

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 **Aggarwal College Ballabgarh**
 1.2 Address Line 1 Tigaon Road
 Address Line 2 Near Ambedkar Chowk
 City/Town Ballabgarh
 State Haryana
 Pin Code 121 004
 Institution e-mail address agppgcollege@gmail.com
 Contact Nos. 0129-2308348, 3296243

Name of the Head of the Institution: **Dr. Krishan Kant**
 Tel. No. with STD Code: 0129-2308348
 Mobile: 9212086060

Name of the IQAC Co-ordinator: **Dr. Manoj Shukla**
 Mobile: 9871075456
 IQAC e-mail address: drmanojshukla1963@gmail.com

1.3 NAAC Track ID (*For ex. MHC0GN 18879*)

1.4 NAAC Executive Committee No. & Date: EC/66/RAR/117 dated 21-02-2014
 (*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)

1.5 Website address: www.aggarwalcollege.org
 Web-link of the AQAR: <http://www.aggarwalcollege.org/AQAR/AQAR16-17.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 Yrs.
2	2 nd Cycle	A	3.40	2014	5 Yrs.
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC : **10/04/2009** (DD/MM/YYYY)

1.8 AQAR for the year (for example 2010-11) 2016-17

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)

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

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 Science, 2 Vocational Programmes and 6 Add-on Courses

1.12 Name of the Affiliating University (for the Colleges)

Maharshi Dayanand University, Rohtak

1.13 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	Yes
DST Star Scheme	-	UGC-CE	-
UGC-Special Assistance Programme	-	DST-FIST	-
UGC-Innovative PG programmes	-	Any other (Specify)	
UGC-COP Programmes	Yes	Vocational Programmes	Yes

2. IQAC Composition and Activities

2.1 No. of Teachers	9
2.2 No. of Administrative/Technical staff	4
2.3 No. of students	4
2.4 No. of Management representatives	1
2.5 No. of Alumni	1
2.6 No. of any other stakeholder and community representatives	1
2.7 No. of Employers/ Industrialists	3
2.8 No. of other External Experts	2
2.9 Total No. of members	27
2.10 No. of IQAC meetings held	2 (15 th 30.03.2017 & 16 th 17.05.2017)

2.11 No. of meetings with various stakeholders:	No.	21	Faculty	14
Non-Teaching Staff		5	Alumni	-
Students			Others	2

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.	1	International		National	1	State		Institution Level	
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(ii) Themes National Seminar on Academic and Administrative Audit (NSAAA-17)

2.14 Significant Activities and contributions made by IQAC

The IQAC has always been giving new proposals for holistic development of students. The IQAC suggested that the college should celebrate the birth anniversaries of great leaders and personalities. Keeping this in view the college organized first **two day Maharaja Agrasen Cultural Fest** to commemorate the birth anniversary of Maharaja Agrasen. It was inter-state cultural fest. It is very necessary that our students are being made aware of sacrifices and struggle which our forefathers have made to get independence from Britishers. Department of History and Political Science should jointly organize Quiz **contest on the theme 'freedom Struggle'** involving and motivating students from Science, Commerce and Arts classes. It should be an inter disciplinary quiz contest for college students. The modality of the programme should be decided by the core committee and getting it approved by the Principal. The announcement to this activity should be well in advance so that students start learning in advance and activity is more participative and interesting.

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 A Attached. ATR of IQAC Meetings (15 th and 16 th)	
Annexure B Attached. 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	0	0	0	0
PG	8	0	8	0
UG	13	0	8	2
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	10	0	4	10
Others	0	0	0	0
Total	31	0	20	12
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

Pattern	Number of programmes
Semester	31
Trimester	0
Annual	0

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.

In order to prepare students for changing and challenging market requirement the IQAC recommended that the syllabus of B.Voc.(Retail Management) should be modified with due consultation of experts. A duly constituted committee setup by the Principal reviewed the existing syllabus and made required modification and upgradation. The same was sent to the academic council of the University for Approval. The new syllabus was implemented w.e.f. session 2017-18.

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
78	65	13	0	0

2.2 No. of permanent faculty with Ph.D. 25

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
4	11	15	0	0	0	0	0	19	11

2.4 No. of Guest and Visiting faculty and Temporary faculty

72

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	7	29	0
Presented papers	7	29	0
Resource Persons	0	0	0

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

It was proposed by IQAC that in the post graduate classes students should be given more opportunities to learn through inter-departmental lesson. Two day inter departmental multi disciplinary seminar may be organized. The students in PG classes should be motivated to participate in this seminar. Each department should nominate at least 4 students for participation. The modalities of the seminar will be decided by the core committee and getting it approved by the Principal. This kind of activity will promote inter disciplinary learning and will also encourage students to be research oriented which is ultimate purpose of higher education and it will enhance their career prospects. All departments having post graduate classes will participate in this seminar. Each presented paper will be under the supervision of faculty member.

2.7 Total No. of actual teaching days during this academic year **195**

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

2.9 No. of faculty members involved in curriculum restructuring/revision/ syllabus development as member of Board of Study/Faculty/Curriculum Development workshop **9**

2.10 Average percentage of attendance of students **80.93%**

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.	157	7	54	12	1	47.13%
B.COM. (PASS)	216	2	117	52	31	93.51%
B.VOC(SD)	29	1	10	-	-	37.93%
B.SC. (NM)	124	3	96	6	11	93.55%
B.SC. (CS)	53	0	40	0	4	83.01%
B.SC.(ELE)	20	0	12	1	0	65.00%
B.SC.(HONS.)PHY	53	1	27		6	64.15%
B.COM(CA)	197	1	42	3	76	61.66%
B.COM(HONS.)	105	2	62	-	-	96.08%
BBA(CAM)	40	-	23	3	-	77.5%
BBA	50	-	34	4	-	90.00%
BCA	77	-	12	2	-	37.66%
M.COM	66	-	32	9	-	74.24%
M.SC. (PHY)	44	0	40	3	0	97.73%
M.A.(HINDI)	48	-	34	2	-	100.00%
M.SC.(MATHS)	65	1	16	-	-	34.38%

M.SC.(CS)	32	1	27	-	-	100.00%
M.A.(ECO.)	55	-	21	-	-	72.22%

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

The college IQAC makes special efforts to review the students progression. It was resolved that the students performance in annual exam should be compared with the previous results. In each class, there should be proper evaluation of students performance. A list should be prepared where students performance from 12th (qualifying class) to final year should be prepared. It should be placed in records, that how many students showing consistent records. It was also resolved that bright students should be given extra attention so that college get place in the university merit list.

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	-
HRD programmes (National Conference on use of scientific & technical terminology in teaching of science in higher education) (NITTTR, Chandigarh- Comp. Sc. Department)	95
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions (NIIT- for faculty in computer department)	30
Summer / Winter schools, Workshops, etc. (22 Workshops and Seminars)	123
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	41	07	04	-
Technical Staff	11	-	01	-

Criterion – III

3. Research, Consultancy and Extension

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

The IQAC recommended that faculty members and post graduate students are equipped in research methodology. Our faculty and students are vigourously involved in research activity and paper presentation in the National and International Workshops and Seminars organized in the campus and also in other institutions. It is necessary that they should be equipped with skills and techniques to pursue an effective research work. Keeping this in view, it is proposed that a seven day workshop on SPSS should be organized in the college. The workshop may be sponsored by UGC or ICSSR or funds may be provided by college itself through its internal sources.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	2	2	-
Outlay in Rs. Lakhs	-	41.33	41.33	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	4	4	-
Outlay in Rs. Lakhs	-	4.90	4.90	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	34	13	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	2	34	-

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	2016-17	BRNS	33.33	
Minor Projects	2016-17	UGC	4.90	
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 <input style="width: 40px;" type="text"/>	CAS <input style="width: 40px;" type="text"/>	DST-FIST <input style="width: 40px;" type="text"/>
DPE <input style="width: 40px;" type="text"/>		DBT Scheme/funds <input style="width: 40px;" type="text"/>

3.9 For colleges

Autonomy <input style="width: 40px;" type="text"/>	CPE <input checked="" style="width: 40px;" type="checkbox"/>	DBT Star Scheme <input style="width: 40px;" type="text"/>
INSPIRE <input style="width: 40px;" type="text"/>	CE <input style="width: 40px;" type="text"/>	Any Other (specify) <input style="width: 40px;" type="text"/>

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the
Institution

Level	International	National	State	University	College
Number		5			
Sponsoring agencies		NAAC, DHE, MHRD, ICHR			

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	<input style="width: 50px; text-align: center;" type="text" value="46.23"/>	From Management of University/College	<input style="width: 50px; text-align: center;" type="text" value="1.50"/>
Total	<input style="width: 50px; text-align: center;" type="text" value="47.73"/>		

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
2	-	2	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them 1
3

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	-
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3.21 No. of students Participated in NSS events:

University Level	5	State Level	1	National Level	-	International Level	-
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3.22 No. of students participated in NCC events:

University Level	-	State Level	-	National Level	-	International Level	-
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3.23 No. of Awards won in NSS:

University Level	-	State Level	-	National Level	-	International Level	-
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3.24 No. of Awards won in NCC:

University Level	-	State Level	-	National Level	-	International Level	-
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3.25 No. of Extension activities organized

University Forum	-	College Forum	18	NCC	5
NSS	43	Any Other	17		

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

- Mega Blood donation camp in association with Rotary Club, Faridabad (280 units of blood) on 29th September, 2016.
- Hindi Chetna Saptah
- A Seminar on Women Safety and Self Defence
- Dr. S.R. Ranganathan Annual Book Fare
- Nukkad Nataks on the theme 'Beti Bachao and Beti Padoo'
- Inter-University Competition by INTACH Young Heritage Club
- Health Awareness camp in adopted village 'Chandawali'
- Road Safety Awareness Camp in collaboration with District Legal Services Authority, Faridabad
- A special camp for girls students on Echocardiography test in collaboration with Govt. Civil Hospital, Ballabgarh

- Rashtriya Ekta Week (31st October to 5th November, 2016) to commemorate birth anniversary of Sardar Vallabh Bhai Patel.
- Vigilance Awareness Week (15th -22nd November, 2016) in collaboration with National Projects Corporation Ltd.
- Inter-College debate competition (18th October, 2016)
- Quiz on Aazadi Ke Sattar Saal- Yaad Karo Kurbani on 4th October, 2016.
- Drawing competition on historical buildings
- United Nation Day Celebration on 24th October, 2016
- Blood Donation Camp on 14th January, 2017 (47 units of blood)
- National Voters Day Celebration on 25th January, 2017 in collaboration with Ballabgarh Administration
- Marathon on Safe and Clean Faridabad 18th February, 2017
- National Science Day Celebration on 28th February, 2017
- International Women Day Celebration on 7th March, 2017
- World Disability Day Celebrations on 22nd March, 2017 in collaboration with EVAD, Faridabad
- Five Day Anemia Free Environment Camp on 27th -31st March, 2017
- National Youth Day Celebration

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 m ²	-	-	32375 m ²
Class rooms	52	-	-	52
Laboratories	20	1	UGC	21
Seminar Halls	4	-	-	4
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	3	-	-	3
Value of the equipment purchased during the year (Rs. in Lakhs)	47.39	-	-	47.39
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:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	100124	4421470	2931	730903	103055	5152373
Reference Books	7061	3588218	1535	515873	8596	4184091
e-Books	164	713492	Member of Digital Library of India and Pearson Pub.	-	164	713492
Journals	120	324336	8	22500	128	346836
e-Journals	NLIST	5725	NLIST	5750	NLIST	5750
Digital Database	Digital Library Consortium (UGC)	-	NLIST & Pearson Pub.	-		NLIST & Pearson Pub.
CD & Video	108	22975	-	-	108	22975
Others (specify)	-	-				

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	652	12	253	45	3	22	30	-
Added	15	-	22	-	-	3	4	-
Total	667	12	275	45	3	25	34	-

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

- Three day workshop on SPSS (27-29 June 2017) for faculty members and students in collaboration with BPSM University, Khanpur kallan
- Guest lecture on Digital Literacy (17 January, 2017) in collaboration with Digital Bharat Trust
- Guest lecture on Cloud Services in Education (29 March, 2017) in collaboration with NIIT
- Industrial visit to NIIT Technologies, Greater Noida, UP (9 February, 2017)
- Seminar on Digitak Literacy Movement (16 January, 2017) in collaboration District Administration, Faridabad
- National Seminar on Mathematics and Computer-Computing and Communication (18 February, 2017) sponsored by DHE, Haryana
- Workshop on Digital Marketing (6 & 7 March, 2017) in collaboration Krishiv Academy of digital Marketing, Greater Faridabad .
- Guest Lecture on Data Mining (8 October, 2016) in collaboration with Bharti Vidyapeeth College of Engineering, New Delhi
- Guest lecture on Modern Operating System (22 September, 2016) in collaboration with CDLU, Sirsa
- Workshop on PC Hardware (10 August, 2016) under the theme ‘Skill India, Digital India’ in collaboration with Jetking Infotraining Limited, Faridabad
- Workshop on Software Development (29 August, 2016) in collaboration with Meet Solutions

4.6 Amount spent on maintenance in lakhs :

i) ICT	3.50
ii) Campus Infrastructure and facilities	1.74
iii) Equipments	6.23
iv) Others	1.40
Total :	12.87

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC resolved that all the coordinators of various fora and societies will organize a special session every Saturday to give exposure to the students regarding various opportunities which they can avail in various fields. It was also resolved that there should be photo display of all the activities during the past year and also the out performance in various activities viz., NSS, NCC, Swachhta Abhiyan, Road Safety, Youth Red Cross, INTACT Young Heritage club are display properly that will motivate the students to join activity of their choice. It was also resolved that students can switch over for other different activities in subsequent years in the college.

5.2 Efforts made by the institution for tracking the progression

The coordinators of different societies and fora prepare an annual report of their achievements and out performance. It is also noted that how many students have participated in the various activities. Such students who exhibit excellent results at state and university level are given special awards in the annual function.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3985	689	-	-

(b) No. of students outside the state 22

(c) No. of international students -

		No	%		No	%
Men		1910	40.86%	Women	2764	59.14%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2718	390	2	1084	7	4201	3250	421	1	997	5	4674

Demand ratio 1:1.23 Dropout % 13.48%

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

No. of students beneficiaries 30

5.5 No. of students qualified in these examinations

NET	1	SET/SLET	-	GATE	1	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	-

5.6 Details of student counselling and career guidance

- Job Fare (26.04.2016)
- Internship Programme (30.05.2016) in collaboration with Haryana Police (4 Weeks)
- One Day Workshop on Management as a Career and Management Skills (03.08.2016)
- Workshop on Career and Counselling (10.09.2016) in collaboration with ITM Business School
- Seminar on Civil Services in collaboration with Dhyay Academy
- Seminar on Career Oriented Programme (12.09.2016) in collaboration with Jaona Technologies Pvt. Ltd., New Delhi
- Career Guidance Programme on Employment Skills and Eligibility (15.09.2016) in collaboration with Jaona Technologies Pvt. Ltd., New Delhi
- A three day Workshop on Career Guidance (13.10.2016) in coordination with UNDP
- One day Career Development Programme
- Workshop on Banking as Career (03.02.2017)
- Workshop on Career Opportunities after graduation and post graduation
- Workshop on Entrepreneurship in collaboration with WEC, Faridabad

No. of students benefitted 972

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
13	752	102	

5.8 Details of gender sensitization programmes

- Guest Lecture on Women Safety and Self Defence (27.12.2016) in collaboration with Faridabad Police
- Nukkad Natak on the theme ‘Beti Bachao, Beti Padao’ (04.08.2016)
- Celebration of International Women Day (07.03.2017)
- Function by Legal Literacy Cell on ‘Awareness about Inheritance and Marriage Laws’ (09.03.2017)
- Five day Anaemia Free Environment Camp (27.03.2017) in collaboration with District Administration, Faridabad
- A Workshop on Understanding Gender Relationship in India (13.05.2017) under the programme Operation Durga and Yash in collaboration with Haryana Police
- ‘Awareness Programme’ for Girls Students in collaboration with Faridabad Police by Women Cell

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	0	0
Financial support from government	115	7,77,920
Financial support from other sources (RKM)	15	20250
Number of students who received International/ National recognitions	0	0

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 21

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

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 revised B.Voc (Retail Management) syllabus duly approved by Academic Council, M.D. University, Rohtak have been implemented with effect the session 2016-17.

6.3.2 Teaching and Learning

- Department wise record of teachers giving their lectures using smart board
- Students given their presentation using PPT one day in a week
- Soft copy of the notes are available on college website

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. Mid Term Mock test in every subject is conducted.

6.3.4 Research and Development

A three day workshop on SPSS (27.06.2017) was organized in collaboration BPSM University, Khanpur Kalan. It is necessary that they should be equipped with skills and techniques to pursue an effective research work. Keeping this in view, it is proposed that a seven day workshop on SPSS should be organized in the college. The workshop may be sponsored by UGC or ICSSR or funds may be provided by college itself through its internal sources.

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 improve the effectiveness at the second level of leadership, the college arranged FDP for all the HODs. The HODs are given full autonomy regarding conduct of various meetings of the department. A guest lecture on Mentoring for the teachers organized (13.08.2016).

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

- Industrial visit by Department of Comp. Sc (B.Voc (SD) Students) (18.11.2016) to the ANR Software Pvt. Ltd., Sector-63, NOIDA
- Industrial visit by Department of Comp. Sc (B.Voc (SD) Students) (09.02.2017) to NIIT Technologies, Greater NOIDA.
- Industrial Visit by Department of Chemistry (25.10.2016) to Vita Milk Plant, Ballabgarh
- Industrial Visit by Department of Chemistry (25.01.2017) to National Institute of Solar Energy, Gurgaon
- Industrial Visit by Department of Physics (03.09.2016) to NPL, New Delhi on the occasion of CSIR Foundation Day
- Industrial Visit by Department of Management (19.04.2017) to Mother Dairy, 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 Principal constitutes a team of faculty members to visit nearby schools to give exposure to

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

6.12 Activities and support from the Parent – Teacher Association

Annual Parent Teacher Association Meeting (23.10.2016)

All the HODs conduct the meeting in the respective departments separately. Parents of such students who are irregular in classes or had not performed well in the past annual examinations are specially called to attend the meeting.

6.13 Development programmes for support staff

Six days workshop on ICT is conducted for teaching and non teaching staff members (20-4-17 to 26-4-17)

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

- Rain Water Harvesting
- Installation of Solar lights
- Installation of n-computing to conserve/ preserve energy and to reduce e-waste.
- Tree Plantation Day (30.07.2016) 120 sapling were planted in the three campuses
- Workshop on waste management by Eco Club (Dharti Mitra) (06.08.2016) 125 students were participated
- Marathon – Clean & Safe Faridabad (18.02.2017) 1000 college students were participated
- Inter-College Slogan writing and poster making competition on environmental issues by Eco club (13.02.2017)
- Four day Workshop on Solar Power Plant Design & O&M (25.03.2017 to 28.03.2017) by NPTI, Faridabad 200 students were participated.
- NSS Volunteers organize special Eco-Friendly drive at adopted village of college ‘Chandawali’
- Guest lecture on Smart City (24.08.2016) in collaboration with India Smart Grid Forum, New Delhi
- Cleanliness Drive (26.08.2016 to 31.08.2016) within the campus

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	Adopted Village	Tree Plantation (30.07.2016) Computer Literacy (11.08.2016) college donated 10 computers to village panchayat Health Awareness Camp (16.09.2016) Rally (06.10.2016) theme: Harmful effects of Drinking and Smoking Health Checkup Camp (19.02.2017) for women and children
2	IT Usage in Teaching & Learning	Every department made it mandatory that all faculty members take at least two classes using ICT. Every student has to give one presentation (ppt) in a month on the subject of his/ her choice. This has improved the effectiveness of teaching and learning. Student can access any lecture from the departmental e-library.

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

Annexure Attached

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

***Provide the details in annexure (annexure need to be numbered as i, ii, iii)**

Annexure 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.

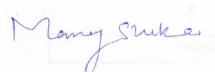
Installation of Solar Lights: Solar lights have been installed

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 ✓

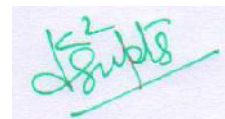
8. Plans of institution for next year

- To make all classrooms smart classroom by December 2018
- To make the college office 100% paperless
- To take 50% energy from solar panels
- To introduce diploma course in two foreign Languages
- To sign MoU with State Vishwakarma Skill University fro equipping the students with soft skills
- To organize one International Workshop and one International Conference
- To organize research related workshops for faculty
- To introduce B.Sc. (Hons.) Chemistry



Dr. Manoj Shukla

Signature of the Coordinator, IQAC



Dr. Krishan Kant

Signature of the Chairperson, IQAC

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 A

Report of the follow-up on the decisions taken by the IQAC in its 15th meeting held on 06/05/2016

Resolution No	Particulars	Follow-up action taken
12.4.2	To prepare and submit record of students attending classes for slow learners	Record of students is maintained as desired by the house
12.4.8	To arrange special classes for students preparing for NET (UGC/CSIR) Examination	Annexure B1 attached
13.4.2	Foreign Languages course be started	Annexure B2 attached
13.4.3	Develop a strong institution-industry interface and have more collaboration with corporate and other training institutes to start career focused courses	HODs will submit detail report in next meeting
13.4.4	Complete ICT thrust in teaching-learning	HODs submitted new proforma regarding ICT usage in teaching and learning
13.4.5	Student Support Services be made more vibrant	New support services will be introduced in the annual calendar 2017-18
15.4.1	Two Day Multi-Disciplinary Seminar for PG Students	Ms. Kamal Tandon and Dr. Poonam Anand submitted the proposal for approval Annexure B3
15.4.2	Two Day Maharaja Agrasen Cultural Fest	Dr. Poonam Anand submitted the proposal for approval Annexure B4
15.4.3	Quiz Contest on Freedom Struggle	Dr. Jay Pal Singh submitted a proposal quiz contest for approval Annexure B5
15.4.4	Three Day PPT Learning Workshop	Proposal submitted by Dr. Sarika Kanjlia Annexure B6
15.4.5	Seven Day Workshop on SPSS	Dr. Ram Chander will apply for financial assistance to various agencies

Report of the follow-up on the decisions taken by the IQAC in its 16th meeting held on 17/05/2017

Resolution No	Particulars	Follow-up action taken
13.4.3	Develop a strong institution-industry interface	Industrial visits by each department as scheduled in

		Academic Calendar
13.4.5	Student Support Services be made more vibrant	Formation of Swacchhta Senani Team and Health Awareness Club <i>Annexure B1 attached</i>
15.4.1	Two Day Multi-Disciplinary Seminar for PG Students	<i>Annexure B2 attached</i>
15.4.2	Two Day Maharaja Agrasen Cultural Fest	<i>Annexure B3 attached</i>
15.4.3	Quiz Contest on Freedom Struggle	<i>Annexure B4 attached</i>
15.4.4	Three Day PPT Learning Workshop	To be organized in next semester
15.4.5	Seven Day Workshop on SPSS	<i>Annexure B5 attached</i>
16.4.1	To prepare an information booklet for B.Voc. students	Prepared and Distributed
16.4.2	Visit Women Police Station	<i>Annexure B6 attached</i>

Annexure B

**Annual Calendar of Events
(2016-17)**

June-2016	Friday, 10th June 2016	Wednesday, 15th June 2016	Monday, 20th June 2016
	<ul style="list-style-type: none"> • Commencement of Sale of Prospectus for Admissions to various programmes • Meeting of Admission Committees with the Principal at 2:30pm 	<ul style="list-style-type: none"> • Formation of Counseling Desk for guidance to students and parents • Admission and commencement of special classes for II Year and III Year for SFS Courses 	Holiday Sant Kabir Jayanti
July- 2016	Saturday, 02nd July 2016	Monday, 04th July 2016	Wednesday, 06th July 2016
	Commencement of classes for II Year and III Year	Meeting of Time Table Committee with the Principal at 2:30pm	Holiday Id-ul-Fitr
	Thursday, 07th July 2016	Wednesday, 13th July 2016	Saturday, 16th July 2016
	Display of I Admission Merit List	Display of III Admission Merit List	Hawan Ceremony/ Commencement of Teaching for I Year
	Monday, 18th July 2016	Tuesday, 19th July 2016	Wednesday, 20st July 2016
	Meeting of all HOD's with the Principal at 2:45pm	Conduct of Ist Departmental meetings by concerned HODs at 2:30pm and minutes to be submitted with the office of the Principal (English, Hindi, Sanskrit, History and Commerce)	Conduct of Ist Departmental meetings by concerned HODs at 2:30pm and minutes to be submitted with the office of the Principal (Economics, Physics, Chemistry, Management, Mathematics and Computer Science)
	Monday, 25th July 2016	Tuesday, 26th July 2016	Wednesday, 27th July 2016
	Induction Ceremony for Arts Faculty/Management Faculty (Wing-III) (Mrs. Kiran Anand/ Dr. Shilpa Goel)	Induction Ceremony for Commerce Faculty (Wing-I)/ Computer Sc. (Wing-III) (Dr. Naresh Kamra/ Dr. Sachin Garg)	Induction Ceremony for Science/Commerce/Arts Faculty (Wing-II) (Dr. Poonam Anand/Dr. K.L. Kaushik/ Dr. Vinod Rathi)
	Thursday, 28th July 2016	Friday, 29th July 2016	Saturday, 30th July 2016
	Induction Ceremony for Commerce Faculty (Wing-III) (Dr. Praveen Gupta)	Notice for students under the scheme 'Earn While You Learn' (Sh. Ravinder Jain and Mrs. Kiran Anand)	National Tree Day (Mrs. Kiran Anand/ Sh. Ravinder Jain/ Mrs. Ritu/ Mrs. Rekha Sain)

August- 2016	Monday, 01st August 2016	Tuesday, 02nd August 2016	Wednesday, 03rd August 2016
	<p>Notice for Registration for Enrolment in NSS/ YRCE in three units separately (NSS PO's) Bridge course for B.Com-I (Maths/Accounts) Wing-I: Dr. Naresh Kamra, Wing-II: Ms. Shobhna Goyal & Wing-III: Dr. Praveen Gupta</p>	<ul style="list-style-type: none"> • Notice for Registration for Enrolment in NCC in three units separately (Dr. Yogesh Goyal) • A Notice for UGC NET Classes (Dr. Manoj Shukla) 	<ul style="list-style-type: none"> • Notice for Registration for various Societies/Fora / Clubs (Conveners of Societies and Fora) • A Workshop on Training for Mentors (Mrs. Kamal Tandon)
	Thursday, 04th August 2016	Friday, 05th August 2016	Saturday, 06th August 2016
	<p>A Workshop on 'Career in Management Courses (CAT/MAT)' by Career and Counseling Cell in Wing-II (Dr. Poonam Anand) Bridge Course for B.Sc. –I (Maths/ Physics) Wing-II: Dr. K.L. Kaushik (Maths) & Dr. Ajit Yadav (Physics)</p>	Holiday Teej	<ul style="list-style-type: none"> • Eco Club Function (NSS Pos) • A Workshop on 'Career in Management Courses (CAT/MAT)' by Career and Counseling Cell in Wing-III (Dr. Manoj Shukla/ Dr. Shilpa Goel)
	Monday, 08th August 2016	Tuesday, 9th August 2016	Wednesday, 10th August 2016
	<p>Talent Hunt for Cultural Programmes and other extra-curricular activities (Wing-I: Mrs. Kiran Anand)</p>	<p>Talent Hunt for Cultural Programmes and other extra-curricular activities (Wing-II: Dr. Poonam Anand)</p>	<p>Talent Hunt for Cultural Programmes and other extra-curricular activities (Wing-III: Dr. Shilpa Gel)</p>
	Thursday, 11th August 2016	Friday, 12th August 2016	Saturday, 13th August 2016
	<p>Meeting of NSS Officers and HOD's / Convener Cultural Committee with the Principal for Independence Day celebration at 2:30pm</p>	<p>International Youth Day (Dr. Sanjeev Gupta/ Dr. Geeta Gupta/Dr. Sarika Kanjlia/ Dr. Renu Maheshwari/ Dr. Bankey Bihari/ Ms. Gunjan)</p>	<p>Book Fair in the memory of S. R. Ranganathan, Father of Library Sc. (Dr. Ram Chander)</p>
	Monday, 15th August 2016	Tuesday, 16th August 2016	Wednesday, 17th August 2016
	<p>Celebration of Independence Day (Ms. Kiran Anand/Dr. Yogesh Goel/ Sh. Ravinder Jain/ Mrs. Rekha Sain and Conveners of Red Cross Committee)</p>	<p>Talent Hunt for Sports (Cricket: Wing-II, Badminton, Baseball and Archery: Wing-I)</p>	<p>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)</p>
	Thursday, 18th August 2016	Friday, 19th August 2016	Saturday, 20th August 2016
		<p>Guest Lecture by Department of Economics/Physics (UG & PG) (Deptt. HOD)</p>	<p>Guest Lecture by Department of Hindi/ Chemistry/Commerce (UG & PG) (Deptt. HOD)</p>
	Monday, 22nd August 2016	Tuesday, 23rd August 2016	Wednesday, 24th August 2016
	<ul style="list-style-type: none"> • Guest Lecture by Department of Maths (UG: Wing-II & PG: Wing-III) English/ Pol. Sc./Comp. 	<ul style="list-style-type: none"> • Notice for Remedial Coaching Classes (Dr. Naresh Kamra) • Ist assignment to 	<p>A Talk on 'Smart City' (Dr. Sarika Kanjlia)</p>

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September- 2016	Sc/Management (Deptt. HOD)	be given by each faculty in concerned subject	
	Thursday, 25 th August 2016	Friday, 26 th August 2016	Saturday, 27 th August 2016
	Holiday Janmashtami	College Clean up Week Wing-I: Mrs. Ritu, Wing –II: Dr. Ravinder Jain, Wing-III: Mrs. Rekha Sain	
	Monday, 29 th August 2016		Wednesday, 31 st August 2016
	College Clean up Week Wing-I: Mrs. Ritu, Wing –II: Dr. Ravinder Jain, Wing-III: Mrs. Rekha Sain		Meeting of Admission Committee regarding Grievances (if any) at 2:30pm
	Thursday, 01 st September 2016	Friday, 02 nd September 2016	Saturday, 03 rd September 2016
	Function of Commerce Forum / Science Forum (Wing-II) (Ms. Shobhna Goel/ Dr. Reena Chaudhary)	Lecture on Ethics and Moral Values (Wing-I: Dr. Geeta Gupta, Wing-II: Sh. Ravinder Jain & Wing-III: Dr. Praveen Gupta)	Function of Economic Forum (Dr. Usha Chaudhary)
	Monday, 05 th September 2016	Tuesday, 06 th September 2016	Wednesday, 07 th September 2016
	Function of Management Forum (Dr. Shilpa Goel)	Meeting for Blood Donation Camp with NSS Officers (NSS POs)	Formation of Mathematics Club/ Function of English Society Dr. K.L. Kaushik/ Dr. Geeta Gupta
	Thursday, 08 th September 2016	Friday, 09 th September 2016	Saturday, 10 th September 2016
	Conduct of IInd Departmental meetings by concerned HODs at 2:30pm and minutes to be submitted with the office of the Principal (English, Hindi, Sanskrit, History and Commerce)	Conduct of IInd Departmental meetings by concerned HODs at 2:30pm and minutes to be submitted with the office of the Principal (Economics, Physics, Chemistry, Management, Mathematics and Computer Science)	Guest lecture by Career and Counseling Cell in all Wings at 3:00 p.m. (Dr. Naresh Kamra/ Dr. Poonam Anand/Dr. Sachin Garg)
	Monday, 12 th September 2016	Tuesday, 13 th September 2016	Wednesday, 14 th September 2016
	Holiday Id-ul-Juha (Bakrid)	Inter College Debate Competition (History) Dr. Jay Pal Singh	Inter College Science Quiz/ Debate Competition (Wing-II) (Dr. Sanjeev Gupta/ Mrs. Raj Kumari) Hindi Diwas Celebration (Dr. Ashok Nirala)
	Thursday, 15 th September 2016	Friday, 16 th September 2016	Saturday, 17 th September 2016
	Meeting of NSS Officer for NSS day Celebration at 2.30 p.m.	Blood Donation Camp	
	Monday, 19 th September 2016	Tuesday, 20 th September 2016	Wednesday, 21 st September 2016
	First Class Test by each department by each faculty		
Thursday, 22 nd September 2016	Friday, 23 rd September 2016	Saturday, 24 th September 2016	

	Guest Lecture by Department of History on 'Haryana's Hero's Martyrdom Day' (Dr. Jay Pal Singh)	Holiday Haryana's Heros Martyrdom Day	Inter College Declamation Contest Wing-II: Ms. Vineeta Sharma/ Dr. Vinod Rathi
	Monday, 26 th September 2016	Tuesday, 27 th September 2016	Wednesday, 28 th September 2016
		'Awareness Programme' for Girls Students in collaboration with Faridabad Police by Women Cell. (Dr. Geeta Gupta/ Ms. Shobhna Goyal/ Dr. Renu Maheshwari)	<ul style="list-style-type: none"> • Inter College Debate Competition (Hindi & Sanskrit) Dr. Ashok Nirala/ Dr. Manju Gupta • Health Check up Camp
	Thursday, 29 th September 2016	Friday, 30 th September 2016	
	Commencement of filing of online Anti ragging Affidavits by students Dr. Sachin Garg / Mr. Vineet Nagpal/ Mr. Sandeep Jain		
October- 2016	Saturday, 01 st October 2016	Monday, 03 rd October 2016	Tuesday, 04 th October 2016
	Holiday Maharsja Aggarsain Jayanti	Meeting of Examination Committee for House Exam with the Principal	History Quiz Competition – Dr. Jay Pal Singh
	Wednesday, 05 th October 2016	Thursday, 06 th October 2016	Friday, 07 th October 2016
	Guest Lecture by Department of Chemistry Mathematics, Computer Science (Both UG & PG) Deptt. HOD NSS Day Celebration (NSS POs)	Guest Lecture by Department of Pol. Sc./Management/Commerce (UG & PG) Deptt. HOD	Guest Lecture by Department of English (Dr. Geeta Gupta)
	Saturday, 08 th October 2016	Monday, 10 th October 2016	Tuesday, 11 th October 2016
	Guest lecture by Legal literacy Cell in all Wings	Guest lecture by Career Counseling Cell in all Wings Dr. Naresh Kamra/Dr. Poonam Anand/ Dr. Sachin Garg	Holiday Dussehra
	Wednesday, 12 th October 2016	Thursday, 13 th October 2016	Friday, 14 th October 2016
	Holiday Muharram	<ul style="list-style-type: none"> • Function by Physics Association (Dr. Ajit Yadav) • Conduct of IIIrd Departmental meetings by concerned HODs at 2:30pm and minutes to be submitted with the office of the Principal (English, Hindi, Sanskrit, History and Commerce) 	Conduct of IIIrd Departmental meetings by concerned HODs at 2:30pm and minutes to be submitted with the office of the Principal (Economics, Physics, Chemistry, Management, Mathematics and Computer Sc.)
	Saturday, 15 th October 2016	Monday, 17 th October 2016	Tuesday, 18 th October 2016
	Online Feedback from Students in all Wings Dr. Sachin Garg/ Mrs. Mohini Verma/Sh Sandeep Jain		
	Wednesday, 19 th October 2016	Thursday, 20 th October 2016	Friday, 21 st October 2016
	Guest Lecture by	IInd Assignment by	Inter College Competition Department of

Aggarwal College Ballabgarh

November-2016	Department of Economics/Hindi/Physics (Both UG & PG) Deptt. HOD	Each faculty	Computer Science (Dr. Sachin Garg/ Sh. Vineet Nagpal)
	Saturday, 22nd October 2016	Monday, 24th October 2016	Tuesday, 25th October 2016
	Inter College Debate by Commerce Forum, Economic Forum and Management Forum Ms. Shobhna Goel/Dr. Usha Chaudhary/ Dr. Shilpa Goel	United Nation Day (Mrs. Ritu/Dr. Sanjeev Gupta/Ms. Dolly Mangla)	Notice for Industrial Visit by Deptt. of Chemistry / Computer Sc./Management Dr. Reena Chaudhary/ Dr. Sachin Garg/Dr. Shilpa Goel
	Sunday, 23rd October, 2016		
	Parent Teacher Association Meeting		
	Friday, 28th October 2016	to	Thursday, 03rd November 2016
	Vacation-I		
	Friday, 04th November 2016	to	Thursday, 10th November 2016
	House Exam (All Wings)		
	Friday, 11th November 2016	Saturday, 12th November 2016	Monday, 14th November 2016
	Display Students' class attendance performance		Holiday Guru Nanak's Birthday
	Tuesday, 15th November 2016	Wednesday, 16th November 2016	Thursday, 17th November 2016
	Dispatch of letters/telephonic information to parents regarding students' attendance (if following short) Ms. Santosh Gupta/ Sh Manmohan Singla /Sh Chaman Kashyap	Request to Principal for condone of lectures by students	
	Saturday, 19th November 2016	to	Saturday, 17th December 2016
	Commencement of University Examination		
Monday, 19th December 2016	to	Saturday, 31st December 2016	
Winter Vacations			

Jan 2017		
Date	Event	Convener
11-1-17	Meeting of HODs with the Principal at 2:30pm	
12-1-17	Meeting of respective departments conducted by concerned HODs (Commerce, Physics, Chemistry, Mathematics, Sanskrit and Hindi Departments)	
12-1-17	Celebration of National Youth Day	Dr. R. Jain/Dr. N. Kamra
13-1-17	Meeting of respective departments conducted by concerned HODs (Computer Science, Management, Economics, History, English and Pol. Science Department)	
14-1-17	Meeting of Sports Club with the Principal at 2:30pm	Dr. K.L. Kaushik
14-1-17	Guest lecture by Department of Hindi	Dr. Renu
13-1-17	Lohri Celebration (After 1.00 pm)	Ms Kiran Anand/ Dr. Shilpa Goel/ Ms. Vineeta Sharma
16-1-17	Seminar on Digital Literacy under Vittiya Saksharta Abhiyan (VISAKA), MHRD	NSS and NCC Officers
16-1-17	Guest Lecture by Department of Management Guest Lecture by Department of Chemistry (PG)	Dr. Shilpa Dr. Reena Chaudhry
17-1-17	Function by Women Cell	Ms. Shobhna Goyal/Dr. Geeta Gupta/ Dr. Renu
20-1-17 & 21-1-17	National Seminar on Academic and Administrative Audit (NSAAA-2017) by IQAC sponsored by NAAC	Dr. Manoj Shukla & Members IQAC
23-1-17	Meeting of N.S.S officers and N.C.C. officer with the Principal for the Republic Day celebration at 2:30pm	Ms. Kiran Anand/Mr. R. Jain/Dr.Yogesh Goyal/All NSS Officers
23-1-17	Guest lecture by Physics Association (for UG and PG) Guest Lecture by Department of Economics (PG)	Dr. Sanjeev Gupta Dr. Usha Chaudhary
26-1-17	Republic Day Celebrations	Ms. Kiran Anand
27-1-17	Interdepartmental Sports competition(Badminton) Wing-1 at 2:30 pm Function by Eco Club	Dr. Jagvir Ms Kiran Anand/ Ms Rekha Sain/ Mr. R. Jain
28-1-17	Interdepartmental Sports competition(Volleyball) Wing-2 at 2:30 pm	Mr. Nand Kishore
30-1-17	Interdepartmental Sports competition(Volleyball) Wing-3 at 2:30 pm	Dr. Jagvir
31-1-17	Third Inter college Story Writing Competition by Sahitya Parishad Club for bestowing the Munshi Premchand Award	Dr. Ashok Nirala
Feb 2017		
1-2-17	Holiday - Vasant Panchami	
2-2-17	Distribution of I assignment in each subject for each class by concerned faculty Industrial visit by Department of Physics Industrial visit by Department of Computer Science Function by Road Safety Club	Dr. Sanjeev Gupta Dr. Sachin Garg Dr. Jaypal Singh
3-2-17	Industrial visit by Department of Chemistry Workshop by Commerce Forum- "Banking as a Career"	Dr Poonam Ms.Shobhna Goyal
4-2-17	Industrial visit by Department of Management	Dr. Shilpa Goyal Dr.K.L Kaushik

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	Guest Lecture for B.Sc. & M.Sc. (Maths) Class Guest Lecture for M.A(Hindi) Class Guest Lecture by Department of English	Dr. R. Maheshwari Ms.Kamal Tandon
6-2-17	Guest Lecture by Department of Commerce (Wing-I) Guest Lecture by Department of Commerce (Wing-II) Guest Lecture by Department of Commerce (Wing -III) (PG Classes/B.Com Hons. III Year)	Ms. Shobhna Goyal -do- Dr. Praveen Gupta
7-2-17	Workshop by Career Counseling Cell	Dr. Manoj Shukla/ Dr. Shilpa Goel
8-2-16	Blood Donation Camp	NSS/NCC Officers
10-2-17	Holiday - Guru Ravidas Jayanti	
11-2-17	Workshop on Combined Defence Services Examination conducted by UPSC for Final Year Students, Wing -II First Maharaja Agrasen Inter College Cultural Fest (Solo Dance-Haryanvi, Declamation Contest)	Dr. Yogesh Goyal Dr. Poonam Anand/ Dr. K.L. Kaushik
13-2-17	Guest Lecture by Department of Economics for Commerce Students both UG & PG Announcement of first Class Test(15 th - 20 th Feb) Inter-College Declamation contest by Social Science Forum	Dr. Manoj Shukla Dr. Ashok Nirala
16-2-17	Inter-Wing Sports competition(Badminton) Wing-1	Dr. Reena Chaudhary/ Ms. Shobhna Goyal/ Dr. Rekha Sain/ Ms. Anita Sharma
17-2-17	Inter-Wing Sports competition(Kho-Kho) Wing-1	Ms. Ritu
18-2-17	Inter-Wing Sports competition(Volleyball) Wing-2	Dr. Ashok Nirala
20-2-17	Inter-Wing Sports competition(Table Tennis) for Girls Wing-1	Dr. Manoj Shukla/Dr. R. Jain/Mr. Vineet Nagpal
21-2-17	Holiday - Maharshi Dayanand Saraswati Jayanti	
24-2-17	Holiday - Maha Shivratri	
25-2-16	Function by Entrepreneur Club Function by Sanskrit Sahitya Parishad - Inter college Essay writing competition for bestowing the Kalidas award	Dr. Manoj Shukla/ Dr. Shilpa Goel Dr. Manju Gupta
27-2-17	Guest lecture by Department of Computer Science Guest Lecture by Dept. of Political Science on "Municipal Corporation - Role and Responsibilities"	Dr.Sachin Garg Ms. Ritu
28-2-17	National Science Day Celebration, Inter College Model Display Competition ,Wing -II	Dr. Reena Chaudhary/ Ravinder Jain

March 2017

2-3-17 & 3-3-17	Annual Athletic Meet	Dr. K.L. Kaushik
8-3-17	Celebration of International Women's Day	Dr. Geeta Gupta Ms. Shobhna Goyal Dr. R. Maheshwari
09-3-17	Function by Legal Literacy Cell on "Awareness about Inheritance and Marriage Laws"	Dr. Usha Aggarwal
09-3-17	Mini Bazaar by students of B.Voc (RM)	Ms. Poonam Rautela
10-3-17 to 16-3-17	Holi Break	

17-3-17	Function of Maths Club	Dr. K. L. Kaushik
17-3-17	Display of College students Attendance on notice board	Sh. Manmohan/ Ms. Santosh Gupta/ Mr. Naresh Kumar
18-3-17	Meeting of HODs with Principal (Mid-Semester Review)	
20-3-17	Meeting of parents of defaulter students with Principal/HODs Guest lecture by History Department	Dr. Jaypal Singh
21-3-17	Meeting of IQAC Inter-College Quiz by Management Forum	Dr. Manoj Shukla Dr. Shilpa Goel
22-3-17	An Awareness Campaign on World Disabled Day	Dr. Sarika Kanjlia Dr. Shilpa Goel
23-3-17	Holiday - Shaheedi Diwas	
24-3-17	Inter College PPT Quiz Contest (PPTQuizNet'16)	Dr. Sachin Garg
25-3-17	Seminar on Post Graduation courses for final year students by Career and Counseling Cell	Dr. Manoj Shukla/ Dr. Shilpa Goel/ Dr. Usha Chaudhary
27-3-17	Procession by N.S.S students from 8:30 am to 9:30. Theme- Environment Awareness 3 Day IT workshop for office/library staff (2:00 pm to 4:00 pm)	NSS Officers Dr. Sachin Garg
30-3-17	Distribution of second assignment to each class	

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03-4-17	Announcement of second class test (3 rd -6 th April)	
04-4-17	Holiday - Ram Navmi	
08-4-17	Health Camp for Staff	Sh. Manmohan
10-4-17	College Convocation/ Annual prize distribution function	Dr. K.L. Kaushik
13-4-17	Holiday - Vaisakhi	
14-4-17	Holiday - Dr. B.R. Ambedkar Jayanti	
17-4-17	Seminar on Post Graduation courses for final year students by Career and Counseling Cell	Dr. Manoj Shukla
17-4-17	Display of Attendance list of students	Sh. Manmohan Ms. Santosh Gupta
18-4-17	Arrangement of extra classes for students falling short of lectures (18 th - 26 th April)	HODs
20-4-17	6 Days IT workshop for faculty 12:00 pm - 3:00 pm(20 th -26 th April)	Dr. Sachin Garg
University Examination w.e.f. 29-4-17		

All the concerned conveners of respective activities and HODs are requested to take up preparations for activities allotted to them well in advance of due date so that the activity on that particular day is effectively and efficiently is performed and outcome is productive.

**Tentative*

(PRINCIPAL)

Annexure C

Best Practices of the Institution (7.3)

Best Practice 1

1. Title of the Practice

Inter Departmental PowerPoint Presentation Contest

2. The context that required the initiation of the practice

In order to make the teaching and learning more effective, it is necessary to leverage information technology so that students can access and use knowledge anytime, i.e., it becomes necessary that students are equipped with IT skills.

3. Objectives of the practice

To make the learning interesting, the use of Powerpoint presentations should be increased. Hence, there is a need for skill among students so that they are experts in IT tools.

4. The Practice

It has been made mandatory that every year a contest will be organized in which four students from each department will participate and show their Powerpoint presentations on the theme decided by the coordinating committee. While giving their presentations, the students are asked questions on both IT skills and the theme of the presentation. In order to motivate the students the coordinating committee gives awards and certificates.

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

Most of the students in social sciences and languages show unwillingness to participate as they are not aware of benefits of IT using teaching and learning. Proper counselling by the faculty motivates them to participate.

6. Impact of the Practice

Most of the students prepare their notes using IT, they can access notes on their mobiles during the free periods. The interaction among students and between faculty and students is round the clock regarding exchange of notes and attending queries.

7. Resources Required

Most of the class rooms need to be the smart class rooms. Student who do not have PC/ Laptop at their home, they are to be provided this facilities in the college IT section in the library.

Best Practice 1

1. Title of the Practice

Visit to Women Police Station

2. The context that required the initiation of the practice

On the request of Police Commissioner, Dr. Hanif Qureshi, IPS it is proposed that college should arrange visits for girl students to the women police station to make them aware of functioning of police departments. It is proposed that 10 groups of 10 girls each should be made and each group should be led by two female faculty members. This has made the girl student very confident and aware of their rights.

3. Objectives of the practice

To make the girl students aware of their rights

4. The Practice

It is very necessary that girl students are confident and aware of their rights and can assert when situations are unfavourable. It has been decided that girls students should visit Women Police stations of the city in groups. A teacher will accompany them to visit women police station. A counselling session is organized within the Police Station. In this session, students are free to interact with the police officers.

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

To make the visit successful, local women police officers are to be contacted and ensured their availability.

6. Impact of the Practice

Most of the girl students who have visited the police stations are not confident of their rights, they have enrolled themselves for self defence classes within the college campus. They got encouragement to join police force in future to serve the society. They came to understand that if police is approached at right time then there is a solution to every problem. These girls are spreading the message in the localities where they live.

7. Resources Required

Local transportation to the students and resources for arranging seminars in the police stations