

**MAHARAJA AGRASEN MAHAVIDYALYA
JAGADHRI-135003 (HARYANA)**

**SELF STUDY REPORT
for the Re-Accreditation**



**SUBMITTED TO
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
BANGALORE-560072**

2014

Maharaja Agrasen Mahavidyalya, Jagadhri intends to be assessed by the National Assessment Accreditation Council (NAAC) and hereby submits it's Self Study Report.

CONTENTS		PAGE
	Preface	IV-V
	Letter of Compliance	VI
	Letter of Permanent Affiliation	VII
A.	Executive Summary/SWOC Analysis of College	1-13
B.	Profile of the College	14-28
C.	Criteria-wise Analytical Reports	29-132
	Criterion I : Curricular Aspects	30-41
	Criterion II : Teaching- Learning and Evaluation	42-65
	Criterion III : Research, Consultancy and Extension	66-83
	Criterion IV : Infrastructure and Learning Resources	84-101
	Criterion V : Student Support and Progression	102-113
	Criterion VI : Governance, Leadership and Management	114-128
	Criterion VII : Innovations and Best Practices	129-132
D.	Evaluating Reports of the Departments	133-189

Re-accreditation Steering Committee	
Chairman	Dr. P.K.Bajpai Principal
Co-ordinator	Dr. V.S. Dhillon
Members	Dr. Bahadur Singh Sh. Lakhpat Singh

Task Assignment	Incharge
Executive Summary/SWOC Analysis of College	Dr. V.S.Dhillon
Criteria-wise Evaluating Reports	Dr. Bahadur Singh
Evaluating Reports of the Departments	Sh. Lakhpat Singh
Profile of the College	Sh. Arun Kumar

PREFACE

Maharaja Agrasen Mahavidyalya, Jagadhri was established on Seventh August 1971; and since then has been serving the community by providing value-based and affordable higher education. It covers a total area of 10.5 acres of land (Campus area of 44531 sq. mts. with built up area of 10000) and was established with the vision to produce committed, confident individuals. The College is co-educational, catering to a total of 1143 students (965 in grant-in-aid and 178 in self-financing courses) in four faculties of Arts, Commerce, Business Administration and Computer Science. Of these students, 904 are boys and 239 girls in 13 departments (10 in Arts and one each in Commerce, Business Administration and Computer Science). The college has UGC recognition under 2f and 12b since 16/01/1991.

The college upholds a rigorous commitment to the teaching and learning of the students in all their breadth and depth. With decades of standing, our inclusive ethos and commitment to the highest standards in education has made our college well entrenched into the map of the Kurukshetra University, excelling both academically and co-curricular wise. The college has the following support services and facilities: Central Library, Computer Labs, and Sports facilities, Cafeteria, Auditorium, Seminar Complex / conference Hall, Gymnasium, Playground, Women's Cell, NSS, NCC, First Aid, Career Counseling, Grievance Redressal Cell and Vehicle Parking Shed.

We are presenting this Self Study Report for Reaccreditation, eleven years after the first accreditation by the peer team of NAAC in December 2003. We gratefully acknowledge that the college was then accredited at 'B++' Level.

Since then, the college has made improvements in all aspects by leaps and bounds. We have taken some crucial steps in the pursuit of excellence. Some of these are: Modernization of infrastructure, Introducing technology in teaching-learning process, a sense of discipline and good moral character among budding citizens of society, etc. While the college feels proud of its achievements, it is yet not contented, and will continue with its march ahead.

All efforts have been made in adhering to the length, specifications and mode of presentation on the basis of the criterion. The key aspects have been presented concisely and

with complete sincerity and honesty. The SSR of our college is a result of a collective Endeavour, and we hope that it will be appreciated.

Place: Jagadhri

Date: 31/7/2014

Dr. P.K.Bajpai

Principal

Maharaja Agrasen Mahavidyalya,

Jagadhri-135003 (Haryana)

Phone : 01732- 245719
Fax : 91-1732-248143
E-mail : principalmac.bajpai@gmail.com
Web : www.mac.ac.in



Maharaja Agrasen Mahavidyalaya

(Co-Educational)

JAGADHRI - 135 003 (Haryana) INDIA

Rated B++ by NAAC - UGC

Ref. No. MAM/F _____

Dated _____

CERTIFICATE OF COMPLIANCE

(Affiliated/Constituent/Autonomous Colleges and Recognized Institutions)

This is certified that Maharaja Agrasen Mahavidyalaya, Jagadhri fulfils all norms:

1. Stipulated by the affiliating and/or
2. Regulatory Council/ Body i.e. **University Grant Commission** and
3. The affiliation and recognition from Kurukshetra University is permanent and is valid as on date.

It is noted that NAAC's accreditation, if granted, shall stand cancelled automatically, once the institution loses its University affiliation or Recognition by the Regulatory Council, as the case may be.

In case the undertaking submitted by the institution is found to be false then the accreditation given by NAAC is liable to be withdrawn. It is also agreeable that the undertaking given to NAAC will be displayed on the college website.


Principal

Maharaja Agrasen Mahavidyalaya , Jagadhri

Ann. I

B.N. CHAKRAVARTY UNIVERSITY KURUKSHETRA

Copy of Paragraph No. 58 from the proceedings of the meeting of the 'Sarya-Samiti' (Executive Council), held on 27.1.1977.

...

58. Considered the recommendation of the Vice-Chancellor that the Report of the Inspection Committee on the college mentioned below be accepted as under:-

No. No. Recommendation of the Committee

1. Maharaja Agrasen Mahavidyalaya, Jagadhri (Ambala).

All the conditions having been fulfilled by them the provisional extension of recognition for Pre-University (Arts & Commerce), B.A. Parts-I, II & III and B.Com. Parts-I, II & III be converted into a permanent one.

RESOLVED THAT THE RECOMMENDATION OF THE VICE-CHANCELLOR BE APPROVED.

B.N. CHAKRAVARTY UNIVERSITY KURUKSHETRA

Endst. No. CSR/27-R/77 1821

Dated 21.2.1977

U.P.O.

Copy of the above is forwarded to the Principal Maharaja Agrasen Mahavidyalaya, Jagadhri (Ambala) for information and record.

Attested to be True Copy

Inspcr

Gangpatra

R.

EXECUTIVE SUMMARY

EXECUTIVE SUMMARY

Criterion I: Curricular Aspects:

As an affiliated college of Kurukshetra University, Haryana, the college follows and implements the syllabi/curriculum designed and prescribed by the parent University for Arts, Commerce, Business Administration and Computer Science faculties in the semester pattern. It offers four Undergraduate programs- BA, B.Com, BBA and BCA. It also offers Insurance/ Tax Procedure/ Computer Applications as Vocational Subjects in Commerce. It also offers three Add-on- Courses; one for Arts- Community Development and Social Welfare and two for Commerce- Advertising and Sales Management and E-Marketing. Post-graduate courses are offered in Commerce (M.Com) and Hindi (MA). There are nine departments in Arts (English, Hindi, History, Political Science, Economics, Public Administration, Commercial Arts, Physical Education, Mathematics and Sociology) and one each in Commerce, Computer Science and Business Administration. Programmes like BBA and BCA are all career-oriented and professional programmes. The students do have limited freedom with regard to elective options.

The college aims at building commitment and confidence in students so as to make them better citizens of tomorrow. With this aim in mind, the regular curriculum is supplemented by co-curricular and extra-curricular activities like Youth Festival, National Seminars/Conferences/Workshops, NSS, NCC and Legal Literacy Competitions. The college has some linkages with the neighbourhood industries. The industries accept students for summer training provide job-opportunities for the students and also contribute as guest lectures. The college needs to think in terms of contributing with its expertise to the growth of the industries in a more formal manner. The college would need one session to introduce new programmes, as permission of the government and affiliating university is required.

In an affiliating system, the college has to implement the curriculum designed by the parent university but the college has adopted inter-disciplinary approach in teaching even if the affiliating university does not prescribe it. The college has build a network with neighbourhood industries, banks and NGO's to connect to the society and assisting and providing help and expertise to them. The college takes regular feedback from academic experts and employers in one way or other to meet the changing requirements. Constant feedback are given by the inspection teams of University and UGC, which certainly is beneficial for the growth of the college and its social commitments.

Criterion II: Teaching- Learning and Evaluation:

The College selects students for admission on the basis of their academic record for admissions in different programs. The cut-off point at entry level in Arts at the UG level is 40% and at PG level 50%. For Commerce, Business Administration and Computer Science it is 50%, relaxation of 5% is given for students of SC/ST Categories. The success rate in Arts at UG level is around 43.55 % and at PG it is round 83.33 %. In Commerce it is around 44.19 % at UG level and 100 % at PG level. In Computer Science it is 89.66 % and in Business Administration it is 86.36 %.

The University sets the syllabus for the College. At the start of each semester, the departments are expected to formulate their own teaching plan. Outlines of the syllabi to be covered over monthly basis are planned at the beginning of the academic session. The syllabus is unitized accordingly. The College supplements the lecture method of teaching with other learner-centered teaching methods like smart class- power point presentations, maps, assignments, seminars, class presentations, group discussions and case studies etc. These, along with various internal tests are the means of assessing students' knowledge and skills. The methods of evaluation are communicated to the students at the beginning of the session. There are centralized media facilities in library to prepare Audio-Visual aids etc to make available latest information to the students. The College is totally Wi-Fi campus with an automated library. Remedial classes, financed by the UGC are conducted for educationally disadvantaged students. They are selected on the basis of merit-cum-means. Advanced learners are encouraged through personal attention, grant of merit scholarships and prizes and recognition at the Annual Day Function as well as by involving them in the decision-making process by assigning various responsibilities to them.

There are 289 working days for the teaching staff, of which 183 are teaching days. All the classes are taught by full-time teachers, both permanent and temporary.

The College provides opportunities to develop various talents of the students through participation in cultural activities. The college participates in the inter-college youth festival, organizes its own Talent Hunt Show, essay competitions, debates, poetic recitations, slogan writing and various competitions of commercial arts departments. The College publishes an annual magazine, entitled, "Navaldeep" to encourage budding writers.

The College has 11 permanent and 27 contractual faculty members. New faculty is recruited through proper advertisement in National daily according to the government and university regulations. The College does have freedom and resources to appoint and pay temporary/ ad-hoc faculty. The College has employed as many as 27/38 (71%) contractual members in faculty. These contractual teachers are paid a consolidated salary ranging from 6,000 to 10,000/- p.m. The Kurukshetra University allows contractual appointments, for a short period of time, at the minimum basic salary of the grade, i.e. Rs. 8,000/- p.m. The college authorities encourage and provide assistance to the teachers to attend national level seminars and conferences.

The college organizes seminars on wider issues and concerns like Peasants and Women: Marginalized Sections in Historical Perspectives, Human Rights and Social Policy in 21st Century India, Electoral Politics and Social Policing, and Developmental Policies and Economic Policy of Indian Government, Usage of ICT and Development of Hindi Language etc. by way of continuous education and updating of the teachers. The teachers are encouraged to participate in Faculty Development Programs organized by various Academic Staff Colleges of UGC and other training Institutes. Self-appraisal, student-appraisal, Alumni appraisal, Parents feedback/appraisal etc are various methods employed to evaluate the performance of the faculty. The college through IQAC Cell has set questionnaires for this purpose.

Some of the teachers of the college attending national level seminars are certainly praiseworthy. The subsequent step that the college needs to take is to encourage the teachers to participate as resource persons in these seminars and others to participate more frequently in such academic activities.

The college has got a record of very good results, bagging a number of top ranks in the University Examinations. Results ought to be one of the many criteria to judge the performance of the teacher. The college would do well to include other criteria such as participation in co-curricular and extra-curricular activities, research output, extension services, paying attention to overall growth of the students, innovative teaching methods etc in evaluating a teacher. Teaching awards, training for administrative and technical staff would go a long way to improve the community would be another area the college could look into.

As many as 27/38 (71%) teachers are contractual. This is likely to affect the teaching-learning process in a serious way. The College needs to pay urgent attention to this area and get more permanent members in its teaching faculty.

Criterion III: Research, Consultancy and Extension

The College promotes research through project works in dual degree courses, granting study leave and adjusting teaching schedule of those involved in research. The College organizes seminars and encourages the teachers to present papers at academic seminars. 06/38 (16 % of all the teachers and 27 % of the permanent) teachers are engaged in research through publishing, presenting papers, guiding M. Phil and Ph.D dissertations etc. Eight out of Eleven permanent members of the faculty (72%) hold a Ph.D in their discipline and Five a M. Phil as the highest qualification. Thus 8/11 (72 %) of the permanent teachers hold at least one-degree higher qualification than the minimum required.

The extension activities of the College are carried out through two units of NSS, one of boys and other of girls. The regular NSS activities are carried out under the directions of two teachers with additional charge of these extension activities. The broad areas of various extension activities of the College are Community Development, Social Work, health and hygiene, medical camp, adult education and literacy, blood donation camps, planting of trees, AIDS awareness and environment awareness. The College works with the Red Cross Society, Yamunanagar for blood donation and collaborates with some government departments- Election Department, Health and Family Welfare Department and Forest Department for voter awareness, health and environment awareness programs respectively.

The College has made some efforts to develop a research culture. However, providing seed money is beyond the financial planning of the College but the College has strengthened the research committee. Encouraging teachers to avail themselves of Minor Research Grant, using expertise to offer consultancy, providing incentives to teachers to present papers as well as publish them in academic journal, honoring those who engage in research activities etc. would go a long way to further develop the research culture.

National and International collaborations too could go a long way to enhance educational services of the College but presently no such collaborations exist. With this goal in mind, the College could plans to make efforts generate funds for research. Getting financial assistance for research would encourage the faculty to engage in further research.

Criterion IV: Infrastructure and Learning Resources

The College has quite good campus of 10 acres. The physical facilities include a well managed and updated automated central library with biometric access facilities, reading rooms, Edusat room, smart class rooms, four Computer labs, one Language lab, sports facilities-playgrounds and gymnasium, a conference hall, an Auditorium, separate toilet facilities for boys and girls, cafeteria and a parking shed. A committee assisted by a supervisor takes care of maintenance. The facilities are utilized for works of the Parent University and local administration also.

The library is well managed, updated and automated with biometric facilities and Wi-Fi facilities. An advisory committee governs the library. The Librarian and staff members of library work for 9 hours a day on all working days of the College. There are 32120 books, 19 journals, 56 magazines, e-resources: 3100 e-journals & 55100 e-books through INFLIBNET and 15 Newspapers. In the last two years, the College has added 1349 textbooks at the cost of Rs. 3, 02,837. The library subscribes 19 journals/periodicals at the annual cost of Rs. 16,775. The College library is fully computerized with internet facility and SMS facility. The College library is looking forward to adopt a system of inter-library borrowing.

The College has good Computer Labs for courses in computers. However, this facility is not available to the College Staff to develop computer aided teaching programs. The computer labs are operated for 9 hours a day on all working days. There are four computers for office use and one for the use of the principal. One Handy Camera and one digital Camera are used for photography and video film making of College events. The hardware technical assistant who is a full time employee of the College maintains them.

The College does not feel the need of a Health Center as medical facilities are available in the vicinity of the College. An AIDS counselor, a physician and an ophthalmologist are invited to the College for checks ups as well as for lectures on health awareness.

The College has hostel facilities for both boys and girls. The boys' hostel is run in the hired building, though there is no inmate presently whereas girls' hostel is on College campus. The girls share the hostel facilities with Maharaja Agrasen Institute of Management and Technology (MAIMT). There are 13 girls in the hostel.

The College has ground for outdoor games and sports. Appreciation measures for sports persons are fee concessions, sports kits and equipments, refreshments and fruit diets, travelling and dearness allowances to the players as per university norms and government norms. The College participates in various inter-college competitions and tournaments at district level, state level and university level. Though no major prizes were won by the College in sports in last 4 years but one of our student stood second in power-lifting competitions at state level. However, it participates in only some games and sports. The College would do well to encourage more participation in more games and sports.

The College aims to fulfill its aims and missions with full commitment and more efficiently.

Criterion V: Student Support and Progression

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

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

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

The college keeps a track record of student's progression through three modes:

- Strength of the college
- Examination results
- Analysis of drop-out rates

The total strength of college increased from 1000 in 2010-11 to 1143 in 2013-14, a rise of 14.3 % of the total strength. The pass percentage of the College in last two years at UG is 55.47 % and at PG it is 90.60 %. The percentage of students appearing for the qualifying exams after the minimum period of studies in UG is 51% and in PG is 92%. In other words, the dropout rate in UG and PG (average of the last two batches) is around UG-175 & PG-16. The College has produced some C.A.s, I.C.W.A.s, C.S.s, Politicians and Army Personals etc. but complete record of alumni in prominent places is not available.

The College publishes updated prospectus every year. Admission procedure, eligibility conditions, fee structure, various rules and regulations, information about various facilities etc. are given in the prospectus.

Merit Scholarships, Merit-cum-means scholarships, and Scholarship from the management are the various aids available to students. Scholarships like Radha Krishnan scholarship, merit scholarship, post-matric scholarship, management merit scholarships, Bhamboli Devi scholarship, Minority (weaker section) and Minority scholarship are provided to students.

A senior teacher with additional charge, along with a committee, undertakes Career Counseling. Some counseling is provided to the students for information and guidance regarding various career opportunities and employment avenues available. Lectures by experts are organized time to time to guide the students about the present and future career opportunities. Twenty five students got placed in On-Campus placement drive and twenty nine students got placed Off-Campus placement. Total numbers of beneficiaries to get placements are fifty four. The major objective of counseling cell is to encourage students to seek self-employment and guides them for further studies and employment.

The College Alumni Association has 500 members. A teacher with additional charge looks after the activities of the Association. Our old students are working in different walks of life. They are entrepreneurs, university teachers, doctors, lawyers, managers, architects and chartered accountants. They actively involve themselves in the extension activities of the institution. The association activities include collecting donations for the college and impart skills and training to various subjects.

The College has two units of NSS, one for the boys and another for girls. Various awareness programs regarding AIDS, electoral Awareness, Blood donation camps, health check-up camps and general hygiene and cleanliness camps are organized. The NSS unit also celebrates Van-Mahostava (tree plantation drive). It has planted 245 trees in the last four years. It has also adopted villages-Telipura, Bhagawangarh, Mandkheri Ki Taprion, Parwalo and Bhojpur for socio-economic survey, save water awareness campaign, health and sanitation drive, awareness campaigns against dowry, female foeticide and other social evils.

The College NCC unit is quite active. Fifty four cadets were enrolled in the academic session 2012-13, twenty cadets have passed 'B' and five cadets have obtained 'C' Certificate

examinations. They too organize blood-donation drives and flag hoisting ceremonies and participate in local parades on the Republic Day and Independence Day.

Women's Cell creates awareness regarding gender sensitivity through posters and pamphlets. A teacher with additional charge is responsible for the cell. The Cell undertakes following activities: awareness programmes, digital photo show, organize seminars, workshop and conferences, counsels' girl students and cater to their needs etc. The cell organized seminar on the theme, "My City My Future: Voice of Women of Yamunanagar and Jagadhri" to share the issues and problems of women's of twin towns.

Various indoor and outdoor games, various subject societies, student magazine, cultural programs, Audio-Visual facilities, Competitions of academic nature-essay writing, debates, declamation and poetic recitation etc are various recreational/leisure time activities/facilities available to students. Other students related activities art and craft competitions like Greeting Cards making, Painting and sketching, diya and thali decorations, rangoli, gift wrapping, best out of waste, flower arrangement, face make-up, drapping of sari's, salad making and hair styles etc.

Criterion VI: Governance, Leadership and Management

Maharaja Agrasen Mahavidyalya is a grant-in-aid College and as such follows rules and regulations laid down by the government of Haryana, the Kurukshetra University and its own Governing Body. Out of the 17 sanctioned posts in the grant-in-aid section, 11 are filled. The 06 vacant posts are advertised after the government lifted a ban imposed on sanctioned posts. The management has provided with ad-hoc/temporary faculty members to make for the shortfall. The College has a coordinating and monitoring committee under the chairmanship of the Head of the Institution. For the improvement of organization and management of the College, the institution has a Management Information System in place to help analyze and facilitate strategic and operational activities. For example Management Information System 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 analyzed 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.

The College maintains personal files of the administrative and technical staff. Different works are assigned to different persons to ensure personal responsibility in carrying out the assigned task. The College has organized two training programmes for the administrative staff.

The College follows the academic calendar of the University, though it prepares its own calendar of activities for the information of students and parents. However, the College has no committee to prepare calendar of activities to spell out concrete details, keeping in mind its context and needs. This committee could prepare a unitized teaching schedule, plan co-curricular and extra-curricular activities, arrange timetable for various tests etc.

Besides all statutory welfare provisions for the staff, Contributed Staff Welfare Contributed Fund is created which is operated by consensus for the support of the needy. All Class 'IV' employees of the College, both permanent and temporary are given summer and winter uniforms. Medical aid and financial help for the marriages of their children is also given. The College subsidises the fees of the wards of the staff.

Criterion VII: Innovations and Best Practices

The Principal maintains close liaison with both, the staff and the students. There are monthly departmental meetings and regular meetings of the Staff Council to monitor the direction the college is taking. The Management plays a constructive role, giving full administrative freedom to the principal. It also instituted merit scholarship from the college management fund.

The College has an effective tutorial/mentoring system in place, wherein the tutor is expected to meet the students individually and also with his/her parents once in a month and holds informal discussion on academic and non-academic matters. This includes his/her academic performance, potential and opportunities available for career building. This not only helps in students' academic and non-academic progression but also strengthens student-teacher relationship which adds to maintain discipline and improves class/college

environment.

Merit based Student councils facilitate smooth running of classes, security of gadgets in the classrooms and participation in co-curricular and other activities. Group discipline duties are performed by faculty in each period.

Departmental Associations works to promote general/transferable skills, team spirit, dignity of labour, individual excellence and team spirit etc.

SWOT analysis of an institution is a valuable investigation which gives it a policy text on which a College recognizes its strength, weakness, opportunities and threats. The following are the strengths, weakness, opportunities and threats to the institutions in this age of globalization, when education is at the doorstep of each learner:

1. Strength

- Automated and rich library.
- Devoted Faculty.
- Huge lush green beautiful landscaping with clean and tidy campus.
- Wi-fi campus
- Smart class rooms and conference hall
- Well equipped gymnasium
- Fully AC auditorium
- Large play ground
- Student centred and focussed education system
- Monitoring students mechanism
- Disciplined Students

2. Weakness

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

3. Opportunities

Scope for new Courses Self-financed courses to generate resources in keeping with the needs of the times.

- Usage of large college campus.
- Summer and evening classes.
- Effective use of Technology.

4. Threats

- Lack of resources for the needy students.
- Falling enrolments of students.
- Competitions.

PROFILE OF THE COLLEGE

PROFILE OF THE COLLEGE

1. Name and Address of the College:

Name : MAHARAJA AGRASEN MAHAVIDYALYA

Address : NEAR AGRASEN CHOWK, JAGADHRI

City : JAGADHRI Pin: 135 003 State: Haryana

Website : www.mac.ac.in

2. For communication:

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal	Dr. P.K.Bajpai	O: 01732-245719	9468100769	01732-248143	principalmac.bajpai@gmail.com
IQAC Co-ordinator	Dr. Karuna	O:01732-245719	9416991900		karumac@gmail.com
Steering Committee Co-ordinator	Dr. Virender Singh Dhillon	01732-245719	9416656431		dhillon_virender@rediffmail.com

3. Status of the of Institution :

Affiliated College

Constituent College

Any other (Specify)

4. Type of Institution:**a. By Gender**i. For Men ii. For Women iii. Co-education **b. By shift**i. Regular ii. Day iii. Evening **5. Is it a recognized minority institution?**Yes No **6. Source of funding:**Government Grant-in-aid Self-financing Any other **7. Date of establishment of the college:**

a.

DD	MM	YYYY
07	08	1971

b. University to which the college is affiliated

Kurukshetra University, Kurukshetra

c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any)
i. 2 (f)	16-01-1991	---
ii. 12 (B)	16-01-1991	---

d. Details of recognition/approval by statutory/regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.)

Not Applicable

8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?

Yes

No

9. Is the college recognized**a. by UGC as a College with Potential for Excellence (CPE)?**

Yes

No

If yes, date of recognition:

DD	MM	YYYY
--	--	--

b. for its performance by any other governmental agency?

Yes

No

10. Location of the campus and area in sq.mts:

Location *	Urban
Campus area in sq. mtrs.	44531
Built up area in sq. mtrs.	10000

(* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any other specify)

11. Facilities available on the campus

- a) Auditorium** ✓
- b) Seminar complex with infrastructural facilities** ✓
- c) Sports facilities** ✓
- Play ground ✓
 - Gymnasium ✓
 - Tennis Court ✓
 - Badminton Hall ✓
 - Billiards N.A
- d) Hostel**
- Boy's Hostel Contractual
- i Number of Hostel 01

ii Number of Inmates Nil

iii Facilities Mess, Indoor Games, Internet, Newspaper, TV etc.

• Girl’s Hostel

i Number of Hostel 01

ii Number of Inmates 12

iii Facilities Mess, Indoor Games, Outdoor Games, Internet, Newspaper, TV etc.

e) Residential facilities for teaching and non-teaching staff

(give numbers available -- cadre wise)

Teaching/Non-Teaching	Not Available
Non-Teaching	03

- f) Canteen ✓
- g) Health centre – First aid only
- h) Banking, Post Office, Book Shops Not Available
- i) Generator and other facility for management/regulation of electricity and voltage. ✓
- j) Water Harvesting ✓

12. Details of programmes offered by the college

(Data for academic year. 2013-14)

S. No	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/approved Student strength	No. of students admitted
1	Under-Graduate	B.A.	3 Yrs.	10+2	Hindi English	Open	262
		B. Com	3 Yrs.	10+2	Hindi English	330	703
		B.B.A.	3 Yrs.	10+2	Hindi English	50	61
		B. C. A.	3 Yrs.	10+2	English	50	61
2	Post-Graduate	M.A. (Hindi)	2 Yrs.	Graduation	Hindi	40	15
		M.Com	2 Yrs.	Graduation	Hindi English	40	41

13. Does the college offer self-financed Programmes?

Yes



No



If yes, how many?

04

14. New programmes introduced in the college during the last five years if any?

Yes		No	✓	Number	
-----	--	----	---	--------	--

15. List of the departments:

<p><u>Commerce & Business Administration</u></p> <p>UG Level – B.Com, BBA</p> <p>PG Level – Masters in Commerce</p>
<p><u>Arts</u></p> <p>UG Level – Economics, Political Science, History, Sociology, Public Administration, Physical and Health Education, Commercial Arts.</p> <p>PG Level – Masters in Hindi</p>
<p><u>Computer Science</u></p> <p>UG Level- BCA</p>

16. Number of Programmes offered under

(Programme means a degree course like BA, B.Sc., MA, M.Com)

a. Annual system	<input type="text" value="--"/>
b. Semester system	<input type="text" value="09"/>
c. Trimester system	<input type="text" value="--"/>

17. Number of Programmes with

a. Choice Based Credit System	<input type="text" value="--"/>
-------------------------------	---------------------------------

b. Inter/Multidisciplinary Approach

2

c. Any other (specify and provide details)

--

18. Does the college offer UG and/or PG programmes in Teacher Education?

Yes

No



19. Does the college offer UG or PG programme in Physical Education?

Yes

No



20. Number of teaching and non-teaching positions in the Institution

		Teaching Faculty						Non-teaching staff			Technical staff	
		Professor		Associate Professor		Assistant Professor			*M	*F	*M	*F
		*M	*F	*M	*F	*M	*F		*M	*F	*M	*F
Sanctioned by the UGC / Univ. / State Govt.	17	01	--			06		09			--	--
<i>Recruited</i>	11	01	--	03	03	03	01	07	06	01		
<i>Yet to</i>	06							02				

<i>recruit</i>												
Sanctioned by the Mgt./society or other authorized bodies	--	--	--	--	--	05	22	10	04	--	--	--
<i>Recruited</i>						01	02					
<i>Yet to recruit</i>	--	--	--	--	--	04	20	--	--	--	--	--

*M-Male *F-Female

21. Qualifications of the teaching staff:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	<i>Male</i>	<i>Female</i>	<i>Male</i>	<i>Female</i>	<i>Male</i>	<i>Female</i>	
Permanent teachers							
D.Sc./D.Litt.	-	-	-	-	-	-	-
Ph.D.	01	-	03	03	01	--	08
M.Phil.	-	-	--	--	01	01	02
PG	-	-	--	--	01	--	01
Temporary teachers							
Ph.D.	-	-	-	-	-	-	-
M.Phil.	-	-	-	-	-	-	-
PG	-	-	-	-	-	-	-
Part-time teachers							
Ph.D.	-	-	-	-	-	--	--

M.Phil.	-	-	-	-	--	--	--
PG	-	-	-	-	02	01	03

22. Number of Visiting Faculty /Guest Faculty engaged with the College.

05

23. Furnish the number of the students admitted to the college during the last four academic years.

Categories	General		SC		OBC		ST		Total
	Male	Female	Male	Female	Male	Female	Male	Female	
2010-11	445	170	59	32	208	86	Nil	Nil	1000
2011-12	491	156	80	32	238	78	Nil	Nil	1075
2012-13	533	151	100	32	291	81	Nil	Nil	1188
2013-14	551	134	90	28	263	77	Nil	Nil	1143

24. Details of students enrollment in the college during the academic year (2013-14):

Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where the college is located	978	56	N.A	N.A	1034
Students from other states of India	109	Nil	N.A	N.A	109
NRI students	Nil	Nil	N.A	N.A	Nil
Foreign students	Nil	Nil	N.A	N.A	Nil

Total	1087	56	N.A	N.A	1143
--------------	-------------	-----------	------------	------------	-------------

25. Dropout rate in UG and PG classes (average of the last two batches)

UG 175

PG 16

Dropout rate in UG and PG classes of the last two years:

Session 2012-13

S.No.	Program Level	Name of the Program/ Course	No. of Students Admitted	Number of Students Appeared	Drop Out %age
1	Under Graduate	B.A.	213	204	04.23 %
		B.Com.	761	575	24.45 %
		BBA	60	60	00.00%
		BCA	60	59	01.66%
2	Post Graduate	M.A. (Hindi)	26	25	03.84%
		M.Com.	42	31	26.20 %

Session 2013-14

S.No.	Program Level	Name of the Program/ Course	No. of Students Admitted	Number of Students Appeared	Drop Out %age
1	Under Graduate	B.A.	262	250	04.59 %
		B.Com.	703	641	08.82 %
		BBA	63	63	00.00 %
		BCA	61	60	01.64 %

2	Post Graduate	M.A. (Hindi)	15	13	13.34 %
		M.Com.	41	40	02.44 %

26. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) including the salary component

Rs. 18,593/-

(b) excluding the salary component

Rs. 4,632/-

27. Does the college offer any programme/s in distance education mode (DEP)?

Yes

No

28. Teacher-student ratio for each of the programme/course offered during the current academic year(2013-14):

Sr. No.	Programme Level	Name of the Programme/ Course	Teacher Student Ratio
1.	Under Graduate	B.A.	1 : 29
		B.Com.	1: 58
		BBA	1: 13
		BCA	1: 10
2	Post Graduate	M.A. (Hindi)	1: 5
		M.Com.	1: 14

29. Is the college applying for**Accreditation :**Cycle 1 Cycle 2 Cycle 3 Cycle 4 **Re-Assessment:** *(Cycle 1 refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refers to re-accreditation)***30. Date of accreditation*****(applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)**

Cycle 1	<input type="text" value="11-12/12/2003"/>	Accreditation Outcome/Result	<input type="text" value="B++"/>
Cycle 2:	<input type="text"/>	Accreditation Outcome/Result	<input type="text"/>
Cycle 3:	<input type="text"/>	Accreditation Outcome/Result	<input type="text"/>

31. Number of working days during the last academic year.**32. Number of teaching days during the last academic year***(Teaching days means days on which lectures were engaged excluding the examination days)*

33. Date of establishment of Internal Quality Assurance Cell (IQAC)

DD	MM	YYYY
--	--	2004

34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC.

AQAR 2011-12 (i)

AQAR 2009-10 (ii)

AQAR 2012-13 (iii)

AQAR 2013-14 (iv)

35. Any other relevant data (not covered above) the college would like to include. (Do not include explanatory/ descriptive information). Not Available

CRITERIA-WISE ANALYSIS

CRITERIA-WISE ANALYSIS:

CRITERION I: CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation.

1.1.1 State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.

The college under the aegis of the Maharaja Agrasen Mahavidyalya Sabha, Management Committee follows the path incorporated by the visionary founders. The college upholds a rigorous commitment to the teaching and learning of the students in all their breadth and depth. The mission of the institution is to disseminate quality education in all disciplines, suiting the needs of the ever changing education scenario in the wake of globalization, at the same time sustaining Indian ethical and moral values. Our inclusive ethos and commitment to the highest standards in education has made our college well entrenched into the map of the Kurukshetra University, excelling both academically and co-curricular wise.

Vision statement:

Our vision is to be a leader in transforming lives of our younger generation through an innovative, rigorous, and compassionate approach to education. To realize this vision in all its aspects, we strive with the following steps:

- We provide our students with a holistic atmosphere for their multifaceted development.
- We specializes in expanding the academic horizons of the students by revealing to them the new fields of scientific and social development and the new challenges that continue to appear in all the aspects of human existence.
- We strives to provide various platforms to help the students exhibit their skills in various fields such as sports and cultural activities.

- We continually strive to strengthen and improve the positive impact we have on our students and community; transforming their lives, as well as our own, through our work.
- We continually strive to innovate – finding new and more effective ways to educate and serve students
- We sustain rigor in our work – holding high standards and expectations for both our students and for ourselves
- By providing high quality, affordable, and accessible education to a diverse population, the college enhances the strength of individuals through degree, certificate, and lifelong learning programs that lead to university transfer, employment, and an enriched awareness of our shared responsibilities as global citizens.
- To empower women through education.
- Our Institution aims at broadening the mental horizon of the students and to develop a global perspective in them. The focus remains on building up of a harmonious personality adept in meeting the global challenges.

Mission Statement:

With learning as its central mission, Maharaja Agrasen Mahavidyalya, responds to the needs of a diverse community by offering high quality, affordable, and accessible learning opportunities; and is accountable to its stakeholders. Hence our mission is:

- With utmost respect to human values, we promise to serve the society with Integrity, Persistence and Commitment to excellence.
- To develop intellectual integrity that influences the whole life of each student. We look not only to intellectual formation but also to spiritual, moral, aesthetic, physical, social and emotional development.
- To enable students to develop the ethics of honesty and hard work in all things and to live out their vocation in life according to the variety of their gifts and to serve others.

- Our tradition strives to engender in students a lifelong love of learning.
- We seek to prepare students to be critically open to all aspects of our culture and prize wisdom in our graduates. We inspire students to continue learning throughout life.
- We look to the formation of potential leaders who will make an explicit connection between their faith and their work for justice in the world, serving the vision of humanity.
- To act as a catalyst of change by spreading education, and by dismantling the cobwebs of ignorance and illiteracy.

Values Statement

We Work Collectively To Create A Culture Of Success:

- Inspiring learning
- Broadening perspectives
- Pursuing excellence
- Responding to community needs
- Achieving goals
- Transforming lives
- Celebrating achievement

Goals and objectives

- 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
- To supplement our theoretical pedagogy with various other activities such as Group Discussions, Class Room Lectures, Seminars, Quiz and other Personality Development Programmes.
- To select and train potential students on competitive basis from all sections of the society.
- To encourage students in creative thinking and experimental learning.

- To enhance the academic ethos of the college by conducting and participating in workshops, seminars and conferences.
- To continuously upgrade the library with latest books, journals, magazines and periodicals.
- To encourage the faculty to present papers in National and International Conferences and publish papers in reputed journals.
- To obtain funded research projects from govt. and other agencies.
- To create awareness about moral values among students.

The vision and mission statements of the college are conveyed to all stakeholders through the college prospectus, pamphlets, magazine, website etc.

1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific examples.

In order to prepare an action plan for every new academic session, Heads of Departments conduct departmental meetings where a tentative division of syllabus is made keeping in view the university guidelines. Accordingly syllabus is completed and further revision is done in the classes.

- In the beginning of the academic year an action plan is prepared and each paper is assigned to the designated faculty.
- A time table is set in the beginning of the academic year which fulfills semester fulfilling the prescribed number of hours for each subject.
- The faculty is responsible for completing the assigned portion within the stipulated time.

1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and / or institution) for effectively translating the curriculum and improving teaching practices?

The methodology of teaching includes chalk and board lecturers, seminars, tutorials, power point presentations, group discussions, practical's and Edusat lectures etc. Teaching of syllabus is planned by taking guidance from the University. List of text books as well as reference material and other curriculum related details are

provided by the University. The institution organizes workshops, training and encourages participation in seminars for the benefit of the teachers. The teachers utilize these finer aspects and techniques for imparting knowledge.

1.1.4 Specify the initiative taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other statutory agency.

The institution has provided audio-visual aids, visualizers, LCD Projectors and a number of computers to the faculty members for effective curriculum delivery. Declamation, paper presentations, seminars and debates are organized in the college for students. Monthly Meetings of Head of Departments with Principal to discuss the advancement of syllabus and progress of students are held. Tutors keep watch over the progress of their wards and discuss with their colleagues about the status of their wards. Periodic monitoring of the activities such as commencement of classes and time management for effective implementation of the curriculum is done.

1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalisation of the curriculum?

Students are sent to nearby industries such as Garg Motors, Erol Exports, B.S.Investment, Reliance Life Insurance Company Ltd., Saraswati Sugar Mills, Bharati AXA, BSNL, Oberoi Automobile Pvt. Ltd. and NGO 'Utthana' for exposure. Managerial exposure is given to the students by sending them to various industries. The staff is in constant touch with the University for effective Implementation of the curriculum.

1.1.6 What are the contributions of the institution and/ or its staff members to the development of the curriculum by the University? (Number of staff members/departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provide, specific suggestions etc.

Senior faculty member of Commerce department Sh. S.C. Dhingra has been member of the Under Graduate Board of the Studies in the University. He played an active part in the decision making process and provide his opinion and suggestions for the development of the curriculum. He also represented the views of his colleagues regarding improvement and changes in the syllabus.

1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university) by it ? If ‘yes’, give details on the process (Needs Assessment’, design, development and planning) and the courses for which the curriculum has been developed.

The Departments of Arts and Commerce took the initiative to introduce the three Add-on courses of Community Development and Social Welfare, Advertising and Sales Management and E-marketing in the college. A Certificate course in Positive Discrimination and Personality Development has been instituted to provide students with guidance about different personality traits which is beneficial for their professional growth. Their curriculums were developed by the Arts and Commerce faculty itself under the guidance of their respective Head of the Faculties. The complete courses were designed, developed and planned in-house.

1.1.8 How does institution analyze /ensure that the stated objectives of curriculum are achieved in the course of implementation?

The institute takes the below mentioned steps and initiatives to ensure that the objectives of the curriculum are achieved and implemented in every way.

- Regular monitoring of the teaching techniques and work pattern of the faculty.
- Periodic evaluation of student performance.
- Opinions expressed by external examiners towards improvement are considered and implemented.
- Institution procures need-based latest equipment after thorough analysis.

1.2 Academic – Flexibility

1.2.1 Specifying the goals and objectives, give details of the certificate/diploma/ skill development courses etc. offered by the institution.

Since academic aspects such as Communication Skills, Personality Development, Creative Arts and Computer Education have been integrated into the Curriculum of the University is followed by the College. No separate Certificate or Skill development programmes have been offered by us, though the college organizes Summer Courses and Hobby Classes to enhance the skills of students.

1.2.2 Does the institution offer programmes that facilitate twinning/dual degree? If ‘yes’ give details.

The institute does not offer the provision of a dual degree as it is not allowed by the affiliating University.

1.2.3 Give details of the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability.

The institute offers various disciplines of higher education under the aegis of Kurukshetra University, Kurukshetra. Care is taken to introduce as much academic flexibility as possible, while staying within the guidelines provided by the University, in order to make learning motivational for our students. Some of the provisions are detailed below:

- Range of Core/Elective options offered by the University and those opted by the college.
- Courses offered in modular form
- Enrichment courses

The syllabus includes theory as well as practicals in Computer Science faculty, Linguistic Skills in Arts faculty, Business Communication Skills in the Commerce faculty. The latter enhances Spoken English Skills which are much sought after to improve viability in employment.

1.2.4 Does the institution offer self-financed programme? If yes, list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.

The institution offers various self-financed programmes in its campus:

- BBA- Bachelor of Business Administration
- BCA- Bachelor of Computer Application
- M.Com.
- M.A (Hindi)

The institution charges approximately a consolidated fee in the range of Rs. 7,000/- Rs. 12,000/- for these self financing courses from the students. The admission criterion is the same as that followed for the general degree courses. The institution hires well qualified faculty on contract basis and guest faculty on fixed pay to teach students of these self-financing courses.

1.2.5 Does the college provide additional skill oriented programmes, relevant to regional and global employment market? If yes, provide details of such programmes and the beneficiaries.

Apart from various disciplines in the college, the institution offers three add-on courses, namely Community Development and Social Welfare under the Departments of Public Administration and Sociology and Advertising and Sales Management and E-marketing under the Department of Commerce. These courses are especially designed such that the degree of our students becomes even more suited to the job market and professional demands. Through the course in Community Development and Social Welfare, the students are taught various social schemes of Government of India and how they are beneficial for people, with special focus on rural areas, which are very essential for the development of rural India. Similarly the courses of Advertising and Sales Management and E-marketing have been designed by the Department of Business Administration and Commerce itself, keeping in mind the job opportunities for the students in the growing culture of multinational retail stores, shopping centers and malls.

1.2.6 Does the University provide for the flexibility of combining the conventional fact-to-face and Distance Mode of Education for students to choose the courses/combination of their choice? If yes, how does the institution take advantage of such provision for the benefit of students?

The University does not offer the flexibility of combining the option of a regular degree and a degree through distance education; hence the provision is not available in the college.

1.3 Curriculum Enrichment

1.3.1 Describe the efforts made by the institution to supplement the University's Curriculum to ensure that the academic programmes and Institution's goals and objectives are integrated?

The institution has formed various committees which look after different aspects of academics as well as co-curricular. After consultation with all these committees and feedback from the advisory board as well as Heads of different departments, the Principal sanctions necessary funds for upgrading the infrastructure to aid academic growth. New computers, equipments, instruments for labs and library books are purchased to supplement the University curriculum. Hence the objectives of our institution to offer best possible education with optimal utilization of modern resources are achieved.

1.3.2 What are the efforts made by the institution to modify, enrich and organize the curriculum to explicitly reflect the experiences of the students and cater to needs of the dynamic employment market?

The curriculum followed by our institution is designed and developed by the University. It is not remodeled, but the learning process is enhanced by the use of various audio-visual aids and modern teaching tools. These efforts are made to ensure maximum output from the prescribed texts and books and the target end of meeting the demands of employment are made as follows:

- More emphasis on interactive teaching.
- Remedial teaching.
- Skill development classes.
- Emphasizing the aspect of spoken language, interview skills, group discussions, résumé writing etc., which contribute in the practical skill formation for the employment market.

1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environment Education, Human Rights, ICT etc. into the curriculum ?

The curriculum includes subjects on environment education, voting rights, basis knowledge of ICT, human rights for which external faculty are invited to deliver lectures. The University curriculum per se includes prose and literary fiction

highlighting social and moral issues like gender equality, class-less society, untouchability etc.

1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?

- **Advertising and Sales Management**
- **E-Marketing**
- **Community Development and Social Welfare**

The institute integrates various factors of personality development of the students with academic development. It works towards the following:

- Inculcating moral values and maintaining ethical values in life
- Developing vocationally viable English Speaking skills
- Guidance towards better career options
- Community orientation, and skills of leading a fuller and selfless life
- Computer literacy
- Social service and philanthropic values

Community orientation is encouraged by our institution by taking our students to villages, health camps, visit to NGO-Utthana, blood donation mela/camps etc. Community Awareness Programs & outreach programs are conducted on periodic basis.

1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?

Our institution values the feedback and views provided by our stakeholders. They are taken as a source of encouragement and are used to form policies towards enrichment of various aspects related to it, like:

- Feedback obtained from the students is analyzed in the department and is implemented in the teaching learning sessions.
- Feedback is also sought from the representatives of the employment market in order to enrich the curriculum. Their views are then forwarded to the affiliating

University through members of the concerned Board of Studies, for their considerations.

1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?

The quality and effectiveness of our enrichment programmes are monitored as follows:

- A Comparative check is conducted periodically within the various departments of the college in terms of student performance in internal assessments, class tests etc. At the same time the college administration also compares the results with other colleges of the region in order to evaluate the outcome of its own teaching strategies.
- Periodic monitoring of student performance in comparison with past performances.

1.4 Feedback System

1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the university?

The Faculty of the institution is invited by the University while designing and reshaping curriculum. Many of our faculty members from various disciplines have been associated with the University through refresher and orientation courses, time and again, where they have given suggestions for curriculum revisions and various amendments. These members are the spokespersons of the institution in its demands for curriculum enrichment. They represent the views and ideas regarding curriculum change and enhancement which are a result of student, staff and industry feedback.

1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on curriculum? If yes, how is it communicated to the university and made use internally for curriculum enrichment and introducing changes/new programmes?

Difficulties and suggestions expressed during teacher-student interactions are evaluated and firstly taken up for discussion at the level of college administration. The

feedback by faculty is also inculcated in these discussions. Then they are conveyed to the concerned University bodies to do the needful. Internally, the difficulties and problems conveyed by students are considered for reformation of teaching methodology without interfering with the set curriculum.

1.4.3 How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new Courses?

No, new programme/course was introduced by the college in last four years.

Best Practices in Curricular Aspects

- 1 Visit to NGO/Charitable institutions and Villages.
- 2 Service Learning through units like NSS, NCC, Youth Red Cross Club and Red Ribbon Club.
- 3 One Act Play for Community Service Learning and awareness camps in adopted villages.
- 4 Organization of seminars for students on topics of moral and social significance.
- 5 Celebration of Voters Day, Women's Rights day, Legal Rights day and AIDS Awareness Day.
- 6 Environment consciousness through celebrations of "Van-Mahostav" and 'Treveni Festival'.
- 7 Moral and ethical values are integrated into the system. Lectures of ethics/moral education are held.

CRITERION II: TEACHING – LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1.1 How does the college ensure publicity and transparency in the admission process?

Every year the college publishes a prospectus giving relevant information about the infrastructure and facilities available for the students in the college. A detail of various courses being offered, as well as the eligibility criterion is also provided. The college has its own website www.mac.ac.in, where a soft copy of prospectus is uploaded every year and enquires of admission are addressed on e-mail address principal.bajpai@gmail.com.

Advertisements are placed in the local as well as regional newspapers for publicity. To ensure transparency, admissions are made strictly according to merit with due weightage to extracurricular achievements for which criteria is predecided for various levels of achievements as per guidelines of the Kurukshetra University, Kurukshetra. Students from SC, ST and OBC are admitted keeping in view reservation policies of the State Govt. Merit based scholarships are awarded by management of the college to meritorious and needy students for which wide publicity is given in the prospectus to attract the talent.

2.1.2 Explain in detail the criteria adopted and process of admission to various programmes of the Institution

The College follows the admission criteria laid down by the parent University and government of Haryana. Students have to apply on the prescribed college form by June 30. To ensure transparency, list of selected students with their percentage is displayed on the notice board by giving due weightage as per Kurukshetra University norms and State Govt reservation policy. The numbers of seats are limited only in B.Com, BBA, BCA and PG Classes.

2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other affiliated colleges of the University within the City/district.

Admission Committees of different programmes run by the College prepare the merit list and the same is displayed on the departmental notice board. There are many courses in our college like B.A, B.Com, BCA, BBA, M.A. (Hindi) and M.Com etc. where number of seats are fixed, but in BA-I & B.Com.-I, number of seats can be enhanced as per the need by seeking University approval. A Standard is maintained and focus is on the welfare of the students.

The minimum and maximum percentage of marks for admission at entry level for each of the programmes course for the session 2013-14 was as follows:

Minimum and maximum percentage of marks:

<u>Entry level programme</u>	<u>Minimum %</u>	<u>Maximum %</u>
BA-I	35.00	78.00
B.Com. I	47.00	94.00
B. C. A.	50.00	74.00
B. B. A.	45.00	75.00
M.Com.	45.00	72.00
M.A. (Hindi)	45.00	60.00

2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If yes, what is the outcome of such an effort and how has it contributed to the improvement of the process?

To review the admission process, the Advisory Committee of the College and Heads of the various departments discuss the revised number of allocated seats for each course, and accordingly frame guidelines for the admission process. In course where the number of allocated seats is limited, a cut off percentage, and other criterion of admission are also discussed. Similarly, in case of any unfilled/remaining seats (e.g. due to increase or decrease the minimum set percentage of a particular discipline), decision regarding admitting the suitable candidate is taken. It is imperative to review the admission process annually to rule out any mistakes or loopholes in the process. This also ensures that no deserving eligible students are

deprived of admission, and also the policy of reservation under various categories is followed.

2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion

- **SC/ST**
- **OBC**
- **Women**
- **Differently abled**
- **Economically weaker sections**
- **Minority community**
- **Any other**

“Admission to all sections of students” is our policy. Most of our students are from economically weaker sections. They avail the facility provided by Govt. of Haryana. Fee concessions, scholarships and books are given to SC/ST, OBC, differently abled students, minority community, children of freedom fighters and women. Seats have been reserved for the students belonging to these categories. Tuition fee of women students is free upto graduation level. More than a hundred scholarships to economically weaker sections are sponsored by the college management, Youth Red Cross and government.

During the time of admission the college strictly adheres to the quota of reserved seats for various categories. Hence the students from these disadvantaged sections of society are benefited by this policy of inclusion. The table below depicts the break-up of the total candidates admitted in the given session, and the number of candidates admitted in reserved seats:

Session 2013-14

S. No.	Stream	General		S.C.		B.C.		Phy. Handi.		Minority		Total	
		M	F	M	F	M	F	M	F	M	F	M	F
1.	Arts	210	52	26	13	79	19	00	00	21	06	336	90
2.	Commerce	566	137	54	09	156	47	01	00	41	15	818	208
3.	BBA	50	11	02	02	10	01	00	00	06	00	68	14
4.	BCA	53	09	05	00	14	02	00	00	01	01	73	12
5.	M.A(Hindi)	06	09	03	01	04	00	00	00	00	02	13	12
6.	M.Com	14	27	00	00	00	00	01	00	02	02	17	29

2.1.6 Provide the following details for various programmes offered by the institution during the last four years and comment on the trends, i.e. reasons for increase/decrease and actions initiated for improvement.

Enlisted below are various programmes offered by the institution in the last four years:

Programmes	Session	Number of applications	Number of students admitted	Demand Ratio
Under-Graduate Classes				
B.A.	2010-11	244	244	100%
	2011-12	100	100	100%
	2012-13	145	145	100%
	2013-14	106	106	100%
B.Com	2010-11	457	457	100%
	2011-12	719	719	100%
	2012-13	616	560	90%
	2013-14	684	641	93%

B.C.A.	2010-11	88	88	100%
	2011-12	57	57	100%
	2012-13	60	60	100%
	2013-14	60	60	100%
B.B.A.	2010-11	105	105	100%
	2011-12	81	81	100%
	2012-13	78	78	100%
	2013-14	63	63	100%

Post-graduate Classes				
M.A. (Hindi)	2010-11	23	23	100%
	2011-12	13	13	100%
	2012-13	14	14	100%
	2013-14	12	12	100%
M. Com.	2010-11	35	35	100%
	2011-12	37	37	100%
	2012-13	55	55	100%
	2013-14	40	40	100%

Reasons of Increase and Decrease:

- The reason for increase in demand for PG courses like M.Com, M.A. (Hindi) is the improvement in Pass percentage in lower classes. It also reflects the trend towards attaining higher degrees. Similarly students have shown increasing preference for B.Com, BBA, BCA over B.A, keeping in mind career preferences.
- As far as decrease in demand in classes like B.A. is concerned, it is because students, after finishing school tend to go for professional courses such as B. Tech., Polytechnics, ITIs and Nursing and due to lack of Bus facilities and opening of Government College at Chhachhrauli.

2.2 Catering to Diverse Needs of students

2.2.1 How does the institution cater to the needs of differently abled students and ensure adherence to govt. policies in this regard?

Many facilities are provided to the differently-abled students. Ramps have been made for easy movement of wheel chairs. Toilets have been constructed on the ground floor. The administration ensures that such students meet their classes on the ground floor. Scholarships are given to these students to encourage them. Some students are given the provision of writers for those who have problem in writing. College implements the policies as desired by the Govt. of Haryana.

2.2.2 Does the institution assess the students' need in terms of knowledge and skills before the commencement of the programme ? If yes, give details on the process

The merit and marks obtained by the students in the qualifying examination and lower classes is considered to assess the knowledge and skills before the commencement of the programme. A One-week Induction Programme is organized for the students before the commencement of a session. Basics of the subjects are made clear in the first week of the session. The teachers give class tests which are a part of internal assessment. By these class tests, the performance of the students is judged and extra classes are arranged for weak students.

2.2.3 What are the strategies drawn and deployed by the institution to bridge the knowledge gap of enrolled students to enable them to cope with the programme of their choice?

Every department identifies the slow learners on the basis of performance in the lower examination. There are a good number of such students particularly coming from the rural areas. The college gives extra care to such students. The following steps are taken to cater to the needs of slow learners:

- One week Induction Programme before the commencement of the session.
- One period is fixed in which teachers are available for such students to solve their problems and discuss their queries and doubts regarding the subject. Thus teachers help them to understand the concepts at a slower pace, to aid their understanding.

2.2.4 How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.?

The college takes various measures to sensitize its staff and students on issues such as gender, inclusion, environment etc.

Gender: Girls are always encouraged and guided that they are to be empowered in every way. The Women Cell of the college is the watchdog to protect the rights of women and to enlighten female students and teachers as to their rights. Seminars and talks on women-related topics such as Breast Cancer, Rights of women, PNDT & MTP Act and Female Foeticide have been organised by the cell. Various competitions of Pot making, Cooking, Rangoli etc. are conducted every year.

Inclusion: Fee concessions, scholarships, books and many other facilities are provided to SC/ST and OBC students. Extra classes are also arranged for weak students.

Environment:- Environmental studies is a mandatory subject taught in the college. Various seminars on current environmental issues such as global warming, recent trends in environmental studies, cow-based economy and biochemical aspects, Biodiversity and climate change were organised.

2.2.5 How does the institution identify and respond to special educational learning needs of advanced learners?

As far as the needs of advanced learners are concerned, the institution takes special care and attention of brilliant students. Brilliant students are encouraged to participate in various competitions and books are given to them. Brilliant students are sent to various exhibitions and competitions. For Advanced Learners, the College is running programmes in add-on-courses, summer classes and hobby classes. Scholarships are given to such students to encourage them.

Every department identifies advanced learners based on performance in the previous examinations. Some departments conduct scrutiny test to identify advanced learners. Advanced learners are encouraged to write articles for the College magazine, undertake projects, deliver seminars on topics of their interest and to attend national seminars/workshops/conferences etc.

2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged section of society, physically challenged, slow learners, economically weaker sections etc.) ?

The institution collects and analyzes the data and information on the academic performance of the students during the programme. As result, the following steps are taken by the institution:

- Parent –teacher meetings are organized in which parents are advised to keep vigil on their wards that they attend the college regularly.
- Tutors take parental care of their class students and observe their performance, monitor their presence in lectures and ensure their participation in various activities.
- To extend financial help to students of weaker sections, the college is extended help by the Youth Red Cross & other benevolent citizens.
- Availability of teachers for slow learners.
- Remedial classes for slow learners
- Teachers identify and interact with slow learners in their respective classes and provide necessary help to them.

2.3 Teaching-Learning Process

2.3.1 How does the college plan and organize the teaching, learning and evaluation schedules? (Academic Calendar, teaching plan, evaluation blue print etc.)

The planning and implementation of teaching-learning and evaluation is done in the following manner:

- 1) Teaching session is planned as per the academic calendar. The academic calendar is prepared by IQAC in the beginning of academic year showing the schedule departmental activities, sports activities, activities planned by various committees like NSS, Legal Literacy Club, Youth Red Cross, Women Cell, and Student Welfare Committee etc.

The Academic Calendar is strictly followed in the best possible manner.

- 2) The College follows monthly teaching plan system. HODs take review of the departmental activities in the departmental meetings. Mid-semester review is also done and extra classes are planned as required. The faculty members make efforts to complete the syllabus as per monthly teaching plans.

- 3) The Principal also takes mid-term review of the departmental activities in meetings with the Heads of the various departments.
- 4) Our college is affiliated to Kurukshetra University, Kurukshetra. We follow the evaluation process introduced by the University. An internal assessment is conducted by keeping in view factors such as attendance in the classroom, one class test conducted by the respective subject teacher; and two assignments are made by students. These measures help the students to improve their performance in semester examination.

2.3.2 How does IQAC contribute to improve the teaching – learning process?

IQAC was constituted after the first accreditation as per requirement of the NAAC. Frequent meetings of IQAC are held to ensure quality sustenance. IQAC team visits various departments and suggests innovative ideas which can be introduced. Following steps have been taken on the initiative of IQAC.

- Teachers as well as non-teaching staff have been trained in computer education.
- Four computer labs with about 130 computers have been established and students have an easy access to them.
- Along with the conventional method of teaching, LCD Projectors have been installed to give exposure to modern teaching skills.
- ICT enabled teaching methods are used.
- Internet facility has also been provided to students in the library so that they can search study material on the internet.
- Smart class rooms has been established.

2.3.3 How learning is made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?

Learning is made student-centric by using various teaching methods such as Group discussion, Act playing, Brain storming, Debating, Seminars, assignments, quizzes, etc. Interactive sessions are conducted in the classes to motivate them and boost their capabilities. Guest speakers are invited from various Universities to give specialized talks on relevant topics. A number of seminars are conducted on the

guidelines of UGC. In Professional courses such as BBA, BCA and Postgraduate classes, the students are encouraged to present papers and seminars for peer evaluation in the classes. Various strategies which help the students to acquire skills, knowledge management skills and lifelong learning are implemented by the college.

The following facilities have been provided to the teachers to develop skills:

- Smart Class room with all the latest Audio-Visual equipment is available for the teachers & students.
- Language lab has been established.
- Charts, models and maps have been provided for effective teaching and learning.
- Educational tours and Industrial visits are planned for onsite visit.
- An air-conditioned Multimedia Seminar Hall has been established where students are encouraged to give seminars on the topic of their interest.

2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into lifelong learners and innovators?

The institution has implemented various strategies to nurture critical thinking, creativity and scientific temper among the students to transform them into lifelong learners. Our college mainly caters to the needs of students from rural areas. In order to acquire the speaking skills in English, language lab. has been started by the Department of English. Our college has also started special classes for various competitive examinations. All the departments of the college have departmental Association of which students are Office-bearers. Various departmental activities are organized by these associations which help in developing leadership - quality among the students.

Student-editors are an integral part of the formation of the annual college magazine “**Navaldeep**”. Such inclusive participation by students helps in their holistic development and analytical skills.

2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching?

The following facilities are available to the faculty which are being extensively used:

- LCD Projectors, Visualizers, Interactive panels and interactive boards
- Study aids like Charts, maps, preserved specimens.
- Computer Labs. with internet facilities
- Access to various e-journals and e-books through INFLIBNET facility in the library.
- Education through satellite.

2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills? (Blended learning, expert lectures, seminars, workshops etc.)

Individually the faculty members are academically aware and in tune with the latest developments in their respective areas of study and are in a continuous growth process by means of latest learning technology. Apart from the faculty, the senior students are taken to various exhibitions and seminars. Our college encourages the faculty members to participate in academic conferences, workshops, seminars. Various departments and associations of the college organize workshops/seminars/conferences for teachers and students. These are organized at state and national level, with sponsorship from UGC and Department of Higher Education, Haryana. They are listed below:

Table of Academic activities organized by the college					
	2009-10	2010-11	2011-12	2012-13	2013-14
Workshops/Seminars	02	Nil	Nil	02	03
Talks/Extension Lectures	01	04	01	05	10

2.3.7 Detail (process and the number of students benefited) on the academic, personal and psycho-social support and guidance services (professional counseling/mentoring /academic advice) provided to students?

The Career Guidance and Placement Cell play an important role in mentoring the students. The Placement Cell advises the students to appear in various competitive examinations and job fairs. Due to the effort of the Placement Cell, a number of companies have visited the college to provide employment opportunities to our students. Some of the success stories are: Twenty five students got placed in On-Campus placement drive and twenty nine students got placed Off-Campus placement. Total numbers of beneficiaries to get placements are fifty four. The major objective of counseling cell is to encourage students to seek self-employment and guides them for further studies and employment.

The teachers of college provide guidance to the students to pursue higher education. Teachers consider mentoring the students as their personal responsibility. Members of Women Cell counsel the female students exclusively on social and academic matters.

2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

Till date, the conventional system of the teaching “The Lecture Method” was being predominately used in all the subjects. However to update the knowledge, both the teachers and students must be well acquainted with the latest technology. A number of steps have been taken by the institution in this regard.

- The computer department organizes classes for the faculty members and administrative staff for computer literacy.
- Teaching through LCD Projectors and visualizers in most of the departments.
- Language Lab. to enhance their communication skill.
- Internet connectivity in library and facility of INFLIBNET in library to update the teachers knowledge
- Smart Class rooms

The teachers take keen interest in the latest technology being extensively used for teaching. It helps the teachers to finish their syllabus well in time and C.D's of notes prepared by the teachers are provided to the interested students.

2.3.9 How are library resources used to augment the teaching learning process?

Our College Library has about 32110 books including reference books. It also subscribes 22 journals, 34 Magazines and 15 Newspapers. Students consult library to update their knowledge on particular topics. The library has internet connectivity and connected to INFLIBNET on which about 3100 e-journals, 55100 e-books and other study material is available which the students and teachers use to augment their knowledge.

2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If yes, elaborate on the challenges encountered and the institutional approaches to overcome these.

With the introduction of the semester system, the teachers are feeling pressure to complete the syllabus well on time. The calendar for sports activities and extra-curricular activities has to be rescheduled keeping in view the changes in academic calendar.

Moreover the provision of audio-visual aids and smart class rooms has helped to increase the pace of completion of the curriculum.

2.3.11 How does the institute monitor and evaluate the quality of teaching learning?

It is imperative for any institution to device ways to monitor and evaluate the quality of teaching and learning. First and foremost the faculty of our institution is highly qualified and experienced in imparting specialized knowledge, which takes the quality of teaching to a high level. Secondly, the teacher-student ratio is adequately maintained to ensure better outputs. For this purpose, the college utilizes the expertise of visiting faculty, as well as the experience of some of its own retired faculty members; in addition to its regular faculty. Thirdly, evaluation of the quality of teaching is made periodically at the departmental level with the Head taking it upon him/her to interact with staff and students and collect necessary feedback. Fourthly, regular tests, oral discussions and assignments in classes act as a tool of monitoring learner performance after which identification of slow learners and their remedial education is arranged.

2.4 Teacher Quality

2.4.1 Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum

Teaching and learning are two sides of the same coin. The effective teaching is directly linked with learning. The personality of the teaching faculty is the most important component in giving the knowledge and developing all-round personality of the students. The institution follows the selection procedure as prescribed by the UGC, Kurukshetra University, Kurukshetra and Government of Haryana. All the eligible candidates are called for an interview and required number of candidates is selected by duly constituted selection committees. The college has Faculty Recruitment Committee to look after the matters of teacher recruitment. Our college has qualified and proficient staff to handle all the courses.

The State Govt. had imposed ban on the fresh recruitment. However, during 2007-08, three teachers were appointed. Recently, one more regular faculty has been inducted. At present, the college has eleven permanent faculty members (06 Associate Professors and 04 Assistant Professors) and 26 part-time teachers and a few visiting faculty members. The teaching faculty is a fine mixture of youth and experience, ensuring continuity of tradition and introduction of innovative and latest technology.

The present profile of the teaching faculty is as follows:

Highest qualification	Professor (01)		Associate Professor (06)		Assistant Professor (04)		Total (11)
	Male (01)	Female	Male (03)	Female (03)	Male (03)	Female (01)	
Permanent teachers							
D.Sc./D.Litt.	-	-	-	-	-	-	-

Ph.D.	01	-	03	03	01	-	08
M.Phil.	-	-	--	--	02	01	03
PG	-	-	--	--	-	--	--
Temporary teachers							
Ph.D.	-	-	-	-	-	01	01
M.Phil.	-	-	-	-	01	03	04
PG	-	-	-	-	07	15	22

2.4.2 How does the institution cope with the growing demand/scarcity of qualified senior faculty to teach new programmes/modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years?

After first accreditation, new courses such as M.B.E, M.A (Economics) have been introduced under self-financing scheme. But these courses could not sustain the due to change in university policies and pressure of market forces. To cope with the problem of a qualified faculty, new faculty is appointed by offering attractive salary.

Details of the appointments made during the last four years:

Name of the course	Year	Appointments made
English	2013	01

2.4.3 Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.

- a) Nomination to staff development programmes.
- b) Faculty training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning
 - Teaching learning methods and approaches

- **Handling new curriculum**
- **Content/knowledge management**
- **Selection, development and use of enrichment materials**
- **Assessment**
- **Crosscutting issues**
- **Audio visual aids/multimedia**
- **OERs**
- **Teaching learning material development, selection and use**

c) Percentage of faculty

- **Invited as resource persons in workshops/ seminars/ conferences organized by external professional agencies**
- **Participated in external workshops/seminars/conferences/recognized by national/international/professional bodies.**
- **Presented papers in workshops/ seminars/conferences conducted or recognized by professional agencies**

The institution believes that the quality of our teaching faculty is our backbone and devices various strategies for its enrichment.

- a) The teaching faculty particularly the young members of teaching staff are encouraged to attend Orientation and Refresher Courses to enhance their subject knowledge and teaching skills. During the last four years , the following teachers have attended Orientation and Refresher Courses:

Academic Staff Development Programmes	Number of faculty nominated			
	2010-11	2011-12	2012-13	2013-14
Refresher Courses	Nil	01	02	Nil
Orientation programmes	02	Nil	Nil	Nil

- b) Most of the faculty members are equipped with the basic knowledge of computers, internet and the use of audio-visual aids. However, the teachers who wish to have training to empower and enable to use various tools of technology; a special training programme is organized by the Dept. of Computer Science during Summer Vacations and Winter Break.
- c) The teachers are encouraged to attend seminars, conferences and workshops and present papers, organized by various agencies. The college provides academic leave and TA/DA to them. The college has organized a number of seminars sponsored by UGC, Department of Higher Education of the State Govt. Our college faculty is well-versed and erudite and many have been invited as resource persons and experts to deliver talks by many institutes.
- d) It may be valuable to state here that an approximate 27 percent of our teaching faculty have been invited to seminars and conferences as resource persons. A total of 25 participations have been registered by our faculty in seminars/workshops and conferences. 15 Research papers of high quality have been presented in seminars.

2.4.4 What policies /systems are in place to recharge teachers? (E.g. providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.

The Maharaja Agrasen Sabha/Managing Committee takes active interest to encourage teachers for doing research. Study/Academic leave is granted to the teachers as per University norms and State Govt. policies. Teachers are also granted extra ordinary leave with lien to take up teaching assignments in National Institutes and Universities.

2.4.5 Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture an environment contributed to such performance/achievement of the faculty

Dr. Bahadur Singh, Member of the Department of Hindi has received the 'Hindi Bhasha Bhushan' award by Sahitya Mandal, Nathdwara, Udaipur (Rajasthan). Associate Professor Dr. M.L.Singla of the Department of Commerce is

Member of Court, Kurukshetra University, Kurukshetra. Dr. V.S.Dhillon, Head of the Department of History, has been recognized as Annual member of “Indian History Congress”, New Delhi.

Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?

The Institution is bound to follow the rules and regulations of the University and State Govt. The college at its own level cannot introduce the evaluation of teachers by the students and external peers. However the college works on its internal system of evaluation and checks to maintain and improve the quality of teaching. There is a culture of self-evaluation and self improvement which is imbibed from the senior faculty to junior faculty. Moreover there is a trend of regular discussions and exchange of teaching techniques and ideas among the peers.

2.5 Evaluation Process and Reforms

2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

Students and faculty members are made aware of the evaluation process. The evaluation methods such as university examinations are conveyed to students by displaying university circulars on main notice boards and in the library. Internal evaluation methods such as periodical tests, home assignments, seminars are conveyed to students through prospectus, displaying notices as well as orally by our faculty members. Evaluation methods are conveyed to institutional members by Principal during formal meetings with Heads of the Dept. and faculty members.

2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?

Our college is affiliated to Kurukshetra University, Kurukshetra. The college diligently follows the evaluation process ordained by the University. The University examinations are strictly conducted in accordance with the guidelines given by the University.

The followings are the major evaluation reforms initiated by the University and implemented by our college:

Annual System was followed in all the faculties from the very beginning. But during the session 2009-10, semester system was introduced for Commerce and Post-graduate faculties in a phased manner. Semester system for remaining Arts faculty was also introduced in the session 2010-11 in phased manner. Now, all the streams are under semester system.

To evaluate the students, the University has evolved the method of continuous evaluation along with the University Exams. 20% weightage is given to internal assessment of a student which includes a class test, two assignments and attendance and 80% to the University examination.

2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?

Firstly the students are made aware of the class test and assignment through prospectus before the commencement of the session. The Academic Calendar is prepared by IQAC which is displayed on the notice board and informed in the classes by the teachers. The students have to take the class test and submit assignments as per academic calendar. The parents of the defaulting students are informed telephonically and through correspondence.

2.5.4 Provide details on the formative and summative evaluation approaches adopted to measure students achievements. Cite a few examples which have positively impacted the system.

Formal evaluation of the students' achievements is done as per norms and conditions laid down by the Kurukshetra University. The University has introduced semester system in both UG and PG programmes w.e.f. 2009-10. The University conducts final examination at the end of each semester. 80% weightage is given to final examination and 20% to Internal Assessment consisting of class tests, assignments and class attendance.

Since the attendance in classes also carries a weightage of 5%, the system discourages students from missing their lectures unnecessarily. Assignments, which have to be prepared on chosen topics by the students make the students thoroughly study and research the given topics and not just indulge in note learning. This

develops the analytical ability and better understanding of lessons and texts. Apart from writing for their assignments, class tests, which also carry significant weightage in internal assessment help to improve preparation and learning; and significantly form a habit of regular self-study.

2.5.5 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the student's results/achievements (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes /courses offered.

The college monitors the progress of the students through class tests, assignments and surprise tests. After evaluation, the class tests and assignments are returned to the students and discussed in the classes by the teachers. The results of the students are communicated through display on notice boards and also in Parent-Teacher meetings. It serves to include the parents in the learning process.

Thus tests, assignments, term papers, learning papers, enrichment classes and prompt evaluation of college tests and examinations etc. ensure the substance of quality and fulfill the function of extensive revision.

The analysis of students' results and achievements for the last four years is given below:

Class	2010-11	2011-12	2012-13	2013-14
B.A.	70.7%	22.9%	09.52%	11.36%
B.Com	93.8%	51.3%	51.47%	49.14%
BBA	62.16%	56.1%	68.18%	68.18%
BCA	86.96%	57.8%	57.89%	70%
M.A (Hindi)	71.43%	81.1%	83.33%	100%
M.Com	16.67%	89.4%	87.09%	92.85%

2.5.6 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightage assigned for the overall development of the students (weightage for behavioral aspects, independent learning, communication skills etc.)

The Internal Assessment is based on three factors: Class test, Assignments and class attendance. To ensure transparency, the results are displayed on the notice board and the students are given freedom to clear their doubts. Once the assignments have been checked and evaluated by the faculty, they are returned to the students for their appraisal, hence making the system open and transparent.

2.5.7 Does the institution and individual teachers use assessment/evaluation as an indicator for evaluating student performance, achievement of learning objectives and planning? If yes, provide details on the process and cite a few examples.

Yes, the institution assesses the students' performance through internal assessment. Internal assessment results are not a one-time evaluation but a periodic method of assessing the students' performance and understanding. The internal assessment is calculated by evaluating the assignments prepared by the students on a range of topics and areas indicated by their subject teachers. Also one class test is conducted, the performance in which is also included in the calculation of internal assessment by the teacher. For example: If a student of M.A. (Hindi), after the completion of a text, is able to prepare an assignment on the salient features of the text, highlighting the writing techniques of the author, as well as the age in which the text was written, to the satisfaction of his concerned teacher, then the learning outcome may be considered as achieved, resulting in a good internal assessment. On the basis of this assessment, remedial classes are arranged for slow learners and good achievers are encouraged by giving scholarships, fee concession, books etc.

2.5.8 What are the mechanisms for Redressal of grievances with reference to evaluation both at the college and University level?

Grievances regarding evaluation are redressed by the Examination Committee of the college in consultation with the Heads of the Dept. and concerned teachers. At the University level, students can apply for re-evaluation of their answer books within 15 days of the declaration of the result.

2.6 Student Performance and Learning Outcomes

2.6.1 Does the college have clearly stated learning outcomes? If yes, give details on how the students and staff are made aware of these?

The learning outcomes of the college specify what the learners will know or will be able to do as a result of a learning activity. Since the college follows the curriculum prescribed by the university, the Outcomes are pre-described with every specific course and stream chosen by the student. They are expressed in the form of knowledge, skills and attitudes that the learner will be able to imbibe and then present for evaluation after the completion of the course. The ultimate test of presented learning outcomes is they must have a measure for evaluation. As described above, the college follows an evaluation process by conducting University examination at the end of each semester. 80% weightage is given to final examination and 20% to Internal Assessment consisting of class tests, assignments and class attendance. Learning outcomes are propagated to the students clearly at the time of admission counseling while they are in the process of choosing their streams.

2.6.2 How are the teaching, learning and assessment strategies of the institution constructed to facilitate and achieve the intended learning outcomes?

In order to achieve Learning Outcomes various strategies are devised and implemented by the administration and periodically evaluated and upgraded. Teaching with audio-visual aids has been introduced in many classes. Open House sessions are conducted in the classes to motivate students and boost their capabilities. Guest speakers from different universities are invited to deliver talks on various topics. Seminars and quizzes also form a part of the teaching process, making learning involved and interesting. Computer Science students are exposed to extensive practical work in well-equipped labs and field work. Ultimately the Learning Outcomes are assessed through university prescribed criterion.

2.6.3 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (quality jobs, entrepreneurship, innovation and research aptitude) of the courses offered?

A well established Career Guidance Cell is in place to guide the students regarding placements/self employment opportunities. Various MNCs have been contacted by the Career Guidance Cell for job opportunities for our students. Lectures

by experts are organized time to time to guide the students about the present and future career opportunities. Some counseling is provided to the students for information and guidance regarding various career opportunities and employment avenues available as the College offers majority of Under-graduate Courses so there is less scope of appointments for graduate but still the cell leaves no stone unturned to get the students placed. Twenty five students got placed in On-Campus placement drive and twenty nine students got placed Off-Campus placement. Total numbers of beneficiaries to get placements are fifty four. The major objective of counseling cell is to encourage students to seek self-employment and guides them for further studies and employment.

2.6.4 How does the institution collect and analyse data on student learning outcomes and use it for planning and overcoming barriers of learning?

The institution follows the evaluation criterion as prescribed by the University, and the analysis of the learning outcomes is done based on these results that are compiled and classified from the University results. The pass percentage, subject-wise performance, performance in practicals, performance in class- tests, quality of assignments submitted for internal assessment are some benchmarks to analyze Learning Outcomes. Once the data is compiled before the beginning of each semester, based on the previous semester, strategies are made to remove hurdles in the path of students' learning and performance. The Principal reviews the measures to be taken for each department and plans are chalked out, laying stress on areas of concern. Teaching Methodologies, infrastructural development as aids of learning and student counseling are certain measures to overcome the barriers to learning.

2.6.5 How does the institution monitor and ensure the achievement of learning outcomes?

As stated above, student performance, in both internal assessment as well as University examinations is a measure of learning outcomes. Hence in order to achieve Learning Outcomes, the institution makes sure that the student performances in both internal as well as university examination are to the level of satisfaction. For this, teaching methodologies and quality of education imparted are assessed and reviewed periodically. Learning Outcomes are monitored throughout the semester by individual teachers by the students' results in class tests, their level of understanding

as displayed in labs and practicals, their participation and contribution in activities which are a forum to display their learning and knowledge.

**2.6.6 What are the graduates attributes specified by the college/affiliating university?
How does the college ensure the attainment of these by the students?**

The college ensures overall personality development of the students. Apart from studies, the institution encourages students to participate in sports activities. The well- equipped college gymnasium is an excellent facility to encourage physical fitness among the students. Debates, declamation contests, symposiums are held to develop self confidence in our students. Students are encouraged to participate in cultural activities-a talent show is organized to augment and to locate students' hidden talents. Students participate in various Inter-college events in Zonal Youth Festival and Inter Zonal Youth Festival. To encourage a sense of community service, students participate in blood donation camps held in the college. They are a part of many social activities in a Seven days (day/night) camp organized by the college NSS. They learn unity and discipline as part of the NCC.

CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

3.1 Promotion of Research

3.1.1 Does the institution have recognized research centre/s of the affiliating University or any other agency/organization?

The college does not have any direct relationship with recognized Research Center(s) of the affiliating university but the college has made arrangements with some leading industries and agencies, where the student can go and study the different projects and prepare reports. Some of these industries are enlisted below:

- Erol Exports, Yamunanagar.
- B.S.Investment, Yamunanagar.
- Reliance Life Insurance Company Ltd., Yamunanagar.
- Saraswati Sugar Mills, Yamunanagar.
- Bharati AXA, Yamunangar.
- BSNL, Yamunnagar.
- Oberoi Automobile Pvt. Ltd., Yamunnagar.

3.1.2 Does the institution have a research committee to monitor and address the issues of the research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.

Yes. The composition of the committee is as such:

- Dr. P.K.Bajpai Chairperson
- Dr. Karuna Co-ordinator
- Dr. Virender Singh Dhillon Member
- Ms. Punam Garg Member

Following the first NAAC accreditation, the college administration has adopted various strategies to promote a research culture in the campus, which have resulted in tangible outcomes. Besides encouraging teachers to make use of the various research projects both short and long term, the college has institutional research oriented teaching methods and

inculcated a research perspective among teachers and students. Besides, providing active support to conduct seminars and conferences, infrastructural facilities have been constantly upgraded to make such activities possible. The college encourages the faculty to be actively involved in research with publications and presentation of research articles. The college also orients the students to pursue research after Post Graduation.

As per recommendations of NAAC, an IQAC was constituted in the college in 2004. This committee ensures that the quality of infrastructure is maintained and new strategies are implemented to facilitate research activities. Some of the concrete measures taken are:

- Encouraging faculty to pursue research programs i.e. M.Phil and PhD and share their findings.
- Faculty development programs are organized independently as well as with other institutions to encourage faculty to update their knowledge.
- Well equipped labs are the pride of the departments like English and Computer Science.
- The provision of reference books, research journals, e-books in the library; which are constantly upgraded.
- Wi-fi Campus and Internet facility in library and student-access terminals in the library to facilitate research.
- Students are encouraged to participate in Paper presentations competitions and to share their findings of projects and field survey. The interaction of students with subject experts through talks and specialized visits.

3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/projects?

The college believes in channeling the allocated resources completely towards encouragement and implementation of research projects. The principle investigators as well as co- researchers are given free hand to carry on their activity and utilize their funds. The infrastructure of the college like audio-visual aids and internet facility etc., have been primarily set up to aid research work. The college has well equipped library with availability of many journals online/ INFLIBNET facility and in stock to pursue

research projects of good standards. The special leaves are given as per the rules of the University and the State Government.

3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?

The college encourages the students in doing research activities. Students, with the aptitude and interest in a particular stream are given miniature projects relating to research in order to sensitize them. Minor Projects are included in the curriculum of almost all post-graduate and certain degree programs.

Apart from this, various departments organize seminars, workshops and talks where students get a chance to interact and learn from eminent personalities of their field.

3.1.5 Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity etc.

The involvement of college faculty in Research is excellent. The college organizes different seminars which open up new horizons of knowledge for the students in various fields. Faculty members of different departments have actively presented research papers in different National and International seminars. Senior faculty members have been guiding M.Phil research scholars. The following quantitative data on the involvement of college faculty in research work:

- Faculty involved in Minor Research projects:

- Dr. G.B.Gupta, Associate Prof., Department of Hindi. 01
- Dr. Chanchal Sharma, Associate Prof., Department of Political Science 01

- Faculty guided M. Phil. & Ph.D. students:

- Dr. G.B.Gupta, Associate Prof., Department of Hindi. 02
- Dr. Bahadur Singh, Associate Prof., Department of Hindi 07
- Dr. Anita Dhingra, Associate Prof., Department of Commerce 04

- Faculty involved in their own Ph.D research:

- Lakhpat Singh, Librarian, College Library.
- Sandeep Sheoran, Assistant Prof., Department of English

3.1.6 Give details of workshops/training programmes/ sensitization programmes conducted/organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.

The college has conducted the following Conferences/Seminars/Workshops in order to imbibe research culture among the staff and students:

1. The Department of History organized a two-day UGC, New Delhi sponsored National Seminar on the theme, “Peasants’ and Women: Marginalized Sections in Historical Perspectives” on Subaltern sections of history. It helped in developing better understanding among the participants for two important sections of society-Peasants and Women. Eminent scholars and Historians were the resource persons in this seminar.
2. The Department of Economics organized a two-day HEC, Panchkula sponsored National Seminar on the theme, “Development Planning and Policy Perspectives in India” on economic planning and development issues. It helped to develop better understanding of Indian economic planning issues and their understanding among the participants.
3. A Seminar on the topic, “Scenario of Higher Education in India: Issues and Challenges” on 22 November 2012.

3.1.7 Provide details of prioritized research areas and the expertise available with the institution.

Prioritized research areas and expertise are available with the institution. Many faculty members have Ph.D. degrees in areas of Commerce, Hindi, History, Political Science and some of them provide guidance to M. Phil. students in their areas of specialization. The list of faculty members and their areas of research are given below:

SI. No.	Name of Faculty	Department of	Priority Research Area
1	DR. G.B. Gupta	Hindi	Hindi Modern Poetry
2	Dr. Bahdur Singh	--do--	History of Hindi Literature and Linguistics

3	Dr. Karuna	Economics	Development Economics
4	Dr. Seema Gupta	Commerce	Management
5	Dr. Anita Dhingra	--do--	Brand Strategies in Marketing
6	Dr. M.L.Singla	--do--	Accounting and Finance
7	Dr. V.S.Dhillon	History	Medieval Indian History and Historiography
8	Ms. Punam Garg	Economics	Human Resource Development
9	Sh. Lakhpat Singh	Librarian	Designed and developed of Library Automation Software And College Office Automation Software
10	Sh. Sandeep Sheoran	English	Diasporic Literature

3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?

Seminars are organized by various departments where eminent guest speakers, resource persons and researchers from various universities are invited to interact with the college faculty and students through open house sessions. Students are also encouraged to present their own papers for which they are guided by the faculty.

Some of our illustrious alumni and other renowned guest speakers who have visited the college for student & faculty interaction are:

- 1) Mr. Suresh Garg Garg Motors, Yamunanagar
- 2) Mr. Narpal Singh Social Activist
- 3) Mr. Amrik Singh Mangi Social Activist

3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

The college is on promising trend as most of the teaching faculty has achieved academic excellence. Besides this, most of the faculty members are always ready to

participate in National and International Seminars and Conferences. No faculty member has utilized sabbatical leave till now.

3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land)

The praiseworthy feature is that different faculty members share their research work with other members of the staff and students.

3.2 Resource Mobilization for Research

3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.

The institution has no such facilities such as research budget. But if it is demanded or required, then the institution provides the amount as necessary from its Amalgamated Funds.

Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the faculty in the last four years?

There is no direct provision to provide seed money to the faculty for Research. But if it is demanded or required, then the institution provides the amount as necessary.

3.2.2 What are the financial provisions made available to support student research projects by students?

The Institution provides Photostat facility at concessional rates to the students and also provides internet facility to the students free of cost to conduct their research.

3.2.3 How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research? Give examples of the successful endeavors and challenges faced in organizing interdisciplinary research.

Interdisciplinary is a growing interest in the field of research. Different departments interact in undertaking such inter disciplinary research. One good example of successful endeavor is the national seminar organized by Hindi department on the theme, "Information Technology and Changing Facets of Hindi".

How does the institution ensure optimal use of various equipment and research

facilities of the institution by its staff and students?

The college staff and students optimally use various facilities provided by the institution e.g. library facilities, computers and internet facility, scientific and audio-visual equipment. The Major way in which equipment and research facilities available in the college are optimally utilized is through interdisciplinary research. The research facilities in one department are also made available for the faculty of the other departments in the instance of need and requirement.

3.2.4 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If yes, give detail.

The college, especially the faculty of Business Administration and Commerce, has had close interactions with the local industry in many ways. The details of these industries are:

- Erol Exports, Yamunanagar.
- B.S.Investment, Yamunanagar.
- Reliance Life Insurance Company Ltd., Yamunanagar.
- Saraswati Sugar Mills, Yamunanagar.
- Bharati AXA, Yamunangar.
- BSNL, Yamunnagar.
- Oberoi Automobile Pvt. Ltd., Yamunnagar.

3.2.5 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organizations. Provide details of ongoing and completed projects and grants received during the last four years

The institution encourages its faculty members to carry on research in their respective fields by securing grants from various funding agencies. Some of them have been successful in this regard, and the details are as under:

3.3 Research Facilities**3.3.1 What are the research facilities available to the students and research scholars within the campus?**

The research facilities available to the students within the campus are:

- a) Vast Library facility
- b) Expert faculty to guide students
- c) Computer and internet facility
- d) Contact with leading industry to help students in hands-on training and practical exposure.

3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructure facilities to meet the needs of researchers especially in the new and emerging areas of research?

The institution devises strategies for planning, upgrading and creating infrastructure facilities. Research Methodology is integrated into the prescribed curriculum of the Post Graduate classes. The library is upgraded by new journals and books so as to meet the needs of a Researcher especially in new and emerging areas of Research. The INFLIBNET facility in the library is a storehouse of information for all research needs.

3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities? If yes, what are the instruments / facilities created during the last four years?

No special grant or finances have been received from the industry till date. But if the college recommends the name of students, then the industry provides them finance.

3.3.4 What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?

The college makes arrangements to establish contact between our students and leading experts/ industry. This is done in case of UG and PG students of different disciplines who have to undertake projects.

3.3.5 Provide details on the library / information resource centre or any other facilities available specifically for the researchers?

The institution's library provides encyclopedias and resource books specifically for researchers and provides details of thrust areas of Research by the faculty members,

and scope of further research. The INFLIBNET facility in the library provides access to various research journals and e-books that are imperative to a researcher’s needs.

3.3.6 What are the collaborative research facilities developed/ created by the research institute in the college. For example Laboratories, library, instruments, computers, new technology etc.

Some of the infrastructural development that the college has undertaken in order to further research are:

- Research labs in the Department of Computer Science and Language lab of English.
- The Library has been enriched with new reference books, subscriptions to new journals, availability of terminals to access e-books & journals.
- Internet facility is available to enhance the possibility of research.

The college computers instruments are not only used by the concerned departments but researchers of other departments also use this facility.

3.4 Research Publication and Awards

3.4.1 Highlight the major research achievements of the staff and students.

The college faculty indulges in research based activities but no patents or surveys have been approved or filed till now.

3.4.2 Does the institute publish or partner in publication of research journal(s)? If ‘yes’ indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?

Yes, our institute is very close to publishing an academically strong Research Journal. The aim of Research Journal is to publish original, well researched, thoroughly documented articles of high quality.

3.4.3 Give details of publication by faculty and students.

The following table gives a fair idea of the published research work done by our staff members:

Publication	Number
-------------	--------

International Journals	01
National Journals	07
Books	08
Research Articles in Edited Books	03
Abstracts	01

3.4.4 Provide details (If any) of :

- **Research awards received by the faculty**
- **Recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally.**
- **Incentives given to faculty for receiving state, National and International recognitions for Research contributions.**

Research Awards: Dr. Bahadur Singh

Minor Research Projects which have been sanctioned by the UGC are the major research achievement of our faculty. Two teachers have been awarded UGC Minor Research Projects to pursue research. It is because of the encouragement and supportive infrastructure provided by the institution that the faculty is able to forge ahead in their fields of study, and research ventures.

3.5 Consultancy

3.5.1. Give details of the systems and strategies for establishing institute- industry interface?

The College organizes regular interactions with industries and members of different industries visits college campus.

3.5.2. What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?

The college currently does not have any consultancy project in hand.

3.5.3. How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?

The college encourages the staff members to take up projects for consultancy and optimally use and develop the infrastructure.

3.5.4. List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years?

The Department of Commerce and Business Administration of our college provides consultancy and help to different industries of the region time and again, yet this is an honorary service for which no money is accepted.

3.5.5. What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?

Generation of revenue through consultancy services is only at planning stage for the institution. The college proposes to setup a committee consisting of some senior teachers to identify the areas where consultancy services from the institution can be provided and to estimate the income that can be generated from the services.

3.6 Extension Activities and Institutional Social Responsibility (ISR)

3.6.1 How does the institution promote institution-neighborhood-Community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?

As an educational institution the college owes social responsibility for the welfare of the society. To fulfill this responsibility, various clubs and societies of the college such as Legal Literacy Cell, Women Cell, N.S.S. and N.C.C., Youth Red Cross and Red Ribbon club participate in various activities. The conveners and designated members of staff guide and facilitate the students in such philanthropic activities. N.S.S. organizes a blood donation camp every year, in the last blood donation 514 units of blood are donated by volunteers and staff members. NCC Cadets participate in the run for communal harmony and social service camps. Women Cell conducts talks on latest problems like cancer, women's rights awareness and various laws etc.

The college organizes charitable activities of different kinds with the aim of reaching out to the needy & down-trodden section of the society. Recently the college Youth Red Cross Club with the active support of its staff and students organized a “Sweater Distribution” in which fifty were distributed among children. Such activities help to provide an atmosphere of social consciousness and philanthropy among the students.

3.6.2 What is the institutional mechanism to track students’ involvement in various social movements / activities which promote citizenship roles?

The institution has two NSS units of boys and girls, one boys’ unit of NCC (Army Wing). Through these two bodies, the institution trains students in the art of social service and social involvement, apart from inculcating values of selflessness and discipline in them. The NSS units apart from periodically participating in social awareness rallies and cleanliness drives in and around the college, organize special camps in rural areas, conduct socio-economic survey of adopted villages and create awareness on socio-economic issues and social justice among rural people especially women and children. It is a continuous effort by our faculty in charge of these units to come up with relevant, socio-based issues like Tree Plantation, Literacy, Drug Abuse, Female Foeticide, Immunization etc. The women cell unit of the college takes it upon itself to involve the female students of the college in current issues of empowerment and awareness which are of utmost importance to them. By becoming a part and parcel of these units within the college, the students learn the most important lesson of becoming a good human being and a dutiful citizen. They are made ready to fulfill these roles as they step out of college life, into the real world.

3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?

The perception and the feedback of the stakeholders serve as a measuring tape of the performance of the institution. Also external feedback is solicited in meetings with members of the governing body as well as representatives of industry. This helps in policy development for the improvement of quality and performance.

3.6.4 How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major

extension and outreach programmes and their impact on the overall development of students.

The following teachers have been involved in extension activities in the form of providing Expert Lectures, extension lectures and acting as Keynote speaker and Resource persons in various colleges: Dr. P.K.Bajpai, principal of the college acted as resource person to Orientation and Refresher Courses conducted by ASC, Kurukshetra University, Dr. Bahdur Singh acted as resource person to deliver lecture at Vaish College, Bhiwani and Dr. V.S.Dhillon recorded extension lectures on Haryana Edusat.

The college tries to extend its values and ethics into the society. For this purpose, the college organizes various outreach and extension activities in association with Rotary Club, Jagadhri; NGO- Utthan Institute of Development Studies; Newspapers-Amar Ujala and Dainik Bhaskar; Red Cross Society, Yamunanagar and Deptt. of Health and Family Welfare, Distt. Yamunnagar.

The NSS and NCC units of the college hold outreach programmes of social welfare and awareness regularly. These activities consist of awareness rallies, hygiene & cleanliness camps in villages, organizing special camps in rural areas, conduct socio-economic survey of adopted villages and create awareness on socio-economic issues and social justice among rural people especially women and children, etc.

As an effort to extend the scope of moral education and social welfare, the college regularly performs acts of social service like distributing sweaters to the poor children etc.

3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National / International agencies?

The institution encourages the participation of students and faculty in extension activities including NSS and NCC, right from the time they join college. As the motto of N.S.S. is “Not Me But You “, our institution promotes personality development through Social (or community) Service. NSS and NCC aim to inculcate social welfare, dignity of labour, discipline in students and to provide service to society without bias. NSS volunteers work to ensure that anyone everyone who is

needy gets help and comes out of ignorance with efforts towards their awareness. Our institution organizes camps in nearby rural areas for their exposure to a life of scarcity and backwardness. It is through these camps and social activities, that they become conscious of their responsibilities of citizenship. Camps are held annually funded by the Govt. of India and are usually located in a rural village or a city suburb. As another extension activity, republic day camps and other adventurous programmes are conducted by Kurukshetra University, Kurukshetra.

3.6.6 Give details on social surveys, research or extension work (If any) undertaken by the college to ensure social justice and empower students from under privileged and vulnerable sections of the society.

The NSS unit of college is actively involved in activities of social welfare. It regularly organizes rallies and awareness campaigns on issues such as AIDS, Female Foeticide, Education of the girl child, etc. Regular community works and surveys in neighborhood communities by our NSS teams is done in seven-day camps, which arise issues like:

- Tree Plantation and Van-Mahostav, Save Oil Campaign, Awareness about Voting Right, Yoga and Spirituality in Life and Save the Girl Child.
- Awareness programs and rallies to aware villagers about the importance of saving water and rain water harvesting methods.
- Medical camps regarding first aid and blood donation organized every year. In each blood donation camp, 300-500 units of blood are collected.
- Women Cell organized programmes on cancer awareness, women rights awareness etc.

3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.

The College promotes confidence, courage and conviction through various extension activities and aims at inculcating a service-centered culture among students. For this moral education is included along with academics. Our NCC and NSS students have the objective of overall personality development in mind. They and

their fellow students become better human beings as they developed a range of skills and absorb ethical values. Certain such programmes that have had a holistic effect on development of our students' personality are:

- Organizing camps in rural areas and with differently able children.
- Observance of important days like January 25, 26; August 15, 20; March 8, 23; and December 1.
- Patriotic Songs, Competition, declamations for national integration.
- Afforestation programmes have also been undertaken as part of stepping up extension activities.
- Organized rallies on the eve of World AIDS Day for awareness regarding AIDS among the students.
- The NSS, NCC, Youth Red Cross and Red Ribbon Club societies of college organizes Annual Blood Donation Camp.

3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?

As mentioned before, it is the social service units and student cadets who are our spokespersons in to the society. Their extension activities have been commendable in areas of community development and involvement, as illustrated below:

- Seven days special annual camp was organized at Village Telipura and Mandkheri ki Taprion (Yamunanagar) from 22/03/2014 to 28/03/2014 and 10/03/2014 and 16/03/2014 respectively which are the adopted villages by NSS Units of the college.
- Van-Mahostav/Tree Plantation was celebrated on 13th August, 2013.
- Organized a talk on “Anti-Ragging Measures” by Legal Literacy Cell.
- The students of the college who volunteer as NCC and NSS cadets are taken to Utthan, NGO caring for differently able children of the city. There they get a

chance to meet and interact with the young and suffering children, and make a difference in their lives.

3.6.9 Give details on the constructive relationship forged (if any) with other institutions of the locality for working on various outreach and extension activities.

Our institution believes in forging links and associations with civic and social bodies in order to organize welfare extension activities. Some examples of such associations are given below:

- The NSS Units of college organize number of activities for cleanliness, tree plantation, water conservation and AIDS awareness, and take out rallies, with the help of the local forest and family and health departments.
- Similarly the Blood Bank of the Civil Hospital aids us with its doctors and equipment in the annual blood donation camp.

3.6.10 Give details of awards received by the institution for extension activities and contributions to the social/ community development during the last four years.

Our college Red Cross Society, Red Ribbon Club, NCC and NSS Units were awarded by District Administration, Yamunanagar and Red Cross for their precious contribution to Blood Donation and Social work activities.

3.7 Collaboration

3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities? Cite examples and benefits accrued of the initiatives – collaborative research, staff exchange, sharing facilities and equipment, research scholarship etc.

No such collaboration and interaction for research activities has undertaken.

3.7.2 Provide details on the MoUs / collaborative arrangements (if any) with institutions of National importance /other universities/ industries/ Corporate etc. and how they have contributed to the development of the institution?

The College has contact with the local banks and industries in Yamunanagar and Jagadhri towns regarding the placement and projects of the students: Some of them are:

- Erol Exports, Yamunanagar.
- B.S.Investment, Yamunanagar.
- Reliance Life Insurance Company Ltd., Yamunanagar.
- Saraswati Sugar Mills, Yamunanagar.
- Bharati AXA, Yamunangar.
- BSNL, Yamunnagar.
- Oberoi Automobile Pvt. Ltd., Yamunnagar.

In this collaboration, the students from our college are invited to the bank and industries whenever a placement drive is organized by these organizations. In this way our students have been granted vast opportunities towards employment, which has been encashed upon by many students.

3.7.3 Give details (if any) on the industry – institution-community interactions that have contributed to the establishment / creation / up-gradation of academic facilities , student and staff support, infrastructure facilities of the institutions viz. laboratories / library / new technology /placement services etc.

The college makes sincere efforts in industry-institution community interaction which contributes in placement services.

3.7.4 Highlighting the names of the eminent scientists /participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years.

Eminent speakers who are masters of their respective fields have been invited by various departments of the college as their Resource Persons and key note speakers. Some of these are:

- Prof. Jigar Mohammad, Dean Social Sciences, University of Jammu, J&K.
- Prof. Amarjit Singh, Chairperson, Dept. of History, Kurukshetra University, Kurukshetra.
- Prof. Sukhdev Sohal, Chairperson, Dept. of History, Guru Nanak Dev University, Amritsar, Punjab.

- Prof. B.D.Yadav, Dept. of History, M.D. University, Rohtak.
- Prof. Promila Batra, Dept. of Psychology, M.D. University, Rohtak.
- Prof. Sujata Rana, Dept. of English, D.B.C.R University, Murthal.
- Prof. Sajjida Ilimi, Dept. of Economic, Jamia Milia Islamia University, Delhi.

a) How many of the linkages / collaborations have actually resulted in formal MoUs and agreements?

The college does not have any research or academic endeavour involving collaborations and MoUs.

3.7.5 Detail of the systemic efforts of the institution in planning, establishing and implementing the initiative.

The faculty in various departments provides consultancy service to the public without accepting honorarium. The teachers of NSS and Legal Literacy Club provide consultancy services for outside organization like social action, child line and for old age homes. The faculty in the department of commerce gives advice regarding Income Tax Planning, preparation of project reports for M.Com and other Profession courses.

The college library offers excellent service in circulation and reference. The librarian permits students of other colleges and research scholars to refer the library resources. The Department of Physical Education has a well equipped fitness centre and gives advice and practical skills for promoting the fitness needs of the public.

CRITERION IV: INFRASTRUCTURE & LEARNING RESOURCES.

4.1 Physical Facilities

4.1.1 What is the policy of the institution, for creation and enhancement of infrastructure that facilitate effective teaching and learning?

As a matter of policy, the institution decides about the creation and enhancement of infrastructure through an Infrastructure Development and Maintenance Committee under the leadership of the Principal. Deliberations for periodic up-gradation are made and then budget is allocated for the same. As per the requirement, financial assistance may be sought from the Management Committee, government of Haryana and UGC. The institution strives to provide sufficient infrastructure with modern amenities and state of art equipments to facilitate effective teaching and learning and for comprehensive and holistic growth of our students.

4.1.2 Detail the facilities available for

- a) Curricular and co-curricular activities- classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching, learning and research.**
- b) Extra-curricular activities- sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, public speaking, communication skills development, yoga, health and hygiene etc.**

The facilities which are available in the college are detailed below:

a) *Curricular & Co-curricular activities-*

- **Classroom** – The College has smart class room with latest facilities, visualizers, interactive boards, LCD projectors and computers. There are 30 well ventilated classrooms for a comfortable teaching and learning experience. Each classroom has a sufficient no. of desks, chairs, tables & conventional teaching aids like chalks, dusters, dust-free green boards, lecture stands etc.

- **Seminar Hall:** The College has one seminar hall which is air conditioned and equipped with LCD projector. It has a beautiful ambience for high level meetings, performances, discussions and seminars. The hall has a seating capacity of 80.
- **Staff Room:** The College has one staffroom for males & females which are well-ventilated and has water cooler fitted with aquaguard water filters for safe drinking water. It also has an Oven to keep food hot and tasty.
- **Canteen:** The College has a spacious canteen to provide refreshment to the students & staff. Snacks, cold drinks and other delicious food items are prepared hygienically and are served as per popular tastes.
- **Departmental Rooms:** Separate rooms are allotted to various departments to assist the students and teachers in their interaction and discussion.
- **Computer Science:** The campus has three Computer labs with 120 computers installed with latest software as part of the curriculum. The labs are fully air-conditioned.

(b) Extra Curricular Activities-

- **Sports (Outdoor)** – The campus has well maintained playground for Football, Handball, Hockey and Cricket. The college has Tennis Court and Volleyball Court for playing.

Sports (Indoor)- Facilities for various indoor games like Badminton, Table Tennis, Chess are available for the students. The campus also has a fully equipped Gymnasium Hall with the latest machines for exercise to maintain the health of the students and the staff.

- **Auditorium:** The campus has a big indoor hall where different activities are performed from time to time for the benefit of the students.
- **NSS:** The College has two units of NSS to train the students for social and community service. Meetings and activities are performed from time to time.
- **NCC:** The campus has its special cell for NCC to provide training for the future to the budding aspirants. Training is provided to build their stamina, inculcate discipline and forge unity.

- **Cultural Activities:-** The college has a superior instruments like Tabla, Sitar, Harmonium to train the students for various cultural activities. We have a state of the art podium in seminar hall.
- **Communication skills development:** The College has a functional lab which helps in developing communication skills of the students. It is a modern digital lab with latest teacher-student interactive panels and software to enhance spoken English skills. Computers & projectors are available in the lab to use various speech software's and to play videos.

4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (encloses the Master plan of the institution/campus and indicate the existing physical infrastructure and the future planned expansions if any.)

The institution has a vision of the future in mind whenever policy matters regarding infrastructural growth and up-gradation are planned and implemented. Procurement of new computers, provision of internet facility in various labs along with audio-visual aids for teaching purpose, has been a step in the direction of demands of the curriculum, as well as knowledge of technology as the need of the hour. Similarly, addition of books in the library has been periodically done to meet the demands of the changing curriculum as well as facilitate research work. Hence the administration has taken utmost care that it utilizes its resources in such a way that the infrastructure meets the growing academic requirement.

The infrastructure of the college is optimally utilized to meet the requirements of higher education, conducting University examinations, conducting career oriented add-on courses, extra-curricular activities like the activities of NSS and NCC. Apart from this the college makes full use of its infrastructure by conducting extra classes and remedial classes for weak students. The college also provides its space and classrooms to conduct general and assembly election, examinations of the distance learning programs of the University, Government examinations etc.

In the last four years, the college administration has worked in different areas for augmentation of infrastructural facilities. Some of the areas are enlisted below:

- Renovation of the College Building.
- Construction of a State-of-Art Seminar Hall.
- Establishment of a Language Lab.
- Renovation of Computer Labs
- Provision of Smart Class Room
- Purchase and installation of latest equipment in the labs
- Approximately 100 computers, with latest Software and configurations purchased for computer labs as well as for different departments
- Renovation of Gymnasium, with latest exercise equipment
- Computerization of the library and addition of books
- Provision of internet for the use of staff and students

An approximate amount of 9, 06, 321/- (Nine lakh six Thousand three hundred twenty one rupees) has been spent on the above- mentioned provisions. The college infrastructure is being further enhanced by a Multi-purpose Hall, an Auditorium and a Girls' Hostel.

4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?

To cater to the needs of physically disabled students, the campus is barrier free and ramps have been constructed for the movement of wheel chairs. In addition to this, their classes are arranged on the ground floor. Toilets have also been constructed on the ground floor for their convenience. A personal attendant is also permitted.

4.1.5 Give details on the residential facility and various provisions available within them:

- **Hostel Facility- Accommodation available.**
- **Recreational facilities, gymnasium, yoga center, etc.**
- **Computer facility including internet access in hostel**
- **Facilities for medical emergencies**
- **Library facility in the hostels**
- **Internet and Wi-Fi facility**

- **Recreational facility- common room with audio-video equipments**
- **Available residential facility for the staff and occupancy constant supply of safe drinking water**
- **Security**
- **Hostel Facility:** The College has separate hostels for boys and girls. Boy's hostel is on contractual basis with all the facilities. The girl's hostel is in the campus with twelve inmates having all the facilities like T.V, hot water, generator, newspaper and indoor games. A comfortable and safe accommodation is available in the hostel and is supervised by the college authorities.
- **Recreational Facilities:** The campus has a well equipped gymnasium for the students and staffs who wish to tone their bodies and exercise for healthy living. The college also has the arrangement for various indoor and outdoor games to freshen up the minds of the students and staff. Facilities for games like Cricket, Hockey, Football, Handball, Volleyball, Table Tennis and Badminton are available.
- The college has a first-aid medical facility available to provide instant and free of cost treatment in case of any medical emergencies. As an added advantage, the reputed Sharma Hospital is within the periphery of the college.
- Both the Girls' as well as Boys' Common room in the college are equipped with facilities like newspapers, indoor games-Table tennis and Chess and magazines for their recreation.
- A residential facility is available for the non-teaching staff members. Three well ventilated houses are available for the non-teaching faculty with adequate open space, garden and parking facility. Safe drinking water is provided to them by the Municipal Committee.
- Adequate security arrangements are made and maintained to ensure the safety of students and staff. Security guards are posted at the gates to ensure the entry of only I-card holder students and discourage students from outside to enter the campus. The staff itself keeps constant vigil towards the security and safety of the students. CCTV cameras are installed at crucial places all over the college premises and personally monitored from the Principal's office as a measure of foolproof security and discipline.

4.1.6 What are the provisions made available to the students and staff in terms of healthcare on the campus and off the campus?

In terms of health care, the college provides the facility of a well equipped and maintained gymnasium, with separate timings for staff and students. In addition to this, the college promotes a green campus, clean and pollution free environment, safe drinking water and maintenance hygiene on the campus.

4.1.7 Give details of the common facilities available on the college campus-spaces for special units like IQAC, Grievance Redressal Unit, Women's Cell, Counseling and Career Guidance, Placement Unit, Health Centre, canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.

- a) **IQAC – Internal Quality Assurance Cell** of our college is putting in commendable effort to improve the teaching learning process. Being a multidisciplinary institution, our faculty members use variety of learner-centered teaching methods which vary from department to department. The office of the Principal serves as the place where the meetings of the IQAC are held. The IQAC holds quarterly meetings with the Grievance Redressal Unit of the college. This unit is specialized in collecting and redressing the academic and administrative grievances of the students. Students can directly approach this unit and spell out their complaints towards which speedy action is taken. The Grievance Redressal unit works under the Grievance Redressal Committee and all the meetings are held in the principal office.
- b) **Women Cell:** The cell is available in the campus especially for the girl students. Various issues related with girls and women are discussed and debated by the members and the students. Various activities are also performed by the cell. A separate room is allotted to the unit for its meetings and use.
- c) **Legal Literacy Cell:** Legal Literacy cell was established in the college from session 2008-09, under the aegis of Haryana State Legal Authority, Chandigarh. Its role has been to spread awareness among the staff and especially the students regarding their rights under the law. The cell has been actively organizing interactive activities in the form of Debate Competitions, Essay Writing Competitions, Declamation Contests, Poetry Recitations, Poster Making & Painting Contests, Slogan Writing Contests from

time to time. The Legal Literacy Cell, too, operates in co-ordination with District Legal Literacy Cell, Yamunanagar.

- d) **Career Guidance and Counseling:** The unit caters to the needs of our young students by providing them guidance about their choices of career and jobs as per their aptitude. Career guidance cell and placement unit of the college holds its meeting in its own allotted space.
- e) **Training & Placement Cell:** This specialized unit of the college arranges for the visit of employer industries to the campus for campus interviews, so that our students get a chance towards selection. It also arranges collaborations and partnerships with other educational institutions for off-campus placement opportunities.
- f) **Anti-Ragging Committee:** It was constituted under the ruling of the Supreme Court of India. It plays a crucial role in discouraging students from harassing the newly inducted students in any way. Strict rules have been formulated by this committee, which are propagated through counseling at the time of admission, and by displaying banners and posters all over the campus. The Anti-Ragging committee operates from the Departments of Arts faculty.
- g) **Canteen:** The College has its own canteen which works under the supervision of college canteen committee. The students relish and enjoy hygienically prepared popular delicacies and refreshments.
- h) **Recreational spaces for staff and students:** The College has well- maintained gardens with beautiful flowers and plants to exhibit the bounties of nature. Besides this, the college has a well-equipped gymnasium. It provides much needed exercise to the body which is a demand of modern lifestyle. The college has well maintained areas for both outdoor and indoor games like Cricket, Football, Hockey, Badminton, Table Tennis, Handball etc to provide fitness opportunities to the students.
- i) **Safe drinking water:** The facility of safe drinking water is available in the campus. The college has installed water-coolers and aquaguard water purifiers to provide germ-free pure drinking water.

14. **Auditorium:** The College has a well-maintained auditorium as per the requirements. Different kinds of activities are performed in the auditorium by the students.

4.2 Library as a Learning Resource

4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library student/user friendly?

Yes, the college has a Library Advisory Committee to facilitate effective and smooth governance of the library. As per the need, it meets to discuss various issues related to library facilities and services. It consists of the following members:

- Principal
- Librarian
- Three senior college teachers, one from each faculty.

The objectives of the Library Advisory Committee are:

- To lay the broad outline of rules and regulation
- To finalize the list of books for the library in consultation with the faculty members.
- To finalize the list of journals, periodical, magazines, newspapers etc. to be subscribed by the library.
- To maintain and upgrade the computer systems and internet infrastructure of the library.
- Maintenance and replacement of old and worn out books.
- Other facilities to be created for teachers and students.

The following significant initiatives have been taken and implemented by the committee to render the library students/ user friendly.

- The library has been computerized.
- All the books have been bar-coded for better access and lending record.
- The library has been connected to INFLIBINET resources and their services.
- A large number of Research Journals, magazines have been subscribed.
- Emphasis has been laid on purchasing General/Reference books than text books.
- Well ventilated reading rooms and comfortable seating arrangement has been made for a student friendly ambience.

4.2.2 Provide details of the following:

- Total area of the library (in Sq. Mts.)
- Total seating capacity.
- Working Hours (on working days, on holidays, before examination days, during examination days, during vacations)
- Layout of the library (Individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources.)

The details of the above mentioned points are given below:

- Total area of the library (in Sq. Mts.) : 3850 sq. ft.
- Total seating capacity : 100 Seats
- The Library is open on all working days from 9.00 am to 5.00 pm. It is also open for the same duration during all days of examination. The Library is laid out in 6 sections:
 - a) Stack Area
 - b) Periodical Section
 - c) Circulation Section
 - d) Reference Section
 - e) Reading Hall Separate for staff, boys and girls
 - f) Internet lab. Section

g) E-Resources Section

4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

Based on the requisition / recommendation received from the faculty and students, the Library Committee takes decision for the purchase and use of current titles, important journals and other reading material.

Library Holdings	Year -1 2013-14		Year – 2 2012-13		Year – 3 2011-12		Year – 4 2010-11	
	No.	Total Cost	No.	Total Cost Rs	No.	Total Cost	No.	Total Cost
Text/Reference books	243	60,821	1106	2,42,616	1837	3,84,334	1184	2,23,456
Newspaper	19	19,140	18	20,256	18	17,397	09	8,532
Journals/ Magazines	56	32,190	56	35,189	55	31,916	36	18,904
e-resources	3100 55100	5,000	3100 55100	5,000	3100 55100	5,000	3100 55100	5,000

* E-resources through INFLIBNET have been subscribed.

4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

- OPAC
- Electronic Resource Management package for e-journals.
- Federated searching tools to search articles in multiple databases.
- Library website
- In-house/remote access to e-publications
- Library automation
- Total number of computers for public access.

- **Internet bandwidth/ speed** □ 2mbps □10 mbps □1GB
- **Institutional repository**
- **Content management system for e-learning**
- **Participation in resource sharing networks/consortia (like INFLIBNET)**

The details about ICT and other tools deployed in the library are given below:

- **OPAC (Online Public Access Catalogue)** One terminal is available in the library throughout the day to check the availability of books in the library. Also the students and faculty can access the Internet facilities and other online subscriptions provided in the library during working hours.
- The college provides the facility to remotely access e-journals and publications through **INFLIBNET**
- Library automation has been an achievement for the administration. The library services have been computerized. Hence, the routine work of Issue and Return of books is being done online with the help of appropriate software.
- Total number of computers for public access -- **Twenty Four**
- Total numbers of printers for public access -- **Three**
- Internet band width/speed -- 5 mbps
- Institutional Repository -- **No**
- Content management system for e-learning -- Yes
- Participation in resource sharing networks/consortia -- Yes, N-List(Inflibnet)

For the purpose of e- learning and gaining resources of knowledge, internet facility has been provided to the surfers, and management of content is done through CDs and DVDs. Online journals are a rich source of e- content.

- The college library is connected to mines of e- resources, journals, e-books through INFLIBNET.

4.2.5 Provide details on the following items:

The following items which reflect the usage library services:

- Average number of walk-ins **250 Members**
- Average number of books issued/returned **150 Books**

- Ratio of library books to students enrolled **1: 5**
- Average number of books added during last 3 years **3186**
- Average number of login to opac (OPAC) **100**
- Average number of login to e-resources 150
- Average number of e-resources downloaded/printed **20**
- Number of information literacy trainings organized **One(Two*)**

At the start of each academic session

- Details of “weeding out” of books and other materials **12061**

For e-resources subscribed through N-list programme of INFLIBNET, individual user name and password has been provided to faculty members. They may use these facilities anywhere in the college or at home.

12061 books have been discarded during last 4 years.

there is no mechanism to keep record of login to OPAC and e-resources.

4.2.6 Give details of the specialized services provided by the library

The library provides the facility of browsing reference material in its special Reference Section. The library staff ensures that the information about any latest acquisitions / developments is communicated to students by placing notice on the notice boards (New Arrivals) available in the library. The faculty is informed of the same through notice / circular.

Along with this it provides the service of downloading academic web content to the users. The users are also given the facility of printing the downloaded documents as and when required on demand. Reading lists and bibliography is prepared on demand. In the IT Zone of the library, e-Resources through N-list are accessed, through the INFLIBNET facility. Through the membership of INFLIBNET the library users can have access to the following:

- Union Catalogue and Database.

- Professional Training in Library Science and Technical Support Services.
- E-Resources.

User Orientation and awareness is provided by the staff of the library at the start of each academic session and whenever required. They are also forever helpful in searching databases.

4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the college.

The Library provides facility of closed shelf for books, journals and periodicals. The facility could not be converted into an open shelf one, as the students do not attain as much maturity to handle and take adequate care of openly accessible books. They are made available to them through the Library Staff with ease. Bar-coded books are displayed in shelves, which are easily accessible to the users for their use within in the library. In case a user wants to get a book issued, an online system is available with trained personnel to attend the users. Also supporting staff is available to help users for locating the desired book(s) and to ensure that no book is taken out by the users in an unauthorized manner. All the staff members are always eager to help the users in every way.

- Free Training to Library Science Graduates.
- Helping the staff/ students while searching databases, downloading articles, providing printout of the articles etc.
- Audio- Visual aids are provided.
- Book Bank scheme for the benefit of SC/ST students.

4.2.8 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.

Personalized special attention is provided by the library staff to physically-challenged students as and when required like issuing of the reading material for the whole semester to help in searching the books and issuing the books.

4.2.9 Does the library get the feedback from its users? If yes, how is it analysed and used for improving the library services. (What strategies are deployed by the

Library to collect feedback from users? How is the feedback analysed and used for further improvement of the library services?)

Yes, we get the users feedback through our Web-OPAC. Staff and Students could directly approach the Librarian regarding any inconvenience faced by them. The Librarian and other helping staffs give a patient hearing to their problems and try to sort them out. Any specialized problem regarding the library is marked by the Principal to the librarian, which is then resolved through discussion with the Library committee.

A suggestion box has been installed in the library for the students to drop in their feedback and advice for improvement. The Library Advisory Committee then discusses and tries to implement worthy suggestions for the improvement of library services for staff and students.

4.3 IT Infrastructure

4.3.1 Give details on the computing facility available (hardware and software) at the institution.

- **Number of computers with configuration (provide actual number with exact configuration of each available system.)**
- **Computer-student ratio**
- **Stand alone facility**
- **LAN facility**
- **Licensed software**
- **Number of Nodes/computers with internet facility**
- **Any other**

The IT infrastructure available in the college is as follows:

- **List of Computers with their configuration**

S. No	Dept. Name	Configurations	No. of Systems	Date of Purchase
1.	Computer Sc.	P4, 1GB-RAM	27	09/05/2011
2.	--do--	Infiniti LA330 PRO, Intel Core 2 Duo,	20	17/02/2011

		2GB- RAM, 320GB- SATA, DOS		
3.	-do-	Intel Core-i-3,2GB-RAM,500GB-STAT,18.5” LED Backlight	60	18/03/2013
4.	-do-	Old Version	23	----

- Computers – Student Ratio 1:1
- Stand Alone facility Nil
- LAN facility All (130 Computers)
- List of Software’s Given Below

S.No	Name Of Dept.	Configurations	No. of Software	Date of Purchase
1	Computer Sc.	Operating System Window-8.0	60	18/03/2013
2	College Library	Library Automation Software	01	Built -in- House
3	College Office	Office Automation Software	01	Built-in- House

- Number of Nodes/ Computers with Internet facility : All (130 Computers)
- * The Institution had a contract with Royal Info Vision, Ludhiana.

4.3.2 Detail on the computer and internet facility made available to the faculty and students on campus and off the campus?

Computer & internet facility is provided to our students by the Departments of Computer Science and Business Administration. The college has 4 computer labs with computers of latest configuration. Internet facility is also provided for users in the library. The students can visit the library for accessing internet resources and e-books.

Individual systems are provided to faculty for meeting their teaching and research requirement. Access to internet is provided by Computer Science Department and library.

4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

The college plans to provide internet access to every student by installing a leased line. The college plans to upgrade computing, resource sharing and web services by deploying powerful servers.

4.3.4 Provide details on the provision made in the annual budget for procurement, up-gradation, deployment and maintenance of the computers and their accessories in the institution.(year wise for last four years)

Annual Budget allocated for procurement and upgradation (in Rs.)				
	20010-11	2011-12	2012-13	2013-14
Computers/Equipments	8,50,898/-	1,04,682/-	1,22,228/-	1,01,372/-

4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer aided teaching/ learning materials by its staff and students?

The college is using ICT resources extensively by providing LCD projectors, interactive panel, Interactive board, visualizers, etc. as all the Departments are provided with LCD projectors and other ICT tools. The faculty makes use of these tools like PPT presentations and interactive software's in order to enhance the understanding of concepts among their students. A Multimedia Room has been provided for Social Sciences Department to use ICT resources.

4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to online teaching-learning resources, independent learning, ICT enabled classrooms/teaching spaces etc.)by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.

In our college, the learning process is achieved through a combination of traditional and modern teaching methodology. By using the downloaded resource material such as video clips, IGNOU lectures, lectures of reputed faculty of Indian

and foreign Universities, the student is given to an unprecedented and an entirely new experience of e-learning. Moreover, they also serve as an aid to the teachers in enhancing their knowledge and using latest techniques of teaching through audio-visual aids. Apart from this, learning experience of a smart class room is meant to make understanding of texts and concepts easy and quick. As an illustration, Java applets are used in order to study circuit behaviour of common-emitter amplifier and the learner can change components such as resistance and capacitances to study performance of the circuit.

Hence deployment of technology has made learning more student-centric and the process more supportive to the faculty.

4.3.7 Does the institute avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?

The library of our college is fully equipped with computers with internet facility, and INFLIBNET is used by the researchers to browse online resources.

4.4 Maintenance of Campus Facilities.

4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during the last four years)?

The financial resources available with the college are utilized optimally through a defined, transparent procedure. The IQAC of the college meets periodically to discuss various factors of infrastructural development (enumerated in the table below), and upgrades them by allocation funds to these heads. All kinds of purchase and expenditure is made through committees comprising of staff members appointed by the Principal.

Budgetary Provisions for the Given Facilities in the Last Four Years					
(in Rs.)					
S.No.	Facility	20010-11	20011-12	2012-13	2013-14
a.	Campus	1,91,110/-	3,41,645/-	13,94,200/-	3,54,647/-

	Infrastructure & facilities				
b.	ICT	8,50,898/-	1,04,182/-	18,87,470/-	1.71,450/-
c.	Vehicles	Nil	46,478/-	7,43,174/-	82,388/-
d.	Electricity	5,50,023/-	4,78,121/-	7,40,343/-	6,15,027/-
d.	Others	7,84,033/-	11,23,167/-	3,76,962/-	5,49,002/-

4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?

The institution follows the following mechanism for the upkeep of its infrastructure and facilities:

- The Maintenance Department of the college takes care of repair of all mechanical, electrical and civil works.
- Miscellaneous repairs are handled by contract.
- The college has made maintenance contracts for computers etc.

4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/ instruments?

The diagnostic equipments in different laboratories are calibrated periodically (Once in a year) for precise measurement. In case calibration faults are detected in between, they are repaired immediately.

4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?

The college has installed voltage stabilizers and UPS with all sensitive systems which ensure power back up and guard against errant supply of electricity. The college has the facility of a 24-hour generator backup. There is an uninterrupted water supply to the college.

CRITERION V: STUDENT SUPPORT AND PROGRESSION

5.1 Student Mentoring and Support

5.1.1 Does the institution publish its updated prospectus/ handbook annually? If yes, what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

The Institution publishes a detailed and updated prospectus in the beginning of every academic year. The institution also publishes a College Calendar annually. The prospectus gives the vision and mission statements of the college, details of all academic programmes, including the main and optional subjects of undergraduate programmes and post-graduate programmes, offered by the institution. The prospectus also includes the profile of the faculty members of the college. The eligibility conditions for admissions to various programmes, the general rules governing admission and the details of certificates to be produced at the time of admission are elaborated in the prospectus. Details of weightage given for eligible candidates at the time of admission and the eligibility conditions and the necessary certificates to be produced for getting fee concession are also included.

Scholarship facility to students is given by the State Govt. and the college & other agencies.

Though the Prospectus is not a legal document, yet it is a comprehensive booklet which provides all necessary information regarding the academic programmes offered by the institution, admission rules, fee structure, details of weightage and eligibility conditions of fee concession offered by the State Govt.

5.1.2 Specify the type, number and amount of institutional scholarships / freeships given to the students during the last four years and whether the financial aid was available and disbursed on time?

The College has a long list of scholarships given by the old students, teachers and other reputed people. The list of scholarship is attached herewith.

1. **S. Radhakrishnan Scholarship:**
2. **Red Cross Society Scholarship:**

3. **Merit Scholarship:**
4. **SC/OBC Scholarships:**

5.1.3 What percentage of students receives financial assistance from State Govt., Central Govt. and other national agencies?

Our State Govt. gives good financial assistance to SC/ST, physically disabled students and children of freedom fighters, OBC, State Merit Scholarship etc. This financial assistance comes in the form of scholarships. Eligible students are granted loan to purchase books. Moreover the college administration also aids them by providing books from the college library. Fee concession is given to the eligible students from various reserved categories. No tuition fee is charged from girl students.

Financial Support for Students (in Rs.)		
SC/ST/OBC	Number	Amount
Freeships(Minority)	06	14470/-
Scholarships(Govt.)	01	4850/-
Scholarships (Institution/Mgt.)	29	98,000/-
Radha Krishnan Scholarship	03	9,000/-
Bhamboli Devi Scholarship	01	3,000/-

5.1.4 What are the specific support services/facilities available for

- **Students from SC/ST, OBC and economically weaker sections.**
- **Students with physical disabilities**
- **Overseas students**
- **Students to participate in various competitions/National and International.**
- **Medical assistance to students health centre, health insurance etc.**
- **Organizing coaching classes for competitive exams.**
- **Skill development (spoken English, computer literacy etc.)**
- **Support for “slow learners” Exposures of students to other institution of higher learning /corporate/ business house etc.**

▪ **Publication of student magazine**

- Most of our students are from economically weaker sections. They avail facilities provided by the Govt. of Haryana. Admissions to various categories are made strictly on the basis of Govt. guidelines. Scholarships, books, fee concessions are sponsored by the government and the college ensure that no deserving student is left without aid.
- For SC/ST students, education is totally free. Their fee is reimbursed by the State Govt. In addition, a monthly allowance is given to them. For the OBC students, students from economically weaker sections and physically disabled students, a fixed amount is given as scholarship.

For SC/ST students, special coaching classes are arranged free of cost in different coaching institutes of the State. The college has also arranged Coaching Classes for different competitive examinations sponsored by the UGC.

- Many facilities are provided to the differently-abled students. Ramps have been constructed for the easy movement of wheel chairs. Toilets have been provided on the ground floor. Scholarships are given to these students in order to encourage them. Students who are unable to write themselves, are provided with writers. The college attempts to make learning experience healthy and worthy for differently-abled students and sensitizes its staff to have an inclusive attitude towards them.
- Students are sent to various colleges to participate in different competitions, debates, declamations, exhibitions, seminars, etc. They are encouraged and mentored by the tutors in this regard.
- All the students have been covered under Group Insurance Scheme by the college. First aid facility is available in the college. The college can boast of being in close proximity of Hospitals, which provide instant and low cost treatment in case of any medical emergencies.
- The college recognizes the fact that to make their degree vocationally viable, our students must acquire adequate communication and English speaking skills. Keeping this in mind, the college has established a computerized Language Lab. where students are given classes to improve their pronunciation and spoken English.

- We have 120 computers and state of the art computer labs in our college, where students are provided with the basic knowledge of computers. In University syllabi Part-I of all degree programmes, Computer Education has been made compulsory.
- Extra classes are given to the slow learners and their capabilities are improved by giving them enrichment courses. Our experienced and well trained faculty members demarcate the slow learners of their respective batches, and then give extra time and special attention to them.
- A bi-lingual Student Magazine titled “Navaldeep” is published every year, which is an open platform for students to publish their articles and creative pieces of fiction, poetry etc. Also faculty members contribute their informative and scholarly articles in the magazine.

5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.

The function of the Career Guidance Cell is to acquaint the students with the professional world to be faced by them when they seek employment or opt for higher studies. It also provides specific information on competitive examinations, choices available in careers, avenues of information and preparation for the acquisition of additional soft skills. Emphasis is given to the development of communication skills, personality development, personal effectiveness, interview techniques, time management, and memory techniques. The cell also initiated campus-based interviews.

5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, quiz competitions, debate and discussions, cultural activities etc.

- **Additional academic support, flexibility in examinations**
- **Special dietary requirements, sports uniform and materials**

An opportunity to choose and participate in their favourite sport is given to the students through trials. With the help of the Department of Physical Education, the college selects and admits budding sportspersons. The students of the college actively

participate in sports at Inter College, University and National level. They are rewarded with incentives, fee concessions and uniforms from the college.

Similarly a Talent Hunt is organized by the college in the beginning of the academic session for the new entrants in the campus. It is a platform for them to showcase their talent in various fields like debates, dance, singing, acting etc., and an opportunity for the faculty to recognize them and hone their talent in various ways. The departmental associations organizes multi-disciplinary quiz contest time to time every year for the students of different streams in the college.

Students who participate in cultural festivals, NSS, NCC and sports are given extra attention to compensate for loss of classroom hours. Teachers take extra classes to motivate them and help them in studies. Special and nutritious diet is given to the students involved in sports, NCC and NSS. 15% attendance benefit is also given to students participants in various co-curricular activities. Special workshops for different cultural items are arranged by the institution and students are encouraged to participate in different events in Zonal and Inter Zonal Youth Festivals. On 19, 20 & 21st October, 2013 the college organized the Zonal Youth Festival in which 24 colleges of this zone participated in 29 items.

5.1.7 Enumerate on the support and guidance provided to the students in preparing for the competitive exams. , give details on the number of students appeared and qualified in various competitive exams. such as UGC- CSIR-NET, UGC-NET, SLET, ATE/ CAT/ GRE/TOFEL/GMAT/ Central / State services, Defense , Civil Services etc.

Our students appear in various competitive exams after completing their graduate and postgraduate degrees from our college. Keeping this in mind, the teachers use their experience and knowledge to prepare them before hand for the coming challenges. They use their expertise in giving the students helpful tips on time management, books of choice, problem-solving, and how to go about the process of preparation. All of this is in the form of mentorship and guidance, and not as a paid activity. The college holds no specialized periodic courses for the preparation required for such competitive examinations; hence no specific data on success rate is available.

5.1.8 What type of counseling services are made available to the students (academic, personal, career, psycho-social etc.)

The counseling services provided in the college aim at enabling students to overcome inhibitions, psychological, societal and language barriers. The counseling is done mainly for solving problems related to academic and personal issues. Counseling for academic related issues begins at the time of admission itself. The Principal, Heads of the different departments and teachers interview the students. The students are then made to attend orientation. Such Orientation programmes for new students help them assimilate into the new environment. Awareness programmes and talks on personality developments are also given to the students.

5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If yes, detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during the campus interviews by different employers (list the employers and the programmes)

The institution has a Career Guidance Cell. The function of this cell is to acquaint the students with the career choices available to them on the completion of their specific degree, and most importantly the challenges faced at the time of seeking employment or opting for higher studies. It also provides special information on competitive examinations, career choices, trades that open up after higher education, ways of supplementing one's current degree, avenues of career related information etc. The Career Guidance Cell makes efforts for preparation of final year students in soft skill development, time management during competitive exams etc.

Students are encouraged to sit for campus placements. Notices are put on the Notice Boards carrying time and avenue of the campus interviews. A certain number of BBA and BCA students prefer to sit for such placement drives. But they mostly do part time MBA as well. Twenty five students got placed in On-Campus placement drive and twenty nine students got placed Off-Campus placement. Total numbers of beneficiaries to get placements are fifty four. The major objective of counseling cell is to encourage students to seek self-employment and guides them for further studies and employment.

5.1.10 Does the institution have a student grievance Redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years?

The college has an active Grievance Redressal Committee, which has a team of four teachers, headed by a senior faculty member as convener. It is responsible for collecting, analyzing and sorting out problems and grievances reported by the students. For the collection of grievances, suggestion/ complaint boxes have been placed at a number of focal points on the college campus. This box is opened by the convener every week, and the complaints & feedback are discussed among the committee members and then referred to concerned members of teaching or non-teaching staff for Redressal. If some complaint remains unsolved, then it is referred to the Principal for necessary action. The Grievance Cell has received minor complaints regarding arguments among students, repair of dysfunctional fans and light bulbs, leaking taps, etc. which were resolved quickly. The grievance committee settles matters of indiscipline by students, by summoning their parents.

5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?

The college has a Sexual Harassment Prevention Committee comprising of four members including two female staff members and two outside women member's representatives of women bodies, NGO's etc. However, no such instance has been reported till date.

5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

An Anti Ragging Committee in our college has been constituted as per the rules of the Kurukshetra University on the direction of the Supreme Court. Not even a single such instance has been reported to this committee till date. This has been significantly due to the intensively propagated policy of Zero-Tolerance towards ragging by the college authorities. Our faculty members maintain strict vigil not just inside the classrooms but also outside to discourage mischief mongers.

5.1.13 Enumerate the welfare scheme made available to students by the institution.

The institute provides many welfare schemes to the students:

- More than 45 scholarships are provided by the institution to the meritorious and financially weak students.

- 20% students of the college are given tuition fee concessions as per State Govt. norms.
- Meritorious students are issued books for the whole session by the college library.
- Nominal fee is charged from sports persons and special diet is provided by the college during training period.
- Group Insurance facility is provided by the college to the students.

5.1.14 Does the institution have a registered Alumni Association? If yes, what are its activities and major contributions for institutional, academic and infrastructure development?

Though the Alumni Association of our college is not registered, yet it is an active and philanthropic body with office bearers. The Alumni Association helps our students in placements. Annual meetings are held and welfare schemes are discussed in these meetings. Their valuable suggestions help the institution.

5.2 Student Progression:

5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.

Number of students progressing to higher education*

U.G.	P.G.	2010-11	2011-12	2012-13	2013-14
B.Com-III	M.Com	21	13	07	05
B.A-III	M.A (Hindi)	03	01	07	00

It may be specified here that the data pertains to the number of seats filled in the given PG courses, when first preference for admission was given to the students of our own college, and later to outside students. However no specific data is available on the students of the college who shifted to other institutions for higher education.

It may be noted from the given table that the preference of the UG students has been M.Com. and M.A. (Hindi), for which the graph dipped a little in the year

2011-12, but with the efforts of the administration and faculty, the demand for such courses have been on the increase.

- 5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university) ? Furnish programme wise details in comparison with that of the previous performance of the same institution and that of the college of the affiliating university within the city/district.**

Results Pass Percentage

Name of the course	Pass %age			
	2010-11	2011-12	2012-13	2013-14
B.Com.	93.8%	63.6%	51.4%	49.1%
B.A.	70.7%	18.1%	9.5%	11.3%
B.B.A	62.1%	76.9%	68.1%	68.1%
B.C.A	86.9%	80.0%	57.8%	70%
M.Com	16.6%	100%	87.1%	92.8%
M.A Hindi	71.4%	100%	83.3%	100%

- 5.2.3 How does the institution facilitate student progression to higher level of education and / or towards employment?**

A majority of our students are those who come from a rural background and may not have a mindset to pursue higher education beyond graduation. Hence, it is imperative for the institution to counsel them regarding the merits of further education and facilitate their up-gradation. They are guided and counseled according to their aptitude and performance. Majority of the graduates go for post graduation, B. Ed. and other job oriented courses like M.B.A, PGDCA and M.C.A. Students enrolled in P.G. degree courses may opt for M. Phil. or some competitive exams and then our competent teachers guide them regarding ways to prepare, etc. If the students opt for job, then too the college uses the expertise of its faculty to prepare them for interviews, and provide opportunities for campus and off-campus recruitment.

5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?

The college does face a problem of dropout students, due to various reasons. They are mostly due to financial problems of families, marriage of girl students, students opting for professional courses for further education, and slow/weak learners. The administration, being sensitive to this issue makes special provisions for potential dropouts. This includes financial support to poor students, Counseling of girl students and their families regarding the importance of a degree before marriage, and remedial classes for weak students.

5.3 Student Participation and Activities

5.3.1 List the range of sports, games, cultural and other extra curricular activities available to students. Provide details of participation and program calendar.

The college selects and admits budding sports stars with the help of Physical Education Dept. Sports students participate in college, inter college and university levels. They are charged a very nominal fee. The facilities for the following sports activities are available in the college:

Sports facilities:

- A large sports ground with facilities of outdoor games Hockey, Cricket, Athletics, Handball, Volley Ball, Football etc.
- Tennis Court
- Badminton Hall
- Table-Tennis, Chess etc.
- The college participate in most of the games held by the Kurukshetra University, Kurukshetra

Co-curricular facilities:

Education is incomplete without cultural and co-curricular activities. Our college too encourages the flowering of various talents in our students in the cultural field. Many students of the college participate in different activities like singing, dancing and theatre items with great enthusiasm. For their encouragement, workshops

are arranged by the college in which renowned trainers are hired from distant places for different items. College provides many facilities to the students to exhibit their skills. The raw talent is moulded into very fine shape by the artists and trainers. Various instruments like Key board, Casio, Tabla, and Harmonium, Haryanvi instruments, DVD player and high quality sound system are available to develop the artistic talent of the students. The students avail the opportunity provided by the college by participating in different high level competitions which brings laurel to the college.

5.3.2 Furnish the details of major student achievements in co-curricular, extra-curricular and cultural activities at different level: University / State /Zonal / National / International level etc. for the previous four years.

College Youth Festivals are conducted every year by the Kurukshetra University, Kurukshetra. In the beginning of the session, Talent Search Competition is organized in which many students participate with full enthusiasm

A Three-Day Zonal Youth Festival (Yamunanagar Zone) was organized in our college on 19th, 20th and 21th Oct., 2013 in which 24 Colleges participated in 29 cultural items and the our student Rahul won Haryanvi Dance Solo competition.

5.3.3 How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

The College authorities use data and feedback from its graduates in Alumni meetings and by interaction with the students. Then the principal of the college conveys all the views to the management in the monthly meetings of the Principal. The data and information obtained from feedback are extensively used in decision making. The information gathered as feedback from the staff, students is put into discussion in various committees.

5.3.4 How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine and other material? List the publications / materials brought out by the students during the previous four academic sessions.

The college publishes a magazine entitled, “Navaldeep” every academic year. An Editorial Board of the students is constituted on the basis of examination held by

the college. The work on this is done with co-operation of the Chief Editor and other editors. Literary works, short stories, poetry, articles etc. prepared by the students and staff members are collected. These are examined by the editorial board of students under the guidance of different teacher incharges. The magazine contains message from the Principal, President and General Secretary of Managing Committee and photographs of all events in the college.

5.3.5 Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.

The election and formation of Student Councils have been banned by the Kurukshetra University and State Govt. However, we have different Subject Societies/Association in which the students are nominated by teaching faculty of the concerned subject. Functions and activities of various departments are handled successfully by the students with guidance from their teachers.

5.3.6 Give details of various academic and administrative bodies that have student representatives on them.

There are departmental associations in which students represent their views and suggestions.

5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the institution.

The institutional authorities interact with the Alumni and seek help in the placement of the new students. Former faculty members of the college visit occasionally to give suggestions for the betterment of academic environment.

Alumni Association of the college organizes annual functions and is always prepared to help the institution in every possible way. Some of the Alumni are renowned personalities of the area. They help the institution by sponsoring the students for different job oriented trainings. They also help in providing jobs to the students.

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?

As there was no boys college in Jagadhri, some spirited philanthropists pooled their money and started Maharaja Agrasen Mahavidyalaya mainly to cater the higher education needs of the people of Jagadhri and adjoining rural areas. Later it changed to co- educational Institution since 1989.

Beside natives Jagadhari which is known as metal city is inhabited by migrant labourers from Bihar and Eastern Uttar Pradesh. The College also aims at to serve the educational needs of the wards of the vast labour force settled in and around Jagadhari.

Mission

- To provide quality education to the youth to make them valuable human being and precious human resource.
- To ensure all round development of the students which includes academic, sports and cultural. The college makes an attempt to inculcate moral values and civic sense among the students.
- Thus the stated objective of the college is to give shape to the overall personality of the students not only from employability view point but also to make them well informed, aware and responsible citizens and to motivate them to contribute productively in ensuring the well-being of their fellow beings through community service.

Vision

- To make the College an excellent centre of learning by ensuring quality teaching and learning environment.

- Use of technology to augment learning experience such as smart class rooms, EduSat, library automation and Wi-Fi campus.
- To evolve a mechanism of participatory administration involving students, teachers and non- teaching staff besides overall guidance from the management.

6.1.2 What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?

The top management supports the Principal in implementation of policies leading to quality control and enhancement. Due regard is given to the policy priorities of the Principal and wholehearted support is extended for their implementation. The teaching as well as non teaching staff members are involved in the decision making process. Feedback received during the implementation stage is further used for making changes/improvements in the policy.

6.1.3 What is the involvement of the leadership in ensuring?

- The policy statements and action plans for fulfillment of the stated mission
- Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan
- Interaction with stakeholders
- Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders
- Reinforcing the culture of excellence
- Champion organizational change

The Faculty and Principal of the college determine the policies and action plans for fulfillment of the stated mission. In doing this he solicits suggestions from the staff members and students along with other stake holders. He receives wholehearted support from the management who plays the role of a facilitator. After discussions with the management, the action plans are incorporated into the institutional strategic plan. Adequate support is provided by the management for design and implementation of policy and planning thereby reinforcing the culture of excellence and championing organizational change. The management tries its best to bring the Principal's vision to fruition.

6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and

improvement from time to time?

As per Kurukshetra University and Government of Haryana norms, Governing Body meetings were held as per university calendar. The management especially the President (Sh. Lala Des Raj ji) and General Secretary (Sh. Sushil Gupta ji) hold informal meetings with the Principal to take stock of the key aspects related to the academic advancement, administrative efficiency and overall development of the college. The policy perspective evolved out of such discussions is used for effective implementation and improvement in the existing policies.

6.1.5 Give details of the academic leadership provided to the faculty by the top management?

The top management provides academic leadership by following teacher friendly policies that motivates them to do their best in academics.

6.1.6 How does the college groom leadership at various levels?

The college grooms leadership by giving leadership opportunities to the students through student councils and subject specific student associations. Teachers are given membership of various committees which are constituted from time to time.

6.1.7 How does the college delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?

The departments/units of the college enjoy complete autonomy regarding their functional aspects. The autonomy is exercised within the constraints of financial viability and overall academic culture and established traditions of the college. The administration of the college is decentralized to the maximum extent and delegated to the faculty heads and appropriate committees.

6.1.8 Does the college promote a culture of participative management? If 'yes', indicate the levels of participative management.

The college encourages participative management by giving opportunities to the teaching as well as non teaching staff to contribute ideas towards identifying and setting organizational-goals, problem solving, and other decisions that may directly affect them. Regular meetings with the faculty and students take place to solicit ideas and experiences.

6.2 Strategy Development and Deployment

6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

There is IQAC at place which is concerned to bring quality education by involving faculty and students. In order to attract meritorious students, College management has introduced Merit Scholarships for the students securing 70 percent plus marks. The faculty members are encouraged to present their paper or experiential note after they participate in a National Seminar or training. The students are honoured for their achievements in Annual function. College Management honoured Mr. Lakhat Singh for his library software. All the class rooms have projectors and computers to bring quality education.

6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

Yes, the college has a perspective plan for development. The plans are discussed in the management meetings. The short term and long term perspective planning is done for different functions of the college such as teaching, learning, research and development

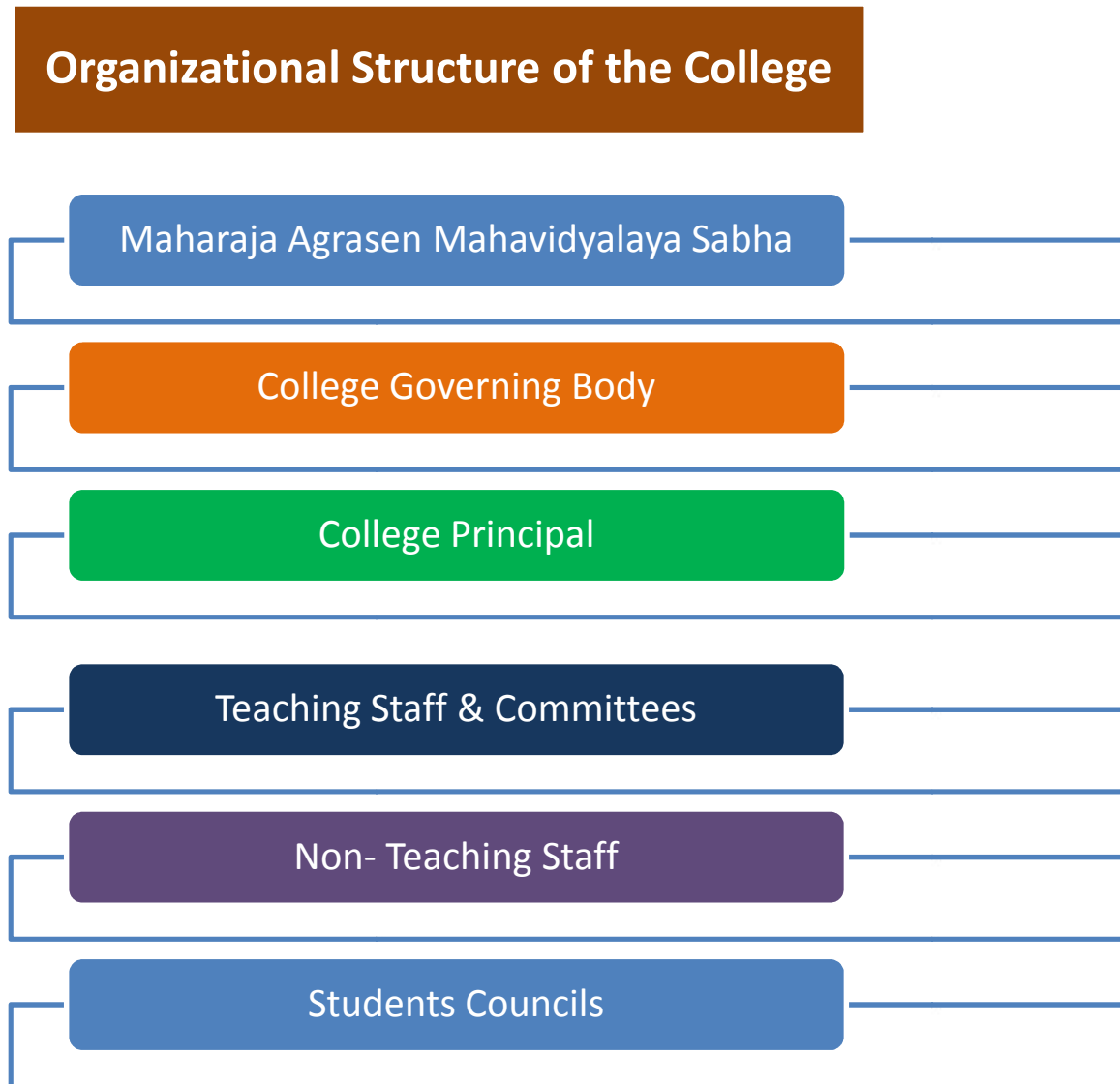
Some of the plans implemented recently are:

1. Construction of a Seminar Hall.
2. Installation of projectors and smart boards in the class rooms for effective teaching.
3. Digitalization of the Library.
4. Setting up of a Language Lab for students to improve their communication skills in English

6.2.3 Describe the internal organizational structure and decision making processes.

Management takes its decisions in Governing Body Meetings which take place on time to time. There is an Advisory Board consisting of senior members of staff which takes decision on all important matters. There is a Planning Board to plan for the development of the college. Besides, there are specific committees to take decision. Student issues are discussed in Student Council meetings with Tutors. Decisions are taken on basis of overall feedback received from students and staff. The

important decisions are approved by the management in view of their utility and financial viability. The Organizational Structure is as following:



6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following

➤ **Teaching & Learning**

The broad strategy is to provide a conducive environment for achieving excellence in teaching and learning. Efforts are made to provide a supportive and stress free environment. Following efforts have been made:

- Class Rooms with Projectors and Computers
- Automation of Library

- Communication Lab
- Modern Computer Labs
- Edu Sat
- Wi- Fi Campus
- SMS to students
- Student Council for every class
- Tutor/ Mentor for every class to address immediate student problems
- Parents Meeting with Tutor and Principal

➤ **Research & Development**

The teachers are encouraged to do their research work and seek the support they require for their work.

➤ **Community engagement**

The NSS (two units- one for boys and the other for girls) of the college works for the engagement of the college with community for social welfare, awareness, sensitization and dissemination of civic virtues.

Women Cell engages with NGOs to address women related issues and to make a women friendly society.

Youth Red Cross wing of the college organizes Blood Donation Camps annually and also serves the patients with Blood needs on demand.

NCC cadets of the college engage in flood relief programme on regular basis as low lying areas around Yamuna River get affected of water logging and flood almost every year.

➤ **Human resource management**

Human resource management is achieved through distribution of work according to the abilities and comparative advantages of the staff members. Several committees have been formed to engage the members of the faculty according to their abilities and seek maximum output from them. The members of the faculty are also sent for training and to attend seminars in the college and other places to update themselves. Recruitments are judiciously made on merit through advertisement in the news papers. The members of the faculty together take important decisions to run the college on day to day basis.

➤ **Industry interaction**

The heads of the commerce department, computer department and department of

business administration arrange various programmes on industry interaction for the students of B. Com, BCA, and BBA. Industrial visits also take place on time to time besides calling representatives of industry to interact and engage with students.

6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?

The head of the institution keep the management abreast of all the policies and programmes of the college. The management is invited from time to time to review the achievements of the college in various aspects. The students are involved through meetings of the Principal with the student council. Parents are involved through parents teacher meet. A one day programme is organized each year in the auditorium for such interaction. Suggestions are solicited from the parents and acted upon if possible.

Annual Report is published in college magazine- Naval Deep which is sent to members of management and student besides eminent citizens of the town. College activities are also published in news papers and local electronic media to make the people aware of the activities of the College. College website is also updated along with face book page of the college. Students and other stake holders interact through face book with college authorities.

6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

Management holds regular meetings with the staff and receives suggestion for further improvement in the academic atmosphere and formal conduct of business in the college. Appreciation Letters are issued to those with better results and exemplary contribution to the College.

6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

Resolutions of Management Council of Maharaja Agrasen Mahavidyalya, meeting held on 11/12/2012

Sr.No	Resolutions	Resolved/ Un-Resolved
1)	Grant of Selection Grade to Dr. M.L.Singla.	Resolved
2)	Grant of Senior Scale to Dr. V.S.Dhillon.	Resolved

3)	Grant of PhD/M.Phil Increments of Dr. M.L.Singla, Dr. V.S.Dhillon and Dr. Anita Dhingra.	Resolved
4)	Proposal for NAAC Assessment of College.	Resolved
5)	Proposal for Smart Classrooms, Digitization of Library, Communication Lab, Video Camera, Green Boards, Generator Set.	Resolved
6)	Proposal for Convocation of the College in March.	Resolved
7)	Proposal for Setting up of Students Aid Funds.	Un-Resolved
8)	Proposal for Introduction of Two New Courses: B.Sc (General) and B.Com (Honours) from the Session 2014-15.	Un-Resolved
9)	Duty Hours/Vacations of Dr. Veeran Rani, Computer Instructor as per DGHE Norms.	Un-Resolved

6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If 'yes', what are the efforts made by the institution in obtaining autonomy?

The college is affiliated to Kurukshetra University. The University Calendar has no provision for autonomy of the colleges under its jurisdiction.

6.2.9 How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholder relationship?

The Grievance committee solicits complaints/grievances of all kinds from the teachers and students. These complaints are investigated by the committee. The details of individual cases and their merit are communicated to the Principal of the college. The Principal makes sure that the grievances are resolved at the earliest. There is a Suggestion Box in which students drop their suggestions.

6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?

The College has been made one of the parties along with Government of Haryana and Kurukshetra University in the following cases:

- Mr. Hemraj Kaushish filed a case in Punjab & Haryana High Court against the award of selection committee against him on a regular post. The case is still subjudice.
- Dr. Chanchal Kumar Sharma filed a case in Punjab & Haryana High Court to add his adhoc services in the college which was allowed by the Court.
- Ms. Punam Garg filed a case in Punjab & Haryana High Court to add her previous services in the Palwal college which was allowed by the Court.

6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If 'yes', what was the outcome and response of the institution to such an effort?

Yes, a comprehensive index of institutional performance has been developed and students are asked to give their rating and views on different dimensions of institutional performance. The collective opinion of the students and remedies in case of complaints (if any) are discussed in the staff meetings and also in the meetings with the student councils.

Besides, Class Mentors/ Tutors have their hands on the pulse of students and address their grievances instantly. Suggestion Box is also opened regularly and complaints/ suggestions are taken care of.

6.3 Faculty Empowerment Strategies

6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non teaching staff?

The college conducts programmes for the professional development of the teaching and non-teaching staff. The teaching staff is encouraged to attend seminar, conferences, orientation and refresher courses. Teachers are provided an atmosphere conducive to teaching and research. All teachers have computer and internet facility in the library. They are motivated to organize seminars and conduct researches. They are deputed to attend seminars and other academic programmes organized by other Colleges and Universities.

6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?

The courses for training and retraining are conducted under faculty development/professional development programmes. The faculty was specifically

trained to use smart boards, visualizers and prepare PPTs etc. Computer faculty organized faculty development programme on cloud computing and photoshop etc. College has a policy to support and motivate teaching and non teaching staff in performance of their respective roles and responsibilities.

6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

The performance appraisal of the staff is done through a questionnaire. The self-appraisal is submitted to the Principal. He objectively evaluates the claims of the individual staff members. On the basis of the self-appraisal and its evaluation, the Principal, holds meetings with the staff members to facilitate further improvements in future. Besides, Annual Confidential Reports are prepared by Principal and Management as per DGHE/ University norms.

6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?

The direct outcome of the review of the performance appraisal reports by the management is that it gives an opportunity to better understand the comparative advantages and disadvantages of the staff members. This also brings to light the shortcoming in the overall environment of the college that may be inhibiting some of the staff members to reach and realize their full potential. Thus, this system of performance appraisal results in systemic reforms which benefit all the stakeholders.

As per Government norms, ACRs with adverse remarks only need to be communicated to the concerned employee. However, Performance Appraisal forms are discussed in one to one meeting with the concerned employee and instant feedback is given with suggestions if any.

6.3.5 What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

The member of the staff avail all the benefits of the welfare schemes of the Government such as CPF, Pension and Gratuity etc. The College management has provided staff quarters to non- teaching staff free of cost. The management also provides fee concession and book aid to the wards of the staff members.

However, all the staff members are helped whenever they are in need. Almost

every teacher in the college, at one time or the other, has benefitted from the benefaction of the management and the administration of the college.

6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?

The college provides a congenial atmosphere for teaching and research. Superior faculty is attracted by providing certain key support mechanisms which are non-existence in the college system. The college system goes out of way to help, support and encourage those teachers who demonstrate their competence in their own field of study. Special efforts are made to make more time and resources available to the eminent faculty engaged in good quality research work. These teachers are given duty leave during no-teaching days.

6.4 Financial Management and Resource Mobilization

6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?

The institutional financial resources are monitored by the Bursar and college auditor along with Managing Committee periodically. The necessary expenditures are made on competitive basis as decided by the management.

6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

The internal audit is made on annual basis by the competent Chartered Accountant of the college and external audit is made on annual basis by the Kurukshetra University as well as the DGHE, Panchkula. No audit objections are outstanding for compliance.

6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.

The major sources of institutional receipts are:

- (a) Fees collected from the students
- (b) Grants received from the UGC and DGHE.
- (c) Donations and other contributions from public

The deficit of the institution, if any, is met by the College Managing Committee.

Audited income and expenditure statement of academic and administrative activities of the previous four years are as follows:

Audited income and expenditure statement of academic and administrative activities in the Last Four Years (in Rs.)					
S.No.	Facility	20010-11	20011-12	2012-13	2013-14
a.	Campus Infrastructure & facilities	1,91,110/-	3,41,645/-	13,94,200/-	3,54,647/-
b.	ICT	8,50,898/-	1,04,182/-	18,87,470/-	1,71,450/-
c.	Vehicles	Nil	46,478/-	7,43,174/-	82,388/-
d.	Electricity	5,50,023/-	4,78,121/-	7,40,343/-	6,15,027/-
d.	Others	7,84,033/-	11,23,167/-	3,76,962/-	5,49,002/-

The reserve fund/corpus available with the institution is as follows:

Reserve Fund/Corpus available with the Institution				
Corpus Fund	2009-10	2010-11	2011-12	2012-13
Amt. in Rupees	43137506/-	49534020/-	52777096/-	56160731/-

6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).

The proposals for securing additional funding are submitted to the UGC and DGHE from time to time. Funds are utilized for the purpose for which they are given and the utilization certificate is submitted on time.

6.5 Internal Quality Assurance System (IQAS)

6.5.1 Has the institution established an Internal Quality Assurance Cell (IQAC)? If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?

Yes, the Institution has an Internal Quality Assurance Cell. The senior faculty members are also the members of the IQAC. There is a clear distribution of work among the staff members keeping in view their comparative advantages, personal

interests, aptitude etc. This division of work materializes in the form of committee system. All committees are functional and the members ensure that the duties assigned to them are discharged to the best of their abilities. This has induced over the years a spirit of team work among the staff members apart from contributing to overall development of well being of cooperation, mutual understanding

6.5.2 How many decisions of the IQAC have been approved by the management / authorities for implementation and how many of them were actually implemented?

The decisions of the IQAC are placed before the management from time to time. Due weightage is given to the recommendations of the cell. Almost all the recommendations of the IQAC have been accepted by the management. The recommendations included: (a) Construction of a state of art seminar hall (b) Technologically driven digital library (c) gymnasium in the college (d) Common room for boys (e) many recommendations related to improvements in the teaching-learning outcomes. Managing Committee grants scholarship to the meritorious students to the tune of Rs. 3000- 5000 per student. The recommendations related to improvement in the efficiency of the day-to-day conduct of the college affairs are always accepted by the management.

6.5.3 Does the IQAC have external members on its committee?

If so, mention any significant contribution made by them. Yes, IQAC has external members as suggested by NAAC. Their contribution ranges from providing their expert advice and a social face to the college.

6.5.4 How do students and alumni contribute to the effective functioning of the IQAC?

IQAC welcomes inputs and suggestions from students and alumni. These inputs are discussed during the meetings of the IQAC. The President of College Alumni Association is also the member of IQAC.

6.5.5 How does the IQAC communicate and engage staff from different constituents of the institution?

Since development of the college needs a holistic approach, the staff from different constituents of the institution is engaged in various functions of the IQAC. Efforts are made to make all the constituents like the Principal, Clerical staff, teaching faculty, library staff, and other non teaching staff aware of the goals, needs and requirements of the IQAC. Active contribution and cooperation of all the

constituents is sought for the work of IQAC.

6.5.6 Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'yes', give details on its operationalisation.

Yes, the college has an *integrated framework* for quality assurance of the academic and administrative activities. This operationalized as follows:

- Teachers conduct academic, cultural and co curricular activities and maintain record in their own files. The detailed activities of the departments are published annually in the college magazine.
- The Office is the backbone of the college and performs routine administrative duties in the most efficient manner. Their commitment and efficiency ensures that students and teachers waste no time and energy in making repeated visits to the office for routine issues and focus on their key functions related to teaching, learning, research, and other co-curricular and extra-curricular activities.
- The office deals with the students on daily basis. Thus, for a smooth conduct of their day to day affairs they maintain students' record in a proper and accessible way. Besides keeping the student community happy and satisfied this function of the office helps IQAC by making the records readily available whenever required.
- The Principal facilitates by distributing functions and duties in such a way that work is divided most appropriately to get the best out of all.

6.5.7 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If 'yes', give details enumerating its impact.

Yes, the college provides training to its staff for effective implementation of the Quality assurance procedures. These training programmes are conducted under Faculty Development Programme. The teacher in-charge for FDP organizes and coordinates such events.

6.5.8 Does the institution undertake Academic Audit or other external review of the academic provisions? If 'yes', how are the outcomes used to improve the institutional activities?

Academic audit is under taken by the principal by seeking self appraisal from the teachers on a prescribed format. The Principal also reviews proper utilization of various academic provisions made by the institution. The observations are

communicated to the teachers in staff meetings and the scope for making improvements in the overall academic atmosphere of the college is discussed.

6.5.9 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

The IQAC evolves and implements quality assurance mechanisms keeping in view the requirements of the external quality assurance agencies and regulatory authorities such as UGC, HEC, KUK, and NAAC.

6.5.10 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?

The teaching learning process is continuously reviewed by the IQAC and the Principal. IQAC in its periodic meetings discuss various tools and techniques for making improvements in various methods applied by the teachers. On the basis of past meetings various new academic practices and procedures have been implemented.

6.5.11 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

The quality assurance policies, mechanisms and outcomes are communicated to the stakeholders through meetings with the management, teachers, student representatives, parents and alumni. These are also communicated through advertisements in the print and electronic media as well as through the website of the college.

6.5.12 Any other relevant information regarding Governance

Leadership and Management which the college would like to include. The College has an excellent coordination between all stakeholders and enjoys the team work. College is also benefitted with positive encouragement and support of management in all the spheres of college functioning.

All important decisions are taken by the faculty and Principal to run the college smoothly. Students' cooperation is also elicited through student council meetings and parents meeting and constant support from alumni association.

Criterion VII: Best Practices

Best Practice: I

1. **Title of the Practice : Class wise students Councils**
2. **Goal :** Smoothly and productively run the class, to take care of logistics in the class, To take up the class issues with Tutor.
3. **The Context:** As the students have returned on receiving end and not been able to express their concerns and give views of five members students council have been created to help in class to learn to responsibility conduct the class and discuss their problem with teachers.
4. **The Practice :** Five monitories and active students are shortlisted by the Tutor for inclusion in the student council. Student council members apprise the teacher/Tutor about feed back of the class regarding logistics, safety of gadgets quality of teaching, participation in curricular and extra-curricular activities. The personal problems of any student in the class are also discussed in order to seek support of the college and the class. The Student council support the college administration in exertion of and positive atmosphere in the class.
5. **Evidence of Success:-**
 - Gadgets in class rooms such as projectors and computers are safe under the care and protection of students.
 - Attendances in the classes have improved.
 - Student participation in curricular and extracurricular programmes have increased.
 - Discipline in the class and college is excellent and positive.
 - Teacher- Taught relation have improved to make the learning atmosphere better.
6. **Problem Encountered and Resource Required:**
Hesitation in the students in junior classes to take up the issue with tutor and to deal with the class as leader was visible. Some inter-personal and inter group issues may have also cropped in but close supervision and motivation of teacher played a catalytic role develop a sense belongingness and group cohesiveness.
7. **Contact Details:**
Name of the Principal : Dr. P.K. Bajpai

Name of the Institution: Maharaja Agrasen Mahavidyalya, Jagadhri

City: Jagadhri, Yamuna Nagar

Accredited Status: B++

Work Phone : 01762-245719/248143

Website: www.mac.ac.in/www.maconline.in

Mobile No.: 9468100769

Best Practice: II

1. **Title of the Practice : Tutor-Ward System**
2. **Goal:** To create a harmonious family environment for the student in the college so that he/she could be given impetus for academic and extra-curricular activities and his/her potential will be given vent and direction. To bring out various talents of students and use them for their betterment. To help students to sharpen their skills so that they can manage their own affairs. To inculcate team-spirit and sense of belongingness to the institution. To create an atmosphere of positive interaction and to avoid the danger of the negative interaction og ragging. To give practical lessons in time management, self-organization, group behavior, planning for future etc. Tutors monitor the progress report of student and guide them, counseling to cope with personal problems, monitor their attendance, keep record and track of personal behavior of student, participation in sports and extra-curricular etc. Smoothly and productively run the class, to take care of logistics in the class, to discuss the class issues and academic goals with the Tutor.
3. **The Context:** Maharaja Agrasen Mahavidyalya is an educational institution catering to the needs of mostly rural students who come from villages. Teachers who act as tutors are the architects who train and strengthen character and academic competence of students to meet the needs of challenging times. The tutor develops a student register with their basic details like family background, educational-interest and excellence in co-curricular and extra-curricular activities. The tutor oversees the general behavior of students to have better understanding of their problems and their future goals. Hence, the tutors take a lead role in preparing students for the task ahead. He /She acts as mentor, counselor or adviser and try to engage their energies in positive direction. Teachers train the students to face challenges and succeed.

4. The Practice: The College aims at identifying students with aptitude and aspirations towards innovative activities. The activity of training and guiding students towards their personal growth starts during the first semester up to the end of sixth semester when the students leave. In this endeavor every staff member of the faculty and students become a part of the dynamics of the growth process on the part of the students.

5. Evidence of Success:-

- Development of Personality: Through Tutor-Ward System, students have noted to develop their personality, improved their involvement in the sharing of responsibility in the affairs of college. Personality Development enabled the growth of maturity in students which fostered their growth and led to increase in team work and team spirit and increased self confidence.
- Tutor-Ward System achieves the goal of making students more inclined towards academic excellence.
- Gadgets in class rooms such as projectors and computers are safe under the care and protection of students.
- Attendances in the classes have improved.
- Student participation in curricular and extra-curricular programmes has increased.
- Discipline in the class and college has improved and turning positive.
- Teacher- Taught relation have improved to make the learning atmosphere better.

6. Problem Encountered and Resource Required:

Hesitation in the students in junior classes to take up the issue with tutor and to deal with the class as leader was visible. Some inter-personal and inter group issues may have also cropped in but close supervision and motivation of teacher played a catalytic role develop a sense belongingness and group cohesiveness. The practice has become integral part of institutional functioning and it helped to achieve the mission, vision and value statement of college.

7. Contact Details:

Name of the Principal : Dr. P.K. Bajpai

Name of the Institution: Maharaja Agrasen Mahavidyalya, Jagadhri

City: Jagadhri, Yamuna Nagar

Accredited Status: B++

Work Phone : 01762-245719/248143

Website: www.mac.ac.in/www.maconline.in

Mobile No.: 9468100769

EVALUATIVE REPORTS OF THE
DEPARTMENT

Evaluative Reports of the Departments

DEPARTMENT OF COMMERCE

1. Courses offered by the Department. :

UG : Bachelor of Commerce (B.Com.)

PG : Master of Commerce (M.Com)

2. Inter disciplinary courses and the departments/units involved:

UG : B. Com (Computer Application) in association with Dept. of Computer Science

3. Participation of Dept. in the courses offered by other departments:

UG (Add on Courses) :

- a. Community Development and Social Welfare in association with Dept. Of Sociology
- b. E-Marketing in association with Dept. of Business Management

4. Details of Teaching posts :

	Sanctioned	Filled
Prof.	--	--
Asso. Prof.	--	--
Asstt. Prof.	11	Full Time: 03 Part Time: 08

5. Faculty Profile – adequacy and competency of faculty

S. No	Name	Designation	Qualification	Nature of Appointment	Teaching Experience
1.	Dr. Seema Gupta	Asso. Prof.	M. Com., Ph.D, NET/JRF	Regular	18 Years
2.	Dr. Anita Dhingra	--do--	M. Com., M.Phil, Ph.D, NET.	Regular	18 Years

3.	Dr. M.L.Singla	--do--	M. Com, M.Phil, Ph.D, JRF	Regular	17 Years
4.	Mr. Sanjeev Kumar	Asstt. Prof.	M. Com., M.Phill., NET	Temporary	05 Years
5.	Ms. Neelam	--do--	M. Com., M.Phil, NET	--do--	06 Years
6.	Ms. Pradeep Kaur	--do--	M. Com., M.Phil.	--do--	05 Years
7.	Ms. Ruchi Singla	--do--	M.Com., NET	--do--	03 Years
8.	Ms. Shalini Kapoor	--do--	M. Com.	--do--	01 Year
9.	Ms. Amrita	--do--	M Com., B.Ed	--do--	0 1 Year
10.	Ms. Manpreet Kaur	--do--	M. Com.	--do--	03 Years
11.	Ms. Sonal Walia	--do--	M. Com, MBA, B.Ed	--do--	0 1 Year

6. Visiting Faculty:

- a. Prof. Shashi Anand, Retd. Professor, Dept. of Commerce, K.U.K.
- b. Sh Manchanda, C.A, Jagadhri.

7. Percentage of Lectures delivered and practical classes handled (programme wise) by Temporary Faculty

B. Com	82%
M.Com	100%

8. Student Teacher Ratio:

B.Com	1:26
M.Com	1:4

9. Publication by Faculty:

S.	Name	Number of publications	Total
----	------	------------------------	-------

No	of faculty	National	International	Books	Review articles in edited books	Abstracts	
1.	Dr. M.L.Singla	05	--	02	01	--	08

List of Publications after last accreditation:

Dr.M.L. Singla:

Books :

1. Financial Performance of Hotel Industry in India by Kanishka Publishers & Distributors, New Delhi, 2007.
2. Cost Accounting by Vidya Publications, Hisar, 2007-08.

Articles:

1. Articles published in Journal Johar (BIT, Ranchi), Jan. 2007, Vol. 2, No. 1, ISSN NO. 09734538 entitled, "Tourism and Hospitality Industry in India: An Appraisal".
2. Article published in book entitled, 'International Tourism- Issues and Challenges' with the topic "Tourism and Hospitality Industry in India" (2006).
3. Articles published in NSB Mgt. Review (New Delhi), Aug. 2008, Vol. 1, No. 1, ISSN NO. 09743286 entitled, "Financial Inclusion in India: Measurement, Initiatives and Strategy".
4. Articles published in PCTE Journal of Business Mgt., Jan.-June 2007, Vol. V, No. 1, ISSN NO. 09734066 entitled, "Risk Return Relationship- A Study of ICICI Bank and HDFC Bank Shares".
5. Articles published in MAIMT Journal of IT & Mgt. (Jagadhri), Nov. 2007- April 2008, Vol. 1, No. 2, ISSN NO. 0974066X entitled, "Working Capital Mgt. of Hotel Industry in India- An Analysis".

6. Articles published in Upstream Research Journal, Oct. 2013, Vol. I, Issue 2, ISSN NO. 2320768X entitled, “Progress of Micro-Finance Sector in India: Issues and Challenges”.

10. Students Profile programme/ course wise:

S.No.	Name of the Course/Programme	Applications received	Selected	Enrolled		Pass Percentage
				*M	*F	
1.	B.COM	239	239	119	120	--
2.	M. COM	25	25	07	18	--

11. Diversity of Students:

S.No.	Name of the Course/Programme	% of students from the same state	% of Students from other state	% students from abroad
1.	B. Com	91 %	9 %	Nil
2.	M.COM	100 %	Nil	Nil

12. Details of Infrastructural Facilities:

Following learning resources are available for the department

- a) Library (Central Library) : Yes
- b) Wi-Fi Campus : Yes
- c) Classrooms with ICT facility : Yes
- d) Communication Lab. & EduSat. : Yes

13. Percentage of students who have done projects:

- a. Percentage of students who have done in-house projects including inter-departmental/programme 100%
- b. Percentage of students placed for projects in organization outside the institution i.e in Research laboratories/Industry/other agencies Nil

14. Teaching Methods adopted to improve student Learning:

- Using ppt/projectors/computers for better interactive learning.
- Lecture Method.
- Paper Presentations of Students.

15. Departmental Activities

2012-13

- Declamation Contest 24/09/2012
- Quiz Competition & Collage Making Competition 23/02/2013
- Pre-Budget Paper Presentation 27/02/2013
- Declamation Contest 20/03/2013

2013-14

- Declamation Contest 18/09/2013
- Guest Lecture by Manchanda, C.A. on ‘Personality Development’
25/02/2014
- Quiz Competition 19/03/2014

DEPARTMENT OF COMPUTER SCIENCE

1. Courses offered by the Department. :

UG : B.C.A.

2. Names of interdisciplinary courses and the departments/units involved

UG : B.Com. (Computer Vocational)-Commerce Dept. Computer
Education (General) B.A.-Arts Faculty

3. Details of Teaching /Non-Teaching posts :

a. Teaching

	Sanctioned	Filled
--	-------------------	---------------

	Govt.	Mgt.	Govt.	Mgt.
Prof.	--	--	--	--
Asso. Prof.	--	--	--	--
Asstt. Prof.	--	05	--	05

b. Non-Teaching

	Sanctioned		Filled	
	Govt.	Mgt.	Govt.	Mgt.
	--	03	--	03

4. Faculty Profile – adequacy and competency of faculty

S. No.	Name	Designation	Qualification	Nature of Appointment	Teaching Exp.
1.	Ms. Preeti Gupta	Asstt.Professor	M.C.A.	Temporary	03 Years
2.	Mr. Ankush Dhiman	.—do--	M.C.A.	--do--	01 Year
3.	Ms. Richa Jain	Asstt. Prof.	M.C.A	Temporary	01 Year
4.	Mr. Nitin Walia	--do--	M.C.A.	--do--	01 Year
5.	Mr. Randeep Jamba	--do--	MCA	--do--	01 Year

5. Visiting Faculty

S.No.	Name	Designation	Institution

1.	Dr. Kanwal Garg	Asst. Professor	Dept. of Computer Science, Kurukshetra University, Kurukshetra
2.	Ms. Sonia Sharma	--do--	Head of Computer Science Dept., Hindu Girls College, Jagadhri
3.	Ms.Ruchi Mittal	--do--	Head of Computer Science Dept., MAIMT, Jagadhri

6. Student Teacher Ratio : BCA I 1: 21

7. Learning resources of the Dept. – Library, computers , laboratories and other resources:

Following learning resources are available for the department

- a) Books in the library : Yes
- b) Computers : Yes
- c) Printers : Yes
- d) LCD's : Yes
- e) Visulaizer : Yes
- f) Interactive Panel : Yes
- g) Interactive Board : Yes

8. Modern teaching methods adopted in leading learning.

Following learner-centered teaching methods and use of ICT is made by the department

- a) Computers & Broadband Internet Connection
- b) PowerPoint Presentation

- c) LCD projector
- d) Visualizer
- e) Interactive Board
- f) Interactive Panel

9. Percentage of Lectures Delivered and Pratical Classes Handled by Temporary Faculty:

BCA I 100 %

BCAII 100 %

BCAIII 100 %

10. Awards/Recognition Received by Faculty and Students:

S.No.	Name of the Student	Class & Rollno.	Competition/ Event	Award/Position
1.	Sampurnanand	BCA 1311	Quiz & Skit	IInd & Ist Respectively
2.	Anju Kumar	BCA 1309	Skit	Ist
3.	Priyanshu Sharma	BCA 1313	--do--	Ist

11. Students Profile programme/ course wise:

S.No.	Name of the Course/Programme	Applications received	Selected	Enrolled	
				*M	*F
1.	BCA I	09	09	06	03
2.	BCA II	18	18	15	03
3.	BCA III	28	28	26	02

12. Diversity of Students:

S.No.	Name of the Course/Programme	% of students from the same state	% of Students from other state	% students from abroad
1.	BCA I	58 %	42 %	Nil
2.	BCA II	34 %	66 %	Nil
3.	BCA III	60 %	40 %	Nil

13. a) Percentage of students who have done in-house projects including inter-departmental/programme 100%

b) Percentage of students placed for projects in organization outside the institution

i.e in Research laboratories/Industry/other agencies Nil

14. Teaching Methods adopted to improve student Learning:

- Presentations of Students.
- Seminar Presentations of Students.
- Usage of Audio-Visual System.
- LCD Projector/Power Point Presentations.

15. SWOC Analysis and Plan of action of the department for the next five years

Strengths: 1. Well equipped Labs.

2. Active Students participation in departmental decision making.

3. Wi-Fi Campus.

4. Installed Windows-8 OS.

Weakness: 1. Self-finance course.

Opportunities: Nil

Constraints: 1. Permanent Faculty.

Plan for Next Five Years:

- Technological Enhancement of Department Quality and Quantity-wise.
- Establishment of separate placement cell of department.
- More collaboration with the companies for better placement of students.

DEPARTMENT OF HISTORY

1. Courses offered by the Department. :

UG : Bachelor of Arts (B.A.)

2. Details of Teaching posts :

	Sanctioned	Filled
Prof.	--	--
Asso. Prof.	--	--
Asstt. Prof.	01	01

3. Faculty Profile – adequacy and competency of faculty

S. No.	Name	Designation	Qualification	Nature of Appointment	Teaching Experience
1.	Dr. Virender Singh Dhillon	Assistant Professor	B.A. (Hons. in History) M.A., Ph.D., UGC-NET/JRF	Regular	9 Years

4. Visiting Faculty

S.No.	Name	Designation	Extension Lectures
-------	------	-------------	--------------------

1.	Prof. Jigar Mohammad	Professor and Dean of Social Science, University of Jammu, Jammu and Kashmir ----do-----	‘Peasants through the Ages’, 19 th October 2012. ‘Bhagat Singh and Freedom of Comman Man’, 22 nd March 2013.
2.	Professor Amarjeet Singh	Professor and Chairperson, Department of History, Kurukshetra University, Kurukshetra	‘Communal Politics and Partition of India’, 4 th Oct. 2013
3.	Professor A. Agnihotri	Former Dean, Social Sciences, Himachal Pradesh University, Shimla	‘Role of Youth in Nation Building’, 17 th September 2011.

5. Student Teacher Ratio : 1: 25

6. Publication by Faculty :

S. No	Name of faculty	Number of publications					Total
		National	International	Books	Review articles in edited books	Abstracts	
1.	Dr. Virender	02	01	--	--	01	04

Singh Dhillon							
------------------	--	--	--	--	--	--	--

List of Publications after last accreditation:

Article:

1. Dr. Virender Singh Dhillon., “James Outram and the Bhils Corps”, CIJHAR, An International Peer Reviewed Journal, ISSN: 2277-4157, Vol. II, No. 7, July-Sept. 2013, pp. 118-121.

Chapters in Books:

1. Dr. Virender Singh Dhillon, “Historiography of Haryana: A Brief Survey” published in edited book by Dr. Rajpal, entitled, ‘Haryana: History And Historiography’(Yamunanagar: VRVA Publishers, 2013, ISBN: 978-81-927563-0-1).
2. Dr. Virender Singh Dhillon, “Nationalism and Writing of Indian History” published in edited book by Dr. Jyoti Chandra, entitled, ‘Re-Visioning of Nationalism’(Chandigarh: Arun Publishing House, 2012, ISBN: 978-81-8048-211-3).

7. Changes made in the courses or programs during the past two years and the contribution of the faculty to those changes.

Syllabi of B.A. Part- I, II and III has been revised by the University from July -2010, 2011 and 2012 respectively due to introduction of Semester System at undergraduate level.

8. Students Profile programme/ course wise:

S.No.	Name of the Course/Programme	Applications received	Selected	Enrolled		Pass Percentage
				*M	*F	
1.	B.A I	34	34	26	08	Result Awaited
2.	B.A II	25	25	19	06	100 %

3.	B.A III	16	16	12 04	100 %
----	---------	----	----	-------	-------

9. Diversity of Students:

S.No.	Name of the Course/Programme	% of students from the same state	% of Students from other state	% students from abroad
1.	B.A I	100 %	Nil	Nil
2.	B.A II	100 %	Nil	Nil
3.	B. A III	100 %	Nil	Nil

10. Learning resources of the Deptt. – Library, computers , laboratories and other resources:

Following learning resources are available for the department

- a) Books in the library : Yes
- b) Manual / Charts/ Maps : Yes
- c) Journals : Yes
- d) Generator : Nil
- e) Smart Class Room Facility : Three Classrooms

11. Modern teaching methods adopted in leading learning.

Following learner-centered teaching methods and use of ICT is made by the department

- g) Lecture Method
- h) Problem solving Approach.
- i) Use of computers / internet to furnish more information.
- j) Power Point presentation
- k) Maps filling, Group Discussions, Assignment tutorial discussions etc.

l) Participative teaching learning/ class seminars.

12. Participation of teachers in academic and personal counseling of students :

College assesses the student's needs in terms of knowledge and skills before the commencement of the session as most of the students comes from rural background, for this induction programs are given to the students before the commencement of the classes. Remedial Classes for the weak & poor students are conducted. Tutorials are also given to the students. Time table of the tutorials session is prepared by the faculty members and displayed on the departmental notice board. Students use to discuss their subject problems with their teachers, also the discussion about progression to higher education and placements are done.

13. Details of faculty development programs and teachers who have been benefited :

Dr. Virender Singh Dhillon

S.No.	Particulars	Duration
1.	Orientation Course at Academic Staff College, Kurukshetra University, Kurukshetra	08.11.2010 to 04.12.2010
2.	Refresher Course at Department of History and Academic Staff Colleges of Kurukshetra University, Kurukshetra	12.12.2011 to 31.12.2011
3.	Fifteen Days Workshop at Indian Council Of Historical Research, New Delhi	23.06.2008 to 06.07.2008

14. Participation/ Contributions of teachers to the Academic activities including teaching, consultancy and Research:

A) Participation of faculty members in National / International Conferences/ Symposia etc.

S. No	Name of the faculty Member	Conference/ Symposia			Attended/ Participated Only	Attended and Presented Paper
		National	International	Total		
1.	Dr. Virender Singh Dhillon	18	--	18	04	14

List after last accreditation:

Lecture Delivered and Paper Presented in Seminar/ Conferences:

- 1) Dr. Virender Singh, 15-16th March, 2014, Presented a research Paper titled, "Historiography of Sikhs: A Comparative Study of Khuswant Singh and J.S.Grewal" in Modern Section of the 46th Session of the Punjab History Congress, Panjab University, Patiala, Punjab.
- 2) Dr. Virender Singh, 7-8 March, 2014, Presented a research Paper titled, "Women Empowerment: Issues and Challenges"; in 'Empowerment of Women in India: An Unfinished Agenda', H.E.C. sponsored National Seminars at D.A.V. College, Sadhaura, Yamunanagar.
- 3) Dr. Virender Singh, 5-6 March, 2014, Presented a research Paper titled, "Food Security Bill, 2013: A Hope for Million Empty Bellies"; in 'LIVELIHOOD SECURITY AND SOCIAL POLICY IN INDIA: Electoral Populism Vs. Welfare State', H.E.C. sponsored National Seminars at M.A. College, Jagadhri, Yamunanagar.
- 4) Dr. Virender Singh, 21-22 February, 2014, Presented a research Paper titled, "Origin of Hindi Language: A Historical Survey"; in 'Information Technology and Hindi Language: Some Changing Perspectives', H.E.C. sponsored National Seminars at M.A. College, Jagadhri, Yamunanagar.
- 5) Dr. Virender Singh, 28-30 December, 2013, Presented a research Paper titled, "Nature and Impact of the Military Campaigns of the early Delhi Sultans" in Medieval Section of the 74th Session of the Indian History Congress, Ravenshaw University, Cuttack, Odisha.
- 6) Dr. Virender Singh, Presented a a research Paper titled, "Broken Dreams and Shattered Hopes: Egalitarian Revolution in 21st Century" in UGC, New Delhi sponsored National Seminar organized by Centre for Dr. B.R.Ambedkar Studies, Kurukshetra University, Kurukshetra, 26-27th Nov., 2013.
- 7) Dr. Virender Singh, 28-30 December, 2012, Presented a research Paper titled, "Twentieth Century Historiography on the Early Turkish Rule in Northern India: Characteristics and Developments" in Medieval Section of the 73th Session of the Indian History Congress, Mumbai University, Mumbai, Maharashtra.

- 8) Dr. Virender Singh, Presented a research Paper titled, “Early Twentieth Century: Nationalism and Writing of Indian History” in National Seminar on ‘Re-visioning Indian Nationalism’ at Arya Girls College, Ambala, 17th Feb., 2012.
- 9) Dr. Virender Singh, Presented a research Paper titled, “Nehru’s Relevance Today: A Historical Survey” in National Seminar in One Day National Seminar at M.D.S.D. Girls College, Ambala City, 14th Feb., 2012.
- 10) Dr. Virender Singh, Presented a research Paper titled, “James Outram and Bhils of Khandesh” in H.E.C. sponsored National Seminar at Hindu College, Sonapat, 11-12th Feb., 2012.
- 11) Dr. Virender Singh, Presented a research Paper titled, “An Interfaith Dialogue--- Koran and Vedas” at Markanda National College, Shahbad, Kurukshetra in National Seminar sponsored by I.C.H.R, New Delhi, 25-26th Feb., 2011.
- 12) Dr. Virender Singh, Presented a a research Paper titled, “Dalit and Gender Historiography: Some Changing Perspective” in National Seminar on ‘Dalit in Historical Perspective in North- Western India’ at Govt. College, Sector-11, Chandigarh, 13-14th Feb., 2009.
- 13) Dr. Virender Singh, Presented a research Paper titled, “Historiography of Haryana: Issues and Paradigm” at D.A.V (Lahore) College, Ambala City, in National Seminar sponsored by UGC, New Delhi, 29-30th Nov., 2008.
- 14) Dr. Virender Singh, Presented a research Paper titled, “FDI in Higher Education: False Dreams of India” at Maharaja Agrasen College, Jagadhri, Yamunanagar in National Seminar sponsored by UGC, New Delhi, 24-25th Feb., 2008.

Participated in Workshop / Symposium / National and Regional Seminars/ Conferences

- 1) Participated in proceedings of National Seminar on the theme, ‘DEVELOPMENT PLANNING AND POLICY PERSPECTIVES IN INDIA’, H.E.C. sponsored National Seminars at M.A. College, Jagadhri, Yamunanagar, 7-8, February 2014.

- 2) Participated in proceedings of National Seminar on the theme, 'Higher Education in India: Striving for Excellence', UGC, New Delhi sponsored National Seminars at IQAC, Kurukshetra University, Kurukshetra, 23-24, October, 2013.
- 3) Attended a Symposium on, 'Anti-Ragging Measures' at UGC-Academic Staff College, Kurukshetra University, Kurukshetra, 12.10.2012.
- 4) Attended a workshop on 'Regional Historiography and History' at Markanda National College, Shahabad 09.01.2010.

B) Organisation of Workshops/ Seminars / Conferences

- 1) Organised National Seminar on "Peasants and Women: Marginalized Sections in Historical Perspective" 19th- 20th October, 2012, Sponsored by UGC, New Delhi.

C) Research guidance rendered by faculty members. N.A

D) No. of faculty members who acted as a Resource persons in National Seminars/ Conferences/EduSat.

SNo	Name of the Faculty	Topic of Talk/Recording	Name of College/Institute
1	Dr. Virender Singh Dhillon	Mughal Deccan Policy	Haryana Edusat Studio, Panchkula(06/06/2013)
2	Dr. Virender Singh Dhillon	Bhagat Singh: A True Freedom Fighter Partition of British India: Causes and Results	--do-- (16/12/2013)
3	Dr. Virender Singh Dhillon	Revolutionary Movement: Aims, Tools and Methods	--do-- (23/01/2014)

15. Departmental Activities

2008-09

- Organized Quiz Competition on the Topic, "Nationalist Movement".

2009-10

- Organized Quiz Competition on the Topic, "Freedom Movement".

2010-11

- Organized Quiz Competition on the Topic, “Revolutionary Movement in Haryana”.

2011-12

- Organized a Guest Lecture on the Theme, “Role of Youth in Nation Building”

2012-13

- Organized a U.G.C. sponsored National Seminar on ‘Peasants and Women: Marginalized Sections in Historical Perspectives’, 19-20th October – 2012.
- Formation of History Society.
- Organized Quiz Competition on the Theme, “Indian History and Its Salient Features”.
- Organized a Guest Lecture on the Theme, “Bhagat Singh and Freedom of Common Man”, 22 March 2013.

2013-14

- Organized a Guest Lecture on the Theme, “Communal Politics and Partition of India”, 04 October 2013.
- Organized Quiz Competition on the Theme, “World History and Its Salient Features”.

16. Priority areas for Research and details of the ongoing projects, important and noteworthy publication of the faculty, during previous years:

Priority areas of Research

S. No.	Name of the Faculty	Priority research areas
1.	Virender Singh Dhillon	Medieval Indian History and Historiography

Ongoing research projects: Nil

17. Faculty as Member of Professional Body

- a. Member Indian History Congress (Membership No. AM-22339).
- b. Member Haryana Itihas Vichar Manch.

18. Placement record of the past students and the contribution of the department to aid student placement.

- a. More than 80% graduates opt for post graduate or other professional courses.
- b. Our alumni are working on key positions in various organizations and give lift to our students in placements.

19. SWOC Analysis and Plan of action of the department for the next five years

Strengths: 1. Administrative Support-Financial and Organizational Support.

2. Active Students participation/Assertive participation.
3. Availability of Technology and Modern Techniques for Teaching.
4. Strong Teacher-Student Bonding/Mentor-Mentee relationship.

Weakness: 1. Weak Research Orientation.

2. Non-availability of college bus for educational tours.

Opportunities: 1. Organization of National Seminar/Workshop/Conference.

2. Organization of Extension lectures/Quiz & Maps Competitions.

Constraints: 1. Limited Resource House i.e Books & Research Journals.

2. Electricity Backup.

Plan for Next Five Years:

- To organize National Seminars and Workshops.
- To undertake Minor Research project on Medieval Monuments of Yamunanagar Distt.
- To improve map work.
- Use new teaching methodology.

- Organize Quiz Competition, Debates and Map Competitions on topics like 'History through Maps'.

DEPARTMENT OF BUSINESS ADMINISTRATION

1. Courses offered by the Department. :

UG : B.B.A.

2. Details of Teaching Posts:

	Sanctioned		Filled	
	Govt.	Mgt.	Govt.	Mgt.
Prof.	--	--	--	--
Asso. Prof.	--	--	--	--
Asstt. Prof.	--	05	--	05

3. Faculty Profile – adequacy and competency of faculty

S. No.	Name	Designation	Qualification	Nature of Appointment	Teaching Exp.
1.	Ms. Pooja Verma	Asst.Professor	M.B.E, M.Com, M.Phil	Regular on Mgt. Post	7 Years
2.	Ms. Sonal Walia	.—do--	M.Com, M.B.A, B.Ed	Temporary	01 Year
3.	Ms. Bindia Duggal	--do--	M.B.A	--do--	01 Year
4.	Ms. Swati Khunger	--do--	M.B.A, M.Com	--do--	01 Year
5.	Ms. Shalini	--do--	M.Com	--do--	

	Kapoor				
--	--------	--	--	--	--

4. Visiting Faculty

S.No.	Name	Designation	Institution
1.	Dr. Anil Dhawan	Asst. Professor	Head of BBA Dept., M.L.N. College, Yamunangar

5. Student Teacher Ratio : BBA I 1:11

6. Learning resources of the Dept. – Library, computers, laboratories and other resources:

Following learning resources are available for the department

- a) Books in the library : Yes
- b) Computers : Yes
- c) Printers : Yes
- d) LCD's : Yes
- e) Visualizer : Yes
- f) Interactive Panel : Yes
- g) Interactive Board : Yes

7. Modern teaching methods adopted in leading learning.

Following learner-centered teaching methods and use of ICT is made by the department

- m) Computers & Broadband Internet Connection
- n) PowerPoint Presentation
- o) LCD projector
- p) Visualizer

8. Percentage of Lectures Delivered and Pratical Classes Handled by Temporary Faculty:

BBA I 100 %

BBAII 100 %

BBA III 100 %

9. Publication of Faculty:

1. Ms. Pooja Verma, Export Documentation and Procedure, Thakur Publications, Lucknow. ISBN 978-93-82249-99-3.

10. Students Profile programme/ course wise:

S.No.	Name of the Course/Programme	Applications received	Selected	Enrolled	
				*M	*F
1.	BBA I	25	13	09	04
2.	BBA II	26	22	20	02
3.	BBA III	24	23	18	05

11. Diversity of Students:

S.No.	Name of the Course/Programme	% of students from the same state	% of Students from other state	% students from abroad
1.	BBA I	84.6 %	15.4 %	Nil
2.	BBA II	72.7 %	27.3 %	Nil
3.	BBA III	69.5 %	30.5 %	Nil

12. Projects/Industrial Projects

- a. Percentage of students who have done in-house projects including inter-

departmental/programme 100%

Percentage of students placed for projects in organization outside the institution

i.e in Research laboratories/Industry/other agencies Nil

13. Teaching Methods adopted to improve student learning:

- Seminar Presentations of Students.
- Usage of Audio-Visual System.
- LCD Projector/Power Point Presentations.

14. Details on students enrichment programmes with external experts:

1. Extension Lecture by Dr. Anil Dhawan on the topic, “Personality Development and

Communication Skills”.

2. Extension Lecture by Dr. Anil Dhawan on the theme, “Interviews Skills”.

15. Details of Departmental Activities:

Session: 2011-12

1. 4 Oct. 2011- Organized an Industrial Visit to Erol Exports Pvt. Ltd., Yamunanagar.
2. 22 Feb. 2012- Organized a Campus Placement by Birla Sunlife Insurance Company, Yamunanagar.
3. 03 March 2012- Organized a Paper Presentation Competition of dept.

Session: 2012-13

1. 17 Aug. 2012- Organized a Guest Lecture by Dr. Anil Dhawan on the topic, “Personality Development and Communication Skills”.
2. 2012 - Organized a Guest Lecture by Dr. P.K.Bajpai on the topic, “Personality Development and Good Habbits”

3. 13 Feb. 2012- Organized a Paper Presentation Competition of dept.
4. 14 March 2013- Organized an Industrial Visit to Polyplastic Pvt. Ltd.,
Yamunanagar.

Session: 2013-14

1. 11 Sept. 2013- Organized an Industrial Visit to Bhushan Power & Steel Pvt.
Ltd.,
Chandigarh.
2. 03 March 2014- Organized a Guest Lecture by Dr. Anil Dhawan on the topic,
“Interview Skills”.

16. SWOC Analysis and Plan of action of the department for the next five years

Strengths: Industrial Visits and collaborations.

Weakness: Low Strength.

Opportunities: Job options in Industrial Sector.

Constraints: Declining trend/inclination for professional courses.

DEPARTMENT OF POLITICAL SCIENCE

1. Courses offered by the Department. :

UG : Bachelor of Arts (B.A.)

2. Details of Teaching posts :

	Sanctioned		Filled	
	Govt.	Mgt.	Govt.	Mgt.
Prof.	--	--	--	--
Asso. Prof.	--	--	--	--
Asstt. Prof.	01	--	--	01

3. Faculty Profile – adequacy and competency of faculty

S. No.	Name	Designation	Qualification	Nature of Appointment
1.	Dr. Mamta Sharma	Assistant Professor	M.A, Phd	Temporary

4. Student Teacher Ratio: BA I 1:30

5. Publication by Faculty: Two

S. No	Name of faculty	Number of publications					Total
		National	International	Books	Review articles in edited books	Abstracts	

1.	Dr. Mamta Sharma	02	--	--	--	--	02
----	---------------------	----	----	----	----	----	----

6. Students Profile programme/ course wise:

S.No.	Name of the Course/Programme	Applications received	Selected	Enrolled	
				*M	*F
1.	B.A I	29	29	26	03
2.	B.A II	34	34	30	04
3.	B.A III	27	27	17	10

7. Diversity of Students:

S.No.	Name of the Course/Programme	% of students from the same state	% of Students from other state	% students from abroad
1.	B.A I	100 %	Nil	Nil
2.	B.A II	100 %	Nil	Nil
3.	B. A III	100 %	Nil	Nil

8. Details of Infrastructural Facilities:

Following learning resources are available for the department

- a) Library (Central Library) : Yes
- b) Wi-Fi Campus : Yes
- c) Classrooms with ICT facility : Yes
- d) Communication Lab. & EduSat. : Yes

9. Organization of Workshops/ Seminars / Conferences

1. Organized UGC, New Delhi sponsored two days National Seminar on the theme,

“FDI in Higher Education in India” in Oct. 2008.

10. Teaching Methods adopted to improve student Learning:

- Using ppt/projectors/computers for better interactive learning.
- Quiz Methods.
- Group Discussions.
- Presentations of Students.

11. SWOC Analysis of the department and Future Plans:

- 1) **Strengths:** 1. Discipline and Inquisitiveness in students, Committed Faculty
2. Positive atmosphere in the college

Weakness: 1. Regular Faculty
2. PG Classes.

- 2) **Opportunities:** 1. Emerging Scope of Social Sciences.
2. Knowledge of political Developments in India.
3. Sensitive to political Needs and Problems.

- 3) **Constraints:** 1. Most of the opportunities are for PG students.
2. Limited opportunities in govt. sector.

DEPARTMENT OF SOCIOLOGY

1. Courses offered by the Department. :

UG : Bachelor of Arts (B.A.)

2. Details of Teaching posts :

	Sanctioned		Filled	
	Govt.	Mgt.	Govt.	Mgt.
Prof.	--	--	--	--
Asso. Prof.	--	--	--	--

Asstt. Prof.	--	01	--	01
--------------	----	----	----	----

3. Faculty Profile – adequacy and competency of faculty

S. No.	Name	Designation	Qualification	Nature of Appointment	Teaching Experience
1.	Mr. Pawan Kumar	Assistant Professor	M.A	Temporary	05 Yrs

4. Visiting Faculty

S.No.	Name	Designation	Extension Lectures
1.	Mr. Ajay Jha	Social Activist	Human Rights Situation In India
2.	Prof. Sanjay Bhatt	Professor, Dept. of Social Work, University of Delhi	Welfare State and Social Policy in India.

5. Student Teacher Ratio: BA 1:18

6. Publication by Faculty: Nil

7. Students Profile programme/ course wise:

S.No.	Name of the Course/Programme	Applications received	Selected	Enrolled		Pass Percentage
				*M	*F	
1.	B.A I	21	20	19	02	Result Awaited
2.	B.A II	18	18	15	03	100 %
3.	B.A III	18	18	07	11	100 %

8. Diversity of Students:

S.No.	Name of the Course/Programme	% of students from the same state	% of Students from other state	% students from abroad
1.	B.A I	100 %	Nil	Nil
2.	B.A II	100 %	Nil	Nil
3.	B. A III	100 %	Nil	Nil

9. Details of Infrastructural Facilities:

Following learning resources are available for the department

- a) Library (Central Library) : Yes
- b) Wi-Fi Campus : Yes
- c) Classrooms with ICT facility : Yes
- d) Communication Lab. & EduSat. : Yes

10. Organization of Workshops/ Seminars / Conferences

2. Organized HEC, Panchkula sponsored One day National Seminar on the theme,

“Human Rights and Social Policy In India” under the aegis of Social Science faculty on 28th Feb. 2013.

11. Teaching Methods adopted to improve student Learning:

- Using ppt/projectors/computers for better interactive learning.
- Quiz Methods.
- Group Discussions.
- Presentations of Students.

12. SWOC Analysis of the department and Future Plans:

- 4) Strengths:** 1. Discipline and Inquisitiveness in students, Committed Faculty
2. Positive atmosphere in the college

- Weakness:** 1. Regular Faculty
2. PG Classes.

- 5) Opportunities:** 1. Emerging Scope of Social Sciences.
2. Knowledge of Social Development
3. Sensitive to Social Needs and Problems.

- 6) Constraints:** 1. Most of the opportunities are for PG students.
2. Lack of progressive NGO's in town.
3. Limited opportunities in govt. sector.

DEPARTMENT OF COMMERICAL ARTS**1. Courses offered by the Department. :**

UG : Bachelor of Arts (B.A.)

2. Details of Teaching posts :

	Sanctioned		Filled	
	Govt.	Mgt.	Govt.	Mgt.
Prof.	--	--	--	--
Asso. Prof.	--	--	--	--
Asstt. Prof.	--	01	--	01

3. Faculty Profile – adequacy and competency of faculty

S. No.	Name	Designation	Qualification	Nature of Appointment	Teaching Experience
1.	Ms. Seema Jain	Assistant Professor	M.A (Fine Arts)	Temporary	

4. **Student Teacher Ratio:** BA 1:10

5. **Students Profile programme/ course wise:**

S.No.	Name of the Course/Programme	Applications received	Selected	Enrolled		Pass Percentage
				*M	*F	
1.	B.A I	23	16	14	02	Result Awaited
2.	B.A II	11	07	01	06	100 %
3.	B.A III	08	05	00	05	100 %

6. **Diversity of Students:**

S.No.	Name of the Course/Programme	% of students from the same state	% of Students from other state	% students from abroad
1.	B.A I	100 %	Nil	Nil
2.	B.A II	100 %	Nil	Nil
3.	B. A III	100 %	Nil	Nil

7. **Details of Infrastructural Facilities:**

Following learning resources are available for the department

- a) Library (Central Library) : Yes
- b) Wi-Fi Campus : Yes
- c) Classrooms with ICT facility : Yes
- d) Communication Lab. & EduSat. : Yes

8. **Organization of Workshops/ Seminars / Conferences**

NO

9. **Teaching Methods adopted to improve student Learning:**

- Using ppt/projectors/computers for better interactive learning.

- Lecture Methods.
- Group Discussions.
- Practical's and Competitions for Students.

10. SWOC Analysis of the department and Future Plans:

7) **Strengths:** 1. Discipline and Inquisitiveness in students, Committed Faculty
2. Positive atmosphere in the college

8) **Weakness:** 1. Regular Faculty
2. PG Classes.

9) **Opportunities:** 1. Most opportunities are at PG level but still some job in
Advt.

Companies.

10) **Constraints:** 1. Most of the opportunities are for PG students.
2. Limited opportunities in govt. sector.

11. Awards/Recognitions received by Students:

S.No.	Name of the Student	Class & Rollno.	Competition/ Event	Award/Position	Event Held
1.	Taranjeet	B.A 17	Rangoli	IInd	Arya Girls College, Ambala Cantt.
2.	Preety	B.A 774	Poster Making	IIIrd	Govt. College, Chacharauli
3.	Himani	B.A 2023	Painting	IInd	Arya Kanya College, Shahbad

4.	Himani	B.A 2023	--do--	Special Prize	M.L.N. College, Ynr
5.	Himani	B.A 2023	Poster Making	Ist	M.L.N. College, Ynr
6.	Taranjeet	B.A 17	--do--	Consolation	G.N.K. College, Ynr
7.	Taranjeet	B.A 17	Collage Making	IInd	Arya Kanya College, Shahbad
8.	Jyoti	B.A 19	--do--	IInd	--do--

DEPARTMENT OF ECONOMICS

1. Courses offered by the Department. :

UG : Bachelor of Arts (B.A.)

PG : Master of Arts (Economics)

2. Details of Teaching posts :

	Sanctioned	Filled
Prof.	--	--
Asso. Prof.	--	--
Asstt. Prof.	02	02

3. Faculty Profile – adequacy and competency of faculty

S. No.	Name	Designation	Qualification	Nature of Appointment	Teaching Experience
1.	Dr. Karuna	Associate Professor	M.A, M.Phil, Ph.d	Regular	19 Yrs
2.	Ms. Punam Garg	Assistant Professor	M.A, M.Phil	Regular	22Yrs

4. Visiting Faculty:

- 1) Dr. Neera Verma, Professor, Dept. of Economic, K.U.K.
- 2) Dr. M.M.Goel, Dean Faculty of Social Sciences & Professor, Dept. of Economic, K.U.K.
- 3) Dr. Gurmail Singh, Professor, Dept. of Economic, P.U. Chandigarh.
- 4) Dr. Santosh Nandal, Professor, Dept. of Economic, M.D.U. Rohtak.
- 5) Dr. Surender Mor, Ass. Professor, Dept. of Economic, B.P.S.M.V University, Khanpur Kalan, Sonapat

- 5. Student Teacher Ratio:**
- | | |
|--------------|--------------|
| BA | 1: 18 |
| B.Com | 1: 46 |

6. Details of courses/programmes discontinued (if any) with reasons:

M.A (Economics), due to poor enrolment.

7. Publication by Faculty:

Dr. Karuna	Nil
Ms. Punam Garg	Nil

8. Students Profile programme/ course wise:

S.No.	Name of the Course/Programme	Applications received	Selected	Enrolled	
				*M	*F
1.	B.A I	18	18	11	07
2.	B.A II	20	20	14	06
3.	B.A III	15	15	07	08
4.	B.COM I	143	143	120	23
5.	B. COM III	200	200	156	44

9. Diversity of Students:

S.No.	Name of the Course/Programme	% of students from the same state	% of Students from other state	% students from abroad
1.	B.A I	100%	Nil	Nil
2.	B.A III	100%	Nil	Nil
3.	B. Com I	94.4 %	5.6%	Nil
4.	B.COM III	92.4%	7.6 %	Nil

10. Details of Infrastructural Facilities:

Following learning resources are available for the department

- a) Library (Central Library) : Yes
- b) Wi-Fi Campus : Yes
- c) Classrooms with ICT facility : Yes
- d) Communication Lab. & EduSat. : Yes

11. Organization of Workshops/ Seminars / Conferences

- 1) Organized College funded Symposium on the theme, "Indian Economy: Opportunities and Challenges.

- 2) Organized College funded Seminar on the theme, “Materialism and Moral Values” on 5th Sept., 2011 on occasion of Teacher’s Day.
- 3) Organized HEC, Panchkula sponsored One day National Seminar on the theme, “Human Rights and Social Policy In India” under the aegis of Social Science faculty on 28th Feb. 2013.
- 4) Organized HEC, Panchkula sponsored Two day National Seminar on the theme, “Development Planning and Policy Perspectives in India” under the aegis of Economic department on 7-8 Feb. 2014.
- 5) Organized HEC, Panchkula sponsored One day National Seminar on the theme, “Livelihood Security and Social Policy in India: Electoral Populism Vs Welfare State” under the aegis of Economic department on 5-6 March 2014.

12. Details of Student Enrichment Programme:

- Special Lecture on Indian Economy by Prof. M.M.Goel.

13. Teaching Methods adopted to improve student Learning:

- Using ppt/projectors/computers for better interactive learning.
- Quiz Methods.
- Group Discussions.
- Presentations of Students.

14. SWOC Analysis of the department and Future Plans:

1) Strengths:

- Experienced Faculty
- Interactive Approach of Learning
- Good Stock of Books and Journals in Library.
- Sincere Students, Smart Classrooms and Internet Facility.

2) Weakness:

- Inclination of Students towards Professional Courses rather than Traditional Courses.
- Weak Background of Students.

3) Opportunities:

- Good Employment Prospectus.

- Good opportunities to various competitive exams with Economic as option.

4) Constraints:

- Low Inclination among most of the students towards learning.
- Absenteeism.

DEPARTMENT OF HEALTH & PHYSICAL EDUCATION

1. Courses offered by the Department. :

UG : Bachelor of Arts (B.A.)

2. Details of Teaching posts :

	Sanctioned		Filled	
	Govt.	Mgt.	Govt.	Mgt.
Prof.	--	--	--	--
Asso. Prof.	--	--	--	--
Asstt. Prof.	--	01	--	01

3. Faculty Profile – adequacy and competency of faculty

S. No.	Name	Designation	Qualification	Nature of Appointment
1.	Mr. Hemraj Kaushish	Assistant Professor	M. P.Ed, M.Phil	Regular on Mgt. Post.

4. Visiting Faculty:

- a. Dr. Dalel Singh, Director, K.U.S.E, Kurukshetra University.
- b. Dr. B.S.Bhandari, Asst. Director, K.U.S.E, Kurukshetra University.

5. Student Teacher Ratio: BA 1:41

6. **Publication by Faculty:** Nil

7. **Students Profile programme/ course wise:**

S.No.	Name of the Course/Programme	Applications received	Selected	Enrolled		Pass Percentage
				*M	*F	
1.	B.A I	41	41	39	02	Result Awaited
2.	B.A II	44	44	38	06	100 %
3.	B.A III	38	38	34	04	100 %

8. **Diversity of Students:**

S.No.	Name of the Course/Programme	% of students from the same state	% of Students from other state	% students from abroad
1.	B.A I	100 %	Nil	Nil
2.	B.A II	100 %	Nil	Nil
3.	B. A III	100 %	Nil	Nil

9. **Details of Infrastructural Facilities:**

Following learning resources are available for the department

- 1) Library (Central Library) : Yes
- 2) Wi-Fi Campus : Yes
- 3) Classrooms with ICT facility : Yes
- 4) Communication Lab. & EduSat. : Yes

10. **Organization of Workshops/ Seminars / Conferences**

No

11. **Teaching Methods adopted to improve student Learning:**

- Group Discussions.
- Participation & Presentations of Students.

12. SWOC Analysis of the department and Future Plans:**1) Strengths:**

- Discipline and Co-ordination with students and faculty

2) Weakness:

- Single man dept.

3) Opportunities:

- Job Oriented.

4) Constraints: No**DEPARTMENT OF PUBLIC ADMINISTRATION****1. Courses offered by the Department. :**

UG : Bachelor of Arts (B.A.)

2. Details of Teaching posts :

	Sanctioned		Filled	
	Govt.	Mgt.	Govt.	Mgt.
Prof.	--	--	--	--
Asso. Prof.	--	--	--	--
Asstt. Prof.	--	01	--	01

3. Faculty Profile – adequacy and competency of faculty

S. No.	Name	Designation	Qualification	Nature of Appointment
1.	Dr. Mamta Sharma	Assistant Professor	M.A, Phd, NET	Temporary

--	--	--	--	--

4. Visiting Faculty:

Name	Designation
Dr. Meenu Kapoor	H.O.D Public Administration
Dr. Iqbal Singh	Associate Professor, Guru Nanak Khalsa College, Yamunanagar.

5. Student Teacher Ratio:

BA I	1:37
B.A II	1:33
B.A III	1:30

6. Publication by Faculty: Two

S. No	Name of faculty	Number of publications					Total
		National	International	Books	Review articles in edited books	Abstracts	
1.	Dr. Mamta Sharma	02	--	--	--	--	02

7. Students Profile programme/ course wise:

S.No.	Name of the Course/Programme	Applications received	Selected	Enrolled	
				*M	*F
1.	B.A I	37	37	33	04
2.	B.A II	33	33	29	04
3.	B.A III	30	30	22	08

8. Diversity of Students:

S.No.	Name of the Course/Programme	% of students from the same state	% of Students from other state	% students from abroad
1.	B.A I	100 %	Nil	Nil
2.	B.A II	100 %	Nil	Nil
3.	B. A III	100 %	Nil	Nil

9. Details of Infrastructural Facilities:

Following learning resources are available for the department

- 1) Library (Central Library) : Yes
- 2) Wi-Fi Campus : Yes
- 3) Classrooms with ICT facility : Yes
- 4) Communication Lab. & EduSat. : Yes

10. Organization of Workshops/ Seminars / Conferences

No

11. Teaching Methods adopted to improve student Learning:

- Lecture Method.
- Quiz Method.
- Group Discussions.
- Assignment and Presentations of Students.

12. SWOC Analysis of the department and Future Plans:**1) Strengths:**

- Smart classrooms, Co-operation among Faculty and students.
- Good stock of Books in the college

2) Weakness:

- Regular Faculty
- PG Classes.

3) Opportunities:

- Good opportunities for students as Emerging Scope of Social Sciences.

4) Constraints:

- Most of the opportunities are for PG students.

DEPARTMENT OF MATHEMATICS**1. Courses offered by the Department. :**

UG : B.Com

B.C.A.

2. Names of interdisciplinary courses and the departments/units involve

UG : Mathematics in B.Com.in Commerce Dept.

3. Details of Teaching /Non-Teaching posts :**a. Teaching**

	Sanctioned		Filled	
	Govt.	Mgt.	Govt.	Mgt.
Prof.	--	--	--	--
Asso. Prof.	--	--	--	--
Asstt. Prof.	01	02	Nil	02

b. Non-Teaching

	Sanctioned		Filled	
	Govt.	Mgt.	Govt.	Mgt.
	--	--	--	--

4. Faculty Profile – adequacy and competency of faculty

S. No.	Name	Designation	Qualification	Nature of Appointment	Teaching Exp.
1.	Mr. Vishesh Bansal	Asst.Professor	M.Phil	Regular of Mgt. Post	

- 5. Student Teacher Ratio :**
B.Com 1:
BCAI 1:

6. Learning resources of the Dept. – Library, computers , laboratories and other resources:

Following learning resources are available for the department

- 1) Books in the library : Yes
- 2) Computers : Yes
- 3) Printers : Yes
- 4) LCD's : Yes
- 5) Visualizer : Yes
- 6) Interactive Panel : Yes
- 7) Interactive Board : Yes

7. Modern teaching methods adopted in leading learning.

Following learner-centered teaching methods and use of ICT is made by the department

- 1) Computers & Broadband Internet Connection
- 2) PowerPoint Presentation
- 3) LCD projector
- 4) Visualizer
- 5) Interactive Board

6) Interactive Panel

8. Percentage of Lectures Delivered and Pratical Classes Handled by Temporary Faculty:

BCom 100 %

BCA 100 %

9. Awards/Recognition Received by Faculty and Students: Nil

10. Students Profile programme/ course wise:

S.No.	Name of the Course/Programme	Applications received	Selected	Enrolled	
				*M	*F
1.	BCA I	09	09	06	03
2.	BCA II	18	18	15	03
3.	BCA III	28	28	26	02

11. Diversity of Students:

S.No.	Name of the Course/Programme	% of students from the same state	% of Students from other state	% students from abroad
1.	BCA I	58 %	42 %	Nil
2.	BCA II	34 %	66 %	Nil
3.	BCA III	60 %	40 %	Nil

12. List of Publications after last accreditation:

Mr. Vishesh Bansal

Papers Published:

1. On $\phi - |N, Pn|$ Summability factor of Infinite Series, IJREAS, Vol. 3, Issue 10, Oct. 2013, ISSN 2249-3905.
2. Multipliers for the $\phi - |c, \alpha| k$ Summability of Infinite Series, IJREAS, Vol. 3, Issue 8, August 2013, ISSN 2247-3905.

3. CODING Theorems for the R-Norm Information measure, GE-IJER, Vol. 2, Issue 1, Jan. 2014, ISSN-2321-1717.
4. The R-Norm Information measure with Coding Theorems, GE-IJER, Vol. 2, Issue 1, Jan. 2014, ISSN-2321-1717.
5. Alegebraic and Analytic Properties of Hr(P), EPJHR, Issue 1, Jan-Jun 2013, ISSN No. 2348-5973.

Books Published:

1. Elements of Business Mathematics BBA I Sem. Jeevansons Publication, ISBN No. 978-81-9095-4-9.
2. Business Mathematics B.Com I Sem. Rising Star Publication.

(b) Lecture Delivered and Paper Presented in Workshop/Seminar/ Conferences.

1. “Imminent Opening up of Higher Education in India: A Vision for the future”, UGC Sponsored National Seminar at Maharaja Agrasen College, Jagadhri on 24- 25th Sept. 2008.
2. “Mathematics and its Inter-disciplinary Application”, DGHE Sponsored National Seminar at D.A.V.College, Pehowa, Kurukshetra on 25-26th Feb. 2014.
3. Attended International Conference at MAIMT, Jagadhri on 8th May, 2010 on the theme, “Innovative Practices in Management and IT for Excellence”.
4. Attended Faculty Development Program on the theme, “Management Teacher-2015: New Age Teacher” organized by AIMS, Hyderabad on 19 th July at MAIMT, Jagadhri.

13. Teaching Methods adopted to improve student Learning:

- Presentations of Students.
- Seminar Presentations of Students.
- Usage of Audio-Visual System.
- LCD Projector/Power Point Presentations.

14. SWOC Analysis and Plan of action of the department for the next five years

1) Strengths:

- Well equipped Labs.
- Active Students participation in departmental decision making.
- Wi-Fi Campus.
- Installed Windows-8 OS.

2) Weakness:

- Self-finance course.

3) **Opportunities:** Nil

4) **Constraints:**

- Permanent Faculty.

15. Plan for Next Five Years:

- Technological Enhancement of Department Quality and Quantity-wise.
- Establishment of separate placement cell of department.
- More collaboration with the companies for better placement of students.

DEPARTMENT OF ENGLISH

1. Courses offered by the Department. :

UG : Bachelor of Arts (B.A.)

2. Details of Teaching posts :

	Sanctioned	Filled	Vacant
Prof.	--	--	--
Asso. Prof.	--	--	--
Asstt. Prof.	02	01	01

3. Faculty Profile – adequacy and competency of faculty

S. No.	Name	Designation	Qualification	Nature of Appointment	Teaching Experience
1.	Sh. Sandeep Kumar Sheoran	Assistant Professor	M.A., M.Phil, UGC-NET	Regular	5 Years
2.	Ms. Sonam Katyal	Assistant Professor	M.A., M. Phil., UGC-NET	Temporary	4 Years

4. **Student Teacher Ratio** : 1: 41

5. **Publication by Faculty** :

S. No	Name of faculty	Number of publications					Total
		National	International	Books	Review articles in edited books	Abstracts	
1.	Sh. Sandeep Kr. Sheoran	--	08	--	--	--	08
2.	Ms. Soman Katyal	--	02	--	01	02	05

6. List of Publications after last accreditation:

Mr. Sandeep Kr. Sheoran: Research Papers Published in Research Journals

Sr. No.	Title of the Research Paper	Name of the Research Journal	Editor	Vol., Issue, Year	ISSN
1.	Search for Identity in V.S. Naipaul's <i>The Mystic Masseur</i>	Indian Ethos	Dr. S.D. Sharma	Vol. 2, Issue 1, 2012	2249-4324
2.	Anarchy, Chaos and Struggle for Identity in V.S. Naipaul's <i>A Bend in the River</i>	Pramana	Dr. S. Ram	Vol. 1, Issue 4, 2012	2249-2976
3.	Journey to Self in Raja Rao's <i>The Serpent and the Rope</i>	Absurd	Dr. S. Ram	Vol. 1, Issue 1, 2013	2319-7048
4.	Linguistic Experiments in Salman Rushdie's <i>Midnight's Children</i>	Absurd	Dr. S. Ram	Vol. 2, Issue 2, 2013	2319-7048
5.	The Neo-colonial Trap in V.S. Naipaul's <i>Guerrillas</i>	MIT International Journal of English Language and Literature	Dr. Sugandha Aggarwal	Vol. 1, Issue 1, 2014	2347-9779
6.	Exile and Adjustment in Manju Kapur's <i>The Immigrant</i>	International Journal of Multicultural Literature	Dr. K.V. Dominic	July Issue, 2014	2231-6248
7.	Moral Concerns in Rohinton Mistry's <i>Such a Long Journey</i>	Labyrinth	Dr. Lata Mishra	Oct. Issue, 2014	0976-0814

8.	Women and Diaspora: Trap or Liberty	K.V.A. D.A.V. International Journal			Accepted
----	----------------------------------------	-------------------------------------------	--	--	----------

7. Changes made in the courses or programs during the past two years and the contribution of the faculty to those changes.

Syllabi of B.A. Part- I, II and III has been revised by the University from July -2010, 2011 and 2012 respectively due to introduction of Semester System at undergraduate level.

8. Learning resources of the Deptt. – Library, computers , laboratories and other resources:

Following learning resources are available for the department

- a) Books in the library : Yes
- b) Manual / Charts/ Maps : Nil
- c) Journals : Yes
- d) Generator : Nil
- e) Smart Class Room Facility : Three Classrooms

9. Modern teaching methods adopted in leading learning.

Following learner-centered teaching methods and use of ICT is made by the department

- q) Lecture Method
- r) Problem solving Approach.
- s) Use of computers / internet to furnish more information.
- t) Power Point presentation
- u) Group Discussions, Assignment, tutorial discussions etc.
- v) Participative teaching learning/ class seminars.

10. Participation of teachers in academic and personal counseling of students :

College assesses the student's needs in terms of knowledge and skills before the commencement of the session as most of the students comes from rural background, for this induction programs are given to the students before the commencement of the classes. Remedial Classes for the weak & poor students are conducted. Tutorials are

also given to the students. Time table of the tutorials session is prepared by the faculty members and displayed on the departmental notice board. Students use to discuss their subject problems with their teachers, also the discussion about progression to higher education and placements are done.

11. Details of faculty development programs and teachers who have been benefited :

Nil

12. Participation/ Contributions of teachers to the Academic activities including teaching, consultancy and Research:

Participation of faculty members in National / International Conferences/ Symposia etc.

S. No	Name of the faculty Member	Conference/ Symposia			Attended/ Participated Only	Attended and Presented Paper
		National	International	Total		
1.	Sh. Sandeep Sheoran	07	01	08	00	08
2.	Ms. SonamKatyal	02	0	02	00	02

13. Lecture Delivered and Paper Presented in Workshop/Seminar/ Conferences:

1. Sandeep Kr. Sheoran

Sr. No.	Date	Title of the Research Paper Presented	Place	Sponsoring Body	National/International
1.	Nov. 7-9, 2012	Forms of Oppression in Arundhati Roy's <i>The God of Small Things</i>	Hindu College for Girls, Jagadhari	U.G.C. New Delhi	International
2.	Dec. 6-7, 2012	Emergence of New Woman in Tagore's <i>Chokher Bali</i>	D.A.V. College for Girls, Yamuna Nagar	U.G.C. New Delhi	National
3.	March 7-8, 2013	Indian Women's Autobiographies: A Critical Study	S.M. College, Palwal	U.G.C. New Delhi	National
4.	March 16, 2013	Learning English as a Second Language in Indian Perspective	Aggarwal College, Ballabgarh	Director General of Higher Education	National

				(Hry.)	
5.	March 23-24, 2013	Dalit Literature: Theory and Practice	Govt. P.G. College, Ateli	U.G.C. New Delhi	National
6.	Jan. 29-30, 2014	Indianization of English and Future Prospects	D.N. College for Women, Kurukshetra	Director General of Higher Education (Hry.)	National
7.	Feb. 07, 2014	Position of Women in Diaspora	K.V.A. D.A.V. College for Women, Karnal	Director General of Higher Education (Hry.)	National
8.	March 28-29, 2014	Problems of Literary Translation	Hindu College for Girls, Jagadhari	Director General of Higher Education (Hry.)	National

Ms. Sonam Katyal

1.	Feb. 07, 2014	Portrayal of Subaltern in Mulk Raj Anand's <i>Untouchable</i>	K.V.A. D.A.V. College for Women, Karnal	Director General of Higher Education (Hry.)	National
2.	March 28-29, 2014	Translation and Power: The Indian Context	Hindu College for Girls, Jagadhari	Director General of Higher Education (Hry.)	National

14. Organisation of Workshops/ Seminars / Conferences. Nil

15. Research guidance rendered by faculty members. N.A

- No. of faculty members who acted as a Resource persons in National Seminars/ Conferences/EduSat.

SNo	Name of the Faculty	Topic of Talk/Recording	Name of College/Institute
1.	Sh. Sandeep Kr. Sheoran	Shakespeare's Play "Macbeth"	Hindu Girls College, Jagadhri

16. Departmental Activities

2012-13

- Organized Essay Writing Competition in October 2012.

2013-14

- Organized Declamation Contest on the TOPICS OF GENERAL Awareness on 5th March 2014.

17. Priority areas for Research and details of the ongoing projects, important and noteworthy publication of the faculty, during previous years:

Priority areas of Research

S. No.	Name of the Faculty	Priority research areas
1.	Sh. Sandeep Sheoran	Post-Colonial and Diasporic Literature
2.	Ms. Sonam Katyal	Indian Literature in English

Ongoing research projects: Nil

18. Faculty as Member of Professional Body

No

19. Placement record of the past students and the contribution of the department to aid student placement.

- More than 80% graduates opt for post graduate or other professional courses.
- Our alumni are working on key positions in various organizations and give lift to our students in placements.

DEPARTMENT OF HINDI

1. Courses offered by the Department. :

UG : Bachelor of Arts (B.A.)

PG : Master of Arts (M.A)

2. Details of Teaching posts :

	Sanctioned	Filled	Vacant
Prof.	--	--	--
Asso. Prof.	--	--	--
Asstt. Prof.	02	02	--

3. Faculty Profile – adequacy and competency of faculty

S. No.	Name	Designation	Qualification	Nature of Appointment	Teaching Experience
1.	Dr. G.B. Gupta	Associate Professor	M.A., M.Phil, PhD	Regular	27 Years
2.	Dr. Bahadur Singh	Associate Professor	M.A., M. Phil., PhD	Regular	

4. Teacher/Student Ratio : 1:50

5. Publication by Faculty :

S. No	Name of faculty	Number of publications					Total
		National	International	Books	Review articles in edited books	Abstracts	
1.	Dr. G.B. Gupta	--	--	--	--	--	--
2.	Dr. B. Singh	--	--	04	02	--	06

(i) List of Publications after last accreditation: Dr. Bahadur Singh**(a) Books: Four**

1. Bhasha Vigyan.
2. Batau ki khat.
3. History of Hindi.
4. Raj Bhasha Hindi.

(b) Research Papers Published in Research Journals

Sr. No.	Title of the Research Paper	Name of the Research Journal	Editor	Vol., Issue, Year	ISSN
1.	Adhunikikaran avm vighit muyle : Hindi Sahitya	Sodh-Shamshika Aur Mulkan	Dr. Rajbir Singh	Vol. 6, April-May, 2009	--
2.	Nagaarjun ki yatharth drishti	Sabd Srokar	Dr. Hukum Chand Rajpal	Dec.-Jan. 2008-09	--

6. Changes made in the courses or programs during the past two years and the contribution of the faculty to those changes.

Syllabi of B.A. Part- I, II and III has been revised by the University from July -2010, 2011 and 2012 respectively due to introduction of Semester System at undergraduate level.

7. Students Profile

S.No.	Year	BA I	BA II	BA III	M.A	Total
1.	2010-11	104	71	74	29	278
2.	2011-12	135	69	54	18	276
3.	2012-13	151	80	44	26	301
4.	2013-14	104	88	70	15	277

8. Learning resources of the Deptt. – Library, computers , laboratories and other resources:

Following learning resources are available for the department

- a) Books in the library : Yes
- b) Manual / Charts/ Maps : Nil
- c) Journals : Yes
- d) Generator : Nil
- e) Smart Class Room Facility : Three Classrooms

9. Modern teaching methods adopted in leading learning.

Following learner-centered teaching methods and use of ICT is made by the department

- w) Lecture Method
- x) Problem solving Approach.
- y) Power Point presentation
- z) Group Discussions, Assignment, tutorial discussions etc.
- aa) Participative teaching learning/ class seminars.

10. Participation of teachers in academic and personal counseling of students :

College assesses the student's needs in terms of knowledge and skills before the commencement of the session as most of the students comes from rural background, for this induction programs are given to the students before the commencement of the classes. Remedial Classes for the weak & poor students are conducted. Tutorials are also given to the students. Time table of the tutorials session is prepared by the faculty members and displayed on the departmental notice board. Students use to discuss their subject problems with their teachers, also the discussion about progression to higher education and placements are done.

11. Details of faculty development programs and teachers who have been benefited :
Nil

12. Participation/ Contributions of teachers to the Academic activities including teaching, consultancy and Research:

A) Participation of faculty members in National / International Conferences/ Symposia etc.

Dr. Bahadur Singh

1. Presented a research paper entitled “Information Technology Age and Scope of Hindi” , at Arya Girls College, Shahbad in National Seminar sponsored by DGHE, Panchkula on 26/03/2010.
2. Presented a research paper entitled “ Functional and Occupational Hindi” , at Guru Nanak Girls College, Yamunanagar in National Seminar sponsored by DGHE, Panchkula on 25-26th Nov. 2010.
3. Presented a research paper entitled “Itihas Bodh Aur Hindi Sahtiya” , at Rajasthan University, Jaipur in National Seminar sponsored by UGC, New Delhi on 11-12th Feb. 2011
4. Presented a research paper entitled “Hindi Sahtiya Mein Manav Adhikar” , at S.D.College, Ambala Cantt in National Seminar sponsored by UGC, New Delhi on 11-12th August 2011.
5. Presented a research paper entitled “Poet Agya’s Views about Life and Literature” (Hindi) , at Kurukshetra University, Kurukshetra in National Seminar sponsored by DSGHE, Panchkula on 13th April 2011.
6. Presented a research paper entitled “Cutural History of Rajasthan” (Hindi), at Rajasthan University, Jaipur in National Seminar sponsored by UGC, New Delhi on 27-28th Jan. 2012
7. Presented a research paper entitled “ Post-Independence Hindi Poetry” (Hindi) , at Govt.College, Chhchhrauli, Yamunanagar in National Seminar sponsored by DGHE, Panchkula on 28/03/2013.
8. Presented a research paper entitled “Historical Literary Perspectives on Peasants and Women” , at M.A. College, Jagadhri, Yamunanagar in National Seminar sponsored by UGC, New Delhi on 19-20th Oct. 2012.

9. Presented a research paper entitled “Saint Literature of Haryana In Era Globalization” (Hindi) , at Kurukshetra University, Kurukshetra in National Seminar sponsored by Haryana Sahitya Academy, Panchkula on 11th April 2013.

13. Awards/Recognition to Faculty:

Dr. Bahadur Singh

1. ‘Sahitya Mahopadhyaya’, Hindi Sahitya Sammelan, Prayag(Allahabad), Uttar Pradesh.
2. ‘Praful Chandra Rai’ Honour bestowed by Academy of Bengalee Poetry, Kolkatta.
3. ‘Hindi Bhasha Bhushan’ Honour bestowed by Sahitya Mandal, Nathdwara, Rajasthan.

***** End *****