

Aggarwal College Ballabgarh

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

AQAR for the year (for example 2013-14)

2015-16

I. Details of the Institution

1.1 Name of the Institution

Aggarwal College Ballabgarh

1.2 Address Line 1

Tigaon Road

Address Line 2

Near Ambedkar Chowk

City/Town

Ballabgarh

State

Haryana

Pin Code

121004

Institution e-mail address

aggpgcollege@gmail.com

Contact Nos.

012-2308348, 3296243

Name of the Head of the Institution:

Krishan Kant

AQAR (2015-16)

Tel. No. with STD Code:

0129-2308348

Mobile:

9212086060

Name of the IQAC Co-ordinator:

Manoj Shukla

Mobile:

9871075456

IQAC e-mail address:

drmanojshukla1963@gmail.com

1.3 NAAC Track ID (For ex. MHCOCN 18879)

OR

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)*

EC/66/RAR/117 dated 21-02-2014

1.5 Website address:

www.aggarwalcollege.org

Web-link of the AQAR:

<http://www.aggarwalcollege.org/AQAR/AQAR15-16.pdf>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 st Cycle	B+	75.50	2003	5 Years
2	2 nd Cycle	A	3.40	2014	5 Years
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

10/04/2009

1.8 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*)

AQAR of the college has been regularly uploaded w.e.f. 2009-10.

1.9 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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

Computer Science, Electronics, 2 Vocational Programmes and 6 Add-on Courses

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

Maharshi Dayanand University,
Rohtak

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Vocational Programme

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held 02

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

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

2.14 Significant Activities and contributions made by IQAC

The IQAC suggested that regular academic and administrative audit should be made an annual practice. It was resolved in IQAC meeting that all the HODs should be made aware regarding the methodology and significance of AAA. The guidelines of Director Higher Education Haryana regarding AAA should be supplied to all HODs so that proper documentation of activities and achievements is done effectively.

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
Annexure 1(A) Attached. ATR of IQAC Meetings (11 th and 12 th)	
Annexure 1(B) Annual Calendar	

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

The Principal along with management representatives appraise the Governing Body Aggarwal College in its quarterly meeting regarding initiatives and new programmes suggested by the IQAC. The college annual calendar is also properly reviewed by the governing body of the college and proper feedback is given to all HODs for improvements. The management also reviews the programmes suggested by the IQAC and for effective implementation, provides full financial assistance as and when required.

Part – B

Criterion – I

I. 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	08	02 MA (Eng) & M.Sc. (Chem)	08	
UG	14	01 B.Sc. (Hons) Maths	14	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	06	03		06
Others				
Total	28	06	28	06
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	28
Trimester	
Annual	

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

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

*Please provide an analysis of the feedback in the Annexure

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

The college is running Career Enhancement and Employability Programme (CEEP) in collaboration with NIIT. The syllabus of this course is designed by the Department of Computer Science.

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

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Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
106	6(Sanctioned)+ 46 (Self Finance Non Sanctioned)+ 40 (Ad-Hoc)	14 (Sanctioned)	0	0

2.2 No. of permanent faculty with Ph.D.

31

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
-	9	0	0	0	0	0	0	0	9

2.4 No. of Guest and Visiting faculty and Temporary faculty

66

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	19	59	8
Presented papers	19	58	8
Resource Persons	-	-	-

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

- IQAC resolved that student pursuing classes should be encouraged to guide and teach junior students at UG levels. Each department will maintain a proper record of these classes.
- To encourage the use of ICT in teaching and learning through PowerPoint presentation both by the teacher and students
- IQAC recommended that more emphasis should be given for conducting special classes for weak students before or after the college hours. The college is running Remedial Coaching Classes under the coordination ship of associate professor.
- Each faculty gives two assignments per semester in each classes, these assignments are properly evaluated and returned with recommendations. HODs of respective departments randomly check the evaluated assignments.
- To organize more guests lecture, particularly in the post graduate classes to give more exposure to students. The students of final year and PG classes are given joint lectures to give them more exposure.
- To make available past years question papers, teacher's notes and assignments online

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

149

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

-

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop -

2.10 Average percentage of attendance of students 87.31%

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.A.	190		55	57	15	66.84%
B.Com.	220		57	60	36	83.18%
B.Sc. (NM)	68		44	14	0	100%
B.Sc. (CS)	78		30	47	0	98.72%
B.Sc. (Ele.)	29		16	13	0	100%
B.Com(CA)	198		60	60	0	60.61%
BCA	81		50	1	0	62.96%
BBA	33		10	0	0	30.30%
BBA(CAM)	39		33	1	0	87.18%
B.Com.(Hons.)	58		50	6	0	96.55%
B.Sc. (Hons.) Physics	-	-	-	-	-	-
B.Voc.(SD)	-	-	-	-	-	-
M.Sc. (Physics)	41		13	0	0	31.71%
M.A. (Hindi)	17		13	2	0	88.24%
M.Com.	66		40	0	0	60.61%
M.Sc. (Maths)	63		34	0	0	53.97%
M.Sc. (CS)	21		18	0	0	85.71%
M.A. (Economics)	15		9	0	0	60.00%

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

The office prepares a summary of result of each semester, faculty wise and subject wise. The result is compared with the university results. The result is also compared with past year results. The IQAC reviews the under-performance in any subject. IQAC also reviews the classes for weak students which are included in the college time-table. It has been emphasised in each IQAC meeting that more and more faculty should use IT so that students can access material online anytime. The HODs are asked to ensure that the quality of questions in assignments should be such that these are interesting and develop creativity among students. The students whose assignment work is far excellence, such assignments were discussed by the concerned faculty in the class to motivate others.

2.13 Initiatives undertaken towards faculty development

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

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	21	4	-	-
Technical Staff	8	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

The IQAC again emphasis that each department head should ensure at least two participations in State/ National/ International Conferences/ Workshops. Besides, each department has been asked to apply again to DGHE and UGC, New Delhi for financial assistance for organizing conferences and workshops.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	2	-	-
Outlay in Rs. Lakhs	-	26.83	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	8	8	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	19	59	8 (State Level)

3.5 Details on Impact factor of publications:

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

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	-	2	1	-	-
Sponsoring Agencies	-	DHE, UGC, ISSTW & ISCA	DHE	-	-

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 State level
 National level International level

3.23 No. of Awards won in NSS:

University level State level
 National level International level

3.24 No. of Awards won in NCC:

University level State level
 National level International level

3.25 No. of Extension activities organized

University forum College forum
 NCC NSS Any other

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

- 3 NSS camps organized by three units of NSS separately
- Organized two blood donation camps
- Adoption of Village “Chandawali” under University Outreach Programme for various social awareness campaign related to health, education, sanitation and literacy
- Participation of students on Voters day
- College students participated in immunization programme run by Dist. Health Department

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	32375 sq.mtrs.	-	-	32375 sq.mtrs.
Class rooms	61	6	-	61
Laboratories	17	1	UGC	17
Seminar Halls	4	-	-	4
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

The administrative staff of the college has been provided IT training through bi-annual workshops organized in the college. The office has been provided latest IT tools. All the communication to the staff is done online. The communication to the parents regarding daily attendance and performance in class tests regarding their wards is regularly sent by the office. The IT section in the library is being provided a faculty to help students and other faculty members regarding use of IT for accessing information. Parents are updated on daily basis regarding absence of their wards through SMS.

4.3 Library services: (2015-16)

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	95862	3309845	4262	1111625	100124	4421470
Reference Books	6643	3358736	418	229482	7061	3588218
e-Books	164	707767	NLIST	5725	164	713492
Journals	105	310832	15	13504	120	324336
e-Journals	NLIST	-	NLIST	5725	NLIST	5725
Digital Database*	-	-	Digital Library Consortium (UGC)	-	Digital Library Consortium (UGC)	-
CD & Video	108	22975	-	-	108	22975
Others (specify)	-	-	-	-	-	-

* Digital Database of Pearson Publications

4.4 Technology up gradation (overall) (2015-16)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	652	12	253	45	03	22	30	-
Added	Upgraded old PC	-	-	-	-	-	-	-
Total	652	12	253	45	03	22	30	-

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

Every year a workshop is organized by the Department of Computer Science for faculty members of other departments so that they can update their knowledge.

4.6 Amount spent on maintenance in lakhs : (2015-16)

i) ICT	-
ii) Campus Infrastructure and facilities	408086.00
iii) Equipments	366352.00
iv) Others	360681.00
Total :	1135079.00

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC resolved that in the induction ceremony for first year students there should be a special session regarding various kinds of fora/ societies. The coordinators of societies should distribute their enrolment form in the induction ceremony so that more and more students can participate in college activities.

5.2 Efforts made by the institution for tracking the progression

In order to know the student progression a record of excellence in results of each subject should be prepared. It has been resolved in the meeting of IQAC that a database of every class taught by the faculty showing number of students who have scored more than 75% in Arts and Commerce and more than 80% in Sciences, Computer Science and Management should be prepared. It will clearly show quality of results. Each department organizes special classes of such students who are meritorious but require extra guidance to achieve their full potential. Each department maintain record of such students and their performance in the exams.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3761	440	-	-

(b) No. of students outside the state

2

(c) No. of international students

-

Men	No	%	Women	No	%
	1656	39.42%		2545	60.58%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	S T	OBC	Physically Challenged	Total
2654	388	-	1005	28	4075	2718	390	2	1084	7	4201

Demand ratio 1:1.48

Dropout %

21.33%

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

No. of students beneficiaries 118

5.5 No. of students qualified in these examinations

NET	2	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	-

5.6 Details of student counselling and career guidance

Career Guidance Seminars organized	4
Employability Test conducted	2
Campus placement/ Job fairs	4
No. of students benefitted	192

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
14	512	192	26

5.8 Details of gender sensitization programmes

Women Cell and Anti Sexual Harassment Cell conduct four workshops every year (two each).

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level 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	22	22715
Financial support from government	427	3685306
Financial support from other sources (RKM Trust)		
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:

No

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

To impart knowledge to students using the best human wisdom and traits blended with modern skills so as to make them innovative and creative besides inculcating moral and social values in such a way that each one of them plays an important role in nation building and raising it to the acme.

Mission

Making accessible higher education at affordable cost, employing latest pedagogy supplemented by IT techniques with the active involvement of management, faculty and community.

6.2 Does the Institution has a management Information System

Yes

- Students Admissions and enrolment data
- Students attendance and fine record
- Internal and External Evaluation Data
- Faculty progression report and Leave Records

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

6.3.1 Curriculum Development

The college does not have autonomy in designing syllabi for different courses. The IQAC recommended that B.Voc (Retail Management) course should be modified and should be more market oriented. The Principal constituted a committee comprising faculty members from commerce, Economics, Management and computer Science. This committee redesign the syllabus and the same has been sent to MDU Rohtak for approval by Board of Studies.

6.3.2 Teaching and Learning

- Installation of smart board in more classes
- Continuous monitoring of results by the Principal
- Special classes for slow learners
- Special classes for bright students
- Use of IT in delivering of lectures and presentations

6.3.3 Examination and Evaluation

On the recommendation of IQAC, the class test has been made an essential part of evaluation process. Each faculty conducts surprise tests, every fortnightly. In every test practical based questions are setup to develop more creativity among students. The college has been conducting internal examination to be held atleast one month before the university examination. The question papers are set as per the university pattern. The

HODs ensure that answer-sheets are properly evaluated and returned back to students after evaluation. The result of each class is discussed by HODs with the Principal and such students who under performs, are given one week extra classes to cover-up the deficiency.

6.3.4 Research and Development

To carry out the earlier efforts for promoting research and research aptitude among students, each department conduct seminars once in a month to make the students aware of various invitations received for participation in workshops/ seminars and conferences. Besides each department has been asked to organize at least one conference/ workshop in an academic year.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The college regularly updates existing ICT, Library, admin office and Seminar room, Smart class room facilities as per the latest requirements.

6.3.6 Human Resource Management

To utilize the faculty effectively and efficiently, they are given freedom to choose area of their interest regarding various activities in the college. The college also organizes two faculty development programmes in each academic year to acquaint the faculty with new pedagogical skills.

6.3.7 Faculty and Staff recruitment

To fulfil the vacancy against sanction post both in teaching and non teaching, a structured process is followed as per Haryana Government and MD University guidelines. For vacancy against Non sanction post, the governing body of the college has constituted a recruitment cell to fulfil the vacant positions both in teaching and non teaching categories. The recruitment is done as per Govt. norms.

6.3.8 Industry Interaction / Collaboration

Department of Computer Science, Physics and Management regularly arrange industrial visits for the students and guest lectures by Industrial experts are also invited once in a month. The college has signed various MoUs with SRS Limited, Faridabad, Manav Rachna International University, Faridabad, NIT Kurukshetra, YMCAUS&T, Faridabad, IL&FS Skill Development Corporation Limited, New Delhi and GGSIPU, New Delhi

6.3.9 Admission of Students

In the month of June, counselling desk is put up by the each department to give firsthand knowledge to admission seekers regarding opportunities and scope of each course. The committee also gives their suggestions to parents and students regarding their suitability for the course on the basis of their past performance and interest. The college follow the rules and regulations of MDU Rohtak regarding criteria for admission which is merit based

in the qualifying examinations. The reservation policy of Haryana govt. and University is fully implemented. The students can apply both offline and online.

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> • Provision of loan for Vehicle / Marriage
Non Teaching	<ul style="list-style-type: none"> • Provision of loan for Vehicle / Marriage
Students	<ul style="list-style-type: none"> • Fee Concession • Earn While You Learn Scheme • Provision of payment of fees in instalments to the needy students

6.5 Total corpus fund generated

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	No	-	Yes	IQAC
Administrative	No	-	Yes	IQAC

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

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

NA

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

NA

6.11 Activities and support from the Alumni Association

- Gold medal to the first position holder in college belonging to commerce stream
- Financial assistance to the students of EWS on the recommendation of the Principal
- Career and counselling workshop for final year students

6.12 Activities and support from the Parent – Teacher Association

A meeting is conducted in each semester to get feedback from parents and remedial measures are taken subsequently.

6.13 Development programmes for support staff

Every year a workshop on ICT is conducted for teaching and non teaching staff members.

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

- Tree plantation drive
- Rain Water harvesting
- Eco Club organizes workshops twice in a year to make students aware of various environmental issues.
- Campaigning against the use of polythene bags
- Installation of solar lights
- Installation of n-computing to conserve/ preserve energy and to reduce e-waste

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.

	Activity	Impact
1	Research Lab	The college is running post graduation course in Physics. To give more research exposure to faculty and students, the college has setup a research lab for Science students. The lab is equip with various apparatus required for analysis. The lab also has computers with internet facility.
2	Computer Labs	The college introduced two add-on courses for ‘Accounting and Tax Procedure’ and ‘Computer Hardware and Maintenance’. Students pursuing graduation can also get themselves enrolled in either of the two courses for acquiring additional skills. To give them practical exposure two computer labs have been setup with 40 computers in each lab.
3	Students participation in outreach activities	To involve students in social activities so as to give them responsible citizen. The college has adopted a village ‘Chandawali’ (10 k.m. from college) under the University Outreach Programme. The students of the college have started two major schemes in the village viz., adult literacy campaign and sensitization among women regarding their rights. The coordinator of the scheme visits the village weekly to have meetings with the village surpanch regarding effectiveness of the programme.

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

On the recommendations of IQAC, a number of programmes in academics, culture and sports were implemented through their inclusion in annual calendar.

Attached as Annexure 1(B).

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

Annexure 2 attached

7.4 Contribution to environmental awareness / protection

Tree Plantation

Twice in a year, Tree plantation is done by the students of the college. A group of students are assigned duties to take care of saplings.

Eco Club

Eco club organizes workshops twice in a year to make students aware of various environmental issues.

Campaigning against use of Polythene bags

Students regularly organize processions to make the community aware of hazards related to polythene bags and to motivate them to use cotton bags or paper bags.

N-Computing

N-Computing has been introduced to reduce e-waste.

Installation of Solar Lights

Solar lights have been installed

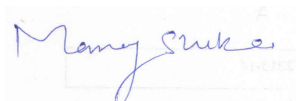
Rain Water Harvesting

Rain Water Harvesting has been installed in the campus and making optimum use of water.

7.5 Whether environmental audit was conducted? Yes No ✓

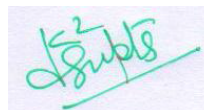
8. Plans of institution for next year

- To implements the schemes under College with Potential for Excellence status by UGC, New Delhi
- To introduce B.A. (Hons.) Economics
- To send SMS daily to parents regarding absence of their ward
- To start mini prize distribution to give away prizes to students who are first in subject in each class
- To introduce classes for preparations for Competitive examination to entry in services
- To arrange more sessions in the Entrepreneurship Club



Manoj Shukla

Signature of the Coordinator, IQAC



Krishan Kant

Signature of the Chairperson, IQAC

Annexure I

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

Annexure 1 (A)

ATR of the follow –up on the decisions taken by the IQAC in its 11th meeting held on 13/12/2014

Resolution No.	Particulars	Follow –up action taken
11.4.1	To prepare Annual Calendar (January-April 2016)	Prepared and implemented
11.4.2	To keep a record of academic excellence/ Students' performance	Record is maintained. Total university positions 543
11.4.3	To identify outstanding teacher of the year	Mechanism to be discussed
11.4.4	To identify best performance of the year	Mechanism to be discussed
11.4.5	To organize fairs and plays by the students	
	<ul style="list-style-type: none"> • On 5th September 2014 on the occasion of teachers day celebration held in college campus. • On 6th September 2014 while celebrating Voters' Day in college campus in which Sh. Vipul Goyal, MLA Faridabad was the chief guest. • On 26th December 2014 during winter camp (NSS) • On 28th December 2014 at "Rahagiri" on the road opposite Town Park, Sector-12, Faridabad. • On 28th January 2015 at DAV Centenary College Faridabad. • On 9th February 2015 at Pt. JLN On 10th February 2015 at Suraj Kund Craft Mela-2015. • On 2nd March 2015 at Village-Chandawali when our college adopted the village. Vice Chancellor Mr. H.S.Chahal was the chief guest of this event. • On 26th March 2015 at YMCA University of Science & Technology, Faridabad. • The group performed taking up women issues under the banner of women cell on 30th August 2014, 16th November 2014, 25th February 2015 and 12th March 2015. • On 13th September 2015 in college campus celebrating NARI SHAKTI organized by Women Cell. • On 1st October 2015 in college campus celebrating NSS Day. 	
11.4.6	National Seminar on Quality in higher Education	
	A two day National Seminar on 'Teaching, Learning and Evaluation' was organized by Internal Quality Assurance Cell (IQAC) of the college on 13-14 March 2015 which was sponsored by NAAC. The Chief Guest of the Inaugural Ceremony was Lt. Gen. (Retd.) K.S. Yadava, PVSM, AVSM, SM, VSM, vice Chancellor YMCAUS&T, Faridabad. The Keynote Speaker was Prof. Dorairaj Victor, Director of Collegiate Education (Retd.), (FAC) Government of Tamil Nadu. Dr. Mrs. Pankaj Mittal, Joint Secretary, UGC, former VC, BPSMV, Sonipat was the Chief Guest of Valedictory function. There were 9 Invited Talks and 60 deliberations from across the country	
11.4.7	To organize more workshops/ National Conferences/ Seminars	
	<ul style="list-style-type: none"> • National Conference on Recent Advances in Mathematics DGHE, Panchkula and Deptt. of Science & Technology, Govt. of India sponsored National Conference on 'Recent Advances in Mathematics' (NCRAM-2015) which was organized by the Department of Mathematics on 20-21 February 2015. The Chief Guest of Inaugural Function was Sh. R.S. Goel, Ex. Principal, Aggarwal College Ballabgarh. The Chief Guest of the Valedictory Ceremony of the conference was Dr. B.S. Sindhu, Controller of Examination, M.D. University, Rohtak. Around 120 participants deliberated on Recent Advances in Mathematics in seven technical sessions. • National Conference on Library Automation: Issues and Remedies in Present Scenario UGC sponsored two day National Conference on Library Automation: Issues and Remedies in Present Scenario on 26 March 2015. Dr. Shailendra Kumar, Head, Department of LIS, DU was the Chief Guest of the Inaugural Ceremony. The Chief Guest of the Valedictory function was Dr. Prem Singh, Registrar, SGT University Gurgaon. There were around 120 delegates from across the country. 	

	<ul style="list-style-type: none"> • 5 Day Workshop on “PHP Technology and Web Development” A 5-Day Workshop on “PHP Technology and Web Development” was organized by the Department of Computer Science in collaboration with NIIT, Faridabad from 13-12-2014 to 17-12-2014. The trainers of the workshop were Mr. Satish Saini (NIIT) and Mr. Yogesh Gupta (NIIT). • Workshop on Issues of Women in the Contemporary Scenario Women Cell, Aggarwal College Ballabgarh in collaboration with an NGO ‘Nari Utthan Shikshan Se Sashakti Karan’ organized a one day workshop on 19 March 2015. The Chief Guest of the function was Ms. Sneha Lata Yadav, Deputy Commissioner, Excise and Taxation Dept., Faridabad. Dr. Basu Deo Gupta, Vice President, AVPS was the chairperson and Smt. Sanyukta Behal, President, Sakhi Singh was the Guest of Honour. The other panelists were Ms. Suman Gupta, an entrepreneur, Dr. Sudarshan Ratnakar, a renowned Literary Personality, Dr. Beena Sethi, Prof. D.N. College Faridabad, Dr. Usha, a social activist and Ms. Raj Karni. • Workshop on Career in Banking Sector One day workshop on Career in Banking Sector was organized on 5 Feb. 2015 by Commerce forum. Addressing the students, main speaker Sh. Dinesh Gupta, Sr. Manager, PNB, Faridabad elaborated the recruitment process for various posts in banking sector. • Workshop on BSE and Investor’s Awareness Department of Management in coordination with VOICE Society of India, New Delhi organized a one day workshop on ‘BSE and Investor’s Awareness’ on 28 January 2015. Mr. Awasthi, Head Legal Affairs, VOICE and Mr. Suraj Prakash, Assistant Professor, Rajdhani College, New Delhi was the speaker of the workshop. 		
11.4.8	Use of ICT in teaching, learning and students’ support services		
	As is discussed, Management Department took the lead in teaching and learning through ICT by adopting one subject in odd and even semester respectively. In 2 nd semester of BBA & BBA(CAM) Ms. Sarika Aggarwal took Organizational Behavior completely through ICT i.e. use of powerpoint while teaching and distributing all notes and assignments through college website. Similarly in 3 rd Semester Ms. Dolly Mangla is continuing with the practice in the subject of Disaster Management which is common in both BBA & BBA(CAM) 3 rd Semester.		
11.4.9	<table border="1"> <tr> <td>Alumni Contribution</td> <td> Guest Lectures by Alumni <ul style="list-style-type: none"> • Mrs. Trivani, ETO, Palwal on “Career Guidance and Motivation” for B.A. students on 28 February 2015 • CA. Deepak Garg on “Career Guidance and Motivation” for final year students on 13 March 2015 </td> </tr> </table>	Alumni Contribution	Guest Lectures by Alumni <ul style="list-style-type: none"> • Mrs. Trivani, ETO, Palwal on “Career Guidance and Motivation” for B.A. students on 28 February 2015 • CA. Deepak Garg on “Career Guidance and Motivation” for final year students on 13 March 2015
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11.4.10	Career Counseling Cell		

Report of the follow –up on the decisions taken by the IQAC in its 12th meeting held on 12/12/2015

Resolution No.	Particulars	Follow –up action taken
12.4.1	To prepare Annual Calendar	Implemented
12.4.2	To arrange classes for weak students	
	Equal Opportunity Cell of the college has organized a Workshop on 13-02-2016 for the students belonging to above mentioned category under the aegis of UGC, New Delhi. Dr. Naresh Kamra is the Coordinator of Remedial Coaching Classes. Dr. Krishan Kant, Principal addressed the students and motivated them for taking these classes seriously so that they can cover up their deficiency in respective subjects. The time-table for these classes has been put in operation. A total number of	

	145 students are attending these classes belonging to Arts and Commerce faculty	
12.4.3	To conduct a Workshop on Faculty Development	To be organized in the first week of May, 2016
12.4.4	To organize classes for preparation of competitive examinations	
	The Minority Welfare Cell of the college has organized a workshop to make the students aware of various competitive examinations for entry in services. Dr Ram Chander, Convener exhorted the students belonging to SC/BC/OBC/SBC/EBC/BPL/Minorities to come forward to take advantage of this scheme being financed by UGC, New Delhi. Dr. Krishan Kant, Principal assured the students that through these preparations they can get Govt. jobs in the very first attempt.. The college has also signed MoU with “Career Pundit”, a professional institute for these examinations. The classes are in progress with a total number of 45 students are participating in these classes	
12.4.5	To highlight the achievements and contributions of great leaders	Activities included in academic calendar
12.4.6	To organize National Conference/ Workshop/ Seminar	Under process
12.4.7	To make Internal Evaluation System more productive	Award to topper in each subject is to be given
12.4.8	To arrange special classes for preparation of UGC NET Examinations	
	The Career Counseling Cell of Aggarwal College Ballabgarh organized workshop for students belonging to above categories on 11-02-2016. Principal Dr. Krishan Kant Gupta addressed the students and motivated them to take full advantage of this scheme. Dr. Manoj Shukla, Coordinator, NET explained to students about the UGC NET Examinations. The college has also placed an advertisement in National Newspaper for these classes. The registration is under process and classes are from 23-02-2016. There will be two types of classes one for compulsory paper and other in respective subjects. The college will engage in house faculty and will also sign MoU with professional institutions to give wider exposure to students. The link on the college website for registration for NET classes is also available.	

Annexure 1(B)
Annual Calendar
2015-16

S.No.	Date	Particular	
1.	10-06-15	Commencement of Sale of Prospectus for Admissions to various programmes	
2.	15-06-15	Formation of Counseling Desk for guidance to students and parents	
3.	15-06-15	Admission and commencement of classes for II Year and III Year (Wing-III)	
4.	01-07-15	Commencement of classes for II Year and III Year (Wing -I and Wing -II)	
5.	01-07-15	Meeting of Admission Committees with the Principal	2:30 p.m.
6.	02-07-15	Scrutiny of Admission Forms for Admission	Convener of admission Committees for diff. streams
7.	04-07-15	Meeting of Time Table Committee with the Principal	Conveners of Time Table Committee at 2:30 p.m.
8.	04-07-15	Meeting of all HOD's with the Principal	2:45 p.m.
9.	06-07-15	Display of I Admission Merit List	
10.	09-07-15	Display of II Admission Merit List	
11.	10-07-15 to 15-07-15	Conduct of Departmental meetings by concerned HODs	2:30 p.m.
12.	13-07-15	Display of III Admission Merit List	
13.	16-07-15	Commencement of Teaching for I Year	
14.	24-07-15	Induction Ceremony for Arts Faculty/Management Faculty (Wing-III)	Ms. Kiran Anand/ Dr. Shilpa Goel
15.	25-07-15	Induction Ceremony for Commerce Faculty (Wing-I)/ Computer Sc. (Wing-III)	Ms. Shobhna Goyal/ Dr. Sachin Garg
16.	27-07-15	Induction Ceremony for Science/Commerce/Arts Faculty (Wing-II)	Dr. Poonam Anand/ Dr. K.L. Kaushik
17.	28-07-15	Induction Ceremony for Commerce Faculty (Wing-III)	Dr. Praveen

August 2015

S.No.	Date	Particular	
1	03-08-15	Notice for Registration for Enrolment in NSS/ YRCE in three units separately	NSS PO's
2	04-08-15	Notice for Registration for Enrolment in NCC in three units separately	Dr. Yogesh Goyal
3	04-08-15	Notice for Registration for various Societies/Fora / Clubs	Conveners of Societies and Fora
4	05-08-15	Faculty Development Workshop - Guest Lecture	3:00 pm
5	08-08-15	Talent Hunt for Cultural Programmes and other extra-curricular activities	Dr. Poonam Anand/ Dr. Shilpa Goel
6	10-08-15	Eco Club Function	Conveners of NSS
7	11-08-15	Meeting of NSS Officers and HOD's / Convener Cultural Committee with the Principal for Independence Day celebration	2:30 p.m.

AQAR (2015-16)

8	12-08-15	Book Fair in the memory of S. R. Ranganathan, Father of Library Sc. (Visit by each class is to be ensured by concerned HOD)	Dr. Ram Chander
9	13-08-15	Tree Plantation Function	NSS PO's
10	15-08-15	Celebration of Independence Day	Ms. Kiran Anand/ Dr. Yogesh Goel
11	18-08-15	Notice for Participation in different Games/Trial for games by Sports Department schedule of trial to be displayed by Convener, Sports Committee	Dr. K.L. Kaushik
12	18-08-15	Guest Lecture by Department of Pol. Sc./Computer Sc/Management	Deptt. HOD
13	19-08-15	Guest Lecture by Department of Economics/Physics	Deptt. HOD
14	20-08-15	Guest Lecture by Department of Hindi/Chemistry/Commerce	Deptt. HOD
15	21-08-15	Guest Lecture by Department of Maths/English	Deptt. HOD
16	24-08-15	Guest Lecture by Department of Sanskrit	Deptt. HOD
17	28-08-15	Meeting of Admission Committee regarding Grievances (if any)	2:30 p.m.

September 2015

S.No.	Date	Particular	
1	01-09-15	Function of Commerce Forum / Science Forum (Wing-II)	Ms. Shobhna Goel/ Dr. Reena Chaudhary
2	02-09-15	Ist assignment to be given by each faculty in concerned subject	
3	03-09-15	Function of Economic Forum	Dr. Manoj Shukla
4	04-09-15	Function of Management Forum	Dr. Shilpa Goel
5	04-09-15	Meeting for Blood Donation Camp with NSS Officers	NSS PO's at 2:30 p.m.
6	08-09-15	Function of Mathematics club/ Function of English Society	Dr. K.L. Kaushik/ Dr. Geeta Gupta
7	09-09-15	Function of Social Sc. Club	Dr. Ashok Nirala
8	10-09-15	Guest lecture by Career and Counseling Cell in all Wings at 3:00 p.m.	Dr. Naresh Kamra/ Dr. Poonam Anand/ Dr. Sachin Garg
9	15-09-15	Hindi Day Celebration	Dr. Kiran Anand
10	16-09-15	Blood Donation Camp	
11	17-09-15 to 19-09-15	First Class Test by each department by each faculty	
12	21-09-15	Inter Class declamation Contest for all Wings at 1.00 p.m.	Dr. Sarika Kanjlia/ Mr. Sanjeev Gupta/ Dr. Shilpa Goel
13	22-09-15	Guest Lecture by Department of History on 'Haryana's Hero's Martyrdom Day'	Dr. Jay Pal Singh
14	26-09-15	Meeting of NSS Officer for NSS day Celebration at 2.30 p.m.	
15	26-09-15	'Self Defence Training Programme' for Girl students by Women Cell. (1 Week Programme in Collaboration with Haryana Police)	Dr. Poonam Anand / Ms. Shobhna Goyal / Dr. Usha Chaudhary
16	28-09-15	Health Check up Camp.	Dr. Renu Aggarwal Medical Officer
17	29-09-15 to 30-09-15	Commencement of filling of online Anti ragging Affidavits by students	Dr. Sachin Garg / Mr. Vineet Nagpal/ Mr. Sandeep Jain

October 2015

S.No.	Date	Particular	
1	01-10-15	NSS day	NSS PO's
2	04-10-15	Meeting of Examination Committee for House Exam with the Principal History Quiz Competition	Dr. Jay Pal Singh
4	07-10-15	English Language Society Function	Dr. Geeta Gupta
5	07-10-15	Guest lecture by Legal literacy Cell in all Wings	Sh Ashok Kaushik
6	09-10-15	Guest lecture by Career Counseling Cell in all Wings	Dr. Naresh Kamra/ Dr. Poonam Anand/ Dr. Sachin Garg
7	07-10-15 to 10-10-15	Online Feedback from Students in all Wings	Dr. Sachin Garg/ Sh. Vineet Nagpal/ Sh Sandeep Jain
8	12-10-15	Guest Lecture by Department of Computer Sc./Management	Deptt. HOD
9	14-10-15	Inter College Debate by Commerce Forum, Economic Forum and Management Forum	Dr. Manoj Shukla/ Ms. Shobhna Goel/ Dr. Shilpa Goel
10	16-10-15	PPTQuizNet'15 (Inter College Powerpoint Presentation and Quiz Competition) Department of Computer Science	Dr. Sachin Garg
11	17-10-15	Function by Physics Association	Dr. Ajit Yadav
12	17-10-15	Notice for Industrial Visit by Deptt. of Chemistry / Computer Sc./Management (Industrial Visit to be during Holidays in the College)	Dr. Reena Chaudhary/ Dr. Sachin Garg/ Dr. Shilpa Goel
13	19-10-15 to 25-10-15	Vacation-I	
14	26-10-15 to 31-10-15	House Exam (All Wings)	

November –Dec. 2015

S.No.	Date	Particular	
1	02-11-14	Ind Assignment by Each faculty	
2	04-11-14	Display Students' class attendance performance	
3	05-11-14	Dispatch of letters/telephonic information to parents regarding students' attendance (if following short)	Ms. Santosh Gupta/ Sh Manmohan Singla / Sh Chaman Kashyap
4	14-11-14 to 15-11-14	Request to Principal for condone of lectures by students	
5	19-11-14 to 17-12-14	Commencement of University examination	
6	18-12-14 to 31-12-14	Winter Vacation	

Annexure 2

Best Practices of the Institution (7.3)

Best Practice 1

1. Title of the Practice

Extensive use of ICT

2. The context that required the initiation of the practice

All departments having PG class has made it mandatory that students will give the presentations on Saturdays. More classrooms have been equipped with smart boards.

3. Objectives of the practice

- To give wider coverage to the students as they use IT to prepare their ppt using internet facilities.
- Teaching becomes a collective learning process
- Teachers and students can reach one on another every time even on holidays
- Exchanging notes and solving problems through IT

4. The Practice

Every department prepares a calendar of such activities. Each faculty has to submit detailed report regarding the use of ICT. HOD visits the classrooms while presentation is going on. Faculty give their assignment work through ICT. Each department maintains records and guest lectures' CD which students can borrow from the concerned faculty.

5. Obstacles faced if any and strategies adopted to overcome them

Students who do not use IT equipment at home have to work on computers within the college after the college hours or in their free periods. Most of the students who do not have basic understanding of IT tools have to given a basic training.

6. Impact of the Practice

Students are learning extensively, they get more exposures. The clarity of concepts is reflected in their performance. Learning becomes interesting and participative.

7. Resources Required

The college got the CPE status by UGC, under this more classrooms have been provided with smartboard and other facilities.

Best Practice 2

1. Title of the Practice

Online Access to books and journals

2. The context that required the initiation of the practice

It is necessary to give more exposures to the students through wider learning of the subject. Most of the PG students require exposure to foreign author books which give better understanding to the subject. It is not feasible to arrange hard copy of the books on large scale.

3. Objectives of the practice

- To provide students facilities for extensive learning
- To make available more books of different author for better understanding

4. The Practice

The college library has subscribed to INFLIBNET, through which students can access a number of books online in the digital section of the library. INFLIBNET is an autonomous Inter-University Centre of the University Grants Commission (UGC) of India under Ministry of HRD (MHRD). INFLIBNET is involved in modernizing university libraries in India and connecting them as well as information centres in the country through a nationwide high speed data network using the state-of-art technologies for the optimum utilization of information.

5. Obstacles faced if any and strategies adopted to overcome them

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6. Impact of the Practice

Students and faculty members are able to access to a wide range of books and update their knowledge in subject.

7. Resources Required

The college makes the provision for it in annual budget.