



YEARLY STATUS REPORT - 2022-2023

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 **Affiliated**
- 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 **iqacaqarmac@gmail.com**

**3. Website address (Web link of the AQAR
(Previous Academic Year)**

https://assessmentonline.naac.gov.in/public/index.php/hei/generateAqar_PDF/MjOyNjY=

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/Images/WebUpload/2022-23/college_activity_calendar_2022-23.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	Nil	2004	08/01/2004	07/01/2009
Cycle 2	B	2.29	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	Rs. 1,37,85,600.00
Director Higher Education	Science Exhibition	Director Higher Education	2021-22	Rs. 8,000.00
DONATION	Maharaja Agrasen Alumni Association	Ms Shuchi Gupta	2021-22	Rs. 21,000.00

8. Whether composition of IQAC as per latest NAAC guidelines **Yes**

- Upload latest notification of formation of IQAC [View File](#)

9. No. of IQAC meetings held during the year **8**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **No**
- 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**

- If yes, mention the amount

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

- AQARs 2018-19, 2019-20, 2020-21 and 2021-22 were prepared and sent to NAAC timely. AISHE data was submitted to the Ministry of Higher Education, Government of India.
- To increase operational efficiency and to better meet the needs of

the changing scenario of the education system, initiatives have been taken to improve digitalization facilities. The college created its own local Server for data archiving and sharing. Data and Annual reports of various departments/ cells/ committees and clubs prepared by their respective incharges were uploaded in college server and shared for preparing AQARs and SSR.

- Creating a positive learning environment, instilling greater skills and enhancing competencies through induction programmes, training workshops, interaction with experts, life skills activities, experiential learning and organization of out of class activities were the main initiatives of the IQAC for students. Enhancing collaborative activities and organizing National level seminars and conferences for the faculty for their professional development and improving teaching skills.
- Broadening the alumni network and engaging them actively in the college development through mentoring current students, organizing blood donation, monetary and non-monetary contribution.
- Strengthening Placement Cell by providing pre- placement workshops and personality development classes and conducting placement drives not only for the college students but also the students of other institutes in the vicinity.

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
1. To conduct regular IQAC meetings.	8 meetings of IQAC were conducted in 2022-23 to plan and organise various academic and administrative activities.
2. Reorganisation of IQAC and NAAC steering committee	IQAC was reorganized and strengthened by including ICT Incharge. Steering Committee for NAAC accreditation was revised. A road map to go for NAAC Accreditation was chalked out and mandatory reports were prepared and submitted to the NAAC. Drafting of SSR was initiated.
3. Preparing for 3rd round of NAAC accreditation. All the	All the pending AQARs 2018-19, 2019-20, 2020-21 and the

<p>pending AQAR from 2018-19 onwards, AISHE data, IIQA and SSR will be sent timely keeping in view the 3rd cycle of the NAAC accreditation</p>	<p>previous session AQAR 2021-22 were submitted to NAAC timely. AISHE data was also submitted to the Ministry of Higher Education, Government of India. The task of preparing AQAR 2022-23 and SSR has been initiated, so that IIQA can be sent to NAAC timely for 3rd round of accreditation.</p>
<p>4. Enhancement of digitalization facilities and make a system of data archiving and sharing.</p>	<p>The college created its own local Server for data archiving and sharing. Data and Annual reports of various departments/ cells/ committees and clubs prepared by their respective incharges were uploaded in college server and shared for preparing AQARs and SSR.</p>
<p>5. Submitting AQAR for the year 2022-23 timely</p>	<p>The task of data compilation for preparing the draft AQAR 2022-23 was completed timely.</p>
<p>6. Monitoring of Add-on/Certificate courses and revision of their syllabi.</p>	<p>Add-on/Certificate course in E-marketing and Community Development and Social Welfare were revived and their courses were revised. Teacher incharges were deputed to monitor the progress in these courses.</p>
<p>7. To implement academic calendar</p>	<p>Academic calendar 2022-23 was prepared and passed in the IQAC meeting held on 20.9.2022 and released for implementation.</p>
<p>8. Stress on imparting greater skills</p>	<p>Skill and competencies were enhanced through organising induction programmes, training workshops, interaction with experts, life skills activities, experiential learning and organization of out of class activities for students. • Training workshops on resume writing, digitalisation, cyber</p>

awareness, career counselling, web designing, programming, MOOC class, preparing for jobs were organised. • Skill Development programmes in spoken English, interview skills, art and craft, paper presentation, mental alertness were conducted. • Activities on life skills like mental toughness, disaster management, fire safety, yoga camp, oral health, nutrition were organised. • Students were exposed to experiential learning by telecasting live budget and organising budget debates and a special programme on Vision India @ 2047, organising students visits to old age homes, river sites for water conservation and cleanliness, practical training for disaster management, sending them for wall paintings. • Sensitisation programmes were conducted to inculcate constitutional obligations among students and teach values, rights and duties of good citizens by organising programmes like on voting rights, national integration, constitutional rights, rivers and water conservation, HIV and its control, awareness towards health and physical fitness, G-20, New Education Policy, use of Social Media, AI save earth and water. • Students were introduced to Indian tradition and culture and social harmony by organising activities on Sanjhi making, cultural programmes like Parampara, introducing to dham shiksha, Yog an Culture, vocal for local, sensitization for aged,

celebrating important days of great personalities and saints like Ravidas Jayantii, Subash Chander Bose Jayanti, Ambedkar Jayanti, conducting seminar on Indian culture, celebrating holi, organising farewell and introduction parties and promoting interaction of students for social harmony and solidarity. Enhancing collaborative activities and organizing National level seminars and conferences for improving life skills and competencies. • Collaborative activities like expert talk on "Entrepreneurship and Leadership Development". with Yamunanagar-Jagadhri Chamber of Commerce and Industry, "How To File Online Income Tax Return" on 14.10.2022, Yamunanagar on 21.11.2022, Blood Donation with Rotary Club North, Wheel Club and Alumni Association on 8.10.2022, dental check-up with DAV Dental College on 12.4.2023, basic survival of life with NDRF on 5.5.2023 for students were organised.

9. Organising national level seminars for professional development and enhancing competencies

6 National Seminars on Themes "Pushta Pathak Ki Duri: Suchana Pradogaki Hai Majburi" by Hindi Department on 08.07.2022, "Hindi Patrakarita Aur Media: Bhoot, Varatmana Aiwam Bhavisya" on 28.02.2023, "Revisiting Indian Culture and Traditions: Issues and Challenges" on 03-03-2023, "Applications of Mathematics in Science, Technology, Biology and Medicine" on 17.03.2023, "The National Education Policy of India: Opportunities and

	<p>Challenges" on 31.03.2023 and "Vision of India@2047: Challenges and Opportunities" on 04.03.2023 were organised by the college.</p>
<p>10. Enhancement of placement activities</p>	<p>Sessions related to the Personality Development, Communication skills, Resume Writing, Group Discussions, Typing Tests, Mock tests, Skill to face Interviews etc. were organized as pre-placement activities for skill enhancement of students. In the year 2022-23 placement drives were organized with Companies like Coronis IT Systems Pvt. Ltd. Mohali, Fusion BPO Services Mohali, Tech Mahindra, Chandigarh. More than 750 students participated in these placement drives and 251 students were selected.</p>
<p>11. Collection of feedback from various stakeholders and implement the suggestions received</p>	<p>Feedback from students, alumni and teachers was collected and analysed.</p>
<p>12. Organise extension activities and social outreach activities</p>	<p>A large number of extension and social outreach activities on themes like Youth Against Drugs, Water Conservation and Rainwater Harvesting, Cleanliness and Hygiene, Healthy Eating Practices, Constitutional Awareness, Tree Plantation, AIDS Awareness, Road Safety, Dental Check Up, Basic Survival of Life, Concerns for Aged etc. were organised.</p>
<p>13. Alumni involvement</p>	<p>Alumni network was extended. A grand Alumni meet was organised to celebrate 50 golden years of the college on 10.12.2022 in which Alumni were encouraged to</p>

	<p>involve in the functioning of the college by way of financial and non-financial contribution.</p> <p>In the year 2022-23 Alumni donated blood in Blood Donation Camp, Water cooler, funds for library Books. Alumni also delivered expert talks on entrepreneurship development and on how to file income tax returns.</p>
14. Capacity building and skill enhancement training to the faculty	A One Day FDP on 'Record Keeping and Documentation' was organized by the IQAC for the staff members involved in preparation and submission of AQARs (2018-19, 2019-20, 2020-21) on 18.7.2022. Another One Day FDP on 'How to Upload Departmental Activity on Website through Staff Portal' was organized on 15.12.2022 for faculty members.
15. Organization of Inter-School Talent Haunt programme	To encourage interaction of school students with college students and the faculty, a grand Inter School Talent Haunt Contest was organised successfully from 25.11.2022 to 26.11.2022.

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
IQAC	20/09/2023

14. Whether institutional data submitted to AISHE

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
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• Mobile	9416991900				
• IQAC e-mail address	iqacmac@gmail.com				
• Alternate e-mail address	iqacaqarmac@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://assessmentonline.naac.gov.in/public/index.php/hei/generateAqar_PDF/MjQyNjY=				
4.Whether Academic Calendar prepared during the year?	Yes				
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students. • Training workshops on resume writing, digitalisation, cyber awareness, career counselling, web designing, programming, MOOC class, preparing for jobs were organised. • Skill Development programmes in spoken English, interview skills, art and craft, paper presentation, mental alertness were conducted. • Activities on life skills like mental toughness, disaster management, fire safety, yoga camp, oral health, nutrition were organised. • Students were exposed to experiential learning by telecasting live budget and organising budget debates and a special programme on Vision India @ 2047, organising students visits to old age homes, river sites for water conservation and cleanliness, practical training for disaster management, sending them for wall paintings. • Sensitisation programmes were conducted to inculcate constitutional obligations among students and teach values, rights and duties of good citizens by organising programmes like on voting rights, national integration, constitutional rights, rivers and water conservation, HIV and its control, awareness towards health and physical fitness, G-20, New Education Policy, use of Social Media, AI save earth and water. • Students were introduced to Indian tradition and culture and social harmony by organising activities on

Sanjhi making, cultural programmes like Parampara, introducing to dham shiksha, Yog an Culture, vocal for local, sensitization for aged, celebrating important days of great personalities and saints like Ravidas Jayantii, Subash Chander Bose Jayanti, Ambedakar Jayanti, conducting seminar on Indian culture, celebrating holi, organising farewell and introduciton parties and promoting interaction of students for social harmony and solidarity. Enhancing collaborative activities and organizing National level seminars and conferences for improving life skills and competencies. • Collaborative activities like expert talk on "Entrepreneurship and Leadership Development". with Yamunanagar-Jagadhri Chamber of Commerce and Industry, "How To File Online Income Tax Return" on 14.10.2022, Yamunanagar on 21.11.2022, Blood Donation with Rotary Club North, Wheel Club and Alumni Association on 8.10.2022, dental check-up with DAV Dental College on 12.4.2023, basic survival of life with NDRF on 5.5.2023 for students were organised.

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	Concerns for Aged etc. were organised.
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14. Capacity building and skill enhancement training to the faculty	<p>A One Day FDP on 'Record Keeping and Documentation' was organized by the IQAC for the staff members involved in preparation and submission of AQARs (2018-19, 2019-20, 2020-21) on 18.7.2022. Another One Day FDP on 'How to Upload Departmental Activity on Website through Staff Portal' was organized on 15.12.2022 for faculty members.</p>
15. Organization of Inter-School Talent Haunt programme	<p>To encourage interaction of school students with college students and the faculty, a grand Inter School Talent Haunt Contest was organised successfully from 25.11.2022 to 26.11.2022.</p>
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
IQAC	20/09/2023
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 **849**

Number of students during the year

File Description	Documents
Data Template	View File

2.2 256

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

File Description	Documents
Data Template	View File

2.3 256

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 28

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 28

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	849
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	256
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	256
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	28
File Description	Documents
Data Template	View File

3.2	28
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	34
Total number of Classrooms and Seminar halls	
4.2	35.02
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	115
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. For effective curriculum delivery, department-wise meeting is held with IQAC and accordingly academic calendar for college 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. Time Table as well as schedule for internal evaluation is displayed on notice board ,circulated in classes and uploaded on college website. 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. to be arranged to develop the personality and communication skills of the students and make them job ready. The whole planning about curriculum delivery, requirement of attendance and CIE in the form of internal assessment is also explained to students during Induction Program in the beginning. As required by the University, practical CIE is also carried out through various methods viz, oral viva-voce, project files, practicals etc at the end of semester.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://erp.mac.ac.in/IOAC/naac/view.ashx?i=n2022-23_c1_560.pdf

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

Maharaja Agrasen 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 university master academic calender, academic calander for the college is prepared which includes Department-wise schedule of Induction programme for new entrants, need based bridge course and schedule of internal evaluation and extra-curricular activities. Before onset of classes, newly admitted students are welcomed and addressed by departmental heads and faculty in a planned manner through Induction programs to make them aware of various facilities available to students in college, rules & regulations of discipline, lecture requirement of university and rules of examination. Incharges of major activities like NSS, NCC, PLACEMENT, LIBRARY explain to students action plan of their activities . During semester, Each department conducts class tests, presentations, declamation, quiz competitions etc. to ensure learning and communication skills gained by students as a part of Continuous Internal Evaluation (CIE). University criteria CIE of two assignments, one conditional test is strictly followed by every teacher . Department-wise faculty meetings are conducted from time to time to monitor and discuss curricula delivery and adherence of academic calender, review of

course completion and revision of important questions. Pre-University exams for B.Com III year students were conducted.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	https://erp.mac.ac.in/IQAC/naac/view.ashx?i=n2022-23_c1_542.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

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

00

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)

2

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)	View File

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

52

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

52

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

College follows the curriculum designed by affiliating university. To provide value based education and holistic

development, we engage 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:

- Every student of Bachelor degree studies a course of Environment Studies which includes natural resources , various ecosystems , their conservation and prevention of depletion.
- Engaging students in activities like tree plantation, blood donation, , Vivekanand jayanti , Ambedkar jayanti , Gandhi jayanti ,Disaster Management camps, Cleanliness and rain water harvesting rallies etc. & inspiring them through telling their stories our great Heroes help in developing human and social values among them.
- NSS , NCC , Youth Red Cross , women cell, legal literacy cell and various other cells are the platforms which aim at inculcating social, moral , ethical values among students by arranging extention lectures, competitions ,visit to villages and other awareness programmes.

Syllabi of some of the subjects of Commerce , computer and Arts streams also imbibe such values in 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	No File Uploaded
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

243

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	A. All of the above
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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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

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

640

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

229

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. Second, the advanced learners are pointed out to give presentations in the classrooms so that they can come forward and become habitual with this art of public speaking and also this practice motivates the other students also. Resume Writing, Mock Interviews and many more are conducted time to time to enable students in being updated and presentable in all the situations and times. 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. Parents Teacher Meetings are also organised to let the parents know the progress of their ward. 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. Students after their routine lectures can go through the channel and gain knowledge through the same. Here are the glimpses of the same.

File Description	Documents
Link for additional Information	https://erp.mac.ac.in/IOAC/naac/view.ashx?i=n2022-23_c2_598.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
849	28

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

Many of the UG and PG students go through practical training to acquire the practical knowledge related to their course. Assignments are mandatory for all the students across all courses. All teachers use digital tools for better learning outcomes.

All the Departments of the college conduct minimum one declamation, debate, or Quiz competition every academic year. To enhance and encourage communication skills and confidence level of the students, classroom presentations are conducted every academic year.

Students are encouraged to utilise library for various activities assigned by the faculty in addition to the guest lectures of eminent experts organised by various departments. Students are also encouraged to participate and present the papers in seminars and workshops organized by our college and other colleges in the vicinity. In addition, the college periodically organizes career-oriented lectures and industrial visits to give students an insight into the internal working environment of industries, which also create opportunities for internship and placement.

All the teaching faculty act as mentors. Each mentor is allotted a set of students. Mentors keep the details of academic and socio- economic status of students and counsel them for academic and career advancement of their mentees.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://erp.mac.ac.in/IOAC/naac/view.ashx?i=n2022-23_c2_585.pdf

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

Information and Communication Technology is continuously used for Imparting Education. Almost all the Faculty Members are digitally sound and are using Multi Media Tools Like Power Point Presentations, You Tube Lectures, Short YoutubeVideos of the Topics as well as General Topics, Teaching through Overhead Projectors. It is not just the the teachers who are digitally sound but efforts are made to bring the students also into the main stream of IT enabled learning. Various Workshops are organized from time to time to enable the students to learn new ICT and Multimedia tools like PowerPoint, Canva and Adobe Express. Apart from making Power Point Presentations from the available templates the students are told about the available web sources from where they can get the power point tools. We believe that a digitally sound individual can help the people in a better way. Various Competitions are also organized to check the compatibility level of the students.

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=n2022-23_c2_587.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

28

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
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

11

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

312

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 topic related to Social/Economic Issues prevailing around where the students can write his/her observations on the same. The choice of topic can be left with the student also but he/she has to take prior permission for the same from the concerned teacher.

Proper Notices and Duty Charts are prepared for the conduct of Internal Examinations for the Subject of EVS. Also this year the college conducted Internal Exams of 80 Marks on University Pattern.

File Description	Documents
Any additional information	View File
Link for additional information	https://erp.mac.ac.in/IQAC/naac/view.ashx?i=n2022-23_c2_588.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.

File Description	Documents
Any additional information	View File
Link for additional information	https://erp.mac.ac.in/IQAC/naac/view.aspx?i=n2022-23_c2_589.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.

For Assessing the Program and Course outcomes certain parameters are to be taken care of, such as the student's performance in the class, 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	View File
Paste link for Additional information	https://erp.mac.ac.in/IQAC/naac/view.aspx?i=n2022-23_c2_495.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 organized 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 1.80 Lac to 3.00 Lac Per Annum. Total Three Placement Drives were organised by the Career Guidance and Placement cell of the college with companies like Coronis IT Systems Mohali and Tech Mahindra, Chandigarh and Fusion BPO Services Mohali, where around 251 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=n2022-23_c2_594.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

122

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=n2022-23_c2_597.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=n2022-23_c2_595.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)

0

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

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

06

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
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	View File
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

04

File Description	Documents
Any additional information	View File
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

The college aims to promote extension activities for sensitizing students towards social issues for their holistic development and to create an environment of positive energy in neighbourhood. The students are by provided with ample of opportunities to extend their classroom knowledge into practical experience. 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 academic year 2022-23, various community related extension activities were organized such as Youth Against Drugs Awareness Programme, Poshan Abhiyan, Catch the Rain - Water Conservation Awareness Programmes, National Voters Day Celebration and Voter Awareness Programmes, Tiranga Yatra, Tree Plantation, Blood Donation, Constitution Day Celebrations, Azadi Ka Amrit Kaal Celebrations, National Unity Day Celebrations, Disaster Management Awareness Programmes, Yamuna River and College Cleanliness Programme, Health Awareness Programmes, Talent Show, Healthy Plate and students played the roles of community helpers at Maharaja Agarsen Mahavidyalaya, Jagadhri. The extension activities organized by the college impacted the overall personality of the students who participated in these societal endeavors and helped them to hone their social skills and capabilities to meet emergencies and natural disasters. Participation in such activities evolved a sense of responsibility in the student participants towards community and neighbourhood.

File Description	Documents
Paste link for additional information	Nil
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

8

File Description	Documents
Any additional information	No File Uploaded
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

17

File Description	Documents
Reports of the event organized	View File
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

1575

File Description	Documents
Report of the event	View File
Any additional information	View File
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**

8

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	No File Uploaded

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**

3

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	View File

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.

The College is situated in the heart of Yamunanagar and Jagadhri city, well connected by roads, railways facilitating easy access from all parts of the city. The campus is spread over 10.5 acres of land equipped with the entire necessary infrastructure to meet the ever-increasing requirements of the students.

We have 2 Computer labs to help the students match their practical approach with advancement. The labs have computers with the latest configuration having i5, i3, core 2 duo, Dual Core for students and teachers use. Laptops have been issued to HODs and various cells in-charges for administrative, teaching and research purposes.

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 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 400mbps speed and JIO intranet with 50 mbps speed.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://erp.mac.ac.in/IQAC/naac/view.aspx?i=n2022-23_c4_550.pdf

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	No File Uploaded
Paste link for additional information	https://erp.mac.ac.in/IQAC/naac/view.ashx?i=n2022-23_c4_578.pdf

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	No File Uploaded
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://library.mac.ac.in

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)

3.44

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
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

54

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-2019 (OS) and MS-Sql-Server-2019 (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

125

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)**

35.09

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	View File
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-10 with latest configuration (10GB RAM) 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

275

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	View File
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

284

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=n2022-23_c5_544.pdf
Any additional information	No File Uploaded
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

1739

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

248

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	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	No File Uploaded

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	No File Uploaded
Any additional information	No File Uploaded

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	No File Uploaded
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)

Every year student representation is ensured with the aim of student's representation in academic administrative activities. The representatives of students participate in various decision making, organizes fresher and farewell party, performs discipline duties in various functions and becomes part of organizing committee of college functions.

The college has a number of committees in which students are represented such as the Students Commerce Association , History Society and NSS Unit I & II.

NSS Unit I Advisory Committee.

Sabre Aalam BA 4th semester Mr. Suraj BA 2nd semester

NSS Unit II Advisory Committee. Jaswinder Bcom 6th semester Ms. Nandini BA 6th semester

Commerce Association

Raksha Bhatia Bcom final A1 President

Gaurav Kamboj Bcom final A2 Vice President

Sachin Bcom Second A1 Secretary

Aman Bcom Second A2 Finance Secretary

History Society Office Bearer

Mr. Lokesh Joshi BA III 120251002002

Mr. Sabre Aalam BA II 1212512002063

Mr. Suraj BA I1212512002058

File Description	Documents
Paste link for additional information	https://erp.mac.ac.in/IOAC/naac/view.ashx?i=n2022-23_c5_434.pdf
Upload any additional information	No File Uploaded

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

8

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. Our alumni contribution are mentioned as under :-

Alumni donated blood in Blood Donation Camp which was organised on 8th October 2022. Dr Mukesh Sehgal, contact no (9416022299), one of our illustrious alumnus donated a Water Cooler in

gratitude to his Almamater on 7th April 2023. Mr. Lalit Duggal ji, Director, Express Parcel Services Pvt. Ltd. ,New Delhi, contact no (9899020071) Bcom 1983 passout Donated Rs. 50,000 for Books for students.

One of OUR DISTINGUISHED ALUMNI "DR. MUKESH SEHGAL" (BATCH 1988-91), contact no (9416022299) delivered a talk .Our another Distinguished Alumni Mr. Anuj ,Bcom Batch 2007, contact no (9896954188) delivered guest lecture on 14-10-2022 on topic how do file online income tax return .He alsodelivered guest lecture on 08-02-2023 .

Annual ALUMNI MEET was held on 10-12-2022.

File Description	Documents
Paste link for additional information	https://erp.mac.ac.in/IQAC/naac/view.ashx?i=n2022-23_c5_525.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

A. ? 5Lakhs

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

The institution has a well-defined vision and mission statement prepared with the active involvement of Governing body, College Principal, Advisory Council, and other stakeholders. In synchronization with our mission and vision statement, our institution focuses on the best possible quality education for students mostly belonging to the grass root level of society. The management and affairs of the college are administered, controlled, and supervised by the Governing Body which consists of one representative from the University, one from the State Government, Two members of the faculty, and one from the Non-Teaching staff besides Officer Bearers elected by the due

electoral process, and nominated executive committee members. The Principal is the ex-officio secretary of the Governing Body. The college pledges to promote the culture of a value-based education system with the outlined vision of branding Maharaja Agrasen College Jagadhri as a center 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. IQAC is the most prominent administrative body responsible for ensuring quality assurance and enhancement. Besides this, the Advisory Council of the College consisting of members from the faculty works in tune with the vision and mission of the college. . The participation of teachers in the decision-making bodies of the institution is ensured by making them conveners and members in various committees constituted for effective governance.

File Description	Documents
Paste link for additional information	https://erp.mac.ac.in/IQAC/naac/view.ashx?i=n2022-23_c6_536.pdf
Upload any additional information	No File Uploaded

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

The institution promotes inclusiveness and engages in a decentralised and participative outlook in all its decisions, initiatives and working mechanism. 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. Representatives of the management, Principal, teaching and non-teaching staff members, students, eminent personalities and alumni work towards attaining the vision of the institution altogether. IQAC is established in the college and plays a pivotal role at academic and administrative level under the Chairmanship of the Head of the institution. The college administration is decentralized through head of the departments, faculty members, and staff for curricular and co-curricular activities. Administrative activities are through Burser, Controller of Examination, Dean Student Welfare, librarian, Office Superintendent and other staff. The student's representation is also ensured in various committees. The college provides controlled autonomy to its components and thus gives equal opportunity or participation to all its components.

The functional committees, cells/clubs at college level are Purchase Committee, Cultural Committee, Admission & Verification Committee, NCC Committee, NSS Advisory Committee, Publication Committee, Time Table Committee, Discipline Committee, Grievance Redressal Committee, Library Committee, Sports Committee, Canteen Committee, Student Welfare Committee, Women Cell, Legal Literacy Cell, Training and Placement Cell, Youth Red Cross, Red Ribbon Club, Eco Club etc. Each committee/cell has its Incharge and members which organize activities in the college, prepare their reports and submit to IQAC

File Description	Documents
Paste link for additional information	https://erp.mac.ac.in/IQAC/naac/view.ashx?i=n2022-23_c6_534.pdf
Upload any additional information	No File Uploaded

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 the 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 on the College campus.

Programs like Social Outreach and Interaction Programme and Celebrating Graduation have focused on increasing strength of the college students. For employability enhancement, several Programmes have been organized by Career Guidance and Placement Cell. The college has contributed towards the development of students as budding entrepreneurs, skill-oriented, and socially responsible by organizing various curricular, co-curricular, and extracurricular activities. 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 awareness towards a 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 computerized.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://mac.ac.in/Content.aspx?pageid=90
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 directives from the Director General Higher Education, Govt. of Haryana are used to frame various policies regarding appointments, promotions, and other benefits and services rules. The College is permanently affiliated to Kurukshetra University, Kurukshetra. The guidelines from Kurukshetra University are strictly followed in policies related to admissions, teaching, learning and evaluation, extra-curricular activities, and sports.

Administrative Setup:

The College Principal acts as a link between Governing Body and the College faculty and staff. There is Internal Quality Assurance Committee as per NAAC and UGC norms. The Principal is assisted by the Vice-Principal, Advisory Council, Heads of the Departments, the administrative office, and Committee Incharges. At the department level, the organization includes Heads of Departments, faculty members, and non-teaching staff. In the library, the college includes Librarian and Library attendant. Various College Committees work under the supervision of the College Principal.

Appointment, Service, and Promotion rules:

The appointment and service rules have been prescribed by Kurukshetra University and UGC and the financial approval is granted by the State Government. 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. All the promotions of teachers are as per the career advancement scheme(CAS) set up by UGC and the Government of Haryana

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://erp.mac.ac.in/IOAC/naac/view.ashx?i=n2022-23_c6_535.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 considers all of its members as part of one big family of the college. Hence, it has a well-established welfare mechanism for both teaching and non-teaching staff in place. The list is as follows:

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
- Specialized doctors are invited for Special talks

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	Nil
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

10

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

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=n2022-23_c6_538.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 college regularly undertake internal and external financial audits by certified Chartered Accountants, Director General Higher Education, Govt. of Haryana and Kurukshetra University, Kurukshetra. All the accounts are maintained in required format. 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	https://erp.mac.ac.in/IOAC/naac/view.ashx?i=n2022-23_c6_577.pdf
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)

115100

File Description	Documents
Annual statements of accounts	No File Uploaded
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 institution is a Govt. aided institution. It gets regular funds for carrying out various activities under different heads. 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

Skill Enhancement: IQAC has always given stress on imparting skills to students for their empowerment through organising induction programmes, training workshops, interaction with experts, life skills and outreach activities. These activities have been made an integral part of the departmental activities. In the beginning of the session, IQAC sends circulars to all the heads of departments and cells to prepare lists of planned activities which are then consolidated in form Calendar of activities and implemented after discussion and approval in IQAC meeting. This year activities on interview skills, paper presentation, mental alertness, resume writing, digitalisation, cyber awareness, web designing, mental toughness, disaster management, fire safety, yoga camp, oral health, nutrition, water conservation etc. were organised.

Enhancement of digitalization and make a system of data archiving and sharing: The college has enhanced its digital initiatives. It has created its own local Server for data archiving and sharing where data and reports of various departments/ cells can be uploaded. Keeping in view the implementation of NEP 2020 from the session 2023-24, the college has added 25 computers, enhanced the broadband speed to 300 mbps and is in process of setting up 17 wifi access points. Students are given training on use digital facilities.

File Description	Documents
Paste link for additional information	https://mac.ac.in/DisplayGalleryPhotos.aspx?GID=MjE=
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 the teaching learning process and learning outcomes at periodic intervals and takes steps for improvement. Frequent meetings of various departments are organised where workload is distributed according to the specialisation of the teacher and activities are planned with focus on all round development of the student. The syllabus, attendance position and teaching and learning strategies and outcomes of various departments are also discussed and reviewed in the IQAC meetings and timely recommendations are given for improvements. Every department/cell is required to submit its final report alongwith with proofs to the IQAC and also upload in college server. Teachers are required to upload their personal and research related achievements in 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 on basis of which plan of action is prepared for the next year. The achievers are given publicity to motivate others. This year -

- Syllabi of 2 add-on courses were revised.
- Efforts were made to resume centralised university exams.
- Stress was given on job orientation training programmes and placement drives.

IQAC also takes feedback and suggestions from students on teaching learning process.

File Description	Documents
Paste link for additional information	Nil
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	Nil
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- There is a separate common room for girls in the college situated at a very protected location. Cameras are installed at almost every place in the college. In every period, 5-6 faculty members remain on discipline duty. They keep a watch on almost every corner of the institution. For any personal or psychological issues, girls can go to their tutor/ mentor. The tutors provide counselling to the students whenever required. There is a Sexual Harassment prevention committee. If any complaint comes to the committee, the committee takes immediate action. The female faculty members take good care of the girl students and provide them emotional security and motherly care. Women Helpline Nos. are displayed at many places in the college There is a separate unit of 100 girls of NSS. One third intake

of NCC unit of the college is girls. Women cell and other cells in the college frequently organize programs to sensitize students regarding women related issues.

File Description	Documents
Annual gender sensitization action plan	https://erp.mac.ac.in/IOAC/naac/view.ashx?i=n2022-23_c7_554.pdf
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=n2022-23_c7_553.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 waste collected from the dustbins is taken to the dump area by a hand cart (rehri). The solid waste is handed over to municipality to ideally process at their level. There is re-use of waste water in the college. The spilled over water from the drinking water facility is taken to the front lawn through an underground pipe for watering the plants.

There is no hazardous chemicals, radioactive 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	Nil
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	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <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 	A. Any 4 or All of the above
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and	D. Any 1 of the above

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

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

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

A. Any 4 or all 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 organises many cultural activities and celebration of festivals throughout the year. Cultural items representing the culture of different states like Haryanvi folk songs and dance, Punjabi Bhangra and giddha, Dance style of Maharashtra (Lavani) and other states too are prepared and presented by students on different occasions. Anniversaries of great personalities like Sant Kabir Dass, Sant Ravi Dass, Swami Vivekanand, Mahatma Gandhi 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	View File

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 in the college by NCC unit, two units of NSS, other depts., cells and clubs. A few of the initiatives taken are creating awareness through guest lectures and by organizing various competitions like Essay Writing Competitions, Declamations Contests, Debate, Poster making, Quiz, slogan writing etc. on current issues and burning problems of society. Some of the issues taken up are exercising the voting right, use of EVM machines, enrolment of new voters, Programs on Fundamental Rights and Duties of every citizen, anti-tobacco, tree plantation drives, water conservation, cleanliness, First Aid and Home Nursing, Blood donation Camps,

programs for motivation for blood donation, Road Safety, traffic rules, Harmful Effects of Smoking and Drinking on Health, Saving and Educating the Girl Child, health and nutrition, Yoga, Deworming in children, Awareness about diseases like HIV-AIDS, Dengue, Corona, Drug -abuse, Environment Protection, Awareness of Legal-Rights , visit to old age home, Celebration on Constitution Day, Communal Harmony Week .All these activities fulfil our constitutional duties as mentioned in Article 51 of Indian Constitution.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

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

Every year important commemorative days like Independence Day, Republic Day, International Yoga Day, International Women Day, World Environment Day, Girl Child Day, International Hindi Day, Constitution Day, Voters Day, World Health Day, Cycling Day are celebrated with great enthusiasm. The anniversaries of great Indian personalities like Swami Vivekanand Jayanti, Sant Ravi Das Jayanti, Maharaja Agrasen Jayanti, Gandhi Jayanti, Shahidi Diwas, Sardar Vallabh Bhai Patel Jayanti, Ambedkar Jayanti etc. are celebrated every year. On these days we organize some competitions like Essay writing 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, Makar Sankranti are also celebrated with great fun and enthusiasm. Students in large number participate in these programs. They enjoy themselves as well as learn a lot of things about our cultural values, traditions, team spirit, leadership and harmony.

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.

PRACTICE 1: Career Guidance and Placement of Students

OBJECTIVE OF THE PRACTICE: To Provide Training & Internship opportunity and employment opportunity to the Final Year students of our college as well as of other colleges.

THE CONTEXT: We believe that the ultimate Goal of Education is not just gaining degrees and Mark sheets, it is for sure more than this. The basic objective of Education is to make students better, rational and responsible citizen. It is by their productive employment. Every parent wishes to see his ward progressing and when a student in his/her final year of

graduation gets Job Opportunity, the happiness of their parents is unmatched. This is the dream of every parent and we help them fulfil this dream. The Career Guidance and Placement Cell of the college is constantly working hard to provide Employment Opportunities to the final year students of not only of our college but of other colleges of nearby places.

PRACTICE 2- Pre-Admission Counselling

OBJECTIVE OF THE PRACTICE: To involve the 10+2 students in some productive activities and provide them some skills like Effective Communication Skills, Basics of Computers, Entrepreneurship Development, Fun with Brushes and Basics of Foreign Accounting.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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 are 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. To go for NAAC accreditation.
2. Effective implementation of National Education Policy.
3. Effective implementation of College Activity Calendar.
3. Stress on organising workshops and programmes for increasing students soft skills and capabilities.
4. Increasing students capabilities through pre-placement drives.
5. Stress on organisation of social outreach and extension activities for students for experiential learning.