

## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

#### 1. Details of the Institution

1.1 Name of the Institution

Maharaja Agrasen Mahavidyalya

1.2 Address Line 1

Maharaja Agrasen Mahavidyalya

Address Line 2

Agrasen Chowk

City/Town

Jagadhri

State

Haryana

Pin Code

135003

Institution e-mail address

principalmac.bajpai@gmail.com

Contact Nos.

01732-245719

Name of the Head of the Institution:

Dr. P.K.Bajpai

Tel. No. with STD Code:

01732-245719

Mobile:

09468100769

Name of the IQAC Co-ordinator:

Dr. Karuna

Mobile:

09416991900

IQAC e-mail address:

iqacmac@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

HRCOGN 10699

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

11-12 December, 2003

1.5 Website address:

www.mac.ac.in

Web-link of the AQAR:

[http://mac.ac.in/?page\\_id=968](http://mac.ac.in/?page_id=968)

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B++	80.20	January 8, 2004	5 years
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

15-07-2004

1.8 AQAR for the year (for example 2010-11)

2013-14

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

- i. AQAR 2009-10 submitted to NAAC on 19-07-2014
- ii. AQAR 2010-11 submitted to NAAC on 19-07-2014
- iii. AQAR 2011-12 submitted to NAAC on 28-06-2013
- iv. AQAR 2012-13 submitted to NAAC on 19-07-2014

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

Computer Applications

1.12 Name of the Affiliating University (*for the Colleges*)

Kurukshetra University,  
Kurukshetra

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc – **NIL**

Autonomy by State/Central Govt. / University	<input type="text" value="-"/>		
University with Potential for Excellence	<input type="text" value="-"/>	UGC-CPE	<input type="text" value="-"/>
DST Star Scheme	<input type="text" value="-"/>	UGC-CE	<input type="text" value="-"/>
UGC-Special Assistance Programme	<input type="text" value="-"/>	DST-FIST	<input type="text" value="-"/>
UGC-Innovative PG programmes	<input type="text" value="-"/>	Any other ( <i>Specify</i> )	<input type="text" value="-"/>
UGC-COP Programmes	<input type="text" value="-"/>		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="06"/>		
2.2 No. of Administrative/Technical staff	<input type="text" value="03"/>		
2.3 No. of students	<input type="text" value="Nil"/>		
2.4 No. of Management representatives	<input type="text" value="01"/>		
2.5 No. of Alumni	<input type="text" value="01"/>		
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>		
2.7 No. of Employers/ Industrialists	<input type="text" value="Nil"/>		
2.8 No. of other External Experts	<input type="text" value="Nil"/>		
2.9 Total No. of members	<input type="text" value="12"/>		
2.10 No. of IQAC meetings held			
2.11 No. of meetings with various stakeholders:	No.	<input type="text" value="04"/>	Faculty
			<input type="text" value="02"/>
Non-Teaching Staff	<input type="text" value="01"/>	Students	
		Alumni	<input type="text" value="01"/>
		Others	<input type="text" value="Nil"/>

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount




2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

- Use of Technology in Higher Education.
- Team Building

2.14 Significant Activities and contributions made by IQAC

IQAC stressed on organization of the following activities:

- Cultural Activities
- Extension Activities
- Teachers Orientation towards research activities
- Teachers Orientation towards use of technology
- National Seminars, and
- Creating Discipline among students

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
Highlighting college at State level	Were able to organise Inter-Zonal Youth Festival with participation of more than 1000 students of various colleges with the sponsored money of Rs.6 lakhs from K.U.K. and Rs.2 lakhs from industries/other institutions.
Use of technology in teaching and learning	With teachers' orientation towards use of technology in higher education, most of the teachers are using

	<p>smart classrooms and digital library facilities.</p> <p>Students are using fully equipped conference hall for PPTs and discussions.</p> <p>College library is fully digitalised and bar codes, thumb identification, wi-fi and high speed internet connection, sms/email alert and OPAC facility is available.</p> <p>Access to e-resources - INFLIBNET.</p>
Teachers orientation towards research	<p>Teachers were oriented towards attending more seminars/conferences and contribute towards presenting their research papers there.</p> <p>Three DGHE, Haryana sponsored National level conferences were organised on Feb 7-8, 2014, Feb 21-22, 2014 and March 5-6, 2014. 20 papers were presented in various seminars by our faculty and 3 faculty members also acted as resource persons.</p>
Orientation of students towards class attendance and participation in co-curricular activities	<p>Class attendance has improved.</p> <p>Students helped in organising Youth Festival, conferences and participated in various extension activities and attended experts' lectures.</p>
Enrichment of library	<p>More computers have been added to digital library with high speed internet and wi-fi connectivity.</p> <p>Access to e-resources - INFLIBNET has been renewed.</p> <p>New books, magazines and newspaper have been added.</p>
Use of technology in office	<p>Direct deposit of fees in bank.</p> <p>New software is being developed for automation of official work and documentation of data.</p>

	Use of computers and networking for efficient working (fully computerised fee collection, use of tally in accounting, etc.)
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*\* For Academic Calendar see Annexure - I*

2.15 Whether the AQAR was placed in statutory body      Yes  No

Management       Syndicate       Any other body

Provide the details of the action taken

All the proposals of IQAC were accepted by the management in toto and future planning was done to:

- Reduce absenteeism
- Promote research
- Improve infrastructure
- Introduce new courses.

## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	02	-	02	-
UG	07	-	05	05
PG Diploma	-	-	-	-
Advanced Diploma	03	-	03	03
Diploma	03	-	03	03
Certificate	03	-	03	03
Others	-	-	-	-
<b>Total</b>	18	-	16	14
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

The College follows the curricular design of Kurukshetra University framed by the Board of Studies of different subjects of the University. However, our College with its limited scope has introduced three add on courses : E-marketing, Community Development and Social Welfare and Advertising and sales management.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	09
Trimester	-
Annual	09

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
*(On all aspects)*

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

*For Feedback Performa see Annexure-II*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Syllabi are revised/updated only by the University

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Nil

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
14	03	07	01	01

2.2 No. of permanent faculty with Ph.D.

09



2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
01	04	-	-	-	-	-	-	01	06

2.4 No. of Guest and Visiting faculty and Temporary faculty

01	06	26
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	129	-
Presented papers	01	20	-
Resource Persons	-	03	-

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Use of smart classrooms
- Automations of library
- Use of conference hall for students class presentation and discussions
- Use of communication labs
- Use of Eduset

2.7 Total No. of actual teaching days during this academic year

183
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2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Examination reforms initiated by the university are adopted; however for internal evaluation open book exams/quizes are used.
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2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

-	-	-
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2.10 Average percentage of attendance of students

75
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2.11 Course/Programme wise  
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com.I	204					22.55
B.Com.II	246					33.62
B.Com.III	198					44.19
B.A.I	94					15.12
B.A.II	81					75.31
B.A.III	70					43.55
B.B.A.I	10					30.0
B.B.A.II	19					14.28
B.B.A.III	23					86.36
B.C.A.I						
B.C.A.II						
B.C.A.III	29					89.66
M.Com.(P)	28					92.60
M.Com.(F)	15					100.0
M.A.Hindi (F)	14					83.33

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

- Plans academic and non-academic activities
- Takes feedback
- Makes suggestions and plans future work

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	02
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	02

Summer / Winter schools, Workshops, etc.	-
Others	90

#### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	02	01	01	05
Technical Staff	01	-	01	03

### Criterion – III

## 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Orientation of teachers towards research by motivating them to attend seminars/conferences and present their research papers in national/international seminars
- Research and consultancy cell organises seminars for sharing knowledge and research issues among colleagues on inter-disciplinary topics

#### 3.2 Details regarding major projects

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	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	-	-	-
Outlay in Rs. Lakhs	88195-00	-	-	-

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	06	-
e-Journals	-	08	-
Conference proceedings	-	02	-

3.5 Details on Impact factor of publications: N.A.

Range  Average  h-index  Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from N.A.

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges  
Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution	Level	International	National	State	University	College
	Number	-	03	-	-	03
	Sponsoring agencies	-	Director General Higher Education, Haryana			Management

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level

National level  International level

3.22 No. of students participated in NCC events:

University level	<input type="text" value="54"/>	State level	<input type="text"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="01"/>	College forum	<input type="text" value="11"/>	
NCC	<input type="text" value="01"/>	NSS	<input type="text" value="17"/>	Any other <input type="text" value="01"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

The faculty members and students were involved in extension activities by various cells/units-

- Legal Literacy Camp
- Save Oil Campaign
- Environment Protection Campaign
- Save the Girl Child Campaign
- Aids Awareness Programme
- Door to Door Survey and Counselling of villagers on social and health related issues
- Annual Sports Meet
- Annual Alumni Meet

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	10 acres	-	charitable	10 acres
Class rooms	30	-	UGC, DGHE, Management	30
Laboratories	05	-	UGC	05
Seminar Halls	01	-	UGC, Management	01
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	06	02	UGC	08
Value of the equipment purchased during the year (Rs. in Lakhs)	1,55,16,617-00	3,90,962-00	UGC	1,59,07,579-00
Others (Auditorium)	01	-	UGC	01

#### 4.2 Computerization of administration and library

- Automation and digitalization of library
- Total computers for general access - 25
- Total Printers and scanners – 08
- Online UPS-03
- Internet facility
- Participation in resource sharing network (like Inflibnet)

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	31877	9,05,940-00 (2009-13)	243	60221	32120	966161-00 (2009-14)
Reference Books						
e-Books	-	-	55100	5000-00	55100	5000-00
Journals	19	57357-00 (2009-13)	19	16775-00	19	74,132-00 (2009-14)
e-Journals	-	-	3100	5000-00	3100	5000-00
Digital Database	-	-	-	-	-	-
CD & Video	372	-	20	-	392	-
Others(Magazines and newspapers)	52	1,02,951-00 (2009-13)	56	34,555	56	1,37,506-00 (2009-14)

#### 4.4 Technology up gradation (overall)

	Total	Computer	Internet	Browsing	Compute	Office	Depart-	Others
Existing	70	04		01	-	01	06	01
Added	60	-		-	-	-	-	01
Total	130	04		01	-	01	06	01

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- Computer centre is facilitating computing, Internet, Web services to the students and faculty members. SMS service to students and faculty is also provided on matters like library, fee and fine deposit etc. The campus is fully wi-fi. Computer centre assist the administration in smooth conduct of conferences/workshops and seminars and use of smart rooms by teachers.
- Digital clock software was developed for participants' time management by Mr. Lakhpat Singh, Head Librarian, which was used during 36<sup>th</sup> Zonal Youth Festival hostel at the college.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	1,01,372-00
ii) Campus Infrastructure and facilities	7,48,298-00
iii) Equipments	20,120-00
iv) Others	36,531-00
<b>Total :</b>	<b>9,06,321-00</b>



## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services :

Students support services are primarily looked after by Dean, Student Welfare Schemes, who looks after students centric welfare schemes, address their various requirements and provide necessary support system for students related issues.

IQAC through feedback from students ensures whether students are getting quality support services or not and accordingly give suggestions.

Some of the students support services are –

- Special help desk during admission days with counsellors
- Fee concession for poor and meritorious students through fee concession committee
- Support to marginalized sections like handicapped, SCs, BCs, Minorities, Women through Equal Opportunity Cell.
- Tutors for each class for mentoring and other support services
- Students Council for communicating their problems and inviting suggestions for providing better services
- Sexual Harassment Prevention Committee to avoid women/girls harassment
- Women Cell for sensitization, awareness and monitoring women/girls related issues
- Grievances Redressal Cell for addressing students' grievances
- Discipline Committee for maintaining discipline to ensure smooth studies
- Anti-Ragging Committee to check ragging menace
- Remedial Classes for SC/ST and weaker sections
- Extra classes for weak students
- Extra classes for meritorious students
- Legal Literacy Cell to provide students awareness regarding their legal rights
- Wi-fi Campus
- On-line services (library and office)
- Career Counseling Cell provides career guidance through experts
- Parents-Teacher Meetings for communicating the students report and guiding the parents for their personal and career development
- Timely medical support for students
- First-Aid Training

5.2 Efforts made by the institution for tracking the progression

- Examination results (inbuilt mechanism)
- Analysis of drop-out rates

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1087	56	Na	-

(b) No. of students outside the state

109

(c) No. of international students

Nil

Men	No	%	Women	No	%
	904	79		239	21

No	%
239	21

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
594	132	-	372	04	1098	685	118	-	340	4	1143

Demand ratio - 90%      Dropout - 32.54%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Career Guidance Cell guides students for competitive exams. Equal Opportunity Cell arranges lectures and classes on English, Mathematics, and Personality Development etc.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

53

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

5.6 Details of student counselling and career guidance

Career guidance cell provides information and guidance regarding various career opportunities and employment avenues available. Lectures by experts are organized time to time to guide the students about the present and future career opportunities.

No. of students benefitted

120

As per university rules there is student Counseling and Career Cell to provide support to students and choosing their career and guide to prepare for the same.  
Classes on Personality Development and Career Counseling are regularly conducted

### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
03	90	25	29

### 5.8 Details of gender sensitization programmes

- Women Cell of the college regularly organizes/participates in gender sensitization activities/extension programmes.
- As per university norms, college has constituted Sexual Harassment Prevention Committee, Women Cell and Anti-Ragging Committee under which gender sensitization programmes are conducted and grievances redressed. The college has separate Grievance Committee also. Helpline numbers are displayed at major places in the college.

### 5.9 Students Activities

#### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level

42

National level

International level

No. of students participated in cultural events

State/ University level

65

National level

-

International level

-

#### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level

-

National level

-

International level

-

Cultural: State/ University level  National level  International level

#### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	29	98,000-00
Financial support from government	92	4,02,195-00
Financial support from other sources	04	10,000-00
Number of students who received International/ National recognitions	-	-

#### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: \_\_\_\_\_ Nil \_\_\_\_\_

### Criterion – VI

## **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

**Vision** - Become a centre of learning par excellence and ensure integrated development of individuals by providing value based education

**Mission**- to develop a unique cadre of young, enthusiastic men and women by inculcating in our students confidence, commitment and ability to meet the challenges of changing environment.

#### 6.2 Does the Institution has a management Information System

Yes. We have a MIS in place to help us analyze and facilitate strategic and operational activities. For example MIS with regard to

- Daily absent report of staff
- Monthly absent report of students
- SMS/alert service for faculty and staff
- Departmental information is accumulated in the office and analysed in the meetings. Principal also apprises of the management informally and in governing body meetings in the presence of staff representatives. The suggestions or the comments, if any, are communicated to the faculty and a process of reforms, if needed, goes on with further feed back to the heads of departments/principal/management.

6.3 Quality improvement strategies adopted by the institution for each of the following:

The curriculum is revised or new curriculum is developed only by the university which is implemented

6.3.2 Teaching and Learning

- Student centric learning
- Blending Training with the use of technology
- Enrichment of teaching experience through mandatory assignments, seminar presentation, field project work (whereas applicable)
- Encouraging students for self exposure to latest knowledge by use of cyber library, on-line and subscribed journal/newspapers and magazines

6.3.3 Examination and Evaluation

Mandatory (as per KUK norms) assignments, seminars, project and field work (wherever applicable) for internal evaluation. However external exams and evaluation is done by the university.

6.3.4 Research and Development

- Huge investment is being done in laying fibre optic network for ensuring in interrupted internet access to all departments and hostel to facilitate research
- Establishment of cyber library and online subscription of important journals and participation in inflibnet network
- Huge investment to get uninterrupted power supply for smooth research and conduct of conferences, seminars etc.
- Leave and Funds to promote research work are granted.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- The library is constantly equipped with the latest journals/magazines/newspapers
- No of computers in cyber library has been increased
- ICT facilities are provided through the computer centre. Wi-fi internet facility is provided to the whole campus
- Cyber library is providing e-learning facilities to all students and faculty.

#### 6.3.6 Human Resource Management

The college improves the quality of its human resource by exposing them to seminars, conferences, in-service training and organising international conferences. The college also provides financial support to organise seminars for faculty development.

#### 6.3.7 Faculty and Staff recruitment

Faculty and staff are recruited as per KUK/DGHE/UGC norms.

#### 6.3.8 Industry Interaction / Collaboration

- College assists and guides students of BBA and BCA students and vocational courses for the training and project work with industries/companies
- College arranges industrial visit of students to understand latest methods, techniques and equipments being used there.
- College arranges expert lectures from industries/ companies.

6.3.9 Admission of Students

- The admission is done on merit basis
- Full transparency in admission is shown by displaying merit list on time
- The admission dates are widely published in dailies and shown at college website.

6.4 Welfare schemes for

Teaching	Besides all statutory welfare provisions for the staff ,contributed Staff Welfare Fund is created which is operated by consensus for the support of the needy.
Non teaching	College subsidies the fees of the wards of the staff Free uniform in summer and winter and free accommodation to class IV employees Medical aid and financial help for the marriages of their children .
Students	Scholarships for meritorious and needy Fee concessions for needy Medical help for exigencies Free books for meritorious and needy students Extra classes for economically weak students

6.5 Total corpus fund generated

5,64,81,138-00

6.6 Whether annual financial audit has been done

Yes  No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	KUK	Yes	Peer Team
Administrative	Yes	DGHE	Yes	CA

6.8 Does the University/ Autonomous College declares results within 30 days? **N.A.**

For UG Programmes      Yes  No

For PG Programmes      Yes  No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

N.A.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

N.A.

6.11 Activities and support from the Alumni Association

- Financial and strategic help for organising Alumni Meet and Inter Zonal Youth Festival
- Placement and training for students in business establishments.
- Valuable suggestions for improving academic and non academic quality of the college

6.12 Activities and support from the Parent – Teacher Association

Teachers remain in touch with the parents and communicate them the attendance , progress and performance of their wards from time to time.

6.13 Development programmes for support staff

Imparting training for the use of modern technology by college faculty.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- The college has a big campus which has lavish green lawns and wide variety of trees and plants.
- The college constantly adds to bio-diversity by planting more trees while regularly organizing tree plantation.
- Students and staff are sensitised for saving water and electricity.
- Solar cooking system is used in the college canteen.



## Criterion – VII

### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Admission, examination, fee, attendance, seminars and all relevant details are available on college website and regularly updated
- SMS/alert service to students and faculty

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

IQAC planned its objectives for current years (2013-14) and its progress was monitored from the stake holders, which will be discussed in the forthcoming Governing Body meeting.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- Effective tutorial/mentoring system wherein the tutor is expected to meet the students individually and also with his/her parents once in a month and holds informal discussion on academic and non- academic matters. This includes his/her academic performance, potential and opportunities available for career building. This not only helps in students' academic and non-academic progression but also strengthens student-teacher relationship which adds to maintain discipline and improves class/college environment.
- Merit Scholarships from college management funds.
- Merit based Student councils facilitate smooth running of classes, security of gadgets in the classrooms and participation in co-curricular and other activities.
- Group discipline duty by faculty in each period.

7.4 Contribution to environmental awareness / protection

We create environmental awareness by organizing various activities like slogan writing competition, poster making competition, rallies, declamation contests and essay writing contests on environment related issues.

7.5 Whether environmental audit was conducted? Yes  No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Following are the results of Strength, Weakness, Opportunities and Threats (SWOT) analysis of the College

1. Strength
  - Devoted faculty
  - Automated and rich library
  - Huge lush green wi-fi campus
  - Smart class rooms and conference hall
  - Well equipped gymnasium
  - Fully AC auditorium
  - Large play ground
  - Student centred and focussed education system
  - Monitoring students mechanism
  - Disciplined Students
2. Weakness
  - Shortage of funds for infrastructural development
  - High percentage of students from far-off rural areas
  - Lack of bus facility for students
  - Poor academic and economic background of students thus high dropout rates
  - Shortage of sanctioned staff
  - Less job-oriented courses
3. Opportunities
  - Scope for new courses
  - Summer and Evening classes
  - Use of large campus
  - Effective use of technology
4. Threats
  - Lack of resources for the most needy students
  - Falling enrolment of students
  - Competition

**8. Plans of institution for next year**

- Introduction of science stream.
- To enhance internet band width capacity for high speed connectivity.
- National seminar/conference will be organized.
- Special efforts will be made to increase the strength of students.
- Establishment of documentation centre for systematic collection of data on academic and non-academic affairs.
- Further improvement in sports facilities.
- More focus on research and research related activities.
- Introduction of Maharaja Agrasen Study Chair and B.R. Ambedkar Study Chair.

Name                      *Dr. Karuna*

Name      *Dr. P.K.Bajpai*

\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

\_\_\_\_\_  
*Signature of the Chairperson, IQAC*

## Annexure -I

### Academic Calendar 2013-14

	<b>Semester - I</b>	
<b>Month</b>	<b>Activity</b>	<b>To be organized by</b>
<b>July, 2013</b>	Faculty Development Programme	IQAC
<b>August, 2013</b>	Tree Plantation	NSS
	Talent Show	Cultural Committee
	Declamation Contest	Department of Economics
<b>September, 2013</b>	International Literacy Day	NSS
	Declamation Contest	Department of Commerce
	Industrial Visit	Department of Business Administration
	Hindi Diwas Celebration	Department of Hindi
	Declamation Contest	Department of Public Administration
<b>October, 2013</b>	Organizing 3- day Zonal Youth Festival	Cultural Committee
	Extension Lecture on Insurance	Department of Commerce
	Extension Lecture	Department of History
<b>November, 2013</b>	Seminar	Research and Consultancy Cell
<b>December, 2013</b>	Inter-School Talent Search Contest	IQAC
<b>January, 2014</b>	First Aid Training	Youth Red Cross
	Social Campaign on Save the Girl Child	Women Cell, Legal Literacy Cell
	Social Campaign on	NSS, Environment Club

	Environment Protection	
<b>February, 2014</b>	National Seminar	Department of Economics
	National Seminar	Department of Hindi
	Special 7-day Camp	NSS Unit – I
	Annual Alumni Meet	Alumni Association
	Guest Lecture	Department of Commerce
<b>March, 2014</b>	National Seminar	Department of Social Sciences
	Special 7-day Camp	NSS Unit – II
	Blood Donation Camp	Youth Red Cross, NSS,NCC
	Quiz Contest	Department of Commerce
	Guest Lecture	Department of Business Administration
	Declamation Contest	Department of Public Administration
	Workshop	Women Cell
	Workshop	Department of Physical Education
	Annual Sports Meet	Department of Physical Education
	Hindi Play	Department of Hindi
	Social Awareness Campaign	Legal Literacy, Women Cell and NSS
<b>April, 2014</b>	Farewell Parties	Departments of Arts, Commerce, and Business Administration
	Painting Exhibition	Department of Commercial Arts

## Annexure – II

# Maharaja Agrasen Mahavidyalya, Jagadhri

Ph:01732-245719,248143

Website:macollegejgd.com

### Alumni Feedback Performa

Period of Stay in the college 20\_\_ to 20\_\_

Course B.A/B.Com/BCA/BBA/Other (Please Specify) \_\_\_\_\_

Dear Alumnus,

You are requested to give rating on various aspects of college for evaluation purpose.

**Make a tick mark in the appropriate cell:**

		Excellent (5)	Very Good (4)	Good (3)	Average (2)	Below Average (1)
1	College infrastructure					
2	Quality of teaching					
3	Co-curricular activities					
4	Policies/rules of the college					
5	Discipline in the college					
6	Administration/office					
7	Library facilities					
8	Training and placement					
9	Guidance and support					
	<b>Average Score</b>					

# Maharaja Agrasen Mahavidyalya, Jagadhri

Ph:01732-245719,248143

Website:maccollegejd.com

## Faculty Evaluation Form

Course Name \_\_\_\_\_

Session \_\_\_\_\_

Semester \_\_\_\_\_

Teacher's Name \_\_\_\_\_

**Make a tick mark in the appropriate cell:**

		Rated as 1 (Lowest) to 5 (Highest)				
1	The teacher presents class material clearly	1	2	3	4	5
2	The teacher appears well prepared for the class	1	2	3	4	5
3	The teacher demonstrates an interest in the class	1	2	3	4	5
4	He/she takes care to ensure that students are comprehending the subject	1	2	3	4	5
5	The teacher appears to be knowledgeable in the subject	1	2	3	4	5
6	The teacher encourages students to ask questions or express opinion	1	2	3	4	5
7	He/she is able to answer questions	1	2	3	4	5
8	The course has stimulated me to do independent thinking	1	2	3	4	5
	<b>Average Score</b>					

# Maharaja Agrasen Mahavidyalya, Jagadhri

Ph:01732-245719,248143

Website:maccollegejd.com

## PARENT FEEDBACK FORM

Name: Mr./Ms/Mrs. \_\_\_\_\_ Age \_\_\_\_\_ Sex (M/F) \_\_\_\_\_

Education: \_\_\_\_\_ Occupation \_\_\_\_\_ Mobile No \_\_\_\_\_

Ward's Name: \_\_\_\_\_ Faculty \_\_\_\_\_

**Make a tick mark in the appropriate cell:**

Sr. No	Particulars	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1	My ward is improving his knowledge base through interaction with faculty of the college					
2	The discipline in the college is good					
3	The atmosphere in the college is conducive for learning					
4	There is a positive change in the behaviour of my ward after joining the college					
5	The college information is easily accessible					
6	The college website is very informative and regularly updated					
7	The college employees are cooperative					
8	The college facilities are very good					

Your valuable suggestions, if any \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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