



YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	Maharaja Agrasen Mahavidyalya, Jagadhri
• Name of the Head of the institution	Dr. P. K. Bajpai
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01732245719
• Mobile No:	9468100769
• Registered e-mail	principalmac.bajpai@gmail.com
• Alternate e-mail	macjagadhari@gmail.com
• Address	Maharaja Agrasen Mahavidyala, Near Agrasen Chowk, Jagadhri
• City/Town	Jagadhri
• State/UT	Haryana
• Pin Code	135003
2.Institutional status	
• Affiliated / Constitution Colleges	
• Type of Institution	Co-education
• Location	Urban

• Financial Status	Grants-in aid				
• Name of the Affiliating University	Kurukshetra University, Kurukshetra				
• Name of the IQAC Coordinator	Dr. Karuna				
• Phone No.	9416991900				
• Alternate phone No.	9416991900				
• Mobile	9416991900				
• IQAC e-mail address	iqacmac@gmail.com				
• Alternate e-mail address	iqacmac@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://assessmentonline.naac.gov.in/public/index.php/hei/generateAqar_PDF/MjIyNTI=				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://erp.mac.ac.in/IOAC/naac/view.ashx?i=n2021-22_p1_289.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	B	2.29	March 2015	01/05/2015	30/04/2020
6.Date of Establishment of IQAC			15/07/2004		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Director Higher Education	Salary Grant	Director Higher Education	2021-22	13500000
Donation	Alumni Fund	Maharaja Agrasen Alumni Association	2021-22	21000
Director Higher Education	Science Exhibition	Director Higher Education	2021-22	31000

8. Whether composition of IQAC as per latest NAAC guidelines	Yes		
<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File		
9.No. of IQAC meetings held during the year	6		
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	No		
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File		
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No		
<ul style="list-style-type: none"> • If yes, mention the amount 			

11. Significant contributions made by IQAC during the current year (maximum five bullets)
<ul style="list-style-type: none"> • Promoting Career Guidance & Placement Cell for grooming students and enhancing their job skills so as to make them self-reliant. • Equipping NCC cadets for future requirements in career building by inculcating leadership traits and improving soft skills. • Extensive extra-curricular activities and social and health initiatives under

the aegis of Azadi Ka Amrit Mahotsav and Golden Jubilee of the college. • Efficiency in governance through Digital Initiatives. • Submission of AISHE data and all the pending AQARs with in time.

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

Plan of Action	Achievements/Outcomes
<p>To Strengthen Career Guidance and Placement Cell for grooming Students and enhancement of their job skills so as to help them make self-reliant</p>	<p>• Career Guidance and Placement Cell and other departments of the college organized many activities that helped polished the students and shape into a better Human Resource. Sessions related to Personality Development, Computer Proficiency, Pre interview rounds, Business Plan Competition, Resume Writing, Communication and presentation skills, Group Discussions, Typing Tests were organized. • Apart from this various other activities such as Mock Test for Banking, SSC and sessions on Various Options after Graduation were also organized so that students could plan his/her future. • In the year 2021-22 placement drives were organized with Multi-National Companies like eClerx Services, Chandigarh, Coronis IT Systems Pvt. Ltd. Mohali, Nouveu Medicament, Chennai, Bajaj Capital etc. Drives with Coronis IT Systems were conducted twice in this year. The selected students were given offer letters in a special programme named Offer Letter Distribution Function. • Workshops on theatrical and makeup skills like Abhivayakti, Alankaran I and II were organized to develop students' soft and creative</p>

skills. • NCC Unit of the college organised Guest Lectures in collaboration with NCC Unit of Gurunanak Khalsa College, Yamunanagar for NCC Cadets to update them about the Agniveer Scheme of the Government by Col. A P Sandhu and Major Harjinder Singh Kang, • 327 cadets of 14 Haryana Battalion gave NCC B Certificate Exam in the college campus. • Guest lecture by Lt Ramneek was organised on Role of Women in Defence.

Celebrating the glorious 50 years of the College

• To commemorate the 50 golden years of the college alongwith the Azadi ka Amrit Mahotsav, a new logo was designed and unveiled in a programme by dignitaries. It was decided to use on all communiques, brochures and certificates during the year. • A number of extra curricular activities were organised by all departments and cells. • Work for Golden Jubilee Park in the college premises was completed. • NCC cadets and NSS volunteers assisted in cleaning the debris from the area that helped in expedited the work of park. Staff and students also planted saplings for its beautification. • Covered vehicle parking was extended and provision for staff parking was made. • To commemorate the 50 years of the college, NCC unit of the college presented Flag Area that was also visited and appreciated by the Governing body of the college. • Golden jubilee logo and different activities of the college were exhibited by the commercial arts

	<p>students of the college through mural art. • To record the experiences of former students and faculty members in the Golden Jubilee Magazine, they were invited telephonically as well as in person. • Golden Jubilee magazine was reviewed and published. • Many trees were planted by NCC and NSS units and the Youth Red Cross Club of the college.</p>
<p>Stress on collaborative activities to increase understanding of diverse perspectives and to improve social and inter personal skills of the students</p>	<p>• Many academic programmes and social initiatives were undertaken in association with Advisor's organisation, Pune, Civil Hospital, Yamunanagar and Rotary Club, Jagadhri, State Bank of India, Uthan, Yamunanagar, Sankalapit and Alumni Association.</p>
<p>Submission of Pending AQARs</p>	<p>• All AQARs which were pending due to COVID 19 outbreak, were submitted timely within the NAAC extension period.</p>
<p>To obtain structured feedback</p>	<p>• Feedback from Alumni, Students and Teachers was taken on structured performa and analysed.</p>
<p>Focussing on NCC for personality development, leadership traits and improving soft skills of cadets so as to equip them for their future requirements in career building</p>	<p>• NCC unit of the college organized a cultural fest in college campus. • Many competitive activities were organised with the focus on personality development and building leadership traits. • To strengthen professional capabilities among students and to improve the soft skills many guest lectures were organised. • NCC Cadets undertook many social and health initiatives in the college and the community. •</p>

Cleanliness and beautification of Golden Jubilee Park was done by the NCC cadets. • Golden Jubilee of the college was celebrated in a unique way by the NCC cadets by presenting Flag area. • Blood donation camp was organised in association with the NCC unit of the college and many cadets donated the blood. • The college sent its willingness to start NCC as an Elective Subject in the college. • NCC Cadets were shown a movie Sher Shah based on the life of Param Veer Chakra awardee Captain Vikram Batra. • NCC incharge Lt. Anil Kumar received appreciation letter from commanding officer Col.S K Sharma 4Pb BN NCC and again from Col. Ajay Pal Kaushish 14 HR BN NCC. • Declamation Contest on National Integration, Social Service and Women Empowerment was organised for NCC Cadets. • A Cultural Programme was presented by NCC Cadets. • Guest lecture was organised for NCC Cadets on Challenges for National Integration given by Dr. Ramesh Kumar, Associate Professor, Government College, Bilaspur. • A Tree Plantation Drive was organised. • NCC Unit organised Guest Lectures on the Agniveer Scheme of the Government and Role of Women in Defence by Col. A P Sandhu and Major Harjinder Singh Kang and Lt Ramneek respectively.

Monitoring the teaching-learning processes and reviews and verifies the promotion cases of the members of the faculty

• Teaching and learning processes were reviewed at departmental level and in meetings with the head of the

	<p>institution. • Promotion cases of 2 teachers Mr. Gaurav Bareja and Mr. Anil Kumar were reviewed and verified for higher grades.</p>
<p>Inculcating patriotism and promoting Secularism, Comradeship and Unity among students through activities</p>	<p>• Many patriotic activities were conducted keeping in view the celebration of Azadi ka Amrit Mahotsav like Statue cleaning of freedom fighters by the students, celebration of Kargil Divas, Shahid Udham Singh Jayanti, National Youth Day.</p>
<p>Efficiency in governance through Digital Initiatives</p>	<p>• 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.</p>
<p>To strengthen the alumni connect</p>	<p>• Guest Lectures by Mr. Rakesh, Mr. Umesh Arora and Mr. Mandeep on personality development, communication and other skills were arranged.</p>
<p>AISHE Data submission</p>	<p>• AISHE data was submitted to Ministry of Education, Govt. of India on 05-01-2023 Ref. No. C-10626-2021.</p>
<p>13. Whether the AQAR was placed before statutory body?</p>	<p>Yes</p>
<p>• Name of the statutory body</p>	

Name	Date of meeting(s)
IQAC	14/12/2022
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2021-22	05/01/2023
15. Multidisciplinary / interdisciplinary	
16. Academic bank of credits (ABC):	
17. Skill development:	
18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)	
19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):	
20. Distance education/online education:	

Extended Profile

1. Programme

1.1 8

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2. Student

2.1 875

Number of students during the year

File Description	Documents
Data Template	View File

2.2 246

Number of seats earmarked for reserved category as per GOI/ State
Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 280

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 29

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 52

Number of Sanctioned posts during the year

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	8
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	875
File Description	Documents
Data Template	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	246
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	280
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	29
File Description	Documents
Data Template	View File

3.2	52
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	33
Total number of Classrooms and Seminar halls	
4.2	22.18
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	100
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Maharaja Agrasen College has the vision of imparting quality education to generations in the field of commerce and arts, along with allround development of students. Our college is affiliated with Kurukshetra University, Kurukshetra. The Curriculum is all set by the university. The college adheres to the academic calendar prepared by Kurukshetra University, Kurukshetra and uploads the annual calendar at the beginning of every academic year on its website. In accordance with these details, department-wise academic calendar is prepared and uploaded on college website. 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 academic calendar includes details of major academic events like assignments, conditional tests, revision of important topics, extra classes on need basis as well as the extra-curricular activities like quiz, power point presentations, group discussion

etc. Subject specific internal evaluation is carried out as per university norms. The schedule for the internal evaluation is displayed at the college website, circulated in classes and are also displayed on notice boards. Nowadays students are informed about the CIE schedule through social media like Whatsapp groups also. As required by the University, practical CIE is also carried out through various methods viz, oral viva-voice, project demonstrations, practicals etc.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://erp.mac.ac.in/IOAC/naac/view.ashx? i=n2021-22_c1_326.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Our college being affiliated to Kurukshetra University, Kurukshetra, adheres to the Academic Calander for the affiliated colleges, released by University at the beginning of every academic session. Keeping in view that master academic calender, academic calander for the college includes the schedule of Induction programme for new entrants, need based bridge course, starting date of classes and schedule of internal evaluation. Before the onset of classes, the principal of the college addresses newly admitted students to make them aware of various facilities available to students in college, rules & regulations of discipline, lecture requirement of university and rules of examination. Then departmental heads & incharges of other major activities like NSS, NCC, PLACEMENT, LIBRARY discuss and explain to students action plan of these activities for the session. During semester, each department conducts class tests, seminars, declamation, workshops , power-point competitions and other activities to ensure learning and communication skills gained by students. Continuous Internal Evaluation (CIE) is carried out by objective as well as subjective manner of assessments. Department-wise internal meetings are conducted from time to time to monitor curricula delivery and adherence of academic calender. At the end, review of course completion and revision of important topics/questions is discussed in departmental staff meetings. Extra tests are also arranged on need basis.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://erp.mac.ac.in/IQAC/naac/view.ashx?i=n2021-22_c1_327.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

NA

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

5

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

Nil

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Education with a holistic perspective is concerned with the development of students intellectual, emotional, social, and creative potentials. This is consistent with the vision of the college which aims at integrated development of individuals by providing value based education. Keeping this in view our college engages students in the teaching/learning process through integration of cross cutting issues relevant to the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum in the following way:

- The curriculum includes some of issues related to environment, gender/social , professional ethics, and human

values leading to holistic development of students.

- Engaging students in activities like Van mahotsav , Vivekanand jayanti , Ambedkar jayanti , Gandhi jayanti & inspiring them through telling their stories help in developing such values among them.
- Many Capacity Building and profession enriching guest lectures, contests and workshops are conducted by various departments and cells to strengthen professional capabilities among students.

NSS & NCC are the two main platforms which aim at inculcating social, moral , ethical values among students.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

4

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

245

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://erp.mac.ac.in/IOAC/naac/view.ashx?i=n2021-22_c1_328.pdf

TEACHING-LEARNING AND EVALUATION**2.1 - Student Enrollment and Profile****2.1.1 - Enrolment Number Number of students admitted during the year**

2.1.1.1 - Number of sanctioned seats during the year

615

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

262

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The College strictly follows the Academic Guidelines issued by the University in context to organising different activities Apart from the above the college itself has a mechanism for dealing with the slow and the advanced learners. On entry in Ist Year the college provides the students with a Bridge course which helps the students in meeting the gaps if any in the previous and the present study. Time to Time different Oral and written tests are taken on individual level in the class room on weekly/monthly basis. The slow performers are then given extra time where they can consult the teachers on the academic gap left. For advanced learners we normally recommends reading more text on the same topic with the help of Books available in the library and on the web. .Different activities which includes Power Point Making, Picture perception, learning IT Skills, Resume Writing, YouTube lectures developed by the Faculty members are also shared with the students so that they will never miss any of their content while being on leave. The college has its own YouTube Channel where there are more than 200 video's related to the academic and related interest of the students.

File Description	Documents
Link for additional Information	https://erp.mac.ac.in/IOAC/naac/view.ashx?i=n2021-22_c2_292.pdf
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
875	29

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The Faculty often uses techniques which have more impact on the students. Practical assignments on topic which are relevant from all aspects are given to the students. Group Discussion is one of the salient features at individual as well as group level. Saturday's are devoted to exercises like this. Students are divided into group of 5-10 for Group Discussion topics and not only them GD is not only important for participative learning but for employment point of view also it is very important thus all the faculty members gives extra emphasis on this. Case Studies and routine happenings in the economic and social world are discussed time to time to make the students aware of the happenings around. Case studies are used as a very effective way to improve the decision making Many times the students comes up with brilliant ideas and solutions and thus whole group gets the benefit of their study. Participative learning is not only enhanced by way of increasing participation in activities but also through participation in various Camps. Students are made to visit actual sites to see the problems and are given a chance to discuss the potential solutions to this.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://erp.mac.ac.in/IQAC/naac/view.ashx? i=n2021-22_c2_303.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

ICT came up as a back bone of every system and education is also not untouched from this. Covid made people learn new things and it also make them adopt the changes coming on the way. When this online teaching methods were used for enabling students for distant learning. The faculty members not only used PPT, Google Meet and Zoom for delivering classes but also made YouTube lectures for those who due to some technical issue were not able to connect live. So this acted as a very good exercise and initiate as today the faculty has developed more than 160 videos of Academic Value. The college is equipped with almost 100 Computer systems where the teachers/students can use technology to enhance the teaching learning process also all the classes are equipped with the Projectors. Students are often made a part of ICT through various Power Point Making competitions so that they can also learn explaining content through it. The teachers have successfully conducted the online examination part with the help of the IT Infrastructure present with us. So for delivering content and for evaluation both the mahot tasks are successfully conducted with the help of ICT.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://erp.mac.ac.in/IQAC/naac/view.ashx? i=n2021-22_c2_293.pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

25

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

29

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

10

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

305

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The College strictly follows the criteria provided by the university in terms of marking internal assessment of the students. The internal assessment of the student carries 20 Marks at both UG/PG Levels and for that the parameters of the University are as under: Two Assignments: 10 Marks One Conditional Test: 5 Marks Attendance: 5 Marks

Assignments are given out of the topics in the books or on any important/relevant topic related to Social/Economic Issues prevailing around where the students can write his/her observations on the same. The choice of topic is left with the student also but he/she has to take prior permission for the same from the concerned teacher. After the implementation of the Semester System, the Internal Examination or House Examination system which was once an integral part of the college is almost scrapped but Post Covid the charge of conducting examination once again was handed over to the colleges. Along with the exams of subjects like EVS and Basics of Computer (Level I) for the BA and B Com and also for the University Examination complete transparency is followed and the students were made very clear about the system of internal examination.

File Description	Documents
Any additional information	View File
Link for additional information	https://erp.mac.ac.in/IOAC/naac/view.ashx?i=n2021-22_c2_294.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The College follows the Mentor-Mentee system which empowers the mentors to listen and resolve the grievances related to internal examination. As per the guidelines of the university one conditional test per semester is mandatory while teachers as per their convenience and need takes test on weekly/fortnightly basis to ensure whether the student got the topic well or not. In case of any issue or grievance the student can talk to the concern teacher, the mentor, the HOD in case required and in case he/she is still dissatisfied they can talk to the controller of examination directly. Internal examinations are not in the structure for so many subjects and for subjects like EVS and Computer Level I the information is circulated to the students well in advance and all the relevant issues are taken up timely. Also for core examination related issues there is a controller of exam, who issues various instructions from time to time for guiding the students on various exam related issues and also they takes up complains if there are any from time to time.

File Description	Documents
Any additional information	View File
Link for additional information	https://erp.mac.ac.in/IQAC/naac/view.ashx?i=n2021-22_c2_315.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The Program and Course outcomes can be assessed by certain parameters such as the student's performance at the class level, his/her participation in various activities organised at intra and inter level, his academic performance and his placements. The college is working hard to ensure that all the objectives with which the student enters the premises of the college are achieved. We do provide every student a chance to develop themselves as a responsible and knowledgeable citizen of the country. Apart from the normal course offered by the university the college do offers them participation in various activities to ensure the overall growth of the students. Many activities which are targeted to provide placement opportunities are also organised time to time to cover the gap which is there between the industry and academia such as language proficiency, computer related skills, group discussions and mock interviews. The details of the academic program outcomes are as follows:

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://erp.mac.ac.in/IQAC/naac/view.ashx?i=n2021-22_c2_300.pdf
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

There are two methods of judging the program and course outcomes. One is the direct method where the students' performance is judged by their performance in their exams. The university results this year clearly indicates that the outcomes are very well achieved as the results are very good. The indirect method includes measuring their performance during the class in various interaction activities. The participation in the class and beyond activities are timely organised and students are motivated to participate in them. And once they start participating and moving their performance is judged and evaluated. Also by way of placements the outcomes are judged, and this year almost all the students who have opted for participation in the placement drive were placed at a package ranging from 2.40 Lac to 3.00 Lac Per Annum. Total Four Placements were organised by the Career Guidance and Placement cell of the college with companies like Bajaj Capital, Coronis IT Systems Mohali and eClerx Chandigarh where around 150 students were selected.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://erp.mac.ac.in/IQAC/naac/view.ashx?i=n2021-22_c2_336.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

189

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://erp.mac.ac.in/IQAC/naac/view.ashx?i=n2021-22_c2_314.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://erp.mac.ac.in/IQAC/naac/view.ashx?i=n2021-22_c2_295.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

Rs 8,000/ grant received for Science Exhibition from DHE, Panchkula

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

09

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

01

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

01

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Extension activities are one of the major focus of Maharaja Agarsen Mahavidyalaya, Jagadhri to inculcate humanitarian values and social responsibilities among its students. The College creates a vibrant environment in its vicinity to promotes extension activities for sensitizing students to social issues for their holistic development. The students are given ample of opportunities to extend their classroom knowledge into practical experience by engaging them in extension activities. All the Institution's Departments and Cells/Clubs try to develop a sense of service among students and about utilizing their knowledge in finding solutions to community problems, acquiring leadership qualities, constitutional and democratic values. During the last academic year, various community related extension activities were organized such as Tree Plantation and Environmental Awareness, Youth Festival Yamunanagar Zone, Talent Show, Azadi ka Amrit Mahostav - National Movement and Unsung Heroes, Constitutional Values and Common Citizens, Swami Vivekananad's Moral and Ethical Teachings, Water and Environment Conservation, Awareness about Health, Tobacco, Bicycle Riding, Yoga and Crackers, Covid-19 Vaccination, Cleanliness and Vigilance Awareness, Blood Donation Camp etc., and students played the roles of community helpers at Maharaja Agarsen Mahavidyalaya, Jagadhri. The College aims to hone the skills and capabilities of its students to meet emergencies and natural disasters and participate in community services by actively involving in various campaigns and programmes. During the academic year 2021-22, various community related extension activities were organized to give positive influence in the society by the various clubs/cells of the college.

File Description	Documents
Paste link for additional information	https://erp.mac.ac.in/IOAC/naac/view.ashx?i=n2021-22_c3_325.pdf
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

02

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

20

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in

collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1063

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

03

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

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.

The college already has a separate block for Commerce stream and a separate Arts block for the Under Graduate classes. To meet out the modern trends of higher education, the tools and instruments are regularly added with the funding of college management or UGC. Our campus have fully Wi-Fi enabled by own intranet with 100mbps speed and JIO intranet with 50 mbps speed.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://mac.ac.in/DisplayGalleryPhotos.aspx?GID=MjE=

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The College provides the indoor, outdoor sports and cultural facility to our students. As well as many kinds of facilities are provided for sports and games such as :-

Facilities for Yoga and Health: The College provides the adequate facilities for students and staff. Boy's common room and Green lawn are used for Yoga and meditation in the morning. The Women Development Centre, Red Ribbon Club, Red Cross Committee of the college organized extension lectures and seminars from time to time on issues related to health and hygiene and to highlight the importance of Yoga and spiritual health.

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.

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.

Facilities for Cultural Activities:- The college has a superior instruments like Tabla, Sitar, Harmonium to train the students for various cultural activities. We have provided a state of the art facilities.

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.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://mac.ac.in/DisplayGalleryPhotos.aspx?GID=MjQ=

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

29

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

29

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://mac.ac.in/DisplayGalleryPhotos.aspx?GID=MjE=
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

0

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Maharaja Agrasen Mahavidyalya have central Library which is fully automated using self-designed and developed integrated ILMS (Integrated Library Management Software). It consists of the following 14 modules. Each module has further been divided into sub modules to cater to its functional requirements:

1. Administration Module
2. Master Module
3. Acquisition Module
4. Technical Module
5. Membership Module

6. Circulation Module
7. Serial Module
8. Gate-Entry Module
9. Report Module
10. Web-OPAC Module
11. Backup Module
12. Tools Module
13. Email/SMS Module
14. I-Card Module

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 year an Orientation Programme is organized at the beginning of the new session to make the students aware of the rules, regulations and different library facilities. In this programme 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.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://erp.mac.ac.in/IQAC/naac/view.ashx?i=n2021-22_c4_299.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources C. Any 2 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

1.71

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

52

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The College provides modern ICT facilities whenever required; the students get the benefits of latest technology like ERP-Portal.

The campus has fully WiFi enabled with ERP system and we have in-house maintenance system of computer hardware, software, CCTVs and

other IT infrastructure. We have good communication's lab, computer's lab, physic's lab, chemistry's lab, automated library with barcode technology and biometric enabled, eduset facility, big auditorium and seminar room with audio-visual facility and 25 classrooms equipped with projector facility and two smart classrooms.

College have its own big server with following capacity:-

Microsoft-Windows-Server-2016 (OS) and MS-Sql-Server-2016 (Database) based big IBM server, in which have 16GB RAM, 16 cores Intel(R) Xeon(R) CPU-E5-2620 v4 @ 2.10Ghz processor with 2TB hard disk.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://mac.ac.in/DisplayGalleryPhotos.aspx?GID=MjE=

4.3.2 - Number of Computers

100

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

13

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

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. Many kinds of committees have been formulate for smoothly done the task.

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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://mac.ac.in/Content.aspx?pageid=89

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	https://erp.mac.ac.in/IOAC/naac/view.ashx?i=n2021-22_c5_317.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1588

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent

A. All of the above

mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

148

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The college has a number of committees in which students are represented such as the Students Cultural Association, NSS, and History Society.

Students Cultural Association Office Bearer:

Himanshi B.Com.III

Kanu Gupta M.Com.I

Aanchal Rani M.com.(F)

Bhanu Bcom II

Priyanshu Rohilla Bcom II

History Society Office Bearer

Komal BA III 3169720002

Mr. Rahul KumarBA III3169710089

NSS Unit II Advisory Committee.

Tanu Bcom 3rd semester

Shivani Bcom 3rd semester

File Description	Documents
Paste link for additional information	https://erp.mac.ac.in/IQAC/naac/view.ashx?i=n2021-22_c5_331.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Though Alumni Association is not registered but, an active Alumni Association exists in the college which is functioning effectively. Alumni Association is coordinated with a committee at college level and faculty and whatsapp groups .Alumni Association is working with the objectives like to remain in touch with all its alumni, to promote among them a sense of belongingness to their Alma Mater, to motivate them to contribute for the development of their Alma Mater .

Alumni Academic Contribution:

1.A online Guest lecture was organized on the topic "Practical Approach to Auditing "which was jointly organized by Alumni Association and Career Guidance & Placement Cell of the College on 22-01-2022. The Guest speaker was Mr. Rakesh Kumar ,Senior Audit Officer ,AG Office, Haryana, Chandigarh who is an Alumnus of college (batch 1996-99).

2.A Guest lecture was organized on the topic "Career option in MNC's, Body Language ,Tips and Tricks for Translation "which was organized by Alumni Association of the College on 28-05-2022. The Guest speaker was Mr. Umesh Arora , who is an Alumnus of college .

Alumni Monetary Contribution:

3.One of our Elite Alumnus Dr. Suchi Gupta donated Rs. 21000/- contribution for the study of needy students.

Alumni Blood Donation:

4. During blood donation camp on 13 August 2021, 18 Alumni volunteers donated blood.

5. Many Distinguished Alumni sent their write-ups and appreciation remarks for college magazine "NAWALDEEP" 2021-22, and out of these around 35 got published.

File Description	Documents
Paste link for additional information	https://erp.mac.ac.in/IQAC/naac/view.ashx?i=n2021-22_c5_322.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT**6.1 - Institutional Vision and Leadership**

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

In synchronization of our mission and vision statement, our institution focuses on the best possible quality education to students mostly belonging to grass root level of the society. The management and affairs of the college are administered, controlled and supervised by the Governing Body. The college pledges to promote the culture of value-based education system with outlined vision of branding Maharaja Agrasen College Jagadhri as a centre of excellence for quality teaching, research and extension activities and to transform the lives of the younger generation through innovative, rigorous and compassionate approach to education. The college has a perspective plan of development which has been prepared in 2018 but it is reviewed as per the needs of learners keeping in view the higher education policies of the nation by the members of IQAC which is the most prominent administrative body responsible for ensuring quality assurance and enhancement. Besides this, Advisory Council of the College

consisting of members from the faculty works in tune with vision and mission of the college. Many co-curricular and extra-curricular activities are made available to students without any discrimination on the basis of religion, caste, social and economic background.

File Description	Documents
Paste link for additional information	https://mac.ac.in/Content.aspx?pageid=15
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Right from the President of the Governing Body to the staff and students all the stakeholders have a role to play in the growth and development of the college. IQAC is established in the college and plays a pivotal role at academic and administrative level. College Principal ensures decentralization and participatory management with the help of formation of various committees.

Case study:

The college has a library committee which looks after the functioning of library. Every year regular meetings of library committee are held. In which committee gives proposals for purchase of books and journals for each programme. List of books to be purchased are sought from faculty of each department. The list is submitted to the librarian. Quotations are taken by the librarian from different dealers. The comparative chart and the proposal for purchase is submitted to the Principal for approval. After that the purchase or subscription is done by the librarian. Once the books are received in the library along with the bills, the price of each book and discount rates is done in records of library. Then the bills are processed for payment. Librarian certifies the above procedure before forwarding the bill to the Accounts Section.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The IQAC in consultation with College Principal made a perspective plan (2018-2023) for the development of academic, administrative and infrastructural facilities and approval was taken from Management of the College. The purpose of the plan was to set quality benchmarks in tune with the criteria developed by National Assessment and Accreditation Council. The perspective plan has been made particularly for the development of academic, infrastructure and administrative facilities so as to strengthen the UG and PG courses in the College campus. Due to COVID pandemic in the first half of academic year 20221-22, lockdown was there and therefore only few aspects included in the perspective plan were materialised.

The college has used computer applications in admission, administration, examination and accounting processes effectively and efficiently. Golden Jubilee Park has been maintained with the help of NSS volunteers in order to create an awareness towards plastic free environment and at the same time solid waste management practices are adopted to beautify the campus. The administrative office has been made fully computerised. Programmes related to PowerPoint presentations, news reading, caption writing etc. were conducted to bring excellence in academics. CommercialArts Association worked towards bringing out budding and prospective entrepreneurs.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://mac.ac.in/DisplayGalleryPhotos.aspx?GID=MjE=
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The College is permanently affiliated to Kurukshetra University, Kurukshetra.

Administrative Setup:

The College Principal acts a link between Governing Body and the College faculty and staff. The Principal is assisted by IQAC, Vice-Principal, Advisory Council, HODs, administrative office, and Committee Incharges.

Appointment and Service rules:

The appointment and service rules have been prescribed by KUK and UGC and the financial approval is granted by the State Government. The college also follows the reservation policy of the government and the roster is signed by welfare department. The appointment committee consists of the Representative of Kurukshetra University and the State Government and proceedings are first approved by the University and

later by the State Government. The management can issue the appointment letter only after the approval from University and the State Government. 95% of the salary of the sanctioned staff is funded by the State Government and 5% is contributed by the Management. However, the salary of the staff not sanctioned by the State Government is borne by the Management.

Promotional Policies:

All the promotions of teachers are as per the career advancement scheme(CAS) setup by UGC and Government of Haryana. The promotion of non-teaching staff are taken as per the Government of Haryana norms.

File Description	Documents
Paste link for additional information	https://erp.mac.ac.in/IQAC/naac/view.ashx?i=n2021-22_c6_308.pdf
Link to Organogram of the Institution webpage	https://erp.mac.ac.in/IQAC/naac/view.ashx?i=n2021-22_c6_316.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The institution provides the following benefits and facilities:

Financial benefits:

- Employee State Insurance
- Contribution to Labour Welfare Fund
- Fee concession to the wards of the staff
- Retirement pension as per government rules and regulations
- Contributory pension for teaching and non-teaching staff.

Amenities:

- Health Check-up camps
- Emergency medical support to the staff

- **Quarters to non-teaching staff**

Besides this, the college provides duty leave to attend the training programmes, seminar, conference etc and also Maternity leave for 180 days. Paternity leave for 15 days is provided as per prescribed rules and regulations.

File Description	Documents
Paste link for additional information	https://erp.mac.ac.in/IQAC/naac/view.ashx?i=n2021-22_c6_309.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

2

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

34

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The Institution has Performance Appraisal System for teaching and non-teaching staff.

Confidential Report:

The management collects confidential report as well as teachers' information regarding (1) Teaching-Learning and evaluation (2) Curricular and extra-curricular activities, and (3) Research with comments from Principal at end of every academic year. This report is evaluated at management level annually.

Besides this, every member of the administrative staff has to fill Performance Appraisal form and hand it over to the Principal for the final

remark. After the Principal's remark it is advanced to the management for further scrutiny and assessment.

The IQAC reviews all promotion cases before sending to the appropriate authority. The Management, reviews all cases individually and gives its administrative order which is mandatory in this regard. Career advance scheme for the teaching faculty is well laid out as per government norms.

File Description	Documents
Paste link for additional information	https://erp.mac.ac.in/IQAC/naac/view.ashx?i=n2021-22_c6_310.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institution adheres to the principle of prudent financial management system and undergoes 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 to 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. The college management passes Budget, Appoints Internal Auditor and approves the report submitted by the Auditor.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

74700

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The college mobilizes funds for its regular activities and development from different agencies and individuals. The mobilized fund is optimally used by the college.

Sources of funds:

- Salary grants from Government of Haryana
- Fees collected from students in non-aided courses.
- Alumni contribution to the college development
- Grants received for extra curricular activities like NSS

Utilization:

The college has well defined Infrastructural policy and auditing mechanism. The portion of fees collected is utilized for teaching-learning purposes as per guidelines. Grants received for extra curricular activities like NSS is utilized as per the guidelines received from Department of Higher Education, Panchkula. All funds are used for development of the college, non-grant faculty and

staff and properly audited. Guest lectures are organized and funds are utilized thereto.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

IQAC of the college is making systematic efforts on quality improvement in various areas. Some of the quality improvement strategies are:

- The institution has digitalized its administrative work. A Common Server to preserve and share academic and official data has also been developed.
- IQAC has promoted various skill development programmes as a strategy to groom students. The Career Guidance and Placement Cell has organized many placement drives. Also an Offer Letter Distribution Session has been started as a good tradition where wards of selected students also take part in the interactions.
- To unleash the potential of students to join Indian Army, IQAC has promoted NCC. Alumni Association and other outside agencies are engaged to conduct programmes on career building.
- The college allows girls and students from economically deprived sections of the society to pay fees in installments in case of financial difficulties.
- The state-of-the-art Auditorium and Conference Hall are regularly used for various academic activities, conferences, workshops, mock interviews and placement drives.
- Capacity Building Programmes on Health and Hygiene, Yoga, Communal Harmony, Environment Protection and workshops have been conducted.
- To allow school students to get familiar with the environment of higher education, the college arranges Campus Tour and the interactions.

File Description	Documents
Paste link for additional information	https://erp.mac.ac.in/IQAC/naac/view.ashx?i=n2021-22_c6_365.pdf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC continuously reviews its teaching learning process and learning outcomes at periodic intervals through IQAC set up as per norms and takes steps for improvement.

Frequent meetings of various departments are organised where workload is distributed according to the specialisation and interest of the teacher; activities are planned in advance, teaching and learning practices and outcomes are reviewed. The syllabus and attendance position and teaching and learning strategies of various departments are also discussed and reviewed in the IQAC meetings and timely recommendations are given for improvements. Every department and cell is required to submit its final report with proofs to the IQAC. To share the learning outcomes and reports among faculty members and the principal, a new college server is started. Teachers are also required to submit their personal and research related achievements on the server. The outcomes and reports are reviewed in the meetings with the Principal where achievements are appreciated and/or suggestions are given for further improvements. The achievements and outcomes are also published in annual college magazine as well as communicated to the college management time to time. IQAC also takes feedback and conducts students' satisfaction survey on teaching learning process and also seeks suggestions.

File Description	Documents
Paste link for additional information	https://erp.mac.ac.in/IQAC/naac/view.ashx?i=n2021-22_c6_364.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of

C. Any 2 of the above

**Internal Quality Assurance Cell (IQAC);
Feedback collected, analyzed and used for
improvements Collaborative quality
initiatives with other institution(s)
Participation in NIRF any other quality audit
recognized by state, national or international
agencies (ISO Certification, NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	https://erp.mac.ac.in/IQAC/naac/view.ashx?i=n2021-22_c6_599.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

It is one of the foremost priorities of our institution to provide facilities for safety and security of the girl students and staff. Some of the initiatives taken and facilities provided are as follows;

1. There is a separate common room for girls in the college situated at a

very protected location.

2. Cameras are installed at almost every place in the college.

3. In every period, 5-6 faculty members remain on discipline duty. They keep a watch on almost every corner of the institution.

4. For any personal or psychological issues, girls can go to their tutor/ mentor. There is a tutor for every class. The tutors provide counselling to the students whenever required.

5. There is a Sexual Harassment prevention committee. If any complaint comes to the committee, the committee takes immediate action. The students involved are called and their statements are recorded, their parents are called and suitable action is taken to the satisfaction of all involved.

6. The number of female faculty members is more than 50% in the institution. They take good care of the girl students and provide them emotional security and motherly care.

7. Women Helpline Nos. are displayed at many places in the college

8. There is a separate unit of 100 girls of N.S.S in the college.

9. There is one third intake of girls in the NCC unit of the college.

10. Women cell as well as other cells in the college frequently organize programs to sensitize students regarding women related issues.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://erp.mac.ac.in/IOAC/naac/view.ashx?i=n2021-22_c7_297.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste

management Biomedical waste management E-waste management Waste recycling system
Hazardous chemicals and radioactive waste management

The college aims to reduce, reuse and recycle waste. For solid waste management, dustbins have been kept at various locations. This ensures that solid trash is separated. The solid waste is handed over to municipality to ideally process at their level.

There is no hazardous chemicals and bio medical waste in the college.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://erp.mac.ac.in/IOAC/naac/view.ashx?i=n2021-22_c7_335.pdf
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways

4. Ban on use of Plastic**5. landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following
1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

A number of initiatives are taken in the institution to promote tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities. Cultural Committee of the college organizes many cultural activities and celebration of festivals throughout the year. Anniversaries of great saints and freedom fighters are celebrated by different departments and clubs (Report enclosed in 7.1.11).

Students of all castes, religions, regions, socio economic groups and communities come to study here. They study together, play together, attend NCC and NSS camps together, participate in different co-curricular and extra-curricular activities. This shows that the environment is inclusive and full of tolerance and harmony.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

For sensitization of students and employees towards the constitutional values, rights, duties and responsibilities of citizens a number of activities are organized by NCC unit, two units of NSS, other depts., cells and clubs. A few of the

initiatives taken are creating awareness about constitutional values, exercising the voting right, tree plantation, water conservation, cleanliness, First Aid and Home Nursing, Blood donation Camps, programs for motivation for blood donation, Road Safety, Harmful Effects of Smoking and Drinking on Health, Saving and Educating the Girl Child, awareness regarding COVID-19, health and nutrition, Yoga, Awareness regarding Dengu and HIV/AIDS etc.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

We organize national festivals, national days and anniversaries of great Indian personalities. Swami Vivekanand Jayanti, Sant Ravi

Das Jayanti, Maharaja Agrasen Jayanti, Gandhi Jayanti, Shahidi Diwas, Sardar Vallabh Bhai Patel Jayanti etc. are organized every year. On these days we organize some competitions like Essay competition, Declamation contest, Poetical Recitation Contest and some lectures are also organized so that the students can learn from the lives and teachings of these great Indian Personalities. Festivals like Holi, Haryali Teej, Diwali, Lohri are also celebrated with great fun and enthusiasm. Students in large number participate in these programmes. They enjoy themselves as well as learn a lot of things like our culture, values, team spirit, leadership and harmony. But this year because of corona pandemic some festivals could not be celebrated.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1) **TITLE OF THE PRACTICE:** Career Guidance and Placement
OBJECTIVE OF THE PRACTICE: To provide Training and Internship opportunities and employment opportunities to the students of the college and of the colleges of nearby cities.

2) **TITLE OF THE PRACTICE:** Digitalization, Automation and Eresources
OBJECTIVE OF THE PRACTICE: Improvement in efficiency & governance, reducing cost, eco-friendly services and e-content development. 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.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Digitalisation and automation is the distinctiveness of our institution. To bring improvement in efficiency & governance, reducing cost, eco-friendly services and e-content development and 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 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. Sufficient Financial resources are required to update the digital resources and network issues. Problems are faced sometimes.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Maharaja Agrasen College has the vision of imparting quality education to generations in the field of commerce and arts, along with allround development of students. Our college is affiliated with Kurukshetra University, Kurukshetra. The Curriculum is all set by the university. The college adheres to the academic calendar prepared by Kurukshetra University, Kurukshetra and uploads the annual calendar at the beginning of every academic year on its website. In accordance with these details, department-wise academic calendar is prepared and uploaded on college website. 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 academic calendar includes details of major academic events like assignments, conditional tests, revision of important topics, extra classes on need basis as well as the extra-curricular activities like quiz, power point presentations, group discussion etc. Subject specific internal evaluation is carried out as per university norms. The schedule for the internal evaluation is displayed at the college website, circulated in classes and are also displayed on notice boards. Nowadays students are informed about the CIE schedule through social media like Whatsapp groups also. As required by the University, practical CIE is also carried out through various methods viz, oral viva-voice, project demonstrations, practicals etc.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://erp.mac.ac.in/IQAC/naac/view.ashx?i=n2021-22_c1_326.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Our college being affiliated to Kurukshetra University, Kurukshetra, adheres to the Academic Calender for the affiliated colleges, released by University at the beginning of every academic session. Keeping in view that master academic calender, academic calender for the college includes the schedule of Induction programme for new entrants, need based bridge course, starting date of classes and schedule of internal evaluation. Before the onset of classes, the principal of the college addresses newly admitted students to make them aware of various facilities available to students in college, rules & regulations of discipline, lecture requirement of university and rules of examination. Then departmental heads & incharges of other major activities like NSS, NCC, PLACEMENT, LIBRARY discuss and explain to students action plan of these activities for the session. During semester, each department conducts class tests, seminars, declamation, workshops, power-point competitions and other activities to ensure learning and communication skills gained by students. Continuous Internal Evaluation (CIE) is carried out by objective as well as subjective manner of assessments. Department-wise internal meetings are conducted from time to time to monitor curricula delivery and adherence of academic calender. At the end, review of course completion and revision of important topics/questions is discussed in departmental staff meetings. Extra tests are also arranged on need basis.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://erp.mac.ac.in/IQAC/naac/view.aspx?i=n2021-22_c1_327.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

NA

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

5

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

Nil

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs

during the year

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Education with a holistic perspective is concerned with the development of students intellectual, emotional, social, and creative potentials. This is consistent with the vision of the college which aims at integrated development of individuals by providing value based education. Keeping this in view our college engages students in the teaching/learning process through integration of cross cutting issues relevant to the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum in the following way:

- The curriculum includes some of issues related to environment, gender/social , professional ethics, and human values leading to holistic development of students.
- Engaging students in activities like Van mahotsav , Vivekanand jayanti , Ambedkar jayanti , Gandhi jayanti & inspiring them through telling their stories help in developing such values among them.
- Many Capacity Building and profession enriching guest lectures, contests and workshops are conducted by various departments and cells to strengthen professional capabilities among students.

NSS & NCC are the two main platforms which aim at inculcating social, moral , ethical values among students.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

4

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

245

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System	
1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above
File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded
1.4.2 - Feedback process of the Institution may be classified as follows	C. Feedback collected and analyzed
File Description	Documents
Upload any additional information	View File
URL for feedback report	https://erp.mac.ac.in/IOAC/naac/view.ashx?i=n2021-22_c1_328.pdf
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	
2.1.1.1 - Number of sanctioned seats during the year	
615	
File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC,	

Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

262

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The College strictly follows the Academic Guidelines issued by the University in context to organising different activities apart from the above the college itself has a mechanism for dealing with the slow and the advanced learners. On entry in Ist Year the college provides the students with a Bridge course which helps the students in meeting the gaps if any in the previous and the present study. Time to Time different Oral and written tests are taken on individual level in the class room on weekly/monthly basis. The slow performers are then given extra time where they can consult the teachers on the academic gap left. For advanced learners we normally recommends reading more text on the same topic with the help of Books available in the library and on the web. .Different activities which includes Power Point Making, Picture perception, learning IT Skills, Resume Writing, YouTube lectures developed by the Faculty members are also shared with the students so that they will never miss any of their content while being on leave. The college has its own YouTube Channel where there are more than 200 video's related to the academic and related interest of the students.

File Description	Documents
Link for additional Information	https://erp.mac.ac.in/IOAC/naac/view.ashx?i=n2021-22_c2_292.pdf
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
875	29

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The Faculty often uses techniques which have more impact on the students. Practical assignments on topic which are relevant from all aspects are given to the students. Group Discussion is one of the salient features at individual as well as group level. Saturday's are devoted to exercises like this. Students are divided into group of 5-10 for Group Discussion topics and not only them GD is not only important for participative learning but for employment point of view also it is very important thus all the faculty members gives extra emphasis on this. Case Studies and routine happenings in the economic and social world are discussed time to time to make the students aware of the happenings around. Case studies are used as a very effective way to improve the decision making Many times the students comes up with brilliant ideas and solutions and thus whole group gets the benefit of their study. Participative learning is not only enhanced by way of increasing participation in activities but also through participation in various Camps. Students are made to visit actual sites to see the problems and are given a chance to discuss the potential solutions to this.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://erp.mac.ac.in/IQAC/naac/view.ashx?i=n2021-22_c2_303.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

ICT came up as a back bone of every system and education is also not untouched from this. Covid made people learn new

things and it also make them adopt the changes coming on the way. When this online teaching methods were used for enabling students for distant learning. The faculty members not only used PPT, Google Meet and Zoom for delivering classes but also made YouTube lectures for those who due to some technical issue were not able to connect live. So this acted as a very good exercise and initiate as today the faculty has developed more than 160 videos of Academic Value. The college is equipped with almost 100 Computer systems where the teachers/students can use technology to enhance the teaching learning process also all the classes are equipped with the Projectors. Students are often made a part of ICT through various Power Point Making competitions so that they can also learn explaining content through it. The teachers have successfully conducted the online examination part with the help of the IT Infrastructure present with us. So for delivering content and for evaluation both the mahot tasks are successfully conducted with the help of ICT.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://erp.mac.ac.in/IQAC/naac/view.aspx?i=n2021-22_c2_293.pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

25

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

29

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

10

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

305

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and

mode. Write description within 200 words.

The College strictly follows the criteria provided by the university in terms of marking internal assessment of the students. The internal assessment of the student carries 20 Marks at both UG/PG Levels and for that the parameters of the University are as under: Two Assignments: 10 Marks One Conditional Test: 5 Marks Attendance: 5 Marks

Assignments are given out of the topics in the books or on any important/relevant topic related to Social/Economic Issues prevailing around where the students can write his/her observations on the same. The choice of topic is left with the student also but he/she has to take prior permission for the same from the concerned teacher. After the implementation of the Semester System, the Internal Examination or House Examination system which was once an integral part of the college is almost scrapped but Post Covid the charge of conducting examination once again was handed over to the colleges. Along with the exams of subjects like EVS and Basics of Computer (Level I) for the BA and B Com and also for the University Examination complete transparency is followed and the students were made very clear about the system of internal examination.

File Description	Documents
Any additional information	View File
Link for additional information	https://erp.mac.ac.in/IOAC/naac/view.aspx?i=n2021-22_c2_294.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The College follows the Mentor-Mentee system which empowers the mentors to listen and resolve the grievances related to internal examination. As per the guidelines of the university one conditional test per semester is mandatory while teachers as per their convenience and need takes test on weekly/fortnightly basis to ensure whether the student got the topic well or not. In case of any issue or grievance the student can talk to the concern teacher, the mentor, the HOD in case required and in case he/she is still dissatisfied they can talk to the controller of examination directly. Internal examinations are not in the structure for so many subjects and

for subjects like EVS and Computer Level I the information is circulated to the students well in advance and all the relevant issues are taken up timely. Also for core examination related issues there is a controller of exam, who issues various instructions from time to time for guiding the students on various exam related issues and also they takes up complains if there are any from time to time.

File Description	Documents
Any additional information	View File
Link for additional information	https://erp.mac.ac.in/IOAC/naac/view.ashx?i=n2021-22_c2_315.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The Program and Course outcomes can be assessed by certain parameters such as the student's performance at the class level, his/her participation in various activities organised at intra and inter level, his academic performance and his placements. The college is working hard to ensure that all the objectives with which the student enters the premises of the college are achieved. We do provide every student a chance to develop themselves as a responsible and knowledgeable citizen of the country. Apart from the normal course offered by the university the college do offers them participation in various activities to ensure the overall growth of the students. Many activities which are targeted to provide placement opportunities are also organised time to time to cover the gap which is there between the industry and academia such as language proficiency, computer related skills, group discussions and mock interviews. The details of the academic program outcomes are as follows:

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://erp.mac.ac.in/IOAC/naac/view.ashx?i=n2021-22_c2_300.pdf
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

There are two methods of judging the program and course outcomes. One is the direct method where the students' performance is judged by their performance in their exams. The university results this year clearly indicates that the outcomes are very well achieved as the results are very good. The indirect method includes measuring their performance during the class in various interaction activities. The participation in the class and beyond activities are timely organised and students are motivated to participate in them. And once they start participating and moving their performance is judged and evaluated. Also by way of placements the outcomes are judged, and this year almost all the students who have opted for participation in the placement drive were placed at a package ranging from 2.40 Lac to 3.00 Lac Per Annum. Total Four Placements were organised by the Career Guidance and Placement cell of the college with companies like Bajaj Capital, Coronis IT Systems Mohali and eClerx Chandigarh where around 150 students were selected.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://erp.mac.ac.in/IOAC/naac/view.ashx?i=n2021-22_c2_336.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

189

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://erp.mac.ac.in/IOAC/naac/view.ashx?i=n2021-22_c2_314.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://erp.mac.ac.in/IOAC/naac/view.ashx?i=n2021-22_c2_295.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

Rs 8,000/ grant received for Science Exhibition from DHE, Panchkula

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

09

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

01

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

01

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Extension activities are one of the major focus of Maharaja Agarsen Mahavidyalaya, Jagadhri to inculcate humanitarian values and social responsibilities among its students. The College creates a vibrant environment in its vicinity to promotes extension activities for sensitizing students to social issues for their holistic development. The students are given ample of opportunities to extend their classroom knowledge into practical experience by engaging them in extension activities. All the Institution's Departments and Cells/Clubs try to develop a sense of service among students and about utilizing their knowledge in finding solutions to community problems, acquiring leadership qualities, constitutional and democratic values. During the last academic year, various community related extension activities were organized such as Tree Plantation and Environmental Awareness, Youth Festival Yamunanagar Zone, Talent Show, Azadi ka Amrit Mahostav - National Movement and Unsung Heroes, Constitutional Values and Common Citizens, Swami Vivekanand's Moral and Ethical Teachings, Water and Environment Conservation, Awareness about Health, Tobacco, Bicycle Riding, Yoga and Crackers, Covid-19 Vaccination, Cleanliness and Vigilance Awareness, Blood Donation Camp etc., and students played the roles of community helpers at Maharaja Agarsen Mahavidyalaya, Jagadhri. The College aims to hone the skills and capabilities of its students to meet emergencies and natural disasters and participate in community services by actively involving in various campaigns and programmes. During the academic year

2021-22, various community related extension activities were organized to give positive influence in the society by the various clubs/cells of the college.

File Description	Documents
Paste link for additional information	https://erp.mac.ac.in/IOAC/naac/view.ashx?i=n2021-22_c3_325.pdf
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

02

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

20

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1063

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

03

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

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.

The college already has a separate block for Commerce stream and a separate Arts block for the Under Graduate classes. To meet out the modern trends of higher education, the tools and instruments are regularly added with the funding of college management or UGC. Our campus have fully Wi-Fi enabled by own intranet with 100mbps speed and JIO intranet with 50 mbps speed.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://mac.ac.in/DisplayGalleryPhotos.aspx?GID=MjE=

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The College provides the indoor, outdoor sports and cultural facility to our students. As well as many kinds of facilities are provided for sports and games such as :-

Facilities for Yoga and Health: The College provides the adequate facilities for students and staff. Boy's common room and Green lawn are used for Yoga and meditation in the morning. The Women Development Centre, Red Ribbon Club, Red Cross Committee of the college organized extension lectures and seminars from time to time on issues related to health and hygiene and to highlight the importance of Yoga and spiritual health.

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.

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.

Facilities for Cultural Activities:- The college has a superior instruments like Tabla, Sitar, Harmonium to train the students for various cultural activities. We have provided a state of the art facilities.

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.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://mac.ac.in/DisplayGalleryPhotos.aspx?GID=MjQ=

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

29

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

29

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://mac.ac.in/DisplayGalleryPhotos.aspx?GID=MjE=
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

0

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Maharaja Agrasen Mahavidyalya have central Library which is fully automated using self-designed and developed integrated ILMS (Integrated Library Management Software). It consists of the following 14 modules. Each module has further been divided into sub modules to cater to its functional requirements:

1. Administration Module
2. Master Module
3. Acquisition Module
4. Technical Module
5. Membership Module
6. Circulation Module
7. Serial Module
8. Gate-Entry Module
9. Report Module
10. Web-OPAC Module
11. Backup Module
12. Tools Module
13. Email/SMS Module
14. I-Card Module

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 year an Orientation Programme is organized at the beginning of the new session to make the students aware of the rules, regulations and different library facilities. In this programme 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.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://erp.mac.ac.in/IQAC/naac/view.ashx?i=n2021-22_c4_299.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

C. Any 2 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

1.71

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

52

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The College provides modern ICT facilities whenever required; the students get the benefits of latest technology like ERP-Portal.

The campus has fully WiFi enabled with ERP system and we have in-house maintenance system of computer hardware, software, CCTVs and other IT infrastructure. We have good communication's lab, computer's lab, physic's lab, chemistry's lab, automated library with barcode technology and biometric enabled, eduset facility, big auditorium and seminar room with audio-visual facility and 25 classrooms equipped with projector facility and two smart classrooms.

College have its own big server with following capacity:-

Microsoft-Windows-Server-2016 (OS) and MS-Sql-Server-2016 (Database) based big IBM server, in which have 16GB RAM, 16 cores Intel(R) Xeon(R) CPU-E5-2620 v4 @ 2.10Ghz processor with 2TB hard disk.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://mac.ac.in/DisplayGalleryPhotos.aspx?GID=MjE=

4.3.2 - Number of Computers

100

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS
File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File
4.4 - Maintenance of Campus Infrastructure	
4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)	
4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)	
13	
File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File
4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.	
<p>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. Many kinds of committees have been formulate for smoothly done the task.</p> <p>Important committees working in the college are Library Committee, Purchase Committee, Construction Committee, Campus Maintenance Committee and Disposal Committee. All departments</p>	

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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://mac.ac.in/Content.aspx?pageid=89

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	https://erp.mac.ac.in/IQAC/naac/view.aspx?i=n2021-22_c5_317.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1588

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

148

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The college has a number of committees in which students are represented such as the Students Cultural Association, NSS, and History Society.

Students Cultural Association Office Bearer:

Himanshi B.Com.III

Kanu Gupta M.Com.I

Aanchal Rani M.com.(F)

Bhanu Bcom II

Priyanshu Rohilla Bcom II

History Society Office Bearer

Komal BA III 3169720002

Mr. Rahul KumarBA III3169710089

NSS Unit II Advisory Committee.

Tanu Bcom 3rd semester

Shivani Bcom 3rd semester

File Description	Documents
Paste link for additional information	https://erp.mac.ac.in/IOAC/naac/view.ashx?i=n2021-22_c5_331.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Though Alumni Association is not registered but, an active Alumni Association exists in the college which is functioning effectively. Alumni Association is coordinated with a committee at college level and faculty and whatsapp groups. Alumni Association is working with the objectives like to remain in touch with all its alumni, to promote among them a sense of belongingness to their Alma Mater, to motivate them to contribute for the development of their Alma Mater.

Alumni Academic Contribution:

1. A online Guest lecture was organized on the topic "Practical Approach to Auditing" which was jointly organized by Alumni

Association and Career Guidance & Placement Cell of the College on 22-01-2022. The Guest speaker was Mr. Rakesh Kumar ,Senior Audit Officer ,AG Office, Haryana,Chandigarh who is an Alumnus of college (batch 1996-99).

2.A Guest lecture was organized on the topic "Career option in MNC's,Body Language ,Tips and Tricks for Translation "which was organized by Alumni Association of the College on 28-05-2022. The Guest speaker was Mr. Umesh Arora , who is an Alumnus of college .

Alumni Monetary Contribution:

3.One of our Elite Alumnus Dr. Suchi Gupta donated Rs. 21000/- contribution for the study of needy students.

Alumni Blood Donation:

4.During blood donation camp on 13 August 2021 ,18 Alumni volunteers donated blood.

5.Many Distinguished Alumni sent their write-ups and appreciation remarks for college magazine "NAWALDEEP"2021-22,and out of these around 35 got published.

File Description	Documents
Paste link for additional information	https://erp.mac.ac.in/IQAC/naac/view.aspx?i=n2021-22_c5_322.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

In synchronization of our mission and vision statement, our institution focuses on the best possible quality education to students mostly belonging to grass root level of the society. The management and affairs of the college are administered, controlled and supervised by the Governing Body. The college pledges to promote the culture of value-based education system with outlined vision of branding Maharaja Agrasen College Jagadhri as a centre of excellence for quality teaching, research and extension activities and to transform the lives of the younger generation through innovative, rigorous and compassionate approach to education. The college has a perspective plan of development which has been prepared in 2018 but it is reviewed as per the needs of learners keeping in view the higher education policies of the nation by the members of IQAC which is the most prominent administrative body responsible for ensuring quality assurance and enhancement. Besides this, Advisory Council of the College consisting of members from the faculty works in tune with vision and mission of the college. Many co-curricular and extra-curricular activities are made available to students without any discrimination on the basis of religion, caste, social and economic background.

File Description	Documents
Paste link for additional information	https://mac.ac.in/Content.aspx?pageid=15
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Right from the President of the Governing Body to the staff and students all the stakeholders have a role to play in the growth and development of the college. IQAC is established in the college and plays a pivotal role at academic and administrative level. College Principal ensures decentralization and participatory management with the help of formation of various committees.

Case study:

The college has a library committee which looks after the functioning of library. Every year regular meetings of library

committee are held. In which committee gives proposals for purchase of books and journals for each programme. List of books to be purchased are sought from faculty of each department. The list is submitted to the librarian. Quotations are taken by the librarian from different dealers. The comparative chart and the proposal for purchase is submitted to the Principal for approval. After that the purchase or subscription is done by the librarian. Once the books are received in the library along with the bills, the price of each book and discount rates is done in records of library. Then the bills are processed for payment. Librarian certifies the above procedure before forwarding the bill to the Accounts Section.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The IQAC in consultation with College Principal made a perspective plan (2018-2023) for the development of academic, administrative and infrastructural facilities and approval was taken from Management of the College. The purpose of the plan was to set quality benchmarks in tune with the criteria developed by National Assessment and Accreditation Council. The perspective plan has been made particularly for the development of academic, infrastructure and administrative facilities so as to strengthen the UG and PG courses in the College campus. Due to COVID pandemic in the first half of academic year 2021-22, lockdown was there and therefore only few aspects included in the perspective plan were materialised.

The college has used computer applications in admission, administration, examination and accounting processes effectively and efficiently. Golden Jubilee Park has been maintained with the help of NSS volunteers in order to create an awareness towards plastic free environment and at the same time solid waste management practices are adopted to beautify the campus. The administrative office has been made fully computerised. Programmes related to PowerPoint presentations, news reading, caption writing etc. were conducted to bring excellence in academics. Commercial Arts Association worked

towards bringing out budding and prospective entrepreneurs.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://mac.ac.in/DisplayGalleryPhotos.aspx?GID=MjE=
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The College is permanently affiliated to Kurukshetra University, Kurukshetra.

Administrative Setup:

The College Principal acts a link between Governing Body and the College faculty and staff. The Principal is assisted by IQAC, Vice-Principal, Advisory Council, HODs, administrative office, and Committee Incharges.

Appointment and Service rules:

The appointment and service rules have been prescribed by KUK and UGC and the financial approval is granted by the State Government. The college also follows the reservation policy of the government and the roster is signed by welfare department. The appointment committee consists of the Representative of Kurukshetra University and the State Government and proceedings are first approved by the University and

later by the State Government. The management can issue the appointment letter only after the approval from University and the State Government. 95% of the salary of the sanctioned staff is funded by the State Government and 5% is contributed by the Management. However, the salary of the staff not sanctioned by the State Government is borne by the Management.

Promotional Policies:

All the promotions of teachers are as per the career

advancement scheme(CAS) setup by UGC and Government of Haryana. The promotion of non-teaching staff are taken as per the Government of Haryana norms.

File Description	Documents
Paste link for additional information	https://erp.mac.ac.in/IOAC/naac/view.ashx?i=n2021-22_c6_308.pdf
Link to Organogram of the Institution webpage	https://erp.mac.ac.in/IOAC/naac/view.ashx?i=n2021-22_c6_316.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The institution provides the following benefits and facilities:

Financial benefits:

- Employee State Insurance
- Contribution to Labour Welfare Fund
- Fee concession to the wards of the staff
- Retirement pension as per government rules and regulations
- Contributory pension for teaching and non-teaching staff.

Amenities:

- Health Check-up camps
- Emergency medical support to the staff
- Quarters to non-teaching staff

Besides this, the college provides duty leave to attend the training programmes, seminar, conference etc and also Maternity leave for 180 days. Paternity leave for 15 days is provided as per prescribed rules and regulations.

File Description	Documents
Paste link for additional information	https://erp.mac.ac.in/IQAC/naac/view.ashx?i=n2021-22_c6_309.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

2

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

34

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The Institution has Performance Appraisal System for teaching and non-teaching staff.

Confidential Report:

The management collects confidential report as well as teachers' information regarding (1) Teaching-Learning and evaluation (2) Curricular and extra-curricular activities, and (3) Research with comments from Principal at end of every academic year. This report is evaluated at management level annually.

Besides this, every member of the administrative staff has to fill Performance Appraisal form and hand it over to the Principal for the final

remark. After the Principal's remark it is advanced to the management for further scrutiny and assessment.

The IQAC reviews all promotion cases before sending to the appropriate authority. The Management, reviews all cases individually and gives its administrative order which is mandatory in this regard. Career advance scheme for the teaching faculty is well laid out as per government norms.

File Description	Documents
Paste link for additional information	https://erp.mac.ac.in/IQAC/naac/view.aspx?i=n2021-22_c6_310.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institution adheres to the principle of prudent financial management system and undergoes 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 to 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. The college management passes Budget, Appoints

Internal Auditor and approves the report submitted by the Auditor.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

74700

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The college mobilizes funds for its regular activities and development from different agencies and individuals. The mobilized fund is optimally used by the college.

Sources of funds:

- Salary grants from Government of Haryana
- Fees collected from students in non-aided courses.
- Alumni contribution to the college development
- Grants received for extra curricular activities like NSS

Utilization:

The college has well defined Infrastructural policy and auditing mechanism. The portion of fees collected is utilized for teaching-learning purposes as per guidelines. Grants

received for extra curricular activities like NSS is utilized as per the guidelines received from Department of Higher Education, Panchkula. All funds are used for development of the college, non-grant faculty and staff and properly audited. Guest lectures are organized and funds are utilized thereto.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

IQAC of the college is making systematic efforts on quality improvement in various areas. Some of the quality improvement strategies are:

- The institution has digitalized its administrative work. A Common Server to preserve and share academic and official data has also been developed.
- IQAC has promoted various skill development programmes as a strategy to groom students. The Career Guidance and Placement Cell has organized many placement drives. Also an Offer Letter Distribution Session has been started as a good tradition where wards of selected students also take part in the interactions.
- To unleash the potential of students to join Indian Army, IQAC has promoted NCC. Alumni Association and other outside agencies are engaged to conduct programmes on career building.
- The college allows girls and students from economically deprived sections of the society to pay fees in installments in case of financial difficulties.
- The state-of-the-art Auditorium and Conference Hall are regularly used for various academic activities, conferences, workshops, mock interviews and placement drives.
- Capacity Building Programmes on Health and Hygiene, Yoga, Communal Harmony, Environment Protection and workshops have been conducted.
- To allow school students to get familiar with the environment of higher education, the college arranges

Campus Tour and the interactions.

File Description	Documents
Paste link for additional information	https://erp.mac.ac.in/IOAC/naac/view.ashx?i=n2021-22_c6_365.pdf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC continuously reviews its teaching learning process and learning outcomes at periodic intervals through IQAC set up as per norms and takes steps for improvement.

Frequent meetings of various departments are organised where workload is distributed according to the specialisation and interest of the teacher; activities are planned in advance, teaching and learning practices and outcomes are reviewed. The syllabus and attendance position and teaching and learning strategies of various departments are also discussed and reviewed in the IQAC meetings and timely recommendations are given for improvements. Every department and cell is required to submit its final report with proofs to the IQAC. To share the learning outcomes and reports among faculty members and the principal, a new college server is started. Teachers are also required to submit their personal and research related achievements on the server. The outcomes and reports are reviewed in the meetings with the Principal where achievements are appreciated and/or suggestions are given for further improvements. The achievements and outcomes are also published in annual college magazine as well as communicated to the college management time to time. IQAC also takes feedback and conducts students' satisfaction survey on teaching learning process and also seeks suggestions.

File Description	Documents
Paste link for additional information	https://erp.mac.ac.in/IOAC/naac/view.ashx?i=n2021-22_c6_364.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	C. Any 2 of the above
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File Description	Documents
Paste web link of Annual reports of Institution	https://erp.mac.ac.in/IQAC/naac/view.ashx?i=n2021-22_c6_599.pdf
Upload e-copies of the accreditations and certifications	<p align="center">No File Uploaded</p>
Upload any additional information	<p align="center">View File</p>
Upload details of Quality assurance initiatives of the institution (Data Template)	<p align="center">View File</p>

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

It is one of the foremost priorities of our institution to provide facilities for safety and security of the girl students and staff. Some of the initiatives taken and facilities provided are as follows;

1. There is a separate common room for girls in the college situated at a

very protected location.

2. Cameras are installed at almost every place in the college.

3. In every period, 5-6 faculty members remain on discipline duty. They keep a watch on almost every corner of the institution.

4. For any personal or psychological issues, girls can go to their tutor/ mentor. There is a tutor for every class. The tutors provide counselling to the students whenever required.

5. There is a Sexual Harassment prevention committee. If any complaint comes to the committee, the committee takes immediate action. The students involved are called and their statements are recorded, their parents are called and suitable action is taken to the satisfaction of all involved.

6. The number of female faculty members is more than 50% in the institution. They take good care of the girl students and provide them emotional security and motherly care.

7. Women Helpline Nos. are displayed at many places in the college

8. There is a separate unit of 100 girls of N.S.S in the college.

9. There is one third intake of girls in the NCC unit of the college.

10. Women cell as well as other cells in the college frequently organize programs to sensitize students regarding women related issues.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://erp.mac.ac.in/IQAC/naac/view.aspx?i=n2021-22_c7_297.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The college aims to reduce, reuse and recycle waste. For solid waste management, dustbins have been kept at various locations. This ensures that solid trash is separated. The solid waste is handed over to municipality to ideally process at their level.

There is no hazardous chemicals and bio medical waste in the college.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://erp.mac.ac.in/IOAC/naac/view.aspx?i=n2021-22_c7_335.pdf
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

<p>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</p> <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. Landscaping with trees and plants 	<p>A. Any 4 or All of the above</p>										
<table border="1"> <thead> <tr> <th data-bbox="92 566 531 629">File Description</th> <th data-bbox="539 566 1394 629">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="92 640 531 734">Geo tagged photos / videos of the facilities</td> <td data-bbox="539 640 1394 734" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="92 745 531 801">Any other relevant documents</td> <td data-bbox="539 745 1394 801" style="text-align: center;">No File Uploaded</td> </tr> </tbody> </table>	File Description	Documents	Geo tagged photos / videos of the facilities	View File	Any other relevant documents	No File Uploaded					
File Description	Documents										
Geo tagged photos / videos of the facilities	View File										
Any other relevant documents	No File Uploaded										
<p>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</p>											
<p>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</p>	<p>D. Any 1 of the above</p>										
<table border="1"> <thead> <tr> <th data-bbox="92 1261 531 1323">File Description</th> <th data-bbox="539 1261 1394 1323">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="92 1335 531 1462">Reports on environment and energy audits submitted by the auditing agency</td> <td data-bbox="539 1335 1394 1462" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="92 1473 531 1568">Certification by the auditing agency</td> <td data-bbox="539 1473 1394 1568" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="92 1579 531 1673">Certificates of the awards received</td> <td data-bbox="539 1579 1394 1673" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="92 1684 531 1742">Any other relevant information</td> <td data-bbox="539 1684 1394 1742" style="text-align: center;">No File Uploaded</td> </tr> </tbody> </table>	File Description	Documents	Reports on environment and energy audits submitted by the auditing agency	View File	Certification by the auditing agency	No File Uploaded	Certificates of the awards received	No File Uploaded	Any other relevant information	No File Uploaded	
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Reports on environment and energy audits submitted by the auditing agency	View File										
Certification by the auditing agency	No File Uploaded										
Certificates of the awards received	No File Uploaded										
Any other relevant information	No File Uploaded										
<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for</p>	<p>D. Any 1 of the above</p>										

persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

A number of initiatives are taken in the institution to promote tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities. Cultural Committee of the college organizes many cultural activities and celebration of festivals throughout the year. Anniversaries of great saints and freedom fighters are celebrated by different departments and clubs (Report enclosed in 7.1.11).

Students of all castes, religions, regions, socio economic groups and communities come to study here. They study together, play together, attend NCC and NSS camps together, participate in different co-curricular and extra-curricular activities. This shows that the environment is inclusive and full of tolerance and harmony.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

For sensitization of students and employees towards the constitutional values, rights, duties and responsibilities of citizens a number of activities are organized by NCC unit, two units of NSS, other depts., cells and clubs. A few of the initiatives taken are creating awareness about constitutional values, exercising the voting right, tree plantation, water conservation, cleanliness, First Aid and Home Nursing, Blood donation Camps, programs for motivation for blood donation, Road Safety, Harmful Effects of Smoking and Drinking on Health, Saving and Educating the Girl Child, awareness regarding COVID-19, health and nutrition, Yoga, Awareness regarding Dengu and HIV/AIDS etc.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

We organize national festivals, national days and anniversaries of great Indian personalities. Swami Vivekanand Jayanti, Sant Ravi Das Jayanti, Maharaja Agrasen Jayanti, Gandhi Jayanti, Shahidi Diwas, Sardar Vallabh Bhai Patel Jayanti etc. are organized every year. On these days we organize some competitions like Essay competition, Declamation contest, Poetical Recitation Contest and some lectures are also organized so that the students can learn from the lives and teachings of these great Indian Personalities. Festivals like Holi, Haryali Teej, Diwali, Lohri are also celebrated with great fun and enthusiasm. Students in large number participate in these programmes. They enjoy themselves as well as learn a lot of things like our culture, values, team spirit, leadership and harmony. But this year because of corona pandemic some festivals could not be celebrated.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1) TITLE OF THE PRACTICE: Career Guidance and Placement
 OBJECTIVE OF THE PRACTICE: To provide Training and Internship opportunities and employment opportunities to the students of the college and of the colleges of nearby cities.

2) TITLE OF THE PRACTICE: Digitalization, Automation and Eresources
 OBJECTIVE OF THE PRACTICE: Improvement in efficiency & governance, reducing cost, eco-friendly services and e-content development. 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.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Digitalisation and automation is the distinctiveness of our institution. To bring improvement in efficiency & governance, reducing cost, eco-friendly services and e-content development and 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 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. Sufficient Financial resources are required to update the digital resources and network issues. Problems are faced sometimes.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. Construction of Staff Parking and new wash rooms for boys and girls.
2. More MOUs with other institutions.
3. Organisation of more FDPs for teachers.
4. To further strengthen the activities Placement Cell and NCC.
5. To strengthen Alumni Association and organise a grand Alumni Meet.
6. Mapping of Flora and Fauna of the college.
7. Train teachers on academic data management.
8. To prepare for 3rd round of NAAC accreditation.