



Yearly Status Report - 2019-2020

Part A

Data of the Institution

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

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

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	https://erp.mac.ac.in/IOAC/naac/view.ashx?i=n2018-19_p1_250.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://erp.mac.ac.in/IOAC/naac/view.ashx?i=n2019-20_p1_243.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B++	80.2	2004	08-Jan-2004	07-Jan-2009
2	B	2.29	2015	01-May-2015	30-Apr-2020

6. Date of Establishment of IQAC	15-Jul-2004
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Planning of Activity Calendar	15-Jul-2019 365	859
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Director Higher Education	Salary Grant	Director Higher Education	2019 365	28242300

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

Yes

Upload latest notification of formation of IQAC

[View Link](#)

10. Number of IQAC meetings held during the year :

4

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

Yes

Upload the minutes of meeting and action taken report

[View Uploaded File](#)

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

No

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

1. NCC Girls Wing was started

2. Student Enrichment Programmes were organised

3. Students were sensitized through Community Interaction Programmes.

4. Stress was given on enhancement of students' job skills through Career oriented Programs.

5. Placement drives in collaboration of outside agencies were organised.

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

Plan of Action	Achievements/Outcomes
Finding out quick solutions for different components of teaching-learning during pandemic lockdown	The immediate tool sought was sending recorded lessons through college web portal and social media groups as a platform to substitute inclass lectures. However the faculty very quickly learned and adopted video conferencing platforms for faculty interaction and for interaction with students.
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14. Whether AQAR was placed before statutory body ?

Yes

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

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

Yes

Date of Visit

18-Mar-2015

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

Date of Submission

16-Mar-2020

17. Does the Institution have Management Information System ?

Yes

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

The College has an MIS which works through ERP (Enterprise Resource Planning) system. This Management Information System have following 19 modules. 1) Administration Module 2) Master Module 3) Subjects Module 4) Registration Module 5) Admission Module 6) Fees Module 7) Examination Module 8) Student Attendance Module 9) Inventory Module 10) Report Module 11) Backup Module 12) Email/SMS Module 13)

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

us analyse and facilitate strategic and operational activities. For example MIS with regard to

- Daily absent report of staff
- Monthly absent report of students
- SMS/alert service for faculty and staff
- Departmental information is accumulated in the office and analysed in the meetings.

Principal also apprises of the management informally and in governing body meetings in the presence of staff representatives. The suggestions or the comments, if any, are communicated to the faculty and a process of reforms, if needed, goes on with further feed back to the heads of departments/principal/management.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

Maharaja Agrasen college with the vision of all- around development of students is affiliated with Kurukshetra University, Kurukshetra. The Curriculum is all set by the university. It uploads the annual calendar at the beginning of every academic year on its website. For the successful and timely implementation of the curriculum, each department conducts departmental meeting where workload distribution among faculty members is decided. The timetable incharge prepares time-table after discussion with the departmental heads at the beginning of each semester. Departmentwise activity calendar is also decided in advance which includes extra-curricular activities like quiz, power point presentations, group discussion etc. which are arranged to develop the personality and communication skills of the students and make them job worthy. Different methods followed for CIE are presentations, assignments, revisionary tests etc. and students are discussed their shortcomings and are given tips to improve them. The schedule for the internal evaluation is displayed at the college website, circulated in classes and are also displayed on notice boards. In this session, due to corona lockdown, college web portal was updated and extensively used to upload study material. in addition, a number of social media channels like Whatsapp groups, Google Meet links, Google Classrooms , YouTube lectures etc. were also used by all teachers for all classes for keep going teaching & other information sharing. Uploading of study material and Important questions were regularly shared with students online. Students were also informed about the CIE schedule through these social media channels .

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
1	29/12/2019	35
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	COMPUTER APPLICATION	31
BCom	TAX	17
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>The College has an informal feedback system since long but IQAC has formalized it, structured a format and requested all the stockholders to elicit feedback on regular basis. Feedback helps an institution to come across its strengths and weaknesses which further helps in making improvements. Obtaining of feedback from students, teachers, alumni, employers and parents at the end of academic session is an annual feature of the college. Because teaching learning outcome can be known through this process only. In 2019-20, due to corona lockdown, the feedback was received in online mode. Google Forms with some basic information about the respondent and specific questions on parameters like syllabus position, communication and interaction in the class, quality of curricular co-curricular activities, motivation by teachers to participate in</p>

such activities, satisfaction of students etc. was prepared and shared with the prospective respondents through whatsapp groups of students. Analysis of question is automatically done. But the important part is that feedback outcome was discussed among the departmental teachers so that improvements could be done accordingly. There is an another method of obtaining feedback formally - informally about classes and teachers by the principal during his round in classes and college campus which is discussed with concerned teachers later on. Similarly a separate feedback form was structured and shared on alumni whatsapp group to obtain feedback from them about the college and facilities available in college. Further there is a suggestion box hung just at the entry of corridor. Students as well as teachers are free to give any suggestion by putting a slip in that suggestion box.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Arts	160	146	146
BCom	Commerce	160	108	108
BCom	Computer Application	60	35	35
BSc	Computer Science	60	6	6
MA	Economics	40	6	6
MA	Hindi	40	12	12
MCom	Commerce	60	60	60

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	723	136	17	0	13

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
31	31	259	25	2	4

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

We as an Institute follow a very Transparent, Friendly and open system of relationship with the students. We believe that teachers are the second parents and it has been observed that many times students feels it comfortable to share his/her issues with their teachers rather than sharing them with their parents so we have a formal as well as informal set up for the same like we organises fortnightly meet with the students to discuss issues and share new changes happening around. It is on class basis. The mentor spares time on every second and fourth Saturday of the month in the last hour of the college i.e. 1.30 onwards in the respective classroom and various planned and unplanned issues are taken up. Many times the students come up with welfare acts and issues that are further taken in the coming programs. Issues related to subjects, topics and personal issues are also taken. As an informal set up the students can talk to their mentors any time during working and even non working hours. Whatsapp groups are also made at the level of every class and time to time information is shared on the same. Students raise issues on those groups also.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
859	31	1:28

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

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

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2020	Dr Vijay Chawla	Assistant Professor	Award for Contribution Towards mitigation of Covid. NS
2019	Dr Virender Singh Dhillon	Assistant Professor	UGC-IUCIIAS, Associate Fellowship, Shimla
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	Arts	VI Sem	20/08/2020	02/11/2020
BCom	Commerce	VI Sem	20/08/2020	05/11/2020
MA	Hindi	IV Sem	20/08/2020	14/12/2020
MCom	Commerce	IV Sem	20/08/2020	14/12/2020
MA	Economics	IV Sem	20/08/2020	14/12/2020
BSc	B.Sc NM	VI Sem	20/08/2020	02/11/2020
BSc	B.Sc C.SC	VI Sem	20/08/2020	02/11/2020

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

The college strictly follows the evaluation system established by the university but still for the continues enhancement of the students we have developed a mechanism to evaluate the performance of the students. Regular class tests are conducted for the students on weekly, fortnightly and monthly basis and the results are discussed with the students to ensure further improvement. Two tests in one semester are a mandate from the university as the marks are to be included in the calculation of the internal assessment of the student. But we have developed an Internal System which is based upon the pattern of the University. The college follows the system of Internal Assessment which is of 20 Marks. It is divided into two assignments of 5 Marks each, on test of 5 marks and 5 marks for the attendance. This year due to pandemic the system suddenly changes and as per the directions of the university the college managed to conduct the examinations of all the final year students on time and with complete accuracy.

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

The college strictly follows the academic calendar prescribed by the University for the smooth and efficient conduction of the classes. The tenure of classes are fixed as per the teaching days are given in the same. Although the college makes space for the conduction of various activities and additional classes just like classes for the slow learners, bridge course are settled according to the need of the students and proper space is made in colleges academic schedule. This year because of the pandemic the academic calendar got disturbed and the exams which were supposed to held in the month of April/May they were shifted to September. The students were well informed about the methods and techniques of appearing in the examination and also various instruction were issued time to time.

2.6 – Student Performance and Learning Outcomes

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

https://erp.mac.ac.in/IOAC/naac/view.ashx?i=n2019-20_c2_146.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BA	BA	Arts	48	46	95.83
B Com	BCom	Commerce	123	121	98.37
MA Eco	MA	Economics	3	3	100
MA HIndi	MA	Hindi	4	4	100
M Com	MCom	Commerce	49	48	97.95
B Sc Non Med	BSc	Non Medical	2	2	100
B Sc C SC	BSc	Computer Science	2	2	100

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://erp.mac.ac.in/IOAC/naac/view.ashx?i=n2019-20_c2_216.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	365	Sita ram Jindal Foundation	1.6	1.6

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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
National Seminar on "Water Conservation: Current Issues and Future Challenges"	NSS	11/01/2020
National Seminar on the Theme "Application of mathematics in Science and Technology"	Mathematics Department	28/01/2020
National Webinar on the Theme "Covid-19 and the Future of Higher Education"	Commerce Department	15/05/2020
Webinar on the Theme, "Insurance Sector: Changing Scenareo Post Covid"	Commerce Department	26/05/2020
National Webinar on the theme "Life before and after Covid-19"	NSS	28/05/2020
National Webinar on the Theme, Current State of Indian Economy: Challenges Posed by COVID-19	Economics Department	29/05/2020
International Event on the Theme, "Insights into Yoga"	IQAC, Department of Commerce and Training Placement Cell	18/06/2020
Three Days Online National Level Yoga Workshop	NCC NSS	20/06/2020

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
N.A	N.A	N.A	Nil	Nil
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
N.A	N.A	N.A	Nil	Nil	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
HISTORY	2
MATHS	1
LIBRARY	1
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	5	121	0	0
Presented papers	2	4	0	0
Resource persons	0	1	2	1

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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
NSS, LEGAL LITERACY, NCC, ELE CELL, YRC, YCAD	NSS, DLSA, YNR DEO, YNR	16	1824

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NSS	NSS-AWARD OF RECOGNITION	KURUKSHETRA UNIVERSITY, KURUKSHETRA	102

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NSS, LEGAL LITERACY, NCC, ELE CELL, YRC, YCAD	NSS, DLSA, YNR DEO, YNR	AWARENESS RELATED ACTIVITIES	16	1824

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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Linkage for Legal Literacy Awareness	27 students participated in Legal Literacy Awareness	Own Financial Support	1
Linkage for Legal Literacy Awareness	05 students participated in	Own Financial Support	3

	Training Course for Para Legal Volunteers DLSA, Yamunanagar		
Collaboration for Blood Donation Camp	200 Faculty and Students Donated Blood	Own Financial Support	1
Linkage for Anti-Ragging for Awareness	26 students participated Training Programme on Anti-Ragging Measures & Laws	Own Financial Support	1
Collaboration for Seminar Organization for Creating Awareness about Population Pakhwada	41 students participated in Seminar of Awareness about Population Pakhwada	Own Financial Support	1
Collaboration for Blood Donation Camp	150 Faculty and Students Donated Blood	Own Financial Support	1
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Project word/ Internship	Project word/ Internship	Chartered Accountant of Yamunanagar and Others Industries	01/10/2019	30/06/2020	48
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
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38	52.75
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4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Classrooms with Wi-Fi OR LAN	Existing
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
WebLib	Fully	4.5	2012

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	32475	4165860	187	40538	32662	4206398
Reference Books	1594	399936	20	4058	1614	403994
e-Books	0	0	195000	5750	195000	5750
Journals	16	25355	15	19900	31	45255
e-Journals	0	0	3200	0	3200	0
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

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

4.3.1 – Technology Upgradation (overall)

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

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

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

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
2.4	3.59	12	1.1

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

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

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

Important committees working in the college are Library Committee, Purchase Committee, Construction Committee, Campus Maintenance Committee and Disposal Committee. All departments regularly review the need for addition or dispose of equipments/items followed by an annual stock taking and stock verification exercise. The college auditorium is best utilized for annual convocation, honors conferring function, PDP, cultural programs, seminars etc. The college allows its premises to be used as examination centre also for various government examinations. The college also organizes its social outreach programs like computer literacy program for senior citizens, school students from surrounding suburbs etc. during vacations and examination time. The library ensures the use of its content and facilities by issuing of books to the needy and poor students for a full semester, making arrangements for new edition books for meritorious students, displaying of new arrivals, newspaper cuttings, issuing of text books/reference books, CD/DVD, magazines, journals and newspapers for various competitive exams. College has

the 60 pcs with original Microsoft Windows-8 with latest configuration and technology.

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

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Haryana Government Scholarship	60	663895
Financial Support from Other Sources			
a) National	Sita Ram Jindal Scholarship	30	136036
b) International	NIL	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
A Session on "Building a Good Resume"	23/09/2019	70	Placement Cell
A Session on How to prepare for Placements	17/09/2019	95	Placement Cell
A Lecture on Jobs and Opportunities in Banking and Financial Sector	10/09/2019	80	Placement Cell
Mock Banking Exam	29/08/2019	300	Placement Cell
Yoga Event	18/06/2020	30	Department of Commerce
Organised Classes on Finance and Communication	28/02/2020	90	Placement Cell
A Session on Career Aspects and Skill Set Requirement	23/09/2019	85	Placement Cell
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive	Number of benefited students by career	Number of students who have passed in the comp. exam	Number of students placed

		examination	counseling activities		
2019	Leadership training Camp	8	8	0	0
2019	Session on Career Aspects and Skill Set Requirement	56	56	1	0
2019	Session on Resume Making	70	70	0	0
2019	Session on how to prepare for placement	80	80	0	0
2019	Session on how to prepare for placement	90	90	0	0
2019	Mock Banking Exam	300	300	0	0
2019	Genpact	45	45	0	15
2019	eclerx Chandigarh	33	33	0	11
2020	eclerx Chandigarh	16	16	0	8
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
4	4	3

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Genpact	45	15	NA	0	0
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
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2019	28	B.Com.	Commerce	Maharaja Agrasen Maha vidyalya, Jagadhri	M.Com
2019	8	BA	Arts	Maharaja Agrasen Maha vidyalya, Jagadhri	MA Hindi
2019	3	BA	Arts	Maharaja Agrasen Maha vidyalya, Jagadhri	MA Economics
2019	2	B.Com	Commerce	MAIMT, Jagadhri	MCA
2019	1	B.Com.	Commerce	MAIMT, Jagadhri	MBA
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

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

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

Activity	Level	Number of Participants
Annual Sports Meet	Institutional	150
Teej Festival celebration	Institutional	30
Cultural Programme at Independence Day Celebration	Institutional	12
Talent Hunt	Institutional	150
Online Yoga competition	Institutional	220
Yoga event on International Yoga Day	Institutional	350
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5.3 – Student Participation and Activities

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

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

The representatives of students participate in various decision making, organizes festival celebration like Teej, lohri, holi, performs discipline duties in various functions and becomes part of organizing committee of college functions. Many students do anchoring during functions like farewell, fresher party, Declamation and Quiz etc. During the year 2019-20, students representation and engagement are ensured by forming History Society 2020-21, student members in the Editorial Board for the college Magazine " Nawaldeep ", and in NSS Advisory Board. During mid of the session there was lockdown due to covid -19 pandemic.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

2280

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

40350

5.4.4 – Meetings/activities organized by Alumni Association :

Guest lecture by our Alumni on 18-09-2019 :One of our Distinguished Alumni Mr. Rajat bagga Session 2012. Delivered guest lecture on 18-09-2019 on topic GST. Another Guest lecture by our Alumni (15-02-2020) :Mr. Umesh Arora, Popularly known as English guru and a renowned motivational speaker delivered a lecture on the topic "Personality Development and communication skills for carrier building The outbreak of coronavirus (COVID-19) is a novel situation that none of us has experienced earlier .There was complete lockdown in the city from 23rd march 2020 to 3rd August 2021. However, An Online virtual meeting was organised of alumni on 27-05-2020

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

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

represented by atleast one student from each class. The student committee represents the problems and grievance of students on different forum as and when required.

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

Yes

6.2 – Strategy Development and Deployment

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

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

also assigned the duty for proper conduct of examination related work, we have also designated one senior member of faculty as Controller of Examination. Examination went online mode due to COVID pandemic and faculty and other staff was trained for conducting examination efficiently.

Research and Development

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

Library, ICT and Physical Infrastructure / Instrumentation

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

Human Resource Management

Human Resource Management is well streamlined and there is a dedicated ERP which organizes and looks into various aspects related to employees and students. Various Faculty Development Programmes/Trainings are also conducted from time to time to updated the teachers as well as other staff. During COVID pandemic information was exchanged through electronic and digital mode.

Industry Interaction / Collaboration

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

Admission of Students

Centralized online admission system

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

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

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

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Dr. Karuna	<p>“Water Conservation: Current Issues and Future Challenges”</p> <p>“Applications of Mathematics in Science and Technology”</p> <p>“Livelihood Security India: Issues and Challenges</p>	<p>Dept. of Sociology Mathematics, Maharaja Agrasen College, Jagadhri</p>	0

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	Webinar	One day DHE Sponsored National Conference on 'Water Conservation: Current Issues and Future Challenges'.	11/01/2020	11/01/2020	300	Nil

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course	1	18/06/2019	01/07/2019	14

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	16	0	3

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1. Advance in case of emergency, Provident Fund. 2. ESI 3. Contribution to Labour Welfare Fund 4. Health Check-up camps 5. Emergency medical support to the staff 6. Fee concession to the wards of the staff 7. Emergency conveyance 8. Besides the above the college provide	The institution has a roberst welfare programme for the staff :- 1. Uniform to support staff, Cycle to Peon with periodic repairs, advance in case of emergency, Provident Fund. 2. ESI 3. Contribution to Labour Welfare Fund 4. Health Check-up camps 5. Emergency medical support	Merit cum Need Based Scholarship, Fee concession to girls, Medical Help in case of any emergency

all the statutory welfare facilities to the staff 9. Duty leave to attend the training programmes, seminar, conference etc.	to the staff 6. Fee concession to the wards of the staff 7. Emergency conveyance 8. Besides the above the college provide all the statutory welfare facilities to the staff	
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6.4 – Financial Management and Resource Mobilization

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

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

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Red Cross Society	14050	Blood Donation Camp
View File		

6.4.3 – Total corpus fund generated

1000000

6.5 – Internal Quality Assurance System

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

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

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

Pre Admission Counselling is given to Parents along with their wards by the College Admission Helpdesk. Parents Teacher Meetings are conducted by Mentors and concerned Teachers frequently. Parents are contacted telepathically as and when required by the mentors to discuss the progress of their wards.

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

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

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

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

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Orientation program for new students with start of new academic session	16/07/2019	16/07/2019	18/07/2019	100

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Celebration of Hariyali Teej	02/08/2019	02/08/2019	50	20
Visit of Girls Student to Saras Mela	14/02/2020	14/02/2020	25	0
Programme by Police Department to Download Durga Sakti App	05/03/2020	05/03/2020	50	0
Celebration of International Women's Day	07/03/2020	07/03/2020	65	25
Women Centric Movie - Pink was shown	06/03/2020	06/03/2020	40	25
Celebration of Girl Child Day	24/01/2020	24/01/2020	55	55

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

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

There is a large number of trees in the campus and saplings are planted every year by NCC and NSS units of the college. We create environmental awareness by organizing various activities like slogan writing competition, poster making competition, rallies, declamation contests and essay writing contests on environment related issues and planting trees annually and promoting cleanliness. Tree Plantation drive was undertaken by NSS Units of the college. Swachhta squad is promoting cleanliness. We are increasing the use of LED bulbs. the administrative office of the college and library is digitalized to a large extent and thereby saving the use of paper.

7.1.3 – Differently abled (Divyangjan) friendliness

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

7.1.4 – Inclusion and Situatedness

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

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

Title	Date of publication	Follow up(max 100 words)
Handbook of Code of Conduct	30/06/2018	Maharaja Agrasen Mahavidyalaya Jagadhri believes in creating and nurturing an environment that enables the students to make use of the diverse and rich resources of the college in the pursuit of

academic excellence and personal growth. In consonance with achieving this objective and to ensure their safety, security and well-being, the students are expected to adhere to the code of conduct. The students are expected to demonstrate the highest standards of moral and behavioural conduct not only during their stay or active association with the college but as responsible citizens throughout life, wherever they are placed.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Declamation Contest on the Principle of Non-Voilece	01/10/2019	01/10/2019	78
Declamation Contest and Guest Lecture on Universal and Ethical teachings of Swami Vivekanand	20/01/2020	20/01/2020	65
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. The campus is kept clean and green by sapling more trees and plants every year by NCC and NSS units of the college. 2. Environmental awareness is created by organizing various activities like slogan writing competition, poster making competition, rallies, declamation contests and essay writing contests on environment related issues and planting trees annually and promoting cleanliness. 3. Swachhta squad is promoting cleanliness. 4. We are increasing the use of LED bulbs. 5. The administrative office of the college and library is digitalized to a large extent and thereby saving the use of paper. 6. Use of Bicycle is encouraged.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. **TITLE OF THE PRACTICE: BLOOD DONATION CAMP** **OBJECTIVE OF THE PRACTICE:** To serve the humanity and save lives. **THE CONTEXT:** It is the regular feature of the institution to help mankind in case of any exigency. Therefore, Blood Donation Camp is organized in the college on annual basis by Youth red Cross Club, NSS and NCC Units of the College jointly. **THE PRACTICE:** The Blood Donation Camps are organized regularly by the college in collaboration with Rotary Club of Jagadhri North and District Red Cross Society, YamunaNagar which aims at saving thousands of lives and ensuring easy accessibility and adequate

supply of safe and quality blood collected from voluntary blood donors to those in need. The students and the staff are committed for blood donation during emergency requirement. These camps are enthusiastically managed by the volunteers of NSS units and other cells of college under the able guidance of worthy teachers and the College Principal. The college acknowledges the services of donors by felicitating them with appreciation certificate and a nutritious refreshment is provided to the donors as well as volunteers. In order to motivate students to donate blood, various competitions like Poster Making and Slogan Writing Competitions and other motivational Programmes are organized through out the fortnight before the organization of camp. The College Campus is decorated with beautiful posters and motivating slogans. NSS Volunteers visit the classrooms to infuse spirit of selfless service among the college students and inspire them to donate blood. EVIDENCE OF SUCCESS: On this occasion, a team of doctors and other staff from District Red Cross Society, Yamuna Nagar collected 200 units of blood in the Blood Donation Camp organized on 13-08-2019 on the occasion of birth anniversary of Former President Late Lala Desraj Goel Ji. Our alumni and staff enthusiastically participate in donating blood with their family members. For them, it is a pious day where they rejoice donating blood for social cause and feel satisfied. The contribution of the college in the blood donation movement is always recognized and acknowledged by District Red Cross Society, YamunaNagar. These camps are organized with NSS motto of Not Me But You and this is completely reflected in the overwhelming success of these camps in the college over the years. Maharaja Agrasen Mahavidyalya, Jagadhri-135003

PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED: No financial or any other resource problem is faced by the college in planning, preparation and execution of the Blood Donation Camp. 2. TITLE OF THE PRACTICE: Digitalization, Automation and E-resources OBJECTIVE OF THE PRACTICE: Improvement in efficiency governance, reducing cost, eco-friendly services and e-content development. THE CONTEXT: To keep with the pace of digitalization our institution has digitalized its administrative work with our own designed and developed ERP System with the following modules: Admin Module, Master Module, Subject Module, Registration Module, Admission Module, Exam Module, Attendance Module, Identity card module, SMS/Email Module, Result Module, Report Module, Student portal, Parents portal, Staff portal, Website Module and Library Module. THE PRACTICE: Every year an Orientation Programme is organized at the beginning of the new session to make the students aware of the rules, regulations and different digital facilities. In this programme the students learn how to use e-resources such as N-List Programme and other open learning resources. They are also made aware about the library portal of the college. The institution has Central Library which is fully automated using self-designed and developed integrated ILMS (Integrated Library Management Software). It consists of 13 modules. Each module has further been divided into sub modules to cater to its functional requirements. Through Web-OPAC users can check the availability of particular document. Users can check the list of new addition of the books through library software. Users have the facility to reserve the particular book. Users can also give their suggestions for the improvement of library facilities through OPAC. Through Web-OPAC they are able to search the library document via any angle like: title of the books, author, publisher, accession number, language and almirah rack number/classification number for location. The users can be accessed to the digital library collection using library portal via any devices like mobile, tablet, computer system etc. Every effort is done to keep library and college office infrastructure fully automated in the best interest of college students, staff and administration. Maharaja Agrasen Mahavidyalya, Jagadhri-135003

EVIDENCE OF SUCCESS: The students can access the College Portal and check the record of their attendance in classes, the status of College dues paid, result sheet of previous semester exam, lesson plan, study material and video lectures prepared by the faculty members, previous year question papers, all student circulars,

and College Magazine Nawaldeep. The College Office is fully equipped with the Office modules which helps them to operate more efficiently and effectively. The Faculty of the college can easily access e-learning resources through INFLIBNET. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED: Sufficient Financial resources are required to update the digital resources and network issues are faced sometimes.

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

https://erp.mac.ac.in/IOAC/naac/view.ashx?i=n2019-20_c7_188.pdf

7.3 – Institutional Distinctiveness

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

Maharaja Agrasen College, Jagadhri firmly believe in the dictum, "Asato Ma Sat Gamaya." This rigorous task is fulfilled by our highly qualified, sincere, motivated and dedicated teaching faculty. Our inclusive ethos and commitment to the highest standards in education has made our college shine on the map of Jagadhri, excelling both in academic and in co-curricular activities. The institution is committed to nurture the enthusiasm and overflowing energies in a positive and constructive way. Here ability and aptitude are tapped and diverse scientific tempers, aesthetics and values are recognized and celebrated. To realize this, the college provides best educational facilities, library support, eco-friendly campus and online study facilities with ERP. To help the needy and meritorious students various Govt. and Non-Govt. scholarship schemes are intimated to the students and they are provided help to avail them. Online Public Access Catalogue (OPAC) terminals are also available in the library to check the availability of the books. E- Resources can be accessed by the faculty members through INFLIBNET. E-governance is being implemented through ERP for maintenance of admission record of students and accounts data. The Accounts Branch, the Administrative Block and the Examination Branch are fully computerized with technically trained staff. The mission of MAC to provide education to the poorest of the poor has been manifested in its activities. The Pre-Admission Counselling is organised by the faculty of the college particularly focusing on SC /OBC and girl candidates. The objective of the programme is to counsel them regarding the choice of course, its outcome and employability and introduce the candidates to the process of online registration, document verification and admission, availabilities of Govt. and other stipend/scholarships. The meritorious and needy students get full set of books for the complete duration of their course. NSS volunteers and NCC Cadets are provided two extra books from the college library. In continuation to the efforts of providing employment to students, Career Counselling and Placement Cell of the college regularly organizes placement drives. The lush green and vast campus of the college is an epitome of greenery and it is due to continuing efforts of the college staff and support of the college management. The college has a large variety of trees including amla, mango, jamun and bel trees, herbal and ornamental plants. A conscious effort is made by different clubs and societies to strengthen the moral fabric and mental abilities of the students so that they become positive and enlightened individuals. The college has congenial academic environment, highly qualified, competent and committed faculty and humanitarian approach to transform creative temper and hesitant smiles blossom into young talent, vibrant and versatile.

Provide the weblink of the institution

https://erp.mac.ac.in/IOAC/naac/view.ashx?i=n2019-20_c7_189.pdf

8.Future Plans of Actions for Next Academic Year

1. Increase in Students Strength. Efforts would be made to engage school teachers and students to visit the college in order to sensitise them towards new admission procedure and to open a Counselling Desk for educating and clearing their doubts regarding choice of subjects and courses. 2. Strengthening Training and Placement Cell to conduct more training sessions towards improvement of students placements. 3. To promote social outreach programs to inculcate values. 4, To promote harmony amongst the students by celebrating various festivals of different religions. 5. Adapting to changed academic environment due to corona pandemic by the use of ICT and its training to faculty and students. 6. Creating and sharing good quality study material through online mode for the benefit of students. 7. Updating college web-portal to incorporate the changed requirements of teaching and learning in the light of the corona pandemic. 8. Strengthening Mentor Mentee relationship in the need of the hour. 10. A new garden/ park will be developed at the place of old dumping area in order to create an awareness towards the environment and at the same time beautify the campus. Link for PERSPECTIVE PLAN <https://mac.ac.in/Content.aspx?pageid90>