary Grant	Director Higher Education	2018 365	18655698

[View Uploaded File](#)

**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View Link](#)

**10. Number of IQAC meetings held during the year :**

7

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View Uploaded File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

1. A 2 day Faculty Development Programme was organised by the IQAC for faculty members on 'The Use of Information Technology in Teaching Learning Process' from 20-5-2019 to 21-5-2019.

2. Alumni Association was strengthened and Blood donation and guest lectures by established alumni were organised with the help of the Alumni Association.

3. The college ERP was reviewed and updated by its own faculty to enhance workflow and increase efficiency and is accessed by all students, faculty and office to their satisfaction.

4. To enhance employability skills among students, Placement cell of the college undertook significant initiatives and coordinated with companies for recruitment drives in addition to many career counselling sessions, workshops, pre-placement talks and recruitments.

5. To prepare itself for third round of assessment by NAAC, new NAAC Guidelines for Assessment and Accreditation were discussed in detail by Coordinator, IQAC to all IQAC members. A Steering Committee was also constituted to prepare and present preliminary and final concept notes criterion-wise and the reports were presented by their respective conveners on 22-5-2019, 7-6-2019 and 21-5-2019.

No Files Uploaded !!!

**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achievements/Outcomes
updating and Use of College ERP	The college has its own ERP designed and developed by its own faculty which has improved the access to accurate and timely information, enhanced workflow, increased efficiency and integrated existing systems.
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**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
IQAC	25-Jul-2022

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

Yes

Date of Visit

18-Mar-2015

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2019

Date of Submission

23-Feb-2019

**17. Does the Institution have Management Information System ?**

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

The College has an MIS which works through ERP (Enterprise Resource Planning) system. This Management Information System have following 19 modules. 1) Administration Module 2) Master Module 3) Subjects Module 4)

Registration Module 5) Admission Module  
6) Fees Module 7) Examination Module 8)  
Student Attendance Module 9) Inventory  
Module 10) Report Module 11) Backup  
Module 12) Email/SMS Module 13)  
Identity Card Module 14) HRM Module 15)  
Website Module 16) Library Module 17)  
Student Portal 18) Parents Portal 19)  
Staff Portal SPECIAL FEATURES OF ERP  
System: 1) It is a WebCentric office  
Automation and Digitization Software.  
2) It is Biometrics FingerPrint  
Supported with unlimited Fingers. 3)  
Users can check the own status,  
Attendance Detail, Fees Detail as well  
as fine detail (Deposited and Pending)  
throw online. 4) SMS/Email Alerts  
facilities with reporting, Sent any  
type of Notice for Student/Staff. 5)  
Live Photo and Finger capturing of  
Members within second from any client  
machine. 6) Registration Return (RF1,  
RF2, RF4, RF4A, RF6), Filled  
Examination Form, ExamForm177,  
ExamForm178, viewed and print facility  
are available. 7) Student Attendance  
System. 8) Set Multiple storage  
location for Backup. 9) Provide  
ultimate advanced security. 10) Alarm  
alert system for suspended Members. 11)  
It is WebCentric application with  
ASP.NET as front end and MSSqlServer  
edition as back end and AdobeFlash,  
AJAX, JavaScript, JQuery, HTML, C#  
languages are used. 12) Report  
customization facility and it can be  
exported in MSWord, MSEXcel, PDF. 13)  
Dynamic report (create custom report at  
run time). 14) Display any kind of  
Notices on the first page for Public  
Access. 15) Multi WebBrowser supported.  
16) No need any installation for Client  
Computer. 17) It runs over any TCPIP  
networks. 18) Office staff can be  
access only the authorized modules and  
pages of the software which it has  
allotted by the Authority/Principal.  
19) Authority/ Principal can be Created  
Unlimited Housekeeping Users. College  
have its own big server with following  
capacity: MicrosoftWindowsServer2016  
(OS) and MSSqlServer2016 (Database)  
based big IBM server, in which have  
16GB RAM, 16 cores Intel(R) Xeon(R)  
CPUE52620 v4 @ 2.10Ghz processor with  
2TB hard disk. College have also  
dedicated lease line for internet  
facility with 100 computers and 5

laptops. All computers have connected with own intranet with bus topology. Our campus have fully WiFi access with digisol access points. URL for ERP: <https://erp.mac.ac.in/>

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Maharaja Agrasen college has the vision of all- around development of students . Our college is affiliated with Kurukshetra University, Kurukshetra. The Curriculum is all set by the university. The college adheres to the academic calendar prepared by the Kurukshetra University, Kurukshetra and uploads the annual calendar at the beginning of every academic year on its website. For the successful and timely implementation of the curriculum ,each department conducts departmental meeting where workload distribution among faculty members is decided. The timetable incharge prepares time-table after discussion with the departmental heads at the beginning of each semester. The college also uploads the activity calendar with broad details of major academic events like assignments, conditional tests, revision of important topics. The activity calendar also includes extra-curricular activities like quiz, power point presentations, group discussion etc. which are arranged to develop the personality and communication skills of the students and to make them job worthy. Remedial & Extra classes are conducted for weaker students so that they could reach the minimum passing level. Different methods followed for CIE are presentations, assignments, revisionary tests etc. and students are discussed their shortcomings and are given tips to improve them. The schedule for the internal evaluation is displayed at the college website, circulated in classes and are also displayed on notice boards.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	Nil	000	00	00

#### 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	NIL	Nil

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

	Certificate	Diploma Course

Number of Students

0

0

**1.3 – Curriculum Enrichment**

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
01	23/01/2019	53
<a href="#">View Uploaded File</a>		

## 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	TAX	25
BCom	COMPUTER APPLICATION	42
BA	EVS	111
BCom	EVS	148
BSc	EVS	11
<a href="#">View Uploaded File</a>		

**1.4 – Feedback System**

## 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?  
(maximum 500 words)

## Feedback Obtained

The College has an informal feedback system since long but IQAC has formalized it, structured a format and requested all the stockholders to elicit feedback on regular basis. There is always a scope for improvement feedback from different groups help in achieving that target of continuous improvement. Obtaining of feedback from students and alumni at the end of academic session is an annual feature of the college. Because teaching learning outcome can be known through this process only. There is structured format of obtaining feedback from students, teachers, alumni and parents of college. Students feedback form has been prepared with specific questions on parameters like syllabus position, classroom communication and interaction, quality of curricular co-curricular activities, motivation by teachers to participate in such activities, satisfaction of students etc. Students are provided options to choose from to give specific answers. Similarly feedback form for alumni is prepared on same pattern but with different questions like infrastructure of college, method of teaching of teachers, library system, environment in college, rules policies of college, etc. In this way, feedback from PG students of college and old students is collected. These responses are analysed and the results of analysis are discussed with the principal and the faculty members. Teachers themselves take initiative to resolve the shortcomings if any. There is another method of obtaining feedback formally- informally about classes and teachers by the principal during his round in classes and college campus

which is discussed with concerned teachers later on. Thirdly , a suggestion box hung just at the entrance of college main corridor is another means of getting feedback. We also welcome responses from parents on on and off basis whenever they visit college. In this way , obtaining feedback about our own efforts is a source of motivation and inspiration for us at Maharaja Agrasen college.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Hindi, English, Economics, Political Science, History, Commerical Arts, Pub.Admin istration, Sociology, Phy.Education	160	175	175
BCom	General with Economics	160	150	150
BCom	Computer Application	60	21	21
BCom	Tax Procedures	60	13	13
BSc	Computer Science	60	7	7
BSc	Non Medical	60	9	9
MA	Economics	40	4	4
MA	Hindi	40	8	8
MCom	Commerce	60	50	50

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### 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	866	85	20	0	14

### 2.3 – Teaching - Learning Process

#### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using	ICT Tools and resources	Number of ICT enabled	Numberof smart classrooms	E-resources and techniques used
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	ICT (LMS, e-Resources)	available	Classrooms		
35	35	259	25	2	259
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

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

For effective student mentoring, diagnostic assessment, formative assessment and summative Assessment are done in the college. The Identification and assessment of learning levels of the students starts with the department wise Induction programs arranged in the beginning of the session where during interaction, the teachers get a basic idea of learners' strengths and weaknesses, socioeconomic status, percentage in the qualifying examination, interests and aptitudes. The assessment is further reinforced by mentors during their interaction with the students. The college notifies the name of mentor and the roll numbers of the mentees on the notice board and also the concerned teachers announces the same in the class rooms also. Mentor-Mentee classes are held on every saturday in their respected classrooms. Mentees are asked to share their problems related to their classes, teaching learning process, college administration, etc. Mentor identifies the weak and advance learners in the class. They can discuss even their personal problems with the respective mentors. Mentor guides and motivates the mentees to focus on the studies and also to participate in cocurricular activities. Further, faculty members in all departments conduct tests in first year in all subjects within 20 days of the start of academic session to assess their performance and on this basis, the students are classified as advanced learners and slow learners. Students mentoring system is also carried out through group task, class seminars and interdepartmental activities etc. After the completion of every unit of the syllabus teacher makes the groups of the students for group discussion. The students interact with each other in the group and put questions. If the group does not answer the question, than the same is made open for the all students. This makes the learning process more participative and interesting. Class seminars are another method of mentoring the students in the HEI. After the completion of one fourth of the syllabus, teachers organise the seminar for the students. Students present their views on a particular topic and other students put questions related to the presentation. Interdepartmental activities act as a tool for mentoring in the college. The institution makes provision of inter departmental activities for different streams.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
951	35	1 : 27

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
20	14	6	0	8

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. Virender Singh Dhillon	Assistant Professor	UGC IUC Associate Fellowship, Shimla
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## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-	Date of declaration of results of semester-
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			end examination	end/ year- end examination
BCom	B Com	VI Sem	30/04/2019	21/06/2019
BA	Arts	VI Sem	30/04/2019	24/06/2019
BCA	Computer Application	VI Sem	30/04/2019	13/06/2019
BBA	Management	VI Sem	30/04/2019	04/06/2019
MCom	Commerce	IV Sem	30/04/2019	26/07/2019
MA	MA Hindi	IV Sem	30/04/2019	22/07/2019
No file uploaded.				

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

The institution has a transparent system of Continuous Internal Evaluation. Performance of the students is judged on the basis of continuous evaluation system as per directions and compliance of affiliating university, Kurukshetra University Kurukshetra. There is provision of 20 of total marks as internal assessment on the basis the performance of the students in each semester. The students has to submit the two hand written assignments consisting a weightage of 5 marks each, while 5 marks are for their attendance in that semester which are awarded as per the criteria laid down by university, and rest of the 5 marks are for one written class test in which students are awarded marks as per their performance in the test. In the starting of the semester, the Controller of Examination in the consultation with the Principal decides the schedule of test and two internal assessments to be taken from students. For the information of the students, office displays the schedule of internal assessment and test on the notice board. If any student fails to submit the assessment and test due to involvement in NCC, Sports and other activities, a special chance is also given to the students which is also notified in due course of time. The awards list of the internal evaluation is displayed on the notice board for the students so that they could also check their marks in the internal assessment before appearing in the university examination. In this, every student has the equal opportunity to raise grievances against the assessment, if they feel, they have been awarded assessment wrongly. The grievances are submitted to the concerned HOD for due redressal to the satisfaction of the students. Selective grievances are also brought to the kind notice of the Principal. Besides this each teacher submit the details of absentees as per the notice and schedule as notified by the office. Office enters the absentee record in the register, and informs the parents about the same. The concern teacher evaluates the internal assignments collected from the students and submits the record to the office. Before submitting the internal assessment awards to the university, it is scrutinized by the concerned committees to ensure the accuracy and preciseness of the same. Students are also detained on account of their short attendance.

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

The institution has a transparent system of Continuous Internal Evaluation. Performance of the students is judged on the basis of continuous evaluation system as per directions and compliance of affiliating university, Kurukshetra University Kurukshetra. There is provision of 20 of total marks as internal assessment on the basis the performance of the students in each semester. The students has to submit the two hand written assignments consisting a weightage of 5 marks each, while 5 marks are for their attendance in that semester which are awarded as per the criteria laid down by university, and rest of the 5 marks are for one written class test in which students are awarded marks as per

their performance in the test. In the starting of the semester, the Controller of Examination in the consultation with the Principal decides the schedule of test and two internal assessments to be taken from students. For the information of the students, office displays the schedule of internal assessment and test on the notice board. If any student fails to submit the assessment and test due to involvement in NCC, Sports and other activities, a special chance is also given to the students which is also notified in due course of time. The awards list of the internal evaluation is displayed on the notice board for the students so that they could also check their marks in the internal assessment before appearing in the university examination. In this, every student has the equal opportunity to raise grievances against the assessment, if they feel, they have been awarded assessment wrongly. The grievances are submitted to the concerned HOD for due redressal to the satisfaction of the students. Selective grievances are also brought to the kind notice of the Principal. Besides this each teacher submit the details of absentees as per the notice and schedule as notified by the office. Office enters the absentee record in the register, and informs the parents about the same. The concern teacher evaluates the internal assignments collected from the students and submits the record to the office. Before submitting the internal assessment awards to the university, it is scrutinized by the concerned committees to ensure the accuracy and preciseness of the same. Students are also detained on account of their short attendance. Parents are informed about the progress of the students through the Parents-Teacher Meet (PTM). Punishment and penalties are imposed on the students who falter in fulfilling examination conditions. In the college mentor-mentee concept is also there in which a mentor is provided to small group of students and meet them in the classes as scheduled by the office. This is the unique concept implemented by HEI, has not only the role limited to the act as mentee to the concerned students , but also to keep track of their progress in the house/ class tests and suggest them the ways to improve the performance in the university examination after doing diagnostic evaluation, remedial ways are taken.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

[https://erp.mac.ac.in/IQAC/naac/view.ashx?i=n2019-20\\_c2\\_146.pdf](https://erp.mac.ac.in/IQAC/naac/view.ashx?i=n2019-20_c2_146.pdf)

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BA III	BA	Arts	70	13	18.57
B Com Final	BCom	Commerce	183	116	63.38
BBA Final	BBA	Management	9	3	33.33
BCA Final	BCA	Computers	5	3	60
MA Hindi	MA	Hindi	5	3	60
M Com	MCom	Commerce	18	16	88.88
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## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the

questionnaire) (results and details be provided as weblink)

[https://erp.mac.ac.in/IOAC/naac/view.ashx?i=n2018-19\\_c2\\_185.pdf](https://erp.mac.ac.in/IOAC/naac/view.ashx?i=n2018-19_c2_185.pdf)

### CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	00	NIL	0	0
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#### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NIL	NIL	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nill	NIL
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nill
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#### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	01	00

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

Name of the Department	Number of PhD's Awarded
NA	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	COMMERCE	1	7119
International	COMMERCE	1	2587
National	HINDI	1	00
National	HINDI	1	00

[View Uploaded File](#)

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

Department	Number of Publication
HINDI	1
HISTORY	1
<a href="#">View Uploaded File</a>	

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

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

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
<b>No Data Entered/Not Applicable !!!</b>						
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	5	5	13
Presented papers	0	6	1	0
Resource persons	0	1	1	0
<a href="#">View Uploaded File</a>				

### 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
EXTENSION AND OUTREACH PROGRAMMES	NSS NCC LLC YRC STUDENT WELFARE ELECTORAL LITERACY CLUB	11	1389
<a href="#">View File</a>			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	0
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NSS NCC LLC YRC STUDENT WELFARE ELECTORAL LITERACY CLUB	NSS NCC LLC YRC STUDENT WELFARE ELECTORAL LITERACY CLUB	EXTENSION ACTIVITIES	11	1389
<a href="#">View File</a>				

**3.5 – Collaborations**

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

Nature of activity	Participant	Source of financial support	Duration
MOU	Collaborative activities for research, faculty exchange, student exchange during the year	TA/DA and Remuneration	365
<a href="#">View File</a>			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Project word/ Internship	Project word/ Internship	Chartered Accountant of Yamunanagar and Others Industries	01/05/2019	15/06/2019	67
<a href="#">View File</a>					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
DAV COLLEGE PEHWA	15/03/2018	Memorandum of Understanding undertaking various academic and related activities in collaboration	1
<a href="#">View File</a>			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
35	31.71

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Classrooms with Wi-Fi OR LAN	Existing

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### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
WebLib	Fully	4.0	2012

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	33581	4488376	488	77420	34069	4565796
Journals	15	23260	15	19605	30	42865
CD & Video	540	0	20	0	560	0
Others(s pecify)	33	17809	30	10039	63	27848
Others(s pecify)	13	14511	12	14342	25	28853

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Dr. Karuna	Study-Material	Own ERP System (MIS)	01/07/2017

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#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	100	40	100	20	0	5	5	26	30
Added	0	0	0	0	0	0	0	0	0
Total	100	40	100	20	0	5	5	26	30

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

26 MBPS/ GBPS

##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
LCD_Projector	<a href="https://mac.ac.in/DisplayGalleryPhotos.aspx?GID=MjE=">https://mac.ac.in/DisplayGalleryPhotos.aspx?GID=MjE=</a>
Seminar_Auditorium	<a href="https://mac.ac.in/DisplayGalleryPhotos.aspx?GID=MjU=">https://mac.ac.in/DisplayGalleryPhotos.aspx?GID=MjU=</a>

#### 4.4 – Maintenance of Campus Infrastructure

##### 4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
2.2	3.85	11	2.37

##### 4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

**Maintenance:** For upgrading and maintaining the infrastructure the college has established a system by assigning responsibilities and duty to various committees. A well-defined road map is prepared by the principal and college management to guide the different departments/persons involved in the maintenance and up gradation of the campus. Different committees have been formed for that purpose such as:-

- Advisory Committee
- IQAC
- Canteen Committee
- Library Committee
- Infrastructure Development and Maintenance Committee
- Cultural Committee
- Sport Committee
- Construction Committee
- Campus Beautification Sanitation Committee
- Faculty Development Committee
- Purchase committee
- Disposal Committee

Important committees working in the college are Library Committee, Purchase Committee, Construction Committee, Campus Maintenance Committee and Disposal Committee. All departments regularly review the need for addition or dispose of equipments/items followed by an annual stock taking and stock verification exercise. The college auditorium is best utilized for annual convocation, honors conferring function, PDP, cultural programs, seminars etc. The college allows its premises to be used as



examination centre also for various government examinations. The college also organizes its social outreach programs like computer literacy program for senior citizens, school students from surrounding suburbs etc. during vacations and examination time. The library ensures the use of its content and facilities by issuing of books to the needy and poor students for a full semester, making arrangements for new edition books for meritorious students, displaying of new arrivals, newspaper cuttings, issuing of text books/reference books, CD/DVD, magazines, journals and newspapers for various competitive exams. College has the 60 pcs with original Microsoft Windows-8 with latest configuration and technology.

<https://mac.ac.in/Content.aspx?pageid=89>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Haryana Government	60	662958
Financial Support from Other Sources			
a) National	Sita Ram Jindal Foundation Scholarships	30	136036
b) International	Nil	0	0
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#### 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Remedial coaching	04/03/2019	38	Department of Commerce
Workshop on Application Software: Oracle Database	31/08/2018	32	Department of Computer Science Application
Guest Lecture on IT Skills HR	24/09/2018	49	ThinkNEXT technologies Pvt. Ltd. Mohali Mobile No.7986913778
Technical Quiz	16/10/2018	18	Department of Computer Science Application
Powerpoint Presentation Competition	31/01/2019	10	Department of Computer Science Application
Guest Lecture on Internet of Things (IOT)	25/02/2019	54	ThinkNEXT technologies Pvt. Ltd. Mohali Mobile No.7986913778
Dental Checkup	15/03/2019	230	DAV Dental

Camp		College, YamunaNagar
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Net Coaching	3	0	3	0
2018	Mock test for Banking and SSC Exam	0	616	0	0
2018	Leadership Program	0	4	0	0
2018	Communication Skills Lecture	0	6	0	0
2018	Placement Drive by Capgemini held at MMU	0	20	0	2
2018	Tech Mahindra held at MMU	0	35	0	2

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
1	1	10

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Touchstone Educationals	150	8	MLN College YamunaNagar	12	2

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
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	higher education				
2018	4	BA	Arts	Maharaja Agrasen Maha vidyalya, Jagadhri	MA Hindi
2018	2	BA	Arts	Maharaja Agrasen Maha vidyalya, Jagadhri	MA Economics
2018	1	B.Com.	Commerce	Maharaja Agrasen Institute of Management & Technology	MCom.
2018	33	B.Com.	Commerce	Maharaja Agrasen Maha vidyalya, Jagadhri	M.Com.
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	1
No file uploaded.	

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

Activity	Level	Number of Participants
Teej Celebration	institutional	150
Independence Day	institutional	13
Inter class Declamation Contest	Institutional	30
Cultural Programme at Republic Day Celebration 26-01-2019	Institutional	6
Sports Meet	Institutional	150
Alumini meet	Institutional	33
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### 5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Every year student representation is formed with the aim of student's representation in academic administrative activities. The representatives of students participate in various decision making, organizes festival celebration like Teej, lohri, holi, performs discipline duties in various functions and becomes part of organizing committee of college functions. Many students do the anchoring during functions like farewell, fresher party, Declamation and Quiz etc. During the session, Investiture ceremony of newly constituted student council was held on 26-09-2018. 104 members of student council were given the oath of discipline and obedience. A meeting of student council was held on 14-01-2019 in which the office bearers of newly elected student council addressed the members of student council and emphasised on the role of student council in maintaining discipline in the college and motivated the students for participation in extra-curricular activities. 2. Two students Himanshu ( bcom 3rd ) Pallavi( bcom 3rd) were included in NSS ADVISORY COMMITTEE of 2018-19. 3. Four students Himanshu ( bcom 3rd ) Pallavi( bcom 3rd) were included in College Magazine Editorial Board in 2018-19. 4. History Society is also formed in this year. Office Bearers were: President Kajal BA Final, Vice-President Kartik BA Final and General Secretary Sunny BA Final.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

2034

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

44420

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni Meet on 9th March 2019

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The participating management is the soul of the governance of the institution as is described above the Governing Body consists of the representative from all stake holders and the day to day administration of the college is performed through the various committees and action platforms. The functional committees at college level a Advisory Committee, IQAC and NAAC Committee, Purchase Committee, Cultural Committee, Admission Committee, NCC Committee, NSS Committee, Publication Committee, Time Table Committee, Discipline Committee, Grievance Red Rerral Committee, Library Committee, Sports Committee, Canteen Committee, Student Welfare Committee etc. besides Women Cell, Legal Literacy Cell, Training and Placement Cell, Youth Red Cross, Red Ribbon Club, Eco Club etc. In order to bring transparency in the financial management of the college there is a Bursar who reviews and counter signs the vouchers. The principal is assist by faculty members in different capacities such as Dean Student Welfare, Examination Controller, NSS and NCC Coordinators etc. The students representation is also ensured in various committees such as Publication Committee, Cultural Committee, NSS Committee, NCC Committees and various subject association like Commerce Association, MAC History Society, Hindi

Society etc. The student council is constituted on merit basis which is represented by atleast one student from each class. The student committee represents the problems and grievance of students on different forum as and when required.

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

Yes

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	Our college is affiliated with Kurukshetra University, Kurukshetra. The Curriculum is all set by the University and the college adheres to the syllabus set by the university.
Teaching and Learning	The college adheres to the academic calendar prepared by the Kurukshetra University, Kurukshetra and uploads the annual calendar at the beginning of every academic year on its website. For the successful and timely implementation of the Curriculum, each department conducts departmental meeting where workload distribution among faculty members is decided. The timetable incharge prepares time-table after discussion with the departmental heads at the beginning of each semester. The college also uploads the activity calendar with broad details of major academic events like assignments, conditional tests, revision of important topics. One week Induction Programme including need based Bridge course is arranged for students in the beginning of session. Keeping in view the vision of the college, the activity calendar also includes extra-curricular activities like quiz, power point presentations, group discussion etc. are arranged to develop the personality and communication skills of the students and make them job worthy.
Examination and Evaluation	Continuous Internal Evaluation (CIE) is carried out by objective as well as subjective manner of assessments. The examination schedule is set by the university which includes both internal as well as external assessment and the college adheres to it. For internal assessment different methods followed are - presentations, assignments, revisionary tests etc. and students are discussed their shortcomings and are given tips to improve them. We have

also assigned the duty for proper conduct of examination related work, we have also designated one senior member of faculty as Controller of Examination.

Research and Development

Research and consultancy cell organizes as well as encourages participation of faculty and students in international conference, Seminar, Workshop, FDP etc. Faculty interaction programme is conducted under the cell where faculty and students present their papers and give constructive feedback periodically.

Library, ICT and Physical Infrastructure / Instrumentation

The college has central Library which is fully automated using self-designed and developed integrated ILMS (Integrated Library Management Software). Through Web-OPAC users can check the availability of particular document, the list of new addition of the books, have the facility to reserve the particular book and give their suggestions for the improvement. Every year an Orientation Programme is organized at the beginning of the new session to make the students learn how to use e-resources such as N-List Programme and other open resources. They are also made aware about the library portal of the college.

Human Resource Management

Human Resource Management is well streamlined and there is a dedicated ERP which organizes and looks into various aspects related to employees and students. Various Faculty Development Programmes/Trainings are also conducted from time to time to updated the teachers as well as other staff.

Industry Interaction / Collaboration

We have a robust placement cell which collaborates with renowned companies every year and ensures rewarding placement for the students. We also collaborate with eminent people and companies to come and deliver guest lectures on regular basis. Certification programs are organized in collaboration with various professional bodies.

Admission of Students

Centralized online admission system is deployed by the government of Haryana, however, the admission committee of the college council and guide the students regarding online admission and its process

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

E-governance area	Details
Planning and Development	E Governance in the area of Planning and Development is implemented in the following forms- online official communication, use of E-Portal, use of cameras
Administration	The maximum administrative work is online and correspondence with the Govt. and the University is also online. It has helped the institution to save on paper work. The E-portal of the College is very effective, interactive and functional.
Finance and Accounts	Use of Tally, Verification of vouchers by Bursar, Audit by Internal External Audit Committees
Student Admission and Support	Dedicated student counselling desk for online admissions, online application and verification of Scholarship and Stipends, preview to attendance and dues online.
Examination	Online examination as per Govt. of Haryana directions.

**6.3 – Faculty Empowerment Strategies**

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Dr. Karuna	National Seminar on rural Development Paradigms and Livelihood Security in India	Sociology Dept., Maharaja Agrasen Mahavidyalya	0
<a href="#">View File</a>				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	FDP	The Use of Informa	20/05/2019	21/05/2019	13	Nil

tion  
Technology  
in  
Teaching  
Learning  
Process

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course	1	18/06/2018	07/07/2018	20

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	19	1	10

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>Advance in case of emergency, Provident Fund. 2. ESI 3. Contribution to Labour Welfare Fund 4. Health Check-up camps 5. Emergency medical support to the staff 6. Fee concession to the wards of the staff 7. Emergency conveyance 8. Besides the above the college provide all the statutory welfare facilities to the staff 9. Duty leave to attend the training programmes, seminar, conference etc.</p>	<p>The institution has a roberst welfare programme for the staff :- 1. Uniform to support staff, Cycle to Peon with periodic repairs, advance in case of emergency, Provident Fund. 2. ESI 3. Contribution to Labour Welfare Fund 4. Health Check-up camps 5. Emergency medical support to the staff 6. Fee concession to the wards of the staff 7. Emergency conveyance 8. Besides the above the college provide all the statutory welfare facilities to the staff</p>	<p>Nil</p>

## 6.4 – Financial Management and Resource Mobilization

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

The institution adheres to the principle of prudent financial management system and under goes an internal review by Bursar who scrutinizes the bills and the auditors appointed by the management who audit the account every year and submit an audit report the management. University conducts annual audit of funds related to the university. Government of Haryana conducts annual audit. Scholarship for SC/BC students is also audited twice every year- 1st Advance Audit and 2nd Utilization Audit. CAG Audit also takes place occasionally. The



administration responds to suggestions and objections in the audit report appropriate.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Kurukshetra University, Kurukshetra	50000	To organise Haryana Saang Mahotsav
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6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

## 6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Kurukshetra University, Kurukshetra	Yes	IQAC
Administrative	Yes	Director Higher Education, Haryana	Yes	Governing Body

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

Parents Teacher Meetings are conducted by Mentors and Concerned Teachers frequently

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

1. Uniform to support staff, Cycle to Peon with periodic repairs, advance in case of emergency, Provident Fund. 2. ESI 3. Contribution to Labour Welfare Fund

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

1. Expansion of E Governance 2. Strengthening Mentor Mentee Relationship 3. Community Outreach Programme 4. Job orientation training/programme 5. Organization of placement drives

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	FDP on The use of	20/05/2019	20/05/2019	21/05/2019	13

## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Mega Fun and Fashion Fest	13/10/2018	13/10/2018	50	30
Celebration of International Women Day	08/03/2019	08/03/2019	40	30
Extension lecture on the topic - Women Security and Empowerment	11/02/2019	11/02/2019	60	10

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

There is a large number of trees in the campus and saplings are planted every year by NCC and NSS units of the college. 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. Tree Plantation drive was undertaken by NSS Units of the college. Swachhta squad is promoting cleanliness. We are increasing the use of LED bulbs. the administrative office of the college and library is digitalized to a large extent and thereby saving the use of paper.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Provision for lift	No	0
Ramp/Rails	Yes	1
Braille Software/facilities	No	0
Rest Rooms	No	0
Scribes for examination	Yes	1
Special skill development for differently abled students	No	0
Any other similar	Yes	1

facility

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							

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

Title	Date of publication	Follow up(max 100 words)
Handbook of Code of Conduct	30/06/2018	Maharaja Agrasen Mahavidyalaya Jagadhri believes in creating and nurturing an environment that enables the students to make use of the diverse and rich resources of the college in the pursuit of academic excellence and personal growth. In consonance with achieving this objective and to ensure their safety, security and well-being, the students are expected to adhere to the code of conduct. The students are expected to demonstrate the highest standards of moral and behavioural conduct not only during their stay or active association with the college but as responsible citizens throughout life, wherever they are placed.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Competition and Lecture on the values practised by Swami Vivekanand	12/01/2019	12/01/2019	40
Seminar on non-violence	01/10/2018	01/10/2018	47
lecture on universal values	18/02/2019	18/02/2019	65

and ethics practiced by Ravidas			
Pledge and Rally on Quami Ekta	25/11/2018	25/11/2018	25
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. The campus is kept clean and green by sapling more trees and plants every year by NCC and NSS units of the college. 2. Environmental awareness is created 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. 3. Swachhta squad is promoting cleanliness. 4. We are increasing the use of LED bulbs. 5. The administrative office of the college and library is digitalized to a large extent and thereby saving the use of paper. 6. Use of Bicycle is encouraged.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. TITLE OF THE PRACTICE: BLOOD DONATION CAMP OBJECTIVE OF THE PRACTICE: To serve the humanity and save lives. THE CONTEXT: It is the regular feature of the institution to help mankind in case of any exigency. Therefore, Blood Donation Camp is organized in the college on annual basis by Youth red Cross Club, NSS and NCC Units of the College jointly. THE PRACTICE: The Blood Donation Camps are organized regularly by the college in collaboration with Rotary Club of Jagadhri North and District Red Cross Society, YamunaNagar which aims at saving thousands of lives and ensuring easy accessibility and adequate supply of safe and quality blood collected from voluntary blood donors to those in need. The students and the staff are committed for blood donation during emergency requirement. These camps are enthusiastically managed by the volunteers of NSS units and other cells of college under the able guidance of worthy teachers and the College Principal. The college acknowledges the services of donors by felicitating them with appreciation certificate and a nutritious refreshment is provided to the donors as well as volunteers. In order to motivate students to donate blood, various competitions like Poster Making and Slogan Writing Competitions and other motivational Programmes are organized through out the fortnight before the organization of camp. The College Campus is decorated with beautiful posters and motivating slogans. NSS Volunteers visit the classrooms to infuse spirit of selfless service among the college students and inspire them to donate blood. EVIDENCE OF SUCCESS: On this occasion, a team of doctors and other staff from District Red Cross Society, Yamuna Nagar collects units of donated blood. 151 units of blood was collected in the Blood Donation Camp dated 2-03-2019. Our alumni and staff enthusiastically participate in donating blood with their family members. For them, it is a pious day where they rejoice donating blood for social cause and feel satisfied. The contribution of the college in the blood donation movement is always recognized and acknowledged by District Red Cross Society, YamunaNagar. These camps are organized with NSS motto of Not Me But You and this is completely reflected in the overwhelming success of these camps in the college over the years. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED: No financial or any other resource problem is faced by the college in planning, preparation and execution of the Blood Donation Camp. 2. TITLE OF THE PRACTICE: Digitalization, Automation and E-resources OBJECTIVE OF THE PRACTICE: Improvement in efficiency governance, reducing cost, eco-friendly services and e-content development. THE CONTEXT: To keep with the pace of digitalization our

institution has digitalized its administrative work with our own designed and developed ERP System with the following modules: Admin Module, Master Module, Subject Module, Registration Module, Admission Module, Exam Module, Attendance Module, Identity card module, SMS/Email Module, Result Module, Report Module, Student portal, Parents portal, Staff portal, Website Module and Library Module. THE PRACTICE: Every year an Orientation Programme is organized at the beginning of the new session to make the students aware of the rules, regulations and different digital facilities. In this programme the students learn how to use e-resources such as N-List Programme and other open learning resources. They are also made aware about the library portal of the college.

The institution has Central Library which is fully automated using self-designed and developed integrated ILMS (Integrated Library Management Software). It consists of 13 modules. Each module has further been divided into sub modules to cater to its functional requirements. Through Web-OPAC users can check the availability of particular document. Users can check the list of new addition of the books through library software. Users have the facility to reserve the particular book. Users can also give their suggestions for the improvement of library facilities through OPAC. Through Web-OPAC they are able to search the library document via any angle like: title of the books, author, publisher, accession number, language and almirah rack number/classification number for location. The users can be accessed to the digital library collection using library portal via any devices like mobile, tablet, computer system etc. Every effort is done to keep library and college office infrastructure fully automated in the best interest of college students, staff and administration. EVIDENCE OF SUCCESS: The students can access the College Portal and check the record of their attendance in classes, the status of College dues paid, result sheet of previous semester exam, lesson plan, study material and video lectures prepared by the faculty members, previous year question papers, all student circulars, and College Magazine Nawaldeep. The College Office is fully equipped with the Office modules which helps them to operate more efficiently and effectively. The Faculty of the college can easily access e-learning resources through INFLIBNET. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED: Sufficient Financial resources are required to update the digital resources and network issues are faced sometimes.

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

[https://erp.mac.ac.in/IOAC/naac/view.ashx?i=n2018-19\\_c7\\_184.pdf](https://erp.mac.ac.in/IOAC/naac/view.ashx?i=n2018-19_c7_184.pdf)

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Maharaja Agrasen College, Jagadhri firmly believe in the dictum, "Asato Ma Sat Gamaya." This rigorous task is fulfilled by our highly qualified, sincere, motivated and dedicated teaching faculty. Our inclusive ethos and commitment to the highest standards in education has made our college shine on the map of Jagadhri, excelling both in academic and in co-curricular activities. The institution is committed to nurture the enthusiasm and overflowing energies in a positive and constructive way. Here ability and aptitude are tapped and diverse scientific tempers, aesthetics and values are recognized and celebrated. To realize this, the college provides best educational facilities, library support, eco-friendly campus and online study facilities with ERP. To help the needy and meritorious students various Govt. and Non-Govt. scholarship schemes are intimated to the students and they are provided help to avail them. Online Public Access Catalogue (OPAC) terminals are also available in the library to check the availability of the books. E- Resources can be accessed by the faculty members through INFLIBNET. E-governance is being implemented

through ERP for maintenance of admission record of students and accounts data. The Accounts Branch, the Administrative Block and the Examination Branch are fully computerized with technically trained staff. The mission of MAC to provide education to the poorest of the poor has been manifested in its activities. The Pre-Admission Counselling is organised by the faculty of the college particularly focusing on SC /OBC and girl candidates. The objective of the programme is to counsel them regarding the choice of course, its outcome and employability and introduce the candidates to the process of online registration, document verification and admission, availabilities of Govt. and other stipend/scholarships. The meritorious and needy students get full set of books for the complete duration of their course. NSS volunteers and NCC Cadets are provided two extra books from the college library. In continuation to the efforts of providing employment to students, Career Counselling and Placement Cell of the college regularly organizes placement drives. The lush green and vast campus of the college is an epitome of greenery and it is due to continuing efforts of the college staff and support of the college management. The college has a large variety of trees including amla, mango, jamun and bel trees, herbal and ornamental plants. A conscious effort is made by different clubs and societies to strengthen the moral fabric and mental abilities of the students so that they become positive and enlightened individuals. The college has congenial academic environment, highly qualified, competent and committed faculty and humanitarian approach to transform creative temper and hesitant smiles blossom into young talent, vibrant and versatile.

Provide the weblink of the institution

[https://erp.mac.ac.in/IOAC/naac/view.ashx?i=n2018-19\\_c7\\_182.pdf](https://erp.mac.ac.in/IOAC/naac/view.ashx?i=n2018-19_c7_182.pdf)

#### **8.Future Plans of Actions for Next Academic Year**

1. Making technology an integral part of teaching and learning activity 2. Strengthening Mentor-Mentee Relationship 3. Stress on undertaking Student Enrichment Programmes 4. Improvement in infrastructure and facilities 5. Steering Committee was formed for preparation of NAAC 6. NCC Girls Wing was started. 7. Conducting more Placement drives in collaboration with outside agencies Link for PERSPECTIVE PLAN <https://mac.ac.in/Content.aspx?pageid90>