



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

AGGARWAL COLLEGE BALLABGARH

NEAR AMBEDKAR CHOWK, TIGAON ROAD BALLABGARH, DISTT.

FARIDABAD

121004

www.aggarwalcollege.org

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NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Aggarwal College Ballabgarh (ACB), established in 1971, is a premier Higher Education Institution in Haryana. The college is *included under Section 2(f) and 12(B) of UGC Act, 1956* and was awarded 'College with Potential for Excellence (CPE)' Status by UGC, New Delhi in 2016. The college was accredited for 2nd Cycle by NAAC, Bengaluru and awarded 'A' Grade with CGPA 3.40 in 2014. The college has a well-defined Quality and Environment Policy and is ISO 9001: 2015 and ISO 14001: 2015 certified. The college has also received grants under RUSA.

Aggarwal College, Ballabgarh (ACB) during its journey of 47 years has made tremendous progress on all fronts, be it education, research, sports, extra-curricular or outreach activities. The college has strength of 4768 students enrolled in the 2018-19 session out of which 2587 are girl students - an impressive ratio depicting gender equality, women empowerment and leadership indeed. At present, the college is running 07 Under Graduate, 05 Hons. and 08 Post Graduate Programmes. Besides, six Add-on courses and two vocational B.Voc. (Retail Management) and B.Voc. (Software Development) programmes sponsored by University Grants Commission, 38 certificate, diploma and advance diploma courses are also being run in the college to equip the students with market-oriented innovative skills and values.

We strive for excellence by ensuring a trinity of superlatives- the students, the faculty and the infrastructure: grow up in a congenial & conducive environment. The college has a well-qualified, highly receptive and dynamic faculty of 139 members having a strong zeal for learning, and to assimilate and disseminate the knowledge. To foster all-round holistic development of the students, they are groomed in a way that they are physically, mentally and intellectually strong with sound knowledge & skills along with deep societal concern with human touch and strong moral, emotional, and spiritual quotient. The college has established various national and international linkages and MoUs which provide an opportunity to the faculty and the students for interactions built with multicultural perspectives and exposure to the latest trends in various domains.

Vision

We aim at becoming a Leading and Top Institution of Higher Education providing Quality Teaching Learning-Skills in different areas of Academics that will best serve the nation and fulfill the aspirations of the world community.

We also look forward to preparing a force of educated youths adorned with social, moral and ethical values combined with the basic human traits possessing High Character and Gender Sensitisation Training to do away with the tendency and the feeling of discrimination in the Society.

Mission

We are dedicated to enabling aspiring and promising students to make informed decisions on their path to academic success and excellence. We help the students to identify and recognise their individual needs and goals and provide them with the information and knowledge they require to match them with an institution that will polish and nourish their skills and talents and help them grow as professionals as well as responsible citizens of our country.

We also seek to develop in each member of the student community of Aggarwal College Ballabgarh the ability, the skills and passion to work honestly, intelligently, creatively, and effectively for the betterment of the society and facing the present and the future challenges of the world community.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Every institution has some glorious chapters added to its history which enables it to move ahead with immense dedication and enthusiasm. Aggarwal College Ballabgarh has such life time moments etched to it:

- The college has Philanthropic, resourceful, proactive and benevolent Governing body
- The institution is headed by a Principal who is accomplished researcher and academician with outstanding leadership ability and dynamism who has taken the institution to greater heights
- The college is centrally located in Ballabgarh on N.H. 2 and is easily accessible by public transport system
- The college is equipped with necessary infrastructure, classrooms, on-line library, computer labs with state-of-art facilities
- The college has moved to the forefront in technology among the institutions of Higher Education in Haryana
- A number of value added courses equipping the students with soft skills and job-oriented core skills supplementing the traditional courses
- A large number of MoUs with academic institutions, industries, corporate houses and NGOs
- A robust Mentor –mentee system
- Secure and Safe environment for Girl Students
- College has various Units/Clubs/Cells/Societies/Fora to engage in various outreach programmes within and outside the campus
- The college has an active IQAC since 2009 and Academic Council from 2014 which have taken several progressive initiatives as a think tank
- Eco-friendly campus with water-harvesting, energy-conservation, electricity-saving, E-waste, solid-waste and waste water management, and regular Energy and Green Audit system
- Qualified, Experienced and Competent faculty with dedication and commitment who are consistently outstanding in student rating
- Strong and effective Alumni's participation and contribution

Institutional Weakness

Any organisation on the path to growth faces several constrains and has to make diligent efforts to overcome and improve upon them as famous American English Poet Robert Frost had rightly put it- “-----And miles to go before I sleep, And miles to go before I sleep”. The college acknowledges its shortcomings and makes

continuous endeavours for achieving excellence in all spheres of education. The areas which need some rethinking and remedial measures include:

- Space constraints for expansion
- Being an affiliated college, no scope of curriculum revision, assessment, evaluation, examination improvement, and structure of courses due to lack of autonomy
- Inadequate permanent faculty on government aided posts
- Weak socio-economic & educational background of the students

Institutional Opportunity

Opportunities are reflection of the environment which prevails in the institution because of the set of principles, policies and standards under which the college works. Recognising the opportunities and grasping them whenever they come will help the institution in planning and executing the strategies to have desired results:

- The institution may evolve itself into an Autonomous College
- The grants under RUSA will provide ample opportunities to create infrastructure for improving the quality teaching, learning and research conducive environment
- The CPE status to the college makes it possible to impart skill training to the students and the faculty development programmes on regular basis
- Increased Inter-institutional collaborations
- Skill development through Vocational Programmes at a faster pace
- Starting courses with flexible timings
- Extending educational opportunity for already employed
- Expanding Research and Consultancy

Institutional Challenge

In the present era of very fast technological advancements, challenges are bound to occur resulting into jeopardizing the reliability of the systems and policies. When a challenge comes from any of the stakeholders, ever changing technology, and increasing competition, the stability and survival can be at stake:

- To expand beyond the constraints of space
- To overcome the limitations of infrastructure through optimal utilisation of the available resources
- To develop alternative ways to backwardness related problems
- To invent new approaches to education
- To develop Faculty-Exchange, Student-Exchange and Resource Sharing programmes with institutions and organisations of repute
- To motivate and inspire Post Graduate students towards research centric learning, and competitive exams
- To develop an entrepreneurial hub for nurturing and promoting entrepreneurship among the students

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college has established an innovative mechanism for an effective curriculum delivery aligned with the mission and vision of the college. The mechanism is designed and developed in a meticulous manner to encourage participative, collaborative and lifelong learning. The programme and course outcomes define the learning level of the students in terms of knowledge, skills, values and capabilities. The college continuously seeks to enhance its students' behavioural, leadership and teamwork skills through various activities, events and various developments from time to time. The Lesson Plans for each course prepared by the concerned faculty clearly divides the entire course content into short cycle units planning to inform, engage and motivate the students. The pedagogy includes assignments, projects, class presentations, class tests and seminars, self-assessment tests, house exams, group discussions and role-plays. To provide maximum enrichment and to make learning more productive and interesting, opportunities are provided to the students to establish partnership with communities through various clubs and societies where students learn crucial life skills; develop formative competency and emphatic positive behaviour. To equip the students with Job-oriented skills, 30 Certificate Courses, 05 Diploma and 03 Advanced Diploma Courses are being run which students pursue during their under-graduation programmes. The college undertakes various programmes to involve the students in social initiatives such as Gender Sensitization, Environment Consciousness and Human Values and Professional Ethics. To enable information and digital literacy, Computer awareness Programmes (Level-I, II and III) are offered to Arts faculty students. Moreover, there are six Add-on courses imparting life skills duly sponsored by the University Grants Commission which students opt at different levels. Further, the college is based on the framework of outcome based-education system, as each course revolves around well-defined learning outcomes. To make learning more utilitarian, we offer wide choices of interdisciplinary subjects at post graduate level. The IQAC encourages the 360 degree feedback mechanism and takes necessary action to implement it. Finally, the curriculum of the college is designed efficiently through a well-defined process by contributions from its alumni, academia, recruiters and other stakeholders.

Teaching-learning and Evaluation

The vision of the institution is based on the premise that excellence flourishes in an environment that involves all the stakeholders concerned with the cause. To make the teaching, learning and evaluation effective and efficient, various processes have been developed which give full freedom and flexibility to the faculty and the students to achieve their full potential. An equitable and inclusive working environment creates the conditions for the faculty and the student body thus making them capable and confident.

There is a constructive integration of Indian Customs and Traditions with Modern Information Communication Technology tools in the pedagogical system of the college, thereby, enabling the students to learn the content from a multi-dimensional perspective in the era of digital education. Since its inception, the college has remained committed to dissemination of knowledge in various streams for the service to the society. The quality of education is constantly monitored and the standards of Teaching-Learning are reviewed and maintained thereby, enriching teaching-learning processes and developing skills in tune with the globalized world in this age of Privatisation, Globalisation and Liberalisation.

The college conducts 3-day Induction Programme for new students after the completion of admission process. The time-table and the annual academic calendar that contain the details of all the academic and co-curricular activities are made available to all through its website. The Lesson Plans and the Teachers' Diary maintained by

our dedicated and skilled faculty show the roadmap for teaching and learning. The Bridge Courses and classes for slow learners and advanced learners are conducted to cover up the gap. To make the smart classrooms sessions interesting and productive, the faculty promote participative and collaborative learning through debates, discussions, use of overhead projectors, and power-point presentations. The college has a mentoring system where each faculty member acts as mentor for a group of 40 students. Internal assessment of 20% is given on the basis of the performance in house examinations, class test, class attendance and quality of assignments. To take regular feedback from the stakeholders, a separate link is available on the college website.

Research, Innovations and Extension

A conducive environment for research related activities is nurtured in the campus where both the faculty and the students are motivated to get involved in research-related activities. There is a Research Advisory Committee to guide and advise on research related issues. The departments of Physics, Chemistry and Library sciences have to their credit major research projects from BARC and ICSSR respectively. Till date, One Minor Research Project has been completed and four Projects are going on. Two patents with application no. 201811031161 and CBR no. 21862 and application no. 312060 and CBR no. 19787 have been filed collaboratively by Dr. Krishan Kant, Principal of the college. The college has 47 MoUs and linkages with various institutions and industries. Language Lab, Media Centre and Recording Facility Room, Auditorium with Lecture Capturing System enables dynamism and versatility in education as it is equipped with advanced audio-visual equipments and software to create a simulated learning environment.

The college involves the students in social initiatives for their holistic development. Our college being a melting pot of diverse cultures believes that the students should be sensitive to the needs of the society. Therefore, it offers various platforms to the students viz., Youth Red Cross, Disaster Management Club, Red Ribbon club, Swachchhta Senani Team, Health Awareness Club, Legal Literacy Cell, Consumer Awareness Club, Social Science Forum, Eco Club, Road Safety Club, and St. John Ambulance Club. Besides, the three units of the NSS and NCC unit (for boys and girls) give opportunities to students for channelising their energy and potential in social services. Under the Swachchh Bharat Summer Internship Programme-2018, 219 students worked for the cause during the Summer Season-2018 in Mallerna, Chandawali, and Sunped villages. '*Shaheed Rahat Kosh*' has been set-up in the college.

Several awards have been conferred on the students and the faculty by various NGOs, District, State, and University authorities. YRC Shield was awarded to Dr. Jay Pal Singh, the YRC Counsellor, First Class Sanad award was conferred on Principal by Hon'ble Governor of Haryana (2016-17), and Sir Jean Henry Dunant YRC Shield was given by MD University Rohtak (2017-18).

Infrastructure and Learning Resources

The college is being run in three wings separately for UG, PG, Add-on and vocational courses, to cater to the needs of 4768 students. The Wing-I of the college, exclusively for girl students, offers UG Programmes in Arts and Commerce. It has 20 classrooms equipped with wi-fi enabled Smart Interactive Boards including 4 computer labs having 147 PCs with NComputing technology, Retail Lab and Skill Room with state-of-the art facilities. The Wing-II (co-educational), situated 2 km away from main campus offers UG (General) in Arts and Commerce, UG (Hons.) in Physics, Chemistry and Mathematics and PG Programmes in Physics and Chemistry. It has 31 class rooms, 9 Smart rooms including 4 computer labs having 171 PCs. Besides, there are 6 Physics and 5 Chemistry labs, Computer Hardware Maintenance lab and MATLAB. The Wing III offers

UG (Vocational) and PG Programmes (Computer Science, Economics, Hindi, Mathematics, Commerce and English). It has 32 class rooms, 7 Smart rooms including 4 computer labs having 232 PCs, Multi-Lingual Lab, Synchronized Learning Technology (SLT) Room and Commerce Lab. Class Rooms and Labs in Wing II and III are also equipped with wi-fi enabled Smart Interactive Boards. The college is spread over an area of 17212.5m².

The library hosts **119934** volumes of books, 39 Journals, 54 Periodicals and 33 Newspapers. Library has a rich collection of online database of e-books and e-Journals like Pearson publication 175 titles, Member of N-List programme of INFLIBNET, Rare books 105, Manuscripts, Special Report 21, valuable Rare materials 08 and other on-line Newspapers, Periodicals, Encyclopaedia, NPTEL, National Museum of Natural History, RBI database of Indian Economy, Social Science Research Network, Directory of Open Access Repository, National Library of India and Govt. Jobs in India etc. links has created on College OPAC. It has access to INFLIBNET, ILMS software KOHA and fully automated inbuilt RFID (Radio Frequency Identification) technology.

The college has facilities for various games and a multi-purpose hall having Gymnasium, Table-Tennis and a 10m air pistol Shooting Range. The games available for the students are: Boxing, Volley Ball, Kho-Kho, Badminton, Weight Lifting, Archery, Pistol Shooting, Base Ball, Soft Ball, Kabaddi, Judo, Taekwondo, Kick Boxing, Basketball, Table-Tennis, Carom, Chess, Wrestling and Yoga.

Student Support and Progression

The college aims to provide all kinds of support to the students. Being a Government-aided non-profit institution, the fees are charged by the college as per the government rules and regulations. The college facilitates the scholarships provided by Haryana Government, Central Government and other agencies. The students belonging to SC category receive scholarships under post-matric scholarship scheme. The college has started a number of capability enhancement schemes for the benefit of the students. The entry into services scheme, NET coaching classes and Remedial coaching classes for weak students have been started in the college with the financial support from UGC, New Delhi. Besides coaching, books, study material and other infrastructure requirements are provided for the smooth conduct of these classes. The college has MoUs with Shri Vishwakarma Skill University (SVSU), Dudhola, Haryana and National Small Industries Corporation Ltd (NSIC) Technical Services Centre, Neemka, Faridabad for equipping students with soft skills. Our well-equipped Language Lab allows the students to practice multiple languages for enhancing their communication skills with a much wider variety of activities and exercises. Beyond classroom curriculum delivery, the learning and development of the students is promoted through various field activities viz. Sports, Yoga, extra-curricular, co-curricular, and outreach activities.

For an active involvement of the students and for regular feedback mechanism, student representatives are nominated by the Principal for college magazine, newsletter, IQAC and in other fora and societies. There is an active student council of 54 members constituted through indirect elections in the session 2018-19. The college annually organises inter-university cultural fest. Under the 'Samarth Scheme', a noble initiative of the college, the differently abled students are provided free admission, scholarship of Rs 1100/- every month, and free books from college library. The Alumni Association of the college contributes in myriad ways for students' welfare. The college organises job fairs every year and special placement drive for the students at regular intervals. The College prepares its students on "Be Enlightened, Illuminated, Empowered and Return Back either financially or non-financially to your Alma Mater".

Governance, Leadership and Management

The governance of the college is wholly democratic and inclusive, involving all the stakeholders in decision-making for quality improvement and sustenance in all the spheres of college education. The Governing Body of the College is the highest decision-making body comprising President, Vice-President, General Secretary and Treasurer (all duly elected through electoral process for a period of three years), the college Principal, eleven nominated members from Aggarwal Vidya Pracharni Sabha (Our Parent Body), two teachers' representatives, and one non-teaching representative. The governing body approves the Annual Budget and takes final decisions on all key issues and also reviews and approves the minutes of meetings of the IQAC. The Academic Council comprising senior faculty members and external experts from academia and industry chaired by the Principal implements all the decisions of the governing body and reviews programmes, policies and strategy implementations. The HoDs are properly informed about the decisions and policies in time and they have full freedom and flexibility to execute all the policies. The HoDs involve all the faculty members in effective curriculum delivery. To involve and take full advantage of the potential of the faculty, they are given opportunities to be the conveners of various societies and cells. The conveners/ coordinators who actually implement various social initiatives programmes with the active involvement of the students are given full freedom to take decisions keeping in view the interest of the students and institution. Students are also made members of different Cells/Fora so as to get their active participation in activities. The Principal in consultation with Head Clerk distributes the work among the administrative staff for smooth functioning of the college and time-bound completion of the work for the convenience of students. Administrative office communicates all the service rules to the staff and assists in various committees along with updating the college data on student portal, College YouTube channel and website. The college conducts internal and external audit (AAA) regularly. There is a Performance Appraisal System for teaching and non-teaching staff to ensure accountability and transparency.

Institutional Values and Best Practices

To accomplish values of community service and engagement, students are provided plethora of platforms to contribute and learn skills such as cooperation, collaboration, empathy, logical and rational decision-making, and stimulation of creative thinking and leadership traits. The Women Cell runs a robust sensitization programme to create awareness about various gender issues and is running a certificate course " in collaboration with In collaboration with 'Entrepreneurship For Girls', an NGO, the college has enrolled girls for regular participation in workshops on entrepreneurship. Under the University Outreach Programme, the college has adopted the village 'Chandawali' (5-km away from the college) where a number of programmes related to women empowerment, social, economic and health issues are organized regularly. A Computer Centre and Stitching and Embroidery Center have been setup in the 'Panchayat Ghar'. The women of the village are working in the center to eke out a dignified living for their families. Blood donation camps, anaemia and health check-up, and eye-check-up camps are organised for the well-being of the teaching and student community. Energy Audit and Green Audit are done and recommendations are implemented in true spirit. Workshops on Human values and Professional Ethics are also organised. The birth anniversaries of freedom fighters and great personalities are celebrated to imbibe their traits, values and views. Lectures are arranged and documentaries are shown to students on Nobel Laureates. Vigilance Week is organised in collaboration with public sector undertakings to make the students aware and responsible. To generate feeling of oneness and create awareness about the national unity among the students, 'Run for Unity' race and other activities are organised. Under Eco Club, 'Dhartimitras', the student members, make the community members aware of the importance of waste management through celebrations of important days like World Water Day, World Environment Day. Energy conservation club has initiated to observe first Monday of every month as Green Day

in the form of No Vehicle Day as per decision of IQAC. The INTACH Young Heritage Club motivates the students towards understanding and sustaining their cultural heritage.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	AGGARWAL COLLEGE BALLABGARH
Address	NEAR AMBEDKAR CHOWK, TIGAON ROAD BALLABGARH, DISTT. FARIDABAD
City	Faridabad
State	Haryana
Pin	121004
Website	www.aggarwalcollege.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	KRISHAN KANT	0129-2308349	9871075456	0129-230834 8	aggpgcollege@gm ail.com
IQAC Coordinator	MANOJ SHUKLA	0129-2308340	8384083261	0129-230834 1	drmanojshukla196 3@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	01-07-1971

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Haryana	Maharishi Dayanand University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	01-07-1971	View Document
12B of UGC	01-07-1971	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	Yes
If yes, date of recognition?	27-05-2016
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	NEAR AMBEDKAR CHOWK, TIGAON ROAD BALLABGARH, DISTT. FARIDABAD	Urban	7	17212.5

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BSc,Physics	36	XII	English	60	49
UG	BSc,Chemistry	36	XII	English	40	0
UG	BSc,Mathematics	36	XII	English	60	53
UG	BCom,Commerce	36	XII	English,Hindi	240	238
UG	BVoc,Computer Science	36	XII	English	50	36
UG	BCom,Computer Science	36	XII	English,Hindi	240	208
UG	BBA,Computer Science	36	XII	English	120	73
UG	BCA,Computer Science	36	XII	English	180	122
UG	BBA,Management	36	XII	English	180	92
UG	BVoc,Retail Management	36	XII	English	50	21
UG	BA,Economics	36	XII	English,Hindi	60	0
UG	BA,Humanities	36	XII	English,Hindi	243	243

UG	BSc,Sciences	36	XII	English,Hindi	240	197
UG	BCom,Hons	36	XII	English,Hindi	180	178
PG	MSc,Physics	24	UG	English	60	60
PG	MSc,Chemistry	24	UG	English	60	60
PG	MSc,Mathematics	24	UG	English	60	60
PG	MA,English	24	UG	English	60	16
PG	MA,Hindi	24	UG	Hindi	60	27
PG	MCom,Commerce	24	UG	English,Hindi	60	60
PG	MSc,Computer Science	24	UG	English,Hindi	40	25
PG	MA,Economics	24	UG	English,Hindi	60	25

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				16				16			
Recruited	0	0	0	0	11	5	0	16	2	11	0	13
Yet to Recruit	0				0				3			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				100			
Recruited	0	0	0	0	0	0	0	0	26	68	0	94
Yet to Recruit	0				0				6			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				11
Recruited	7	3	0	10
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				33
Recruited	28	5	0	33
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				8
Recruited	3	4	0	7
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				13
Recruited	9	4	0	13
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	10	3	0	7	9	0	29
M.Phil.	0	0	0	1	1	0	2	11	0	15
PG	0	0	0	0	1	0	2	15	0	18

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	3	0	3
M.Phil.	0	0	0	0	0	0	0	5	0	5
PG	0	0	0	0	0	0	1	52	0	53

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
		4	2	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	1914	15	0	0	1929
	Female	2199	5	0	0	2204
	Others	0	0	0	0	0
PG	Male	150	1	0	0	151
	Female	550	0	0	0	550
	Others	0	0	0	0	0
Certificate	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	119	133	117	136
	Female	215	254	272	285
	Others	0	0	0	0
ST	Male	1	1	2	1
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	353	438	423	437
	Female	482	567	661	680
	Others	0	0	0	0
General	Male	1128	1141	1114	1340
	Female	1572	1541	1614	1795
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		3870	4075	4203	4674

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 754

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
20	20	18	16	14

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4834	4674	4203	4075	3870

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
927	927	1071	974	867

File Description	Document
Institutional data in prescribed format	View Document

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1625	1431	1245	1318	1256

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
123	115	106	125	118

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
129	120	111	127	118

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 99

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
521.90	374.57	277.37	319.47	338.35

Number of computers

Response: 691

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The curriculum delivery mechanism is aligned with the mission and vision of the college for encouraging participative, collaborative and lifelong learning. The college Information Brochure uploaded on the website contains the detailed description of the programmes and courses. The HOD of each department guides the faculty members for preparing Lesson Plans. The Lesson Plans for each course clearly divides the entire course contents into short cycle units to inform, engage and motivate the students. Further, the stated programme outcomes and course outcomes, accessible through website helps the students in terms of knowledge, skills, values and capabilities. The Lesson Plans are uploaded on the college website to make the students familiar with it. For capacity and competence building, induction programmes are conducted for the new faculty members for making the curriculum delivery effective and outcome-based. Each faculty member maintains a teaching diary to inform, engage and motivate the students. The college has a strong Internal Evaluation System which tests and assesses the comprehension of the students through mock tests, assignments, projects, class presentations, power point presentations, class tests, seminars, self-assessment tests, House Exams, group discussions and role-plays. This helps in evaluating the students' learning levels and accordingly remedial actions are taken through mentoring and other academic counseling mechanisms to enable them to perform better in the end semester examination. Each faculty member gives two assignments in each class in all subjects. The assignments are properly evaluated and returned to the students. Three best assignments in each class are discussed and photocopies of such assignments are distributed among the students. The mid-term house examination in each semester gives exposure to the students about University Examination pattern and an opportunity to assess their knowledge. The answer sheets are shown to the students and results are displayed on the notice board. Their results are discussed in the departmental meetings. Those who perform well in the house examinations are given due recognition in the departmental functions. Experiential learning is an integral part of pedagogy. Guest lectures by experts, workshops, screening of videos and films, and special lectures are arranged to relate syllabi with real life situations and make it more interesting. Each faculty member devotes one week in the class for solving previous years' university examination question papers.

Use of Information Communication Technology tools in the pedagogical system of the college enables the students to learn the content from a multi-dimensional perspective. The college library has OPAC facility and through ILMS software KOHA, readers have an access o INFLIBNET and other e-resources. The library has fully automated in-built RFID (Radio Frequency Identification) technology system. The college has developed ICT based robust Learning Management System (LMS) which the students and faculty can access though Library Gateway aggwing1.bestbookbuddies.com. In order to fill the gap between industrial needs and the educational delivery through traditional courses, several add-on programmes are made available to the students. To accomplish the curriculum delivery effectively, annual academic audit is carried out and attainment of Course and Programme Outcomes is ascertained.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 8

1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	2	2	1

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Details of the certificate/Diploma programs	View Document
Any additional information	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 11.07

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	3	2	2	2

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years**Response:** 28.78

1.2.1.1 How many new courses are introduced within the last five years

Response: 217

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented**Response:** 85

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 17

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years**Response:** 50.55

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3051	3027	2791	1663	684

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

1.3 Curriculum Enrichment

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

Response:

Holistic learning has always been the hallmark of our institution. The students are groomed in a way that they are physically, mentally and intellectually strong with sound knowledge & skills along with deep societal concern with human touch and strong moral, emotional, and spiritual quotient. The institution endeavors to make the students aware and sensitive towards social and environmental issues.

To achieve this

- The college offers courses relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics at UG level and foundation elective and open elective courses at the PG level.
- The curriculum includes activities like screening of films and videos, Display of inspirational quotes and instructions in the campus, activities in-campus and in field through various cells/ fora/ clubs/ societies etc.

Environmental Issues

Each UG student prepares a report on various environmental issues and challenges plaguing the society. Energy Conservation and Eco Club involve every stakeholder through seminars, rallies and workshops. The Eco Club celebrates World Water Day, Earth Day, World Environment Day and Van Mahotrasva on the campus every year. The Swachchhta Senani Teams are actively engaged in nearby villages in making the denizens sensitive towards health, hygiene and cleanliness issues. The Energy Conservation Club celebrates first Monday of each month as the Green Day when all students and faculty members commute to the college through public transport. The Eco club campaigns against the use of polythene bags and plastics.

Gender Sensitivity

The college plays a significant role to promote the issues of Gender sensitization. Declamation contests, Essay Writing Competitions, Nukkad Natak, Self-Defence Training and Workshops are organized on regular basis in the institution. The legal Literacy Cell organizes two workshops every year to create awareness regarding legal rights. The college conducts several annual health check-ups for girl students for anemia prevention and control. The biannual visits to the women police stations by the girl students also make them aware of their rights. Similarly, the students are motivated to install the Durga Shakti app - an initiative of Haryana police which promotes safety and security of women.

Human Values

The institution has taken several steps to promote the sensitivity for Human values among the students. Eminent personalities are invited to deliver lectures on human values. Workshops and Seminars are organized on Personality Development and Character Building for faculty and students. The college celebrates the birth anniversaries of freedom fighters and other great personalities of India so that students are encouraged to imbibe the customs and traditions set by them.

Professional Ethics

The college has brought out the code of ethics to check malpractices and plagiarism in research. The Vigilance Week is celebrated every year in collaboration with various public sector institutions under which various competitions such as essay writing competition, declamation and poster making are conducted. An oath against corruption is also ministered to the students during the same event. Various Yoga sessions are also conducted from time to time to keep the students and the staff physically and mentally healthy.

File Description	Document
Any Additional Information	View Document
Link for Additional Information	View Document

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 30

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 30

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 12.68

1.3.3.1 Number of students undertaking field projects or internships

Response: 613

File Description	Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

File Description	Document
Any additional information	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:

A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0.49

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
13	19	23	29	19

File Description

Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 85.13

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1844	1907	1752	1653	1421

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2180	2180	2100	1910	1700

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.3 Average percentage of seats filled against seats reserved for various categories as per

applicable reservation policy during the last five years**Response:** 65.84

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
671	563	627	644	619

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

2.2 Catering to Student Diversity**2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners****Response:**

Diagnostic Assessment, Formative Assessment and Summative Assessment are done in the college. The identification and assessment of learning levels of the students' starts with the department-wise Induction Programmes arranged in the beginning of the session where during interaction, the teachers have a basic idea of learners' strengths and weaknesses, socio-economic status, percentage in the qualifying examination, interests and aptitudes. The assessment is further reinforced by mentors during their interaction with the students. Further, faculty members in all departments conduct tests in first year in all subjects within 20 days of the start of the academic session to assess their performance and on this basis, the students are classified as Advanced Learners and Slow Learners. Teaching is like fishing and we use different lures for different fish, i.e. different methods for different learners. After the identification of learning capabilities, the following measures are taken to address their learning needs:

For slow learners, fundamentals of the subject are taught at the departmental level through extra-classes. Their queries are cleared and their weaker areas are thoroughly worked upon. They are regularly given test exercises supplemented with professional counseling and motivation. The slow learners are encouraged to join certificate course in Functional English to improve their communication skills and other career-oriented Courses available in the college to bridge the learning gap in the existing and the required professional skills of the students. The mentors play a crucial role to motivate slow learners. There exists a provision of Bridge Course in all the departments to make them learn the basics of the subjects they were not familiar with or were not good at in their previous classes. These classes are conducted specially in the subjects of Mathematics, Physics, Chemistry, Accountancy and English. Remedial Coaching Classes are also conducted for the students belonging to SC/OBC/Minorities and Economically Weaker Sections of the society. The college also informs/apprises the parents about the performance of their wards in these classes

in Parent-Teacher Meetings. For advanced learners, special coaching is made available in all departments to give them more exposure and extra guidance. They are encouraged and facilitated to read beyond the prescribed syllabus and are given access to reference books, journals, e-resources, online study material to supplement their learning. They are given latest topics for seminar presentations, and special coaching for entry into services and various exams like UGC NET-JRF/ SLET etc. Several scholarships and awards are in place to reward them for their achievements. Dedicated corner with books for competitive exams has been created in the library. They are identified as peer mentors who help the mentors in classes and this inculcates leadership and responsibility in them. Foreign Language Course and several career enhancement and employability Programmes are made available to them. Advanced learners are trained and motivated to participate in various extra-curricular activities. The students exhibiting extraordinary performance are provided opportunities to participate in Inter College, Inter university, national and international competitions.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.2.2 Student - Full time teacher ratio

Response: 39.3

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.21

2.2.3.1 Number of differently abled students on rolls

Response: 10

File Description	Document
Institutional data in prescribed format	View Document

2.3 Teaching- Learning Process

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

Response:

The curricular planning, delivery and other teaching methodologies and activities in the college ensure experiential and participative learning. The college adopts a multi-dimensional approach towards learning by integrating the conventional learning with the innovative pedagogy laced with digitalization by making use of ICT enabled teaching using smart interactive boards and strong Learning management System using web resources and power point presentations, thereby helping the students to overcome their barriers and

have better learning. Other activities include Tests, House Exams, Educational Excursions, Visit to Parliament and Gram Panchayat under Political Science Department, Visit to Historical Monuments under History Department and INTACH Young Heritage Club and their Listing, Role Plays and Group Discussions etc. State-of-the-art laboratories in the subject of Science and Computer, Multi-Lingual Language Lab for language competency and communication skills, Skill Room, Commerce Lab, Retail Lab, MATLAB, Computer Hardware and Maintenance Lab enables the students to get a first-hand experience as well as practical knowledge of the subject. Experiential learning is also gained by the students through the distinct initiative of 'Each One Teach One' programme where students teach children at primary and secondary levels in their neighborhood. Participative Learning becomes visible through many beyond classroom activities which take place via clubs, fora and committees which provide exposure to the students thus helping them in navigating through life's challenges and carving their personality. The Department of Economics organizes annual Workshop in collaboration with Global Economic Awareness (GEA) Project in which experts from US interact with students and provide immense exposure to them. Economy being knowledge driven and skill being currency in present times, activities like classroom seminars, group discussions, inter-college competitions (Science Exhibition, Management Fest, Cultural Fest, Bazaar, Elocution, Declamation, Debates, Quiz, Skits, Poetic Recitation, Poster Competition, Essay-Writing Competition, Rangoli, Painting and Slogan-writing), Banking Training, Important Days Celebrations, Rallies, national and international conferences, guest lectures, workshops, field trips, projects, industrial/institutional visits, OJTs and summer internships are in place to bridge the gap between theory and practice so that the students are aware of the latest developments and ready to cope up with the market-demands. The inter-university power-point presentation competitions, organized annually, involve and motivate the students to leverage IT facilities and also make teaching-learning enjoyable and participative. The teachers not only teach and demonstrate but also inspire the students by promoting competitive and participative learning. The faculty of the institution adopts myriad of ways to involve the students in the teaching-learning process. The Class-Assignment is among the most effective method to explore the individual's potential and provides ample scope for mutual learning. The feedback mechanism on assignments makes them aware about their shortcomings. This motivates them to work on their flaws and learn from each other. Such students who perform very well in these assignments are given the task of presenting their work through Power Point Presentation once in a week. This exercise develops a spirit of cooperative and participative learning.

File Description	Document
Any additional information	View Document

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 75.61

2.3.2.1 Number of teachers using ICT

Response: 93

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 39.3

2.3.3.1 Number of mentors

Response: 123

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

To ensure innovation and creativity in teaching-learning, instead of “one way flow” of information, students are actively involved in learning process through (Exposure to real time situation by the way of visits, Multi-media learning, web resources, Digital Labs and Library, Virtual Labs, Smart Classrooms, Audio-visual presentations, Didactic videos, Discussion groups, Role play, Practice-Teaching etc.) and in this way, they hear, see, understand and act. The students are made to think out of the box and learn beyond syllabus. The IQAC of the college has suggested a number of innovative initiatives.

Group Tasks

After the completion of every unit of the syllabus in the class, the teacher makes two groups of meritorious students with five students in each group where they interact and put questions to each other and in case the group does not answer the question, the same is made open to the class. The student who delivers right answer joins the group replacing one member of the group. This makes learning participative, collaborative and interesting. Advanced learners help the slow learners.

- **Class Seminars**

In order to involve the students in the learning process, the teachers invite the students for Power Point presentations. Students, who volunteer themselves for this activity, are given this task and the class is encouraged to raise questions on the related issues.

- **Alumni Contribution**

It is a practice in each department where alumni are invited to deliver lectures on syllabus-related topics and share their experiences. They also explain about the scope and importance of the programme and latest market trends.

- **National and International Seminars/ Workshops/ Conferences**

The IQAC has suggested that departments should organize National and International Seminars/ Workshops/ Conferences for sustaining, enhancing and updating the quality in teaching-learning processes. The seminars involving power point presentations are organized at the department level and every year an Inter-University Power Point Presentation competition is organized by the college. The students at the post graduate level, are involved in these workshops. The students are asked to contribute abstracts of their papers in the conferences/seminars. The faculty members in the departments act as guides for writing these research papers. The internal committee of the departments peer reviews and shortlist a few abstracts for presentation in the Seminars/Conferences/Workshops.

- **Integration of Inter-Departmental Activities**

The system of learning is exhaustive and diverse. Inter-departmental activities are organized to promote harmonious working among the students of all streams. A mega event called the Mini Bazaar is held to promote entrepreneurship skills among the students. The students have also formed a 'Team Bati'- to perform street plays on socially-relevant issues to aware and sensitize the community. Theatrical performances are also organized which help to build confidence and give a positive self-image to the youngsters. A Video Club aids to create socio-cultural and economic awareness through its audio-visual appearances.

File Description	Document
Any additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 97.02

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 22.23**2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
32	28	26	22	22

File Description**Document**

List of number of full time teachers with PhD and number of full time teachers for 5 years

[View Document](#)

Any additional information

[View Document](#)**2.4.3 Teaching experience per full time teacher in number of years****Response:** 8.68**2.4.3.1 Total experience of full-time teachers**

Response: 1068

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years**Response:** 62.18**2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
33	11	8	19	2

File Description**Document**

Institutional data in prescribed format

[View Document](#)

e-copies of award letters (scanned or soft copy)

[View Document](#)**2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years****Response:** 9.3

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
9	12	11	12	12

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

There is systematic and transparent Centralized Online Continuous Internal Evaluation System to assess students' development and performance on a continuous basis throughout the year. All the students and teachers have access to it through Students' Portal. Being an affiliated college, internal evaluation system is as per the guidelines issued by the affiliating University. In each course (subject/paper), internal assessment weightage is 20% of the total marks and is awarded on the basis of class tests, class attendance, assignment work as well as general behavior of the students in the class. The criteria for internal assessment is mentioned in the Information Brochure and the copy of the same is displayed on the departmental notice boards. The mentors also make the students aware of their duties and responsibilities and motivate them to score high in internal assessment as this will add value to their overall academic score. The awards submitted by the faculty are put in the software which itself generates awards for each student depending on the criteria. All the students are informed about their performance in class tests, assignments and house exam by displaying the awards on the notice-boards. Students having grievances can approach the concerned HOD for timely redressal. They may also approach Internal Assessment Grievance Redressal Cell. This cell scrutinizes the internal assessment awards submitted by the departments and any concerned grievance is brought to the notice of the Principal. It is the responsibility of the Cell to report the cases of biasing, discrimination and non transparency to the Principal and the same are resolved with the involvement of the concerned department. Further, steps are also taken to circumvent re-occurrence. It is also mandatory for the concerned faculty to justify for all such students who are awarded more than 75% marks in the internal evaluation.

Each faculty member prepares the absentee slips on daily basis before leaving the college and submits it to the concerned official in the college office. Students' attendance is entered in College Attendance System and the messages of absentee students are automatically generated and informed to their parents. There is online system where the students can check their records and the students are intimated fortnightly about their attendance in the classes and this brings regularity in the class. The records of class tests and house examinations are also maintained by both department and college office. One month before the advent of the final examination, HODs ensure that Internal Evaluation awards are submitted to the department. There

is cross check of awards through different faculty members. The assignment-work given to the students also carries due weightage towards total awards. Punishments and penalties are imposed on the students who abstain from the House exams. Students are detained on account of shortage of attendance. The parents are also informed about the students' performance and general behavior during parent -teacher meetings.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

The IQAC has taken a number of initiatives for making internal assessment system transparent, effective and efficient with the involvement of both the faculty and the students. Students are given opportunities in different modes to show and test their learning level throughout the semester/year. The criteria for internal assessment and weightage (20 marks or 20% of maximum marks in a course) divided as, 05 marks for seminar presentation, class participation & assignment respectively, 05 marks for class attendance and 10 marks for House Exams/surprise test(s) is mentioned in the college Information Brochure. The schedule of class tests and house exam is displayed in the Academic Calendar. Besides, routine class tests and assignments, surprise tests are also conducted by the concerned faculty to gauge the comprehension level of the students. Students who underperform in such tests or are absent are counselled by the HODs and mentors and, if necessary, parents are also informed or called in the Parent-Teacher meetings. This kind of exercise improves students' concentration on studies in the class. In order to train the students for University examinations, our college has a unique feature of conducting house exams on the pattern of university examinations and this practice has been very fruitful for the students and resulted into significant improvements in the overall- performance. The midterm house examination is an important part of internal evaluation process. There is examination committee and the question papers are set strictly as per the University Examination pattern. The date-sheet for house examination is displayed well in advance. The evaluated answer scripts are distributed to the students individually pointing out the fallacies and pitfalls within four days of the completion of the exam. Students' grievances are taken care of and redressed in a timely manner. Students are permitted to appear for re-test if he/she needs performance improvement. The performance levels of the slow learners and the advanced learners are particularly evaluated to know the impact of special classes. The students who outperform in midterm examinations are duly recognized and awarded in the department level functions. The last class test is conducted one month before the End-Semester examination. The award list along with attendance record of examinees is submitted to the office and the office prepares the results. Students remaining absent in house examination have to submit reasons supported by documentary proof, otherwise they are fined as per the rules made by the examination committee of the college. The class assignments are given twice in a semester as per the dates mentioned in the Academic Calendar. The performance in class assignments, participation and performance of students in class seminars, intra-departmental academic activities and in various group tasks conducted during the teaching and learning process are properly documented by the concerned faculty for consideration of awarding internal assessment at the end of the semester.

File Description	Document
Any additional information	View Document

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

Response:

There is a Three Tier time-bound, transparent and efficient system to deal with examination related grievances. At **Department Level**, grievance regarding the internal assessment tests is handled by the respective subject teacher and the Heads of the concerned departments immediately at the department level. At **College Level**, a Grievance Redressal Committee comprising of senior teachers ensures effective redressal of the grievances of the students regarding examination and evaluation. The examination Committee constituted for the purpose of smooth conduct of house examination that is conducted twice in an academic year. The committee also ensures the proper and timely display of the date sheet on the college notice board and also on the college website and students portal. The committee also instructs the office to prepare a schedule of distribution of admit cards to students conveniently so that students save their time. At **University Level**, grievance regarding semester examinations conducted by M.D. University Rohtak is handled by the administrative office. During the examination, any kind of discrepancy related to the examination is properly and timely attended to and the university is contacted for the early redressal. The students, who due to some reasons are not able to write in the examination, are provided with writers as per university examination regulations. The college administrative office has a separate team to deal with the examination-related grievances. The semester examination and re-appear schedule is communicated to the students. The office maintains a complaint register and the efforts are made to settle the issues at the earliest. Whenever a grievance regarding non- declaration of their individual result; showing absent in the examination; non-receipt of award; wrong/non-declaration of result; issue of DMC; duplicate DMC and consolidated DMC; Degree; misprinting in the award-list; re-evaluation form, etc. is received, the letters are sent to the Controller of Examination and other Exam related branches (Registration Branch, Conduct Branch, Result Branch etc.), and hence, the grievances are dealt in a time-bound manner. There is a dedicated official who looks after the disposal of the students' examination-related issues. As soon as the results of the University Examinations are announced, cross-checking is done at the department level and remedial measures are taken, if necessary.

File Description	Document
Any additional information	View Document

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

Prior to the beginning of every academic session, the university publishes the Admission Brochure containing admission schedule and terms and vacations, admission procedure and regulations & other

eligibility conditions, examinations, list of holidays and other information. The same is uploaded on the college website for the information of all stakeholders. The extracts from the brochure are also mentioned in the college Information Brochure. In the case of attendance, internal exam and assessment, the institution meticulously follows the academic calendar of the University. In tandem with the academic calendar of the University, the College prepares its own Annual Academic Calendar which is a defining feature of the institution. The academic calendar is prepared well in advance before the commencement of the semester by the Co-ordinator, IQAC along with active cooperation and valuable inputs from the senior staff members. All the HODs and conveners of the clubs and the fora give the list of events which they would be conducting during the semester. The HODs in the departmental meetings take the feedback from the faculty members regarding the improvements in academic calendar. The student nominees in the IQAC are also asked to give their suggestions for inclusion or exclusion of any activities in the calendar. The academic calendar is put in the IQAC meeting for discussion and approval. The IQAC takes the feedback on the success and effectiveness of the previous calendar and reviews the various activities in the new calendar to be undertaken during the semester and also gives suggestions. The Calendar is displayed on the college website and also on the students' portal and department notice boards for the information to all the students. The academic calendar helps in effective curriculum delivery and sets the road map for various academic and extension activities in the college. The Calendar is helpful for the students and the faculty as they can plan their participation in various activities in advance as per the dates and schedule of different activities mentioned in the calendar. Every department strictly adheres to the calendar. The Heads of departments and conveners of various fora also plan and start their preparation for various inter department and inter college competitions in advance so that the outcomes of activities are effective and productive. This helps in maintaining an optimum tradeoff between academic and extension activities so that students optimize their time and potential efficiently. It provides extensive scope to the students to actively participate in various activities in the college and it also minimizes the overlapping of activities by different departments and the fora. The calendar clearly mentions the dates for class tests, house examination, assignment distribution and evaluation, which are important parameters for awarding internal assessment. Staff members are required to strictly adhere to the academic calendar. In rare cases, the HODs and conveners of various fora have the liberty to prepone or postpone the scheduled activities mentioned in the calendar with due permission of the Principal after giving valid reasons.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) for all Programmes offered by the institution are derived from the course contents and the college has devised its own ways to perceive and define them with the active involvement of faculty members, besides getting

them approved in the IQAC and the Academic Council. The course outcomes are so designed that students understand the skills and knowledge which they shall acquire after completing the course and its utility in globalized world. are displayed on the college website and communicated to all the faculty members. The students are also informed about the POs, PSOs and COs during Induction Programmes organized at the beginning of the academic session. The faculty members are sensitized towards the outcomes during departmental meetings so that they continuously vouch for their attainment. The faculty also discusses the POs, PSOs and COs with the students in the classes and other occasions (Labs, Tutorials, and Mentoring) and exhorts them to go through the outcomes available on the college website. The hard copy of the respective POs, PSOs and COs is also available with the departments.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

Merely stating, displaying and communicating the Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs), will not suffice the purpose unless there is a strong and structured mechanism for evaluating the attainment of them as it provides a yardstick to measure as to what extent the institution has succeeded in accomplishing its goals in consonance with its vision and mission. The IQAC has prepared an effective and proper mechanism for the attainment of POs, PSOs and COs duly approved in the Academic Council. The attainment is ensured by proper curriculum delivery adorned with other activities for the holistic development of the students.

The POs, PSOs and COs are assessed through direct and indirect methods.

Direct Method

The Direct Method is used for the calculation of the attainment of COs and is based on the performance of the students in internal assessment awarded by the faculty through assignments, class tests, house exams, attendance and general work and conduct. This has 20% weightage whereas the external assessment by the University in end semester examinations has got 80% weightage. The house exam is taken on the university exam pattern to prepare the students to the university end semester examination pattern. This helps the students in performing better.

The POs attainment involves direct method and indirect method.

Indirect Method

The Indirect Method of assessment involves collection of the feedback from the outgoing students in the form of a questionnaire that provides inputs on curricula and delivery like

- Enrolment year and name of programme
- Availability of course information through website and information brochure
- Programme specific outcomes, program outcomes and course outcomes displayed on college website
- Reading the outcomes of the programme before taking admission
- Programme outcomes relevant to your academic and professional goals
- Satisfaction with the quality of courses and curriculum delivery offered
- Immediate plans after graduation.
- The education from this college prepared and helped you in getting a job
- Recommending this program to other students
- Rating overall quality of learning experience in this college
- Recommendations to improve the program

Similarly, feedback on another questionnaire on programme outcomes is collected at the end of the course. This feedback serves as the genuine opinion of the students and the direct method and indirect method taken together further contributes for the POs and PSOs attainment.

The College, therefore, monitors and ensures the attainment in terms of the feedback collected from the students and subsequently analyse the attainment through a mapping matrix method.

Advantages

The suggestions and recommendations in the feedback via questionnaires as received from the students and the results of data analysis are discussed and corrective measures are taken towards the improvement and attainment of programme outcomes, programme specific outcomes and course outcomes.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.6.3 Average pass percentage of Students

Response: 88.98

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 1446

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 1625

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

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

NAAC

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 77.02

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
27.52	8.00	4.40	37.10	0

File Description

Document

List of project and grant details

[View Document](#)

e-copies of the grant award letters for research projects sponsored by non-government

[View Document](#)

3.1.2 Percentage of teachers recognised as research guides at present

Response: 4.07

3.1.2.1 Number of teachers recognised as research guides

Response: 5

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.28

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 7

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 123

File Description	Document
Funding agency website URL	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

The College believes in the philosophy of **think, innovate, act and contribute**. With a sole motto of creation and transfer of knowledge to the society, the institution has created an ecosystem for innovation including incubation centre and other initiatives.

1. Human Resource Development: The institution makes consistent endeavors to promote and encourage the genesis, growth and dissemination of knowledge amongst the faculty and the students. The college has to its credit the privilege of hosting distinct academic experts through FDPs, various international, national conferences, seminars and workshops where recent innovations, trends, concerns, challenges, solutions achieved are discussed.

2. Networking (Research & Collaborations): The faculty members are empowered to take up research. The college has a Research Advisory Committee which empowers the faculty to take up research. This is evident as in the institution at present, faculty members are working on four minor research projects, three major research projects. Nine of our faculties have applied to UGC for MRP. The research labs have been developed to cross pollinate ideas that have lead to major breakthroughs. Management of the college has also made budgetary provisions to carry out research. Several publications and books have come out. Department of Physics and Chemistry are the recognized research centres of JC Bose University of Science and Technology, YMCA, Faridabad (Haryana). For PG students, participation in seminars, research projects, article writing and skill enhancement program has been initiated to promote students towards research, exploration and writing their ideas to share.

Entrepreneurship Club:

Entrepreneurship in India is on the verge of explosive growth. This also throws new opportunities for the eco-system to take shape. The college has to its credit an Entrepreneurship Club for inculcating the spirit of entrepreneurship among the students. This club helps student community to adjust to outside environment, and grow stronger before they face the outside world. The Club in the college has played a leading role to transform the educational scenario by signing MoUs with Sri Vishwakarma Skill University, Palwal and NSIC, Ministry of MSME, Neemka, Faridabad, Haryana for running skill oriented courses in the campus and off the campus to enhance and strengthen research and development growth of students. Through participation in various talks, seminars, workshops in the college and outside, the students are trained to

- **Assess the market conditions and entrepreneurs requirements**
- **Identify team and service providers**
- **Arrange for resources**
- **Establish industry linkages**

◦ **Attract, select, retain and manage startups**

IPR Cell and Innovation Hub: The college has formed an IPR Cell to create awareness among its students and teachers about Intellectual Property Rights. Two patents with application no. 201811031161 and CBR no. 21862 and application no. 312060 and CBR no. 19787 have been filed collaboratively by Dr. Krishan Kant, Principal of the college.

Some of the achievements are: Android Apps, and in-house website design and development, practical training in Retail-Lab, Language Lab, Computer Hardware and Maintenance Lab and off campus training. Students have successfully prepared some projects on societal needs.

File Description	Document
Any additional information	View Document

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 9

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	2	0	1	2

File Description	Document
Report of the event	View Document
List of workshops/seminars during the last 5 years	View Document
Any additional information	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

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

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards**Response:** Yes

File Description	Document
e- copies of the letters of awards	View Document
Any additional information	View Document

3.3.3 Number of Ph.D.s awarded per teacher during the last five years**Response:** 0

3.3.3.1 How many Ph.Ds awarded within last five years

3.3.3.2 Number of teachers recognized as guides during the last five years

Response: 5

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years**Response:** 0.73

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
20	16	22	24	4

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years**Response:** 1.18

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
64	19	14	24	18

File Description	Document
List books and chapters in edited volumes / books published	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

For salubrious development of the students, it is necessary to guide them well to embark on a journey to recognize and connect with the under-privileged to identify their challenges and fulfill their needs. They are made aware of various issues and the knowledge which they gain really motivates and inspires them to work for the society and the humanity. Through several clubs and societies (especially YRC& RRC, NSS, NCC, Swachhhta Senani, Eco and Energy conservation clubs, and Women Cell) and collaboration with NGOs & Hospitals, the students take up community-welfare activities. Knowledge transfer and awareness activities include; Anaemia, Thalassemia, Road Safety & Traffic Rules, HIV-AIDS, Health, Hygiene, Sanitation and Cleanliness Awareness, First-Aid and Home Nursing Training, Health Check-up Camps, Mal-nutrition Prevention & Care, Pulse-Polio, Blood Donation, Anti-Liquor, Anti-Tobacco, De-Addiction, Water and Energy Conservation, Solid, Liquid and E-Waste Management, Beti Bachao- Beti Padhao, Disaster Management, Swachhhta Drives, Celebration of Important Days and Weeks, Cloth Bags distribution to stop use of Polythene, teaching and helping children in the slums, Pledge for Eye Donation, Whole Body and Organ Donation, visit to Blinds School, Rehabilitation Centres, Old Age Homes and Alzheimer Centres, educating people about dreaded diseases and important issues through various nukkad natak, rallies, poster making, camps and motivating lectures, and outreach programmes with the assistance of various clubs, fora and cells. Other drives on self-defense, distribution of sanitary napkins, community policing, instill the students' community with a sense of confidence, self-reliance and emancipation.

The college has adopted village 'Chandawali' under the University Outreach Programme for implementing various social welfare schemes. A Computer Centre and Stitching and Embroidery Center has been setup in the 'Panchayat Ghar'. The women of the village are working in the center to eke out a dignified living for their families.

With the assistance of 'Mission Education Faridabad', the NSS units have adopted the slum area in Patel Nagar, sector -4, Ballabgarh where students and staff are actively involved in helping needy students by providing stationery and books.

Under the Swachhh Bharat Summer Internship Programme-2018, 219 students worked for the cause during the Summer Seasons-2018 in Mallerna, Chandawali, and Sunped.

'Shaheed Rahat Kosh' has been set-up in the college.

NSS, YRC Volunteers and NCC Cadets have been selected for various International and National Camps, and several Awards have been conferred on the students and faculty from NGOs, District, State, University authorities, namely:

Best NSS and YRC Volunteer of the university and Merit Certificates

Youth Exchange Programme in NCC at Myanmar in 2016

YRC Shield, Award to Counsellor and **First Class Sanad** Award to Principal conferred by Hon'ble Governor of Haryana (2016-17), and **Sir Jean Henry Dunant YRC Shield** by MD University Rohtak (2017-18) for Promotion of YRC activities in the College

Impacts on the Community

- Women Empowerment
- Computer Literacy
- Upliftment of under-privileged society
- Health, Ecology, Environment awareness among the masses

Impacts on the Students

- Holistic Development
- Learning Social Responsibility
- Time Management
- Decision Making Capacity

Team Work and Social Responsiveness

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 34

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
11	8	6	5	4

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 67

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
25	21	11	4	6

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 36.92

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3328	860	1211	1018	1686

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 21

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
13	3	1	0	4

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document
Copies of collaboration	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 26

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
11	8	1	4	2

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

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Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The college has taken a number of steps and initiatives to make the teaching-learning effective and efficient by providing adequate academic infrastructure. To attain and sustain the desired outcomes of qualitative holistic learning and to boost the interest of the students', we have provided facilities for leveraging information technology. The college is being run in three separate offering UG & PG Programmes, Add-on and Vocational courses, to cater the needs of 4834 students in current academic session. The Wing-I of the college, exclusively for girl students, offers UG Programmes in Arts and Commerce. It has 20 classrooms equipped with wi-fi enabled Smart Interactive Boards including 4 computer labs having 147 PCs with NComputing technology, Retail Lab and Skill Room with state-of-the art facilities. The Wing-II (co-educational), situated 2 km away from main campus offers UG (General) in Arts and Commerce, UG (Hons.) in Physics, Chemistry and Mathematics and PG Programmes in Physics and Chemistry. It has 31 class rooms, 9 Smart rooms including 4 computer labs having 171 PCs. Besides, there are 6 Physics and 5 Chemistry labs, Computer Hardware Maintenance lab and MATLAB. The Wing III offers UG (Vocational) and PG Programmes (Computer Science, Economics, Hindi, Mathematics, Commerce and English). It has 32 class rooms, 7 Smart rooms including 4 computer labs having 232 PCs, Multi-Lingual Lab, Synchronized Learning Technology (SLT) Room and Commerce Lab. Class Rooms and Labs in Wing II and III are also equipped with wi-fi enabled Smart Interactive Boards.

The well equipped Multi-Lingual Language Lab trains the students in English, Hindi, Sanskrit and French languages. It improves reading, writing, listening and speaking (RWLS) skills and pronunciation of the students thereby maximizing language immersion.

Inspirational and resourceful content delivery in SLT room provides a space for interactive and collaborative learning from unique tool and resources viz., video conferencing.

The Skill Room aids in acquiring and improving communication skills and pronunciation through self-introspection and evaluation. It enables personality development, reinforces active listening and offers reflective learning opportunities.

A Retail Lab has been established provide hands-on experience to the students in retail courses, the.

There is an in-house maintenance system of computer hardware, processors, motherboards, and other IT infrastructure and CCTVs'. The students do have the hands-on training in Computer Hardware and Maintenance Lab.

The Commerce Lab and MATLAB equipped with latest teaching-learning aids and software help the teaching and students' community in better understanding the subject and carrying out research. Practical training imparted to teachers and students prepares them about latest practices and procedures followed in various organisations.

Reprography facilities are available to the students at a subsidized rate. College Cafeteria provides hygienic and nutritious food at nominal rate. Bank and ATM facility in the campus provides hassle free, easy and speedy financial transactions. Besides strong LMS system developed using ICT, the college also offers some classes on cloud computing.

File Description	Document
Any additional information	View Document

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

Response:

Keeping in view the importance of sports, yoga and cultural activities and their role in students' health and personality development, the college offers immense opportunities and resources (Physical and Financial) to the students. The sports department headed by three DPEs and Sports Club under the convenership of a senior faculty member coordinates all the sports activities. Indoor games include Table Tennis, Chess, Carom, Judo, Taekwondo, Wrestling, Weight-Lifting Yoga, Kick-Boxing, Cricket, and Pistol-Shooting. An indoor shooting range with the state-of-the-art facilities has been built with the financial support from the UGC, New Delhi. The outdoor games include Athletics, Basketball, Volleyball, Kabaddi, Baseball, Softball, Badminton, Kho-Kho, Boxing, and Archery. A 200m tack for athletics is available on the campus. Gymnasium is also available for the students. There is a Yoga Club in the college which provides training of yoga to the students and organizes various workshops for the holistic development of the teachers and the students. Self defence training is provided to the girl students through Kick-Boxing. Trained coaches train the potential sports persons regularly. The students who outperform in college events are short- listed for the college team to participate in inter-college events. The college organizes the annual Athletic Meet every year and the winners are awarded in the Annual Prize Distribution Function. The following infrastructural facilities are available on the campus.

Auditorium	02 (290 m2) & (294 m2)
Conference Hall & Activity Room	02 (172 m2) & (111 m2)
Shooting Range	01 (778 m2)
Multi-Purpose Hall	01 (300m2)
Play-Ground	03 (1170 m2), (133 m2) & (5073 m2)
Stage	01(129m2)

The Cultural Committee of the college organizes the Talent Hunt programme in the beginning of the session having various cultural events and the schedule of different activities is incorporated in the academic calendar of the college. The college organizes Inter-University cultural fest (Navrang) to commemorate the birth anniversary of Maharaja Agrasen every year. The cultural team of the college participates in Surajkund International Crafts Mela in Faridabad (Haryana) every year. Our students have participated in Indian Idol Workshop (Delhi) and India's Got Talent Competitions. The drama section of the cultural committee has composed a group (Team-Bati) for organizing *Nukkad Nataks* on important issues at important places of the city and in the college campus. The college hires professionals to train the

students for cultural activities. The Cultural Committee sends teams to participate in various cultural events at the inter-college, state and national level. On the basis performances and achievements, the students are bestowed with Best UG and PG student (Male and Female), Best Actor, Best Actress, Best Singer, Best Dancer, Best Speaker, Best Poet and Best Artist Award on the Annual Prize Distribution Function. The college also has a stage for the organization of functions and other activities like performing *Hawans*, *Yajnas*, cultural events etc. The outcome of the excellent sports and cultural facilities is vivid and the college has produced many national and international level sports persons. The college has also won many awards.

File Description	Document
Any additional information	View Document

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

Response: 36.36

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 36

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
any additional information	View Document
Link for additional information which is optional	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 28.43

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
294	170	15	93.45	19.50

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document
Any additional information	View Document

4.2 Library as a Learning Resource

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

Response:

Library automation starts with the adoption of library management software in the library. The software should have the maximum facilities to automate the library into computerized systems. Library automation is the general term for information and communication technologies that are used to replace manual systems in the library. The key functions of the library, which may be automated, are acquisition, cataloguing, circulation, serials control, and reference service. KOHA is the most advanced open-source Integrated Library System in use today by Aggarwal College Library Ballabgarh. KOHA became a viable, scalable solution for libraries of all kinds. KOHA is built on this foundation with its advanced feature set; KOHA is the most functionally advanced open source ILS software

Hence, the OPAC page is the Home page of the College Library. The OPAC page, being the gateway to library collection, shows the kind of knowledge-store (Library) that exists in the institution. That, in turn, shows the kind of knowledge available in the institution, show-casing its level in reality.

Our Library is maintained by Koha (ILMS) and implements all the standard features enabled for our users and administrators and this has transformed the use of library. Some of the featured being enjoyed by us are mentioned below:

- OPAC
- Cataloguing
- Circulation
- Serials
- Acquisition
- Patron Management
- Course management
- Lists & Cart
- Various Tools
- Reports

Koha OPAC Module provides a full-functioned Online Public Access Catalog (OPAC) and users can carry out searches starting from ten fields (Keyword, Subject, Title, Class, Barcode, author, publisher, etc.). They can also submit suggestions for acquisition and It automatically informs the OPAC user (by e-mail) of the action taken on each suggestion.

Koha Cataloguing Module is one of the principal strong points of Koha. Several "frameworks " can be defined to do different cataloging for monographs, electronic resources, periodicals etc. and it accelerates cataloguing.

Koha Circulation module helps in borrowing a book from any branch (not just the branch where the borrower first registered). Circulation rules can be defined very finely by the library: for each member category, item category, and holding branch of the item, the duration of the loan and the maximum number of books loan able can be defined.

Koha Serials Module makes it possible to register subscriptions and to track the arrival of periodicals and manages late issues, skipped issues, and claims with the suppliers.

Koha Acquisition Module helps in simple and full acquisitions so that it possible to acquire materials and add them directly to the catalogue and further helps in managing budgets and book funds: Budget available, Committed, Spent Suppliers. Orders, Purchase Suggestions etc.

Koha Patrons Module makes it possible to manage not only individual borrowers, but also institutions and create different Patrons lists as per requirements.

Koha Course Module allows us to temporarily move items to 'reserve' and assign different circulation rules to these items while they are being used for a specific course.

Koha Report Module helps in report generation using Graphical Query Builder Tool and MySQL Queries.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

Aggarwal College has an excellent library for the benefit of students, faculties and researchers. As one of the best established libraries according to International Standards, the College Library has a large collection of books covering various branches of Commerce, Science, Humanities and rare collection for library enrichment, the library has about 104 Rare Books 6/34 Manuscripts 22 Special Reports and 8 other rare materials like rare coins, rare photo, rare maps etc. which attract the researchers and visitors. College Library strives to represent and promote the interests of us who required the rare books, manuscripts, and other types of special collections. The detail of the books as under

The rare books section of the College library is the first of its kind-it is a virtual space for rare book collectors and history buffs to read, discuss, rediscover and download the books from the library home page. Importantly, it aims to highlight the understanding that there is always more than one truth in history. Sourcing from these digital Library resources such as the Internet Archive, Google Books and the online collections of various museums around the world, Aggarwal College has curated these rare books and images, and presented them in a context that gives them relevance and shows each piece as a part of a grander whole.

Despite being an ancient literary civilization and having one of the largest literary treasures of hand-written and printed material, Aggarwal College does not have a single College for rare book collectors. This is an attempt to create a forum where those elusive connoisseurs come together to discuss and share their knowledge on Indian rare books. College Library showcases rare Indian books, prints and art, that have been digitized, with the purpose of bringing these lost words to life. Through this open virtual platform, members of college can create a digital collection of rare and valuable books by downloading the digitized books that are made available here. What started off as a group for rare book collectors has now transformed into a forum for history buffs, scholars and of course the silent curious. Discussions and comments range from sanguine to educative to irreverent, all providing for an interesting cerebral buzz, every day of the week.

Many of these books might be considered to be history, opinion or plain propaganda - but the aim is to show that there is no wasteful source in the study of history, and there is only an added perspective. More importantly, by reading more than one version of a historical event at this site we begin to understand that there is more than one truth in history, and that in order to learn history, one must also first learn to unlearn.

For the access the rare collection from the college library home page

The Link as under:

Wing 1	http://aggwing1.bestbookbuddies.com/
Wing 2	http://aggwing2.bestbookbuddies.com/
Wing 3	http://aggwing3.bestbookbuddies.com/
File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document
Any additional information	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 11.7

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
5.86	14.24	10.23	16.84	11.32

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document
Any additional information	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 16.76

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 831

File Description	Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

There has been a paradigm shift in technologies and teaching aids (Blackboard to Green/White board to Wi-Fi enabled smart interactive board, Print material to electronic (E-books and other resources) material, the college has updated its IT infrastructure to cater to the needs of the students ensuring effective and outcome based teaching-learning. Keeping this under consideration, the IQAC of the college takes feedback every year from the IT Engineer of the college on the existing IT facilities, quality of services and future requirements. After reviewing this report, necessary actions are recommended to the college administration. The college has been making consistent efforts to improve upon IT infrastructure and facilities as per the requirements.

All the smart-boards have been connected with Internet via LAN/ Wi-Fi so that faculty while teaching can access Internet for deeper and wider knowledge. The whole campus is on Wi-Fi. The lease line is of 60 mbps. Biometric attendance machines are also connected with Wi-Fi. All the computer labs have been upgraded with latest hardware and software along with printing, photocopy and scanning facilities. Latest B/W and Coloured printers and heavy duty photocopy machines are available for speedy printing of the documents maintaining quality. Digital display boards and central announcement systems are installed in the campus. Libraries are online, and the central Library is fully automated with RFID enabled support available 24x7 on Internet and have strong Learning Management System (LMS). The college library has a separate enclosure for students to work on computers for accessing e-resources. The Administrative offices have been provided improved hardware and software supports so that the connectivity is seamless. The Student Management Software works on cloud computing. To make the campus environment friendly, the college has adopted N computing in computer labs so as to reduce electricity consumption and less carbon emission.

Computers

With the introduction of computer programmes, the college has provided standalone Pentium IV computers in all the labs. However, the college gradually substituted standalone computers with N-computing. At present all the labs have been installed with N-computing.

Servers

In the beginning the labs had no servers and were functioning on standalone/ peer to peer networks. Gradually, the servers have been installed in labs to support N-computing.

Monitors

Earlier, the labs were having bulky CRT display monitors that occupied more space with less efficiency and were beaming radiation and, therefore, were non-efficient energy entities. However, these were replaced by LCD/LED monitors that are compact, eco-friendly and generate less radiation.

Black Boards

The class rooms in the college earlier were having black boards. These boards had been replaced by green and white boards. Gradually these whiteboards were also replaced by Wi-Fi enabled Digital Smart Interactive Boards.

Office Automation

Every effort is being made to digitize the administrative processes in a bid to make it paper-less facility. The college office installed a customized software SAM for digitalization of students database. At present the college upgraded this to the College Web Portal to which all students and faculty members can access.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.3.2 Student - Computer ratio

Response: 7

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: >=50 MBPS

File Description	Document
Any additional information	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document
Any additional information	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 63.34

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
268.17	223.04	207.94	199.38	231.42

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document
Any additional information	View Document

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

Response:

Systematic procedures are being followed for maintaining and utilizing physical, academic and support facilities available in the college. The Principal in consultation with the Governing Body of the college takes direct and active initiatives relating to the maintenance and renovation of the total infrastructure of the college. The College Governing Body has appointed a staff who supervises the maintenance and the repair works inside the campus. The Governing Body keeps strict surveillance over the quality of maintenance and requirements of infrastructure and equipments. There is a Planning Board and UGC-Building Committee to review and ensure the proper planning and utilization of UGC Grants on the construction and renovation of the infrastructure. Stock verification of books, laboratory apparatus, sports equipment, furniture, machines and ICT equipment is done biennially by the faculty members before the college closes for summer vacation. Instruments in labs, ROs, Overhead water tanks, Generators etc. are serviced regularly. The institution has a Computer Hardware Maintenance Facility (CHMF) with a Hardware Engineer. The college has Annual Maintenance Contract (AMC) for some facilities. Moreover, respective HODs are also part of the system to ensure the smooth functioning and performance of each constituent.

Library

The college has 3 inter-connected Cloud Based online libraries with OPAC facilities. The Central Library is fully automated equipped with RFID technology. The library advisory committee of the college reviews the existing resources and gives suggestions. With the commencement of the session, each department submits its requirement of books which is consolidated by the librarian and put up before the principal for approval. The departments can also purchase books directly. The libraries have 53 PCs for accessing online e-resources. The faculty members and students have been issued individual Login IDs and Password to access e-contents. The library has provided important links on the college website for free e-books, MOOC, Swayam, e-Pathsala, PubMed, e-Conference Alert, and various government publications. The Learning Management System (LMS) of the library has 4624 contents of different subjects which can be

accessed both in the library and in the class rooms. The library has Braille books for visually-impaired students and rare collection of 105 books, 34 manuscripts of 6 categories and 19 special reports. To motivate the students to visit and take advantage of library facilities, there is a compulsory library period in the time-table.

Laboratories

Several new labs have been established to accommodate the increased strength of students. The college has 12 computer labs with 691 PCs, 10 science labs and 2 research labs. The requirement inventory is presented to the Principal for necessary action. The purchases are made as per rules laid down by the DHE, Govt of Haryana. All the laboratories in the college have separate computer sections where students can work to retrieve data and also for practical work. Besides in-house maintenance, the college outsources for the maintenance and calibration (wherever required) of equipments.

Sport Amenities

On campus sports facilities are maintained and utilized under the guidance of the Convener Sports Committee along with the 3 DPEs of the college. There is optimum utilization of sports infrastructure and facilities available in the college for training the students so that they participate in various inter-college, state, national and international competitions.

Auxiliary Facilities & Other Utilities

The well-trained staff nurse in Medical Room takes care of the students by providing first-aid, other medical facilities along with common medicines. Wheel-chair and stretcher are also made available in emergency cases. Common Room facilities encourage the students to feel at home and engage in various activities during free periods. The college Canteen prepares healthy, homely and fresh food excluding junk foods throughout the day at nominal rates. The well equipped Auditoriums provide plentiful area to organize various events and day to day activities. In Skill Room, students hone their soft skills. Finally, the campus has well maintained verdant spaces visible through various lush green lawns with red stone benches, tall trees and colorful potted plants where the students engage in other Educational, Curricular Activities and Sports which help in their all-round development. The GEO Station installed by Department of Atomic Energy - Board of Research in Nuclear Science, Mumbai is used for seismic study and Earthquake precursor monitoring. CCTV surveillance helps to make the campus secure for the students.

In order to ensure uninterrupted power supply and prevent voltage fluctuations, powerful noiseless generators of capacity 125 kVA (02 in number) and 63 kVA besides inverters and online UPS are also installed in the college. Electricity maintenance is undertaken in-house. Heavy duty solar panels of the capacity 160kW have been installed in the college for outdoor lighting at night and for other purposes too.

Academic Infrastructure

There is a system of optimal utilization of academic infrastructure. New classrooms have been constructed to accommodate the increased strength of students with the introduction of new programmes. Wi-fi enables smart class rooms and conference rooms are maintained by the IT Engineer of the college along with his team. The faculty members are regularly given training to use smart boards efficiently. There is in-house potential for upgrading the website and Learning Management System (LMS) for effective and efficient curriculum delivery and students-related information. We have a system of Inter-faculty utilization of various labs viz. Computer Labs, Smart Class-Rooms, Language Lab, Commerce Lab, MATLAB etc.

Thus, the institution has a self-sufficient space with all the latest and basic facilities available at its disposal to cater efficiently to the growing demands of the students, the faculty and the other stakeholders.

File Description	Document
Any additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 36.12

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1481	1492	1514	1614	1642

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 0.39

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	15	22	31	13

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses

7. Yoga and meditation**8. Personal Counselling****A. 7 or more of the above****B. Any 6 of the above****C. Any 5 of the above****D. Any 4 of the above****Response:** A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years**Response:** 44.21

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2383	1589	2158	1671	1757

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years**Response:** 39.99

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1871	1747	1717	1782	1520

File Description	Document
Details of the students benefitted by VET	View Document
Any additional information	View Document

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

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

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 20.18

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
284	218	265	314	290

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)**Response:** 25.78

5.2.2.1 Number of outgoing students progressing to higher education

Response: 419

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)**Response:** 24.03

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
10	3	2	0	2

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
57	150	337	13	2

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.**Response:** 72

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

2017-18	2016-17	2015-16	2014-15	2013-14
35	21	9	3	4

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution**Response:**

Though there was no formal Students' Council till September 2018 due to State Govt. decision, yet the institution has always understood and adopted the values of decentralization, involvement and contributions of the students in decision-making in various academic, administrative and co-curricular activities of the college. Students are given active representation in various Department Associations/Clubs and they are the driving force to organise various activities. Further, they are nominated/enrolled in various committees/ fora /societies in the college to ensure maximum student participation so that the policies and practices adopted have due consideration to the students' needs and are students' centric. This helps in updating their knowledge in areas of diverse domains. However, from the current academic session (2018-19), the college has an active Students' Council duly elected through an electoral process as per the guidelines of Director, Higher Education, Haryana and M.D. University, Rohtak. It provides the students a platform to share their ideas and an opportunity to sharpen their leadership skills along with inducing feeling of responsibility. It comprises President, Vice-President, Secretary, Joint Secretary (exclusively for girl students) and five Executive Members (One Post is reserved for SC Student). The 54 Class representatives, elected directly at the class level elect all the office bearers. This enables the students to have basic knowledge of the democratic and electoral system of our country. They represent students' grievances to get them redressed through the Grievance Redressal Cell and the Principal. The Principal frequently meets the students' council.

Further, the college Annual Magazine "SROT" and the quarterly ACB News Letter, the twin source and platforms for students information and showcasing their writing skills, have students' nominees. Executive

Committees of NSS, NCC, YRC and Women Cell have student members to coordinate activities. They instill community resource and time management skills among the students and help them to shed their inhibition to contribute and become partner in the development of the college & the community welfare as well. The HoDs and the conveners of committees have the freedom to nominate the students in various committees on the basis of potential, seniority and skills required to do the task efficiently. In order to provide opportunity to maximum number of students, the students are nominated for one complete. To give exposure to the students and to develop confidence among them, they are given the responsibility of anchoring in all the departmental functions, college functions and conferences besides extending help in all the logistic and hospitality arrangements.

On the IQAC, two students are nominated as members by the Principal of the college.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 15.6

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
15	25	13	19	6

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

A founder can carry an institution only so far, and to take it to the pinnacle, then others have to step in,

even the alumni. Nobody is concerned about an institution more than its alumni. The college prepares its students on, “Be Enlightened, Illuminated, Empowered and Return Back either *financially or non-financially* to your Alma Mater”. The college celebrated silver jubilee of its foundation in 1996 and decided to form an Alumni Association to develop an alumni network to connect them with their alma mater for mutual benefits. The alumni started their contributions to various initiatives launched by the college. The Alumni Association formally got registered on 26th August 2008 with Registration No. 126 in the office of Registrar of Societies, Faridabad with 64 founder members. The logo of Alumni Association was also unveiled and a special drive was started to expand the Alumni Association. The office bearers comprise Dr. Krishan Kant, President, Sh. Vijay Kumar Gupta, Vice President (B.Com., 1979 Batch), Sh. Dinesh Kumar Gupta, General Secretary (B.Com., 1985 Batch), Sh. Anil Bansal, Treasurer (B.Com., 1979 Batch), Sh. Ashok Kaushik, Coordinator (B.A., 1976 Batch) and Dr. K. L. Kaushik, Convenor (Science, 1983Batch) along with Associate Members, Fellow Members and Life Members. The Association was formed to strengthen the ties among the alumni who belong to the domain of academia, bureaucracy, sports, politics, industry and professionals. Faculty-wise Meets of the association are held bi-annually. All the office bearers interact with the alumni and solicit support for various ventures of the college. The alumni also provide huge financial aid in the form of fee concessions, scholarships, Industrial visits and have instituted Gold Medals also for the toppers of B.A., B.Com. and B.Sc. Best Student Innovator Award and Green Award is also given to the students by two of our alumni. Dr. Anil Jindal provided a financial aid of Rs. 5,00,000/- to the association of the college. Sh. M.C. Mittal and Sh. Romesh Chaudhary, Industrialists, and members of IQAC of the college provide innovative and pragmatic ideas to help meeting the aims of the college. Their expertise is also explored to take important decisions in policy-making. The IQAC has introduced a special programme with a resolution that every department will invite at least two alumni in each semester to deliver lectures on various topics relating the respective course. The alumni are invited to various departmental functions as the chief speaker or a judge in various activities. This initiative and practice has developed special bonding between alumni and our students. Our Alumni also have taken the unique initiative of organizing “Kavya Lekhan Karyashala’ and organization of ‘Kavisammelans’. To explore the potential of youngsters, one of our alumni has initiated ‘Nav Kalam’ to train the students in poetry writing skills.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: ? 5 Lakhs

File Description	Document
Any additional information	View Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 9

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	2	2	1

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document
Any additional information	View Document
Report of the event	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

The institution has a well defined vision and mission statement prepared with the active involvement of Governing Body, College Staff and other stakeholders.

Our Vision

We aim at becoming a Leading and Top Institution of Higher Education providing Quality Teaching Learning-Skills in different areas of Academics that will best serve the nation and fulfill the aspirations of the world community.

We also look forward to preparing a force of educated youths adorned with social, moral and ethical values combined with the basic human traits possessing High Character and Gender Sensitisation Training to do away with the tendency and the feeling of discrimination in the Society.

Our Mission

We are dedicated to enabling aspiring and promising students to make informed decisions on their path to academic success and excellence. We help the students to identify and recognize their individual needs and goals and provide them with the information and knowledge they require to match them with an institution that will polish and nourish their skills and talents and help them grow as professionals as well as responsible citizens of our country.

We also seek to develop in each member of the student community of Aggarwal College Ballabgarh the ability, the skills and passion to work honestly, intelligently, creatively, and effectively for the betterment of the society and facing the present and the future challenges of the world community.

We at Aggarwal College Ballabgarh believe that the planning is Futuristic/Forward looking and is defined as “thinking in advance what is to be done, when it is to be done, how it is to be done and by whom it should be done”. With this objective in mind, we have the Perspective plan reflecting for the growth and development for the period 2018-2023. The Internal Quality Assurance Cell (IQAC) of the college has taken initiatives in the preparation of the perspective plan considering the quality indicators of certain criteria determined by NAAC.

The Aggarwal Vidya Pracharni Sabha (AVPS), the parent body, has a separate Governing Body for the college governance which has office bearers elected by due electoral process, nominated executive committee members, elected teacher representatives, representatives from affiliating University and Director Higher Education, Haryana. The Principal is the ex-officio secretary of the Governing Body. The participation of the teachers in the decision making bodies of the institution is ensured by making them

conveners and members in various committees constituted for the effective governance. Members of the staff are the main components of College Council, Academic Council and IQAC-the major decision making bodies of the college-to deal with the Academic and Physical Infrastructure matters and students-related issues for the sustenance and enhancement of the quality. The governance mechanism has been made inclusive, collaborative and participative so that it reflects an effective leadership in tune with the vision and mission of the institution.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

The institution promotes inclusiveness and engages in a decentralized and participative outlook in all its decisions, initiatives and working. This becomes evident in the very design of various committees, societies, fora, clubs of the college which involve all the beneficiaries, be it the Heads of Departments (HODs), the Faculty and the Support Staff to ensure excellence at every level. The Principal also practices decentralization and involves all faculty members in all decision making, in designing and implementing policies.

1. Academic Autonomy – The College Council, Academic council, Research Advisory Committee and other such academic bodies are given freedom and powers to design, implement, monitor, evaluate and report on the various academic issues of the College to the executive head. These are composed of HoDs, Sr. Teaching Staff Members and external experts and are effectively functioning and carrying out their responsibilities without any interference.

2. Administrative powers – The Governing Body, affiliating university and the Directorate have clearly defined the Policies, Powers and Processes to be followed by the college in fulfilling its mandate and the roles and responsibilities. These powers, starting from the Chairman Governing Body, Principal to the HoDs have been defined with regard to recruitment, establishment, service conditions, terminal benefits, leave management, promotions, statutory compliances, decision making, grievance redressal, etc. The HoDs are also made the members of the selection committees for appointment as Assistant Professors in respective departments.

3. Financial management – The financial delegation of powers are well defined at the College and individual levels. At the college level, the faculty find participating and leadership opportunities being members of the college governing body, Purchase Committee and various other committees, IQAC and administrative processes.

The members get the flexibility to ensure their proper functioning by having a free hand in their working. It encourages diversification, proper control, supervision, quick decision making and promotes participation of all members of the college community.

Case Study – The Budget Preparation, Submission and Approval

1. The Principal, Bursar and Head Clerk-cum-accountant of the college discuss the budget estimate with the Heads of the Departments and Conveners of various societies/cells/fora before the budget meeting of the Governing Body.
2. The Heads of the Departments, Conveners of various societies/cells/fora and office in-charges give inputs after consulting their colleagues in respective departments.
3. The Principal with the help of Bursar and Head Clerk consolidates the same and submits it to the Governing Body Budget Meeting in which the staff representatives are also present.
4. The Principal presents the budget and after due discussion the same is approved by the Governing Body. Changes if any, suggested by any member are incorporated accordingly. The Principal manages the finances and activities of the college based on the approved budget.

File Description	Document
Any additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

Based on the Perspective Plan and Road Map (2013-2018), under Curricular Aspects, Category ‘A’ vide Programme Goals, at Sr. No.2, it was proposed that “Augmentation of quality and number of courses to be offered and additional courses like skill development/Foreign Language, e-learning courses etc.” will be done and the same has been implemented successfully and the documents are available in the college. This has involved extensive efforts made by the college for training the students in providing market oriented skills and soft skills along with regular programmes run in the college and in this way enhancing their employment opportunities. A number of MoUs have been signed with various Public and Professional agencies to run various course and conduct training programs for students over the period of time. The college has a Career and Employment Enhancement Programme (CEEP) to broaden the learning skills of the students. 30 Certificate, Diploma and Advanced Diploma Courses are being run in the college to enhance the students’ level of knowledge and prepare them to compete globally. Six Add-on Courses in Accounting on Computers, Computer Hardware & Maintenance, Accountancy & Tax Procedure, Retail Marketing, Functional English and Web designing & Office Automation are available to provide an authentic learning experience to the students. The college has also started two B.Voc Programmes- B.Voc

(Retail Management) and B.Voc (Software Development) approved by UGC. The college in collaboration with Shri Vishwakarma Skill University and the National Small Industrial Corporation Ltd has conducted a number of training courses in IT related skills. Under the PMKVY (Prime Minister Kaushal Vikas Yojana), Next Gen Consultants, Chandigarh and IL&FS has provided training to students in different courses viz. Retail Management, Banking Financial services & Insurance and Customer Relationship Executive to equip the students with required skills in services sector. CLA Academy of Education has been engaged to provide training in French Language. SSDN Technologies a leading training consultant provided Value Added Course in Digital Marketing, MS-Office and Cyber Security. The Abacus and Vedic Maths training programmes duly approved by NSDC are also running in the college. The landscape of ICT in the college has broadened which is visible by its 12 computer labs, Language Lab and Smart Classrooms enabled with latest technology. The Library has a rich collection of e-resources. It has ILMS software KOHA and fully automated inbuilt RFID (Radio Frequency Identification) technology based system. The college has an in-built ICT based strong Learning Management System (LMS) and e-resources which the students access using their separate login ID and Password.

The dedication of the institution towards making its students career oriented and open for new avenues in the domain of jobs is established as recently UGC has approved 2 more vocational courses for skilling the youth from the year 2019-20.

File Description	Document
Any additional information	View Document
Strategic Plan and deployment documents on the website	View Document
Link for Additional Information	View Document

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The Governing body of the college develops mechanism, forms and regulates the policies and for an effective functioning of the college so that strategies for desired outcomes are designed and executed with the active co-operation of all stakeholders.

The Principal being the Ex-Officio Secretary of the governing body executes the policies and programmes of the Governing body through various committees. The Principal presents the minutes of the IQAC in the meetings of the Governing body for information and approval. The Academic Council, chaired by the principal, has the responsibility of reviewing the academic outcomes and to make plans for expansion in the existing courses and also introduction of new programs and courses as per market requirements and feedback from various sources. The Academic council also reviews and approves all the MoUs signed and it also ensures that all the recommendations of the IQAC are executed in letter and spirit. The Annual Calendar of the college is approved by the IQAC.

The Principal regulates and directs the administrative staff comprising the Head clerk-cum-Accountant, fee clerks and other clerks for carrying out the regular administrative activities of the college. The Principal in consultation with the Head Clerk distributes the work among the administrative staff for smooth functioning of the college and time-bound completion of the work for the convenience of the students. He also keeps record of service security rules, procedures, recruitments, promotional policies etc. along with Service Books and Personal Files. The administrative office communicates all the service rules and changes to the staff from time to time. The administrative staff assists various committees formed to carry out various tasks efficiently. The administrative office retrieves stores and prepares detailed reports of all the data concerning the fees, attendance, scholarships and all the details concerning the staff members and students. They are also responsible for uploading and updating the college data on the Students Portal, College YouTube Channel, and website.

We have Grievance Redressal Mechanism System to deal with the admission, internal assessment, detention, examination, academic affairs-related grievances. The internal complaints and Students grievances redressal committee under the system deals with the complaints/grievances of the staff and the students. To make the campus safe and secure, there is a strong Proctorial system in the college under the Chief-Proctor.

The govt. aided posts are filled as per laid down procedure and selection criteria provided by DHE Haryana and MDU, Rohtak.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2.3 Implementation of e-governance in areas of operation

1. Planning and Development
2. Administration
3. Finance and Accounts
4. Student Admission and Support
5. Examination

- A. All 5 of the above
- B. Any 4 of the above
- C. Any 3 of the above
- D. Any 2 of the above

Response: A. All 5 of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP Document	View Document
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

There are various bodies/cells/committees/societies/fora in the college for organizing academic, extra-curricular and co-curricular activities. The detailed lists of these activities are also mentioned in the Information Brochure. These committees consist of conveners, faculty members and student- members. The annual academic calendar of the college sets the roadmap for all the activities which are to be carried out throughout the year. There are regular meetings of these committees with the Principal well in advance of the dates and time mentioned in the annual academic calendar. The minutes of the meetings are recorded and circulated to all the concerned. The conveners ensure that the resolutions are implemented in letter and spirit. The students' members in the committees are also given assignments. The committees organize both inter-departmental inter-college and inter-university activities.

One activity successfully implemented- 'Swachhh Bharat Campaign'

In line with the vision of Hon'ble Prime Minister Sh. Narendra Modi, for involving students in the National Movement of making our country Clean, one such committee formed in the college is 'Swachhhta Senani Team' so that our youths can play a significant role in achieving *Swachh Bharat*. It was visualized that they can become ambassadors of cleanliness and motivate others to keep their surroundings clean. The aim was to prepare an army of *Swachhhta Senanis* to promote sanitation and cleanliness. There are three units of *Swachhhta Senanis* in the college comprising 50 volunteers and one teacher in-charge each. A specific uniform has been prescribed for each volunteer. The *Senanis* attended a camp at the SDM office to get training for making this initiative effective. The *Senanis* carried out following activities in the nearby localities and villages.

- Regular guest lectures, talks and workshops
- Competitions (slogan writing, poster making, etc.) to spread awareness about cleanliness and hygiene.
- Tree plantation drives
- Frequent rallies in and around the college area to make people aware of the importance of keeping surroundings clean
- Cleanliness drives in college campus and nearby areas

The *Swachhhta Senanis* teams also participated in Swachh Bharat Summer Internship Programme, an Initiative of MHRD, Govt. of India during May-July 2018. The meeting of the conveners was held and it was resolved that the students shall visit the nearby villages to carry out various activities from 29th May

to 31st July, 2018. The students organized door to door campaign on cleanliness in three nearby villages Chandawali, Sunped & Mallerna. They also interacted with school children and villagers to create awareness about cleanliness and Personal Hygiene. The team organized Nukkad Natak in villages to spread the message of cleanliness. They also motivated the members of Gram Panchayat to provide logistics support to them in starting the plantation drive on the highways. The efforts of the students were duly recognized in the form of an Appreciation Letter by the SDM, Ballabgarh and Sarpanches of the villages.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

The institution considers all of its members as part of one big family of the college. Hence, it has a well-established welfare mechanism for both teaching and non-teaching staff in place. The list is as follows:

- Provident Fund and ESI coverage for all as per rules
- Health Coverage – GIS (Group Insurance Scheme) for the whole staff and the premium is paid by the college
- Regular Health Check-Up Camps and Specialized /Reputed doctors are invited for special talks
- MoUs with hospitals and issuance of Privileged Cards to Staff
- On campus free medical facility is ensured through the availability of an exclusive medical room.
- Organizing workshops and counselling sessions for the staff to keep them strong and grow holistically.
- Family of deceased staff member gets financial aid from staff and management committee.
- Loan facilities on marginal interest for staff are available.
- ATM and Punjab National Bank situated on the campus provide an easy access for financial transactions.
- Non-teaching staff is provided with the facility of interest free Financial Advance to enable them to purchase food grains.
- Two -sets of Uniform and a Pair of Shoes and shocks for Non – Teaching Staff is provided
- Fee concessions to the children of the staff

Institution gives duty leave and financial assistance to faculty members to take part in various academic programmes.

File Description	Document
Any additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years**Response:** 34.61

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

2017-18	2016-17	2015-16	2014-15	2013-14
34	53	15	62	42

File Description**Document**

Details of teachers provided with financial support to attend conferences,workshops etc during the last five years

[View Document](#)

Any additional information

[View Document](#)**6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years****Response:** 11.2

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
21	13	9	7	6

File Description**Document**

Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff

[View Document](#)

Any additional information

[View Document](#)**6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years**

Response: 75.12

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
121	109	98	68	42

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document
Any additional information	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

To attain and sustain the quality parameters for the development of the institution, it is necessary that the policies, practices and programmes are executed in true spirit and with full zest and zeal, both by the two crucial stakeholders- the teaching and non- teaching staff in the strategic planning and execution. College has well defined and structured mechanism for performance appraisal system for Teaching and Non-Teaching staff. Every employee performance is assessed after completion of one year of service. Systematic evaluation of the performance of employee is done to understand the ability of a person for his/her further growth and development and it encourages the staff to keep working efficiently and strive hard to attain new goals in various areas of academics and administration.

There are different parameters to assess the performance of Teaching and Non- Teaching Staff. For teachers, Performance Based Appraisal is based on self-review, Peer Review and feedback from students. The annual assessment of the performance of the teaching staff is made through collection of information from teaching faculty in two different Proforma, one as per the norms of the UGC and affiliating University generated Proforma known as “Annual Self Assessment for the Performance Based Appraisal System” which requires information under 4 categories, namely Teaching-Learning Evaluation related activities (Category-I), Co-curricular, Extension , Profession Development related activities (Category-II), Research Publications and Academic Contributions (Category-III), Summary of API Scores (Category-IV) and the other proforma provided by the Higher Education Department, Government of Haryana referred as “Form of Annual Confidential Report” (ACR). The faculty has to indicate their competence in terms of various parameters mentioned there in the Proforma. The self-appraisal proforma also retrieves the information regarding the reasons for under-performance and invites suggestions for enhancing the performance. These parameters range from qualitative and quantitative (results) parameters of teaching, contribution made to various activities as membership or their role as convener of various cells, clubs, fora, committees etc. The overall peer review and evaluation is carried out by the Principal besides they are reviewed by the governing body as well. The outcome of the feedback analysis is informed to each teacher

for improvement and encouragement, if necessary.

For non-teaching Staff also, there is a system of appraisal wherein they are required to fill the Proforma so that their skills and performances in the administrative work are judged.

Furthermore, the results of the appraisal system are also forwarded to the IQAC for systematic assessment of the same.

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The college is government aided, privately managed and receives financial assistance from the Haryana government; UGC; Governing Body of the college; Students' Fees; Grants and Scholarships from various agencies and funding organizations besides state government and non-government agencies. The college Bursar along with the Convener Purchase committee guide, supervise and ensure that all financial transactions are done after due care and as per rules. The internal and external financial audits are conducted regularly.

Internal Audit

The college has a systematic mechanism of internal audit for all the financial activities which take place from time to time. After getting the requirements from different corners and subsequent approval of the Principal, the purchase committee purchases the items as per the laid down procedure and rules. The Convener purchase committee along with the Burar of the college keeps a strict vigil on the purchase system. To make the system more robust and transparent, the bills are perused by the President, Governing Body before final payments. All the financial transactions and payments released by the Principal are put forward in the meeting of the Governing Body comprising Government and University nominees for approval. The accountant of the college maintains all the financial records in accounting software Tally ERP 9. All the vouchers and bills are duly audited by a team of qualified and well experienced Chartered Accountant. They also conduct audit of the Grants received from agencies like DHE, UGC, BRNS and other funding agencies for organizing academic and research activities.

External Audit

As the college believes in transparency and integrity it ensures that all its expenditures are audited, not just

internally but also through various external audits. The audit of the A/Fund is conducted periodically by college branch of the affiliated University. Further, to maintain a prism of clarity, the college ensures that the audit for the Maintenance Grant (Grant-in-Aid) in lieu of Salary of the Staff and Post-Matric Scholarship to the students received from State Govt. is conducted regularly by the Audit Cell, in the office of DHE, Haryana. To keep the record transparent, and to ensure accountability, the college office prepares the balance sheet clearly indicating the amount spent under different heads during those particular periods. The balance sheet is signed by the Head-Clerk, Bursar, Principal and the Chartered Accountant and put before the governing body for their perusal and observations.

File Description	Document
Any additional information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 69.57

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
37.13	0.11	0.25	6.80	25.28

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document
Annual statements of accounts	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The institution has a strategic planning for mobilizing funds by sending proposals to various funding agencies. This approach has been very fruitful in fetching huge grants from the Govt. The 'A' Grade (CGPA:3.40) of the college on the basis of assessment and accreditation by NAAC during 2nd Cycle, has paved the path for entitling us for grants- both from the UGC and the state government, for various schemes to attain and sustain quality in teaching and learning. A major portion of committed and regular funds (Maintenance Grant) are provided by DHE, Haryana in the form of salary of staff members (employed under Grant- in-Aid). The college has also received the RUSA grant of Rs. Two crores from the govt. for physical infrastructure, development and updation of the labs and learning infrastructure. The

institution also received grants in lakhs of rupees from the govt. agencies viz. DST, BRNS, MHRD, INSA, DHE, UGC, NBHM, DRDO, NAAC, ISCA, and CSIR for organizing various international and national conferences, workshops and seminars. Foreign travel grants have also been received from UGC. Dept. of Science and Technology, Haryana, provides funds for celebrating Science day annually. Grants under various scholarship schemes, viz. POSE Scheme of HSCST, Haryana, Single Girl Child scholarship by UGC, Post-Matric Scholarships to the SC, BC students by the govt. have also been mobilized.

Apart from General Development Assistance, the UGC has also provided financial assistance for the academic infrastructure, purchase of equipments for science, computers, photocopiers, printers, etc. One Minor Research Projects under UGC grant has been completed and four Minor Research Projects are going on under the grants sanctioned by the UGC. To promote inclusivity and equality, funds are solicited to ensure upliftment of those belonging to reserved categories like SC, ST, BPL, OBC and other minority sections of the society. This is done through systematic institutional strategies like Remedial Coaching Classes, free- coaching for NET and Entry into Services, other competitive exams, disbursal of financial aids to eligible students, guest faculty remuneration and providing books, stationery at a concessional price. Under 'College with Potential for Excellence' status, the college obtained grants from the UGC which has been utilized for infrastructure, labs, faculty and student development programmes.

Recently, the Board of Research in Nuclear Sciences (BRNS) has awarded 2 major research projects in Physics and Chemistry, and one major research project in Library Science by ICSSR. Journals and various educational assessment tools form crucial aspects of today's learning system and for this the college makes extensive endeavors through utilization of several UGC funds and other available funds for procurement. Local MLAs, MPs, Alumni Association and industries also contribute both in kind and in cash towards students' welfare. To ensure proper utilization of resources, scrutiny is done at management and college level. The IQAC of the college also suggests ways and means for systematic utilization of funds both for academic and co-curricular purposes. The funds are properly utilized in time bound manner and utilization certificates are sent to the concerned agencies.

File Description	Document
Any additional information	View Document

6.5 Internal Quality Assurance System

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

Response:

It has been long believed that the most important resource that any institution of higher education has is its faculty members who teach knowledge and skills to students, and the students who are the real ambassadors of the college and the IQAC of the college constantly endeavors for developing the human resource. The following two practices have been institutionalized as a result of IQAC initiatives.

1. Human Resource Development: The college has to its credit the privilege of hosting distinct academic experts through FDPs, various international, national conferences, seminars and workshops where recent innovations, trends, concerns, challenges, solutions achieved are discussed. This has resulted into improving their skills in the following areas

- Educational skills
- Leadership skills
- Skills necessary to engage in scholarly activities
- Personal development
- Skills in designing and implementing a professional development plan
- Integrating technology into teaching, learning, writing and conducting research and master new computer-based educational programs

Networking (Research & Collaborations): The faculty members are empowered to take up and at present, faculty members are working on four minor research projects, three major research projects. Several publications and books have come out. **The college has formed an IPR Cell to create awareness among its teachers about Intellectual Property Rights. Several workshops on IPR have been organised.**

2. Mentor-Mentee Programme

The college has developed a strong mentor-mentee system with an objective of having increased interaction between teacher and students (mentor and mentees), so that they develop a sympathetic, flawless and smooth communication practice on an emotional plane for making teaching- learning process effective and efficient.

To attain all the above mentioned objectives, the college has developed a mentor-mentee programme which has evolved a system to develop communication channels between administration, students and their parents. Each mentor keeps a complete database of students. There is a mentor for 40 students in a class. The mentor remains in touch with the students regularly. There is a provision of one period of mentoring in the college timetable, where the mentors interact with the mentees and resolve their problems and grievances at their level or bring the same to the notice of the authority. Mentors also provide academic advice to the students. Students, who do not perform well in the class tests and their attendance record is also erratic, are referred to the mentors who tries to find out the causes of underperformance. Parents are also called if there is a need. Besides mentor also fathoms the potential and taste of students to take part in co-curricular activities. Such students are identified and are motivated to join related activities so as to promote their holistic growth.

Some of the glaring achievements after the implementation of this practice are:

- Improvement in Students' Attendance
- Enhancement of mentees qualitative behavior-confidence, communication skills, personality, and optimism
- Improvement in the social behavior and relationship between the teacher and the student
- Increased participation of students in various activities, and

Improvement in the academics and results of the students

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

In digital era, there is a paradigm shift in the teaching-learning methods with the ICT systems in focus. We, therefore, have also adopted and followed rigorously. The college, in the light of the recommendations of the IQAC, has reviewed its teaching learning processes, structures and methodologies for identifying operating matrices and obtaining learning outcomes. Two examples of institutional reviews and implementation of teaching learning reforms are:

1. Creation of IT Infrastructure and its usage

- The college has been making consistent and sincere efforts to improve upon the existing IT infrastructure and facilities as per the need of the hour and requirements.
- Smart-boards have been installed and connected with Internet via LAN/ Wi-Fi so that faculty while teaching can access Internet for deeper and wider knowledge dissemination.
- The whole campus is on Wi-Fi.
- All the computer labs have been upgraded with latest hardware and software. Digital display boards and central announcement systems are installed in the campus.
- Libraries are online, and the central Library is fully automated with RFID enabled support available 24x7 on Internet besides it has developed strong Learning Management System (LMS) which has a vast repository of digital contents.
- The college library has a separate enclosure for students to work on computers for accessing e-resources.
- The Administrative offices have also been provided improved hardware and software supports so that the connectivity is seamless.
- The Student web portal works on cloud computing.

2. Introduction of information and communication technology into the teaching and learning process and the creation of digital educational content and its use

ICT in teaching and learning is considered to be a potential and effective tool that serves to deliver the contents efficiently, thereby giving a boost to excellence in Higher Education. This involves online digital learning viz. internet, social media, cloud computing. The utilization of Information and Communication Technology (ICT) and available e-resources in the college by Teacher Educators has helped in making the teaching and learning more effective and student-centric in the college. This has resulted into enhanced cognitive ability of students through audio-visual experiences. Promotion of ICT enabled teaching helped our students to acquire advanced knowledge with the conceptual clarity through diagrams and animations assisted learning. Students are learning extensively as they get more and more exposure. The clarity of concepts is reflected in their performance. Learning becomes interesting and participative. The Language Lab in the college enables in enhancing the communication skills of its students through the right use of

technology. The students are encouraged to make use of ICT as much as possible. The student portal provides the students a quick access to all the lesson plans, time tables, examination schedule, and links for virtual labs and many more. The college website also makes available the information regarding its faculty members and department to facilitate accountability and transparency. Throughout the year, various documentaries, films are screened to broaden the students' horizon of knowledge.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 11.2

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
25	10	16	2	3

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above**Response:** A. Any 4 of the above

File Description	Document
e-copies of the accreditations and certifications	View Document
Details of Quality assurance initiatives of the institution	View Document
Any additional information	View Document
Annual reports of institution	View Document

6.5.5 Incremental improvements made during the preceding five years (in case of first cycle) Post accreditation quality initiatives (second and subsequent cycles)**Response:**

Quality enhancement initiatives implemented in last five years:

- CPE Status by UGC and RUSA Grants
- Energy and Green Audit and ISO certification for Quality and Environment (ISO 9001:2015 and ISO 14001:2015)
- Grid-Connected Roof Top Solar Power System
- Online automated cloud based central library with RFID Technology
- Braille software and hard volumes in Braille script for blinds
- Strong Learning Management System for effective curriculum delivery
- Smart Interactive Boards in Classes and Labs
- Multi-Lingual Lab, Retail Lab, Commerce Lab, MATLAB, Skill Room
- Separate corner for competitive and religious books in the library
- College Web Portal for staff and students
- Fully Computerized administrative office
- Social Media, YouTube Channel of the Institution, Virtual labs, and Web based learning
- Shooting Range in the Campus
- Academic & Administrative Audit (Both External and Internal)
- Preparing Lesson Plans and Maintaining Teaching Diary
- Up-gradation of Chemistry and Physics Lab and construction of New Labs
- Installation of CCTVs and Digital Display Boards in the campus
- Wi-Fi Campus with enhanced bandwidth
- Up-gradation in IT infrastructure and NComputing in computer labs
- Biometric attendance system for the staff members
- New Auditorium with Lift Facility
- RO Water Plants for the Students
- Proper disposal of Solid, Liquid and E-waste and efforts for carbon neutrality
- Vermi Compost Units
- Increase in number of UG, Hons and PG Programmes

- Formation of Research Advisory Committee, Innovation Club and IPR Cell and workshops on Intellectual Property Rights
- Training to the faculty for working effectively on Smart Boards

- Faculty Development Programmes
- Organization of National and International Conferences
- Geo-Station for Seismic Activities under DAE, BRNS, Govt. of India
- Research Facilities made available and two Research Labs established under DAE, BRNS, Govt. of India
- Inter-University Cultural Festival
- Remedial Classes for Slow Learners and special classes for Advanced Learners.

- Classes for preparing the students for NET(UGC/CSIR) and entry into other services
- Multi-Disciplinary Seminars for PG students
- Quiz contest on Freedom Struggle
- Lectures on Noble Laureates by PG departments
- Documentaries on Science/Famous Personalities/ Historical and National Events
- Three days PPT Learning Workshop

- Additional Skill Acquisition Programme by offering Add-on certificate, diploma and advanced diploma courses with the idea of providing scope for self employment
- MoUs with institutions imparting soft skills and core skills
- Sanitary Napkins Vending Machines and Incinerators
- Courses on women empowerment, gender issues, and values and ethics
- Social Outreach Programmes (adopting a village Chandawali)
- *Shaheed Rahat Kosh* and *Shaheed Smarak*
- *Smriti Diwas* (In memory of Martyr Jai Bhagwan - an alumnus)
- Formation of Energy Conservation Club and Eco Club for environmental consciousness and energy conservation
- Awareness and implementation of Energy Conservation Steps -LED lights in the campus and Green Day Celebrations (No vehicle zone) on first Monday of every month
- Workshops on women Entrepreneurship for competence building

File Description	Document
Any additional information	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 34

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
10	4	8	6	6

File Description	Document
Report of the event	View Document
List of gender equity promotion programs organized by the institution	View Document
Any additional information	View Document

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

Response:

College never discriminates against caste, creed, religion and gender and gives utmost importance to the Safety and Security of male and female students /staff. The college has created gender sensitive environment in the campus by adopting various means. All facilities, may it be, physical, academic or cultural, are offered by the college to all- irrespective of genders without any bias.

Safety and Security

The college has CCTV surveillance cameras to ensure round the clock monitoring & 24x7 manpower security. The entry and exit of the students is under strict vigilance and are required to produce their I-Cards. To stop the menace of harassment and ragging, the Anti-Sexual Harassment Cell and Anti-Ragging Cell instructions/information are displayed in the campus for the protection and safety of the students. Similarly, Women Cell has a component of gender sensitization and security. The students are made aware of Women Helpline Number-1091 and the Durga Shakti App so that they can use it in case of emergency.

The Self- Defense training Classes are conducted to train the students to face any untoward incident. Grievance Redressal Committee and Discipline Committee also cater to the various problems that students may face. Immediate action is taken against the defaulters. To stimulate health, security & safety, the Youth Red Cross is actively engaged in organizing first aid training classes in association with District Red Cross.

Counselling

The students throughout their stay at the college are motivated to grow as enlightened individuals by constant guidance and counselling. The college has a strong Mentor-Mentee System where the Mentor is the role model and a support system to the students both in academics and in their personal space. Parent-Teacher Meetings are a regular feature of the college. The students can also meet the Principal daily at a fixed time slot. The students are sensitized and counselled through various cells by organizing talks, workshops and other awareness programmes. The counselling covers various aspects be it personal, career oriented, psycho-social or academic.

Common-Room

The institution has separate common rooms for students. Teachers regularly pay visits to the common rooms in free periods to ensure discipline, encourage a friendly atmosphere and healthy interaction amongst the college community. Further, for overall development of the students, the common-room has within its premises indoor games facilities like Table Tennis, Carrom Board, and digital board etc. Similarly, the open area around the common room has a gym to inculcate within the students a regular exercise regime. A Medical Attendant (Trained Nurse) is assigned to visit the common room on a regular basis to keep a check and monitor the health of the students. Every common-room has peons assigned to it, who fulfill the basic requirement of the staff and students.

File Description	Document
Any additional information	View Document

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 76.57

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 233600

7.1.3.2 Total annual power requirement (in KWH)

Response: 305064

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 51.88

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 8.559

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 16.499

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document
Any additional information	View Document

7.1.5 Waste Management steps including:

- Solid waste management
- Liquid waste management
- E-waste management

Response:

We follow the proverbial saying, "Prevention is better than cure", meaning thereby, it is better to alleviate something hazardous or deleterious from happening than it is to deal with it after it has cropped up and become intense. We follow the principle of '3Rs' i.e. Reduce, Reuse, and Recycle. From the health, hygiene, environment and aesthetic point of view, the college ensures proper disposal of waste generated in the campus.

Solid Waste

The solid waste is biodegradable and non-degradable that is removed mainly from the classrooms, laboratories, Library, toilets, Canteen etc. It is collected in coloured dust-bins. Vermi-Compost units are there in which fallen leaves and other organic waste like vegetable peels etc. from college canteen are collected for decomposition and later act as suitable manure for plants. On the other hand, non-biodegradable solid waste is transferred to the dump yards set up by the municipal corporation. Further, the

institution has put a total ban on the use of polythene in the campus making it a polythene free campus. Even the Cafeterias make extensive use of eco-friendly plates and cups.

Liquid Waste

The college maintains proper system for deposits of the hazardous liquid wastes generated in Chemistry Labs. The waste water is collected in tanks, treated and used for watering the plants in Herbal garden maintained by college. Documentation of the same has been maintained for proper compliance of the process. The other liquid waste in toilets and RO systems is drained through sewage tanks to the municipal main drain.

E-Waste

The college has taken steps for proper disposal of all kinds of electronic (E-waste) waste, such as batteries, cells, useless/obsolete electronic devices, computers, monitors and printers, UPS etc. under the strict vigil of a committee formed by the Principal. The waste products are given to the approved and registered scrap dealer who has been accorded a certificate for the safe management and disposal of the E-waste as per the government norms and protocols.

Further, Various awareness talks and rallies are also organized under various clubs, societies, cells and fora. Under Eco Club famously called 'Dhartimitras', students make the community members aware of the importance of waste management through celebrations of important days like World Water Day, World Environment Day. Similarly, Swachhhta Senani Cell also takes out various drives and campaigns in order to promote and spread an understanding of cleanliness through lectures, PPT Presentations and screening of Environmental Films and Documentaries on kitchen waste management. Various poster-making and slogan writing competitions on related topics are organized to help students to carry forward the idea of making our world a clean and healthy place to live in. The College participated in Swachh Bharat Summer Internship Programme, an initiative of MHRD, Govt. of India.

Initiatives Planned:

Eco and Swachhhta-Senani Club in collaboration with Environmental Science and Chemistry Department have planned visits to schools, slum areas and adopted villages to spread environmental and waste management awareness, exposure about organic farming, vermin-culture for the production of natural manure.

File Description	Document
Any additional information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

In contemporary times, the local footprints are drying out due to overuse and mismanagement of water. It is for this, that the need arises to overcome this water crisis and take necessary actions. Rain water harvesting is being used as one measure of conservation to increase the quality and volume of water in the bore well. Rain water harvesting structures and systems have been installed at various places in the college premises. One such initiative that the college actively engages in, is rain water harvesting which is an important resource to curb water wastage and promote its conservation. The institution has an underground tank with an approximate capacity of 2000-2500 liters. 1/4th of the tank is filled with hard pebbles which aids in filtering of the water. The waste is then collected and removed from the surface and it encourages water preservation. Further, to maintain the institutions hygiene and efficiency, the tank is cleaned before every rainy season. The college buildings are constructed with the main concern that ensures the free flow of rain water and its absorption into the earth without any intervention.

Initiatives Planned:

To set up the water recycling unit in the college.

To utilize the waste water of RO water plant for watering the plants: The college has already installed three RO water plants. The huge amount of unutilized water containing substantial mineral concentration will be collected in storage tanks and used for watering the plants.

File Description	Document
Any additional information	View Document

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**
 - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

The institution continues to take several initiatives to promote environmental friendliness and pave way for a brighter green and a sustainable future. The college has already undergone Energy Audit and Green Audit from the point of view of optimum use of energy and adopt green practices to save the environment. The college is ISO 9001:2015 and ISO 14001:2015 certified for Quality and Environment Management. Regular notices/messages are sent via electronic medium to promote paperless working of the office. The institution even played a leading role in installing the Solar Panel system for electricity which is a true source of renewable energy and also enables affordable electricity. Environmental Studies is taught in first year in all programmes as a compulsory subject and in PG as a foundation elective and open elective course.

To promote green practices at the ground level, green and clean landscaping with trees and plants is

ensured and we have an exclusive staff in the form of gardeners and cleaners. Some students and staff members use bicycles as their mode of transportation. The entire campus is 'No Smoking Zone' and it is strictly followed. All the stakeholders are encouraged to follow the policy of Zero-Tolerance to Polythene.

Usage of public transport and car-pooling is encouraged among the students and staff which is a healthy step to preserve the environment.

N-Computing is also resorted to as it consumes less energy and encourages green and affordable computing.

Eco Club and Energy Conservation Club, and other Cells, Societies organize various activities such as

Tree plantation drives, distribution of cloth/jute bags, rallies and other awareness programmes etc.

Labelling of trees with Common and Botanical names

'Save-Energy' stickers have been pasted on all switch boards

Owning a tree and Selfie with a Tree is a noble practice to create love for nature

Eco-friendly mementos to guests in the form of plant saplings in functions

Growing medicinal plants which add to the environment sustainability initiatives

Green Day celebration on first Monday of Every month.

All these green practices help in creating environmental-friendly atmosphere in the college.

File Description	Document
Any additional information	View Document

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 5.18

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
106.84	7.78	1.63	8.01	0.82

File Description	Document
Green audit report	View Document
Details of expenditure on green initiatives and waste management during the last five years	View Document
Any additional information	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: A. 7 and more of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document
link to photos and videos of facilities for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 69

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
25	25	8	6	5

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document
Any additional information	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 27

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
10	6	6	4	1

File Description	Document
Report of the event	View Document
Any additional information	View Document

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
Any additional information	View Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website

Response: Yes	
File Description	Document
Any additional information	View Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations	
Response: Yes	
File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
Any additional information	View Document

7.1.15 The institution offers a course on Human Values and professional ethics	
Response: Yes	
File Description	Document
Any additional information	View Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions	
Response: Yes	
File Description	Document
Any additional information	View Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years	
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Response: 40

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
17	7	7	7	2

File Description	Document
List of activities conducted for promotion of universal values	View Document
Any additional information	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

Festivals celebrated by the department of English to promote India's diversity , culture & values as well as to enhance students patriotic fervor:

- Lohri
- Republic Day
- Holi Celebrations
- Independence Day (Celebration of 70 years of Independence)
- Raksha Bandhan Celebrations
- Diwali

International & National Days celebrated by the department to enhance students awareness at cultural ,historical, environmental and gender level:

- International Youth Day Celebration
- National Youth Day Celebration
- World Health Day & Red Cross Day
- Rashtriya Ekta Diwas
- Vigilance Awareness Weeks
- Hindi Chetna Saptah
- Teacher's Day Celebrations
- International Literacy Day
- World Disability Day
- NSS Day
- International Girl Child Day

- National Science Day Celebration
- International Women's Day
- World Cancer Day
- World Water Day
- Earth Day
- World Environment Day

Apart from this students from the department of English actively participate in various activities ,events and fests throughout the year by their associations with several institutional clubs Birth/death anniversaries are celebrated of eminent personality from local, national and international levels by the institution:

Local

- Maharaja Agrasen Cultural fest
- Haryana's Hero's Martyrdom Day

National

- Birth Anniversary of Dr APJ Abdul Kalam - Missile Man of India
- Death Anniversary of Subhash Chander Bose
- Rashtriys Ekta Diwas (Sardar Patel Jayanti)
- Dr. B.R. Ambedkar Jayanti
- Birth Anniversary of Mahatma Gandhi

International

- Celebrations in memory of Nobel Laureate V.S Naipaul

File Description	Document
Any additional information	View Document

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

The College ensures good governance and full integrity in its financial, academic, personnel, and auxiliary functions by posting all the desired information on the college website, complying with the requirement of the UGC, DHE Haryana, M.D. University Rohtak, and other statutory bodies.

Financial Functions

The College has developed strategies for budgeting, mobilizing resources and making optimum utilization of available finances in an effective, efficient and transparent manner. The transparency in financial

functions of the college is maintained thoroughly. There is a facility of online fee deposit and authenticated and computer generated fee receipt is given to students for all payments made by them. A dedicated Purchase Committee follows the laid down procedure for any purchases. Financial Scholarships and freeships are deposited directly into the bank accounts of the students and linked to their Aadhar Card Number. The salary of the staff is also directly deposited in their bank accounts. Further, the funds and grants of UGC, DHE and other agencies received for various purposes are spent as per the mentioned terms and conditions. The Utilisation Certificates are sent after proper audit duly signed by the Principal and Chartered Accountant. Withdrawal and refund policies are strictly followed as per UGC/State Government norms. Assets, Capacity Building and infrastructural records are properly maintained. The college also has proper internal and external financial audits to encourage transparency.

Academic Functions

The institution promotes transparency at the level in academics. Online availability of the Information Brochure, Annual Calendar, Lesson Plans, and Time-table to the students further adds to the credibility of the college. Assessment/examination scheme and weightage of Internal Assessment is mentioned in the Information Brochure. Moreover, In-House examination, work along the lines of transparency too, as the circular, date-sheet is made available in advance on the notice boards as well as on the college website. The evaluated answer scripts of Internal Tests/assignments are shown to the students and their grievances (if any) are resolved at respective department level.

Information and Date-Sheets of End Semester Examinations of the respective Programmes are made available on College website, Student and Staff Portal as and when received from the University. Short attendance cases are brought out and informed to the students so they become more attentive towards attending classes. The Parents of absentees are informed through SMS on daily basis. Internal and external academic audit is done to introspect and improve.

Administrative Functions

The admission procedure is completely online to ensure transparency and authenticity. All the policies, rules and regulations related to staff and students are well documents.

Auxiliary Functions

Many of the auxiliary functions viz. sports, co-curricular and extra-curricular activities etc. of the college undergo systematic assessment and evaluation. The selection of students for participation in various intercollege games and other activities is made on the basis of their performance which is gauged by a committee.

File Description	Document
Any additional information	View Document

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:**Best Practice 1****1. Title of the Practice****Energy Environment Consciousness: Carbon Neutrality Initiatives****2. The context that required the initiation of the practice**

Aggarwal College Ballabgarh, situated in District Faridabad is an important constituent of NCR-Delhi region. This region, being an industrial hub, has always been put in alert category through electronic and print media on account of very poor air quality index (AQI). Keeping in view the degrading environmental conditions, the institution realized its responsibility towards society by making the citizens aware of deteriorating environmental parameters and nudging them for adopting eco-friendly methods. We aimed at training and involving our committed students in this socio-eco drive for generating awakening and involving masses for a global cause.

3. Objectives of the practice

- To infuse environment consciousness among students
- To make the students realize the devastating consequences of climate change and global warming
- To make students as well as general public at large aware of various green environment practices for reducing carbon footprints.
- To develop required skills and expertise among students to deal with associated glaring challenges
- To design, utilize and sustain such platforms where students learn and then involve citizens in various green environmental programmes and practices

4. The Practice

Environment education is a part of our curriculum. Our students understand the value of dividends derived from clean and green environment. The college has various societies / fora for implementing various green initiatives viz, NSS, YRC Club, *Swachchhta Senanis* Team, Social sciences forum and the Chemical Society to augment students' engagements and participation in various environmental awareness drives. On the recommendation of the IQAC, the Eco and Energy Conservation clubs (ECB) were formed under which a dedicated team of fifty students organized various programmes in and outside the college for spreading the message of green environment. Eco Club and Energy Conservation Club have played a catalytic and dynamic role in awakening and involving masses in various green practices by organizing activities on environment related issues, through *Nukkad Natak*, rallies, door-to-door campaign, regular cleanliness drives of the campus, tree plantation, displaying instructions and writing slogans in the campus and outside as well, besides labelling all the plants and the trees in the college for their identification.

Energy and Green Audits have also been carried out. The college installed a solar plant with actual power generation capacity of 160 kW which is a very encouraging step towards using renewable and inexhaustible clean energy source, besides helping reduction in dependence upon the traditional thermal power source there by resulting into the not only the conservation but also decreasing drastically the carbon count.

The college has been consistently transforming computer labs to n-Computing labs which reduce e-waste, carbon emission and energy consumption.

All conventional lights have been replaced by LED bulbs and all energy efficient AC Units.

Energy consumption in the college has been reduced through enlightening inmates by arranging awareness programmes about the indispensability and compulsion of energy saving besides putting stickers (*Switch-off the equipments and lights when not required!*) on switch boards and all concerned places.

There is no practice of burning waste and proper waste management system is in practice. The Bio-degradable waste is put in the Vermi-compost units and Trust-Bins (Brand name of the Company), so that it gets converted into organic manure for the plants and trees. The non-degradable waste is given to approved local vendors. E-waste, like mother boards etc. are used by the students to retrieve important electronic components for reuse in project works.

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

Sometimes it becomes a challenging task to convince masses and even students and staff who are unaware of the existence of poor air quality and its dreaded consequences to adopt green practices in everyday life. Repeated convincing techniques like organizing awareness programmes and carrying out door- to- door campaign helped us to overcome the obstacles.

6. Impact of the Practice

- Installation of Solar Panels (assets generated) is an example of deferred cost that will provide benefit in the upcoming years.
- Use of natural resources with less carbon emission and enhanced Carbon Neutrality.
- Reduction in the energy consumption in the college.
- Use of renewable and sustained energy source besides no practice of burning waste.
- Proper waste management system for all types of waste generated in the campus
- The students volunteering whole heartedly for keeping the campus clean, and
- The Eco-Club, the Energy conservation Club and the *Swachchhta Senanis* Team succeeded in fostering an energy conservation culture and attitude among students, staff and masses in nearby areas.

7. Resources Required

The financial resources are managed at the Governing body level and funds received from various government agencies, and the available human resource in the college.

Best Practice 2

1. Title of the Practice

Celebration of birth anniversaries of all great personality of India and Important Days

2. The context that required the initiation of the practice

The college celebrates birth anniversaries of Swami Vivekanand, Mahatma Gandhi, Sardar Vallabh Bhai Patel, Maharaja Agrasen, Dr. S. Radhakrishnan, Dr. S. Rangahathan, Dr. B.R. Ambedkar, Ravinder Nath Tagore etc., and Shaheedi Diwas and important days of National and International importance.

3. Objectives of the practice

The objective of celebrating these anniversaries and important days is to induce feeling of patriotism, social responsibility and humility among the students and staff. The students imbibe the qualities and teaching of these great personalities. Students are encouraged to spread the message of peace, harmony and love among masses through these activities.

4. The Practice

The college annual calendar mentions the dates of celebrations. Each fora/ society/ cell/ club is given the responsibility to organize these anniversaries and important days. The convenor along with his team motivate the students to take part in declamation contest, quiz competition, poetic recitation, on-the spot painting, slogan writing, rallies etc. Those students who excel in such events are awarded on Annual Prize Distribution Function. Resource persons, eminent personalities and social workers are also invited to deliver lectures in these events.

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

Due to limited teaching days in semester system, sometimes it is difficult for the students to take part in all such activities with full enthusiasm. Still, a regular persuasion by the faculty members has yielded fruitful results.

6. Impact of the Practice

Students are highly motivated by learning the virtues of great personalities of our country. They realize that men and women of wisdom and courage can contribute a lot in building a society where value driven knowledge plays an important role in improving the well-being of the masses. They are groomed in a way that they are physically, mentally and intellectually strong with sound knowledge & skills along with deep societal concern with human touch and strong moral, emotional, and spiritual quotient. This has developed professionally sound students with courage, commitment and conviction who have respect for the profession imbued with social, ethical values and traits.

7. Resources Required

The financial resources required are provided by the college to organize all these programmes successfully.

File Description	Document
Any additional information	View Document

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

Area distinctive to our vision, priority and thrust: Additional Skill Acquisition Programme (ASAP)

In consonance with the Vision, Mission, Priority and Thrust, and PM Skill Development mission, the college has taken up Additional Skill Acquisition Programme (ASAP) to equip the students with good communication skills and the basics of IT, so as to provide them the scope for self-employment and holistic development.

The institution has carved a unique niche of its own in the field of education by catering to the academic needs of the youth of nearby areas of villages, towns and outskirts of the cities. The distinctiveness of the institution lies in empowering the younger generation by providing a myriad of courses to help overcome the challenges that infest the society in contemporary times. In sync with the vision of the institution, teaching learning skills are imparted to the students thereby facilitating them in getting desirable jobs. This will further enhance their contribution towards the growth and development of the nation eventually making the world a better place to live in. Besides academics, the students are provided a rich blend of skill based courses laced with human values so that in this wide materialistic world where the moral values are depleting they are still sensitive to their fellow human being.

Various programs, workshops, audio visual presentations, screening of movies, documentaries, stage enactments, camps, exchange programs, rallies, community services etc. are organized on regular basis for this purpose. This instills social, moral and ethical values among students. Multiple Character building and

personality development events are also organized to hone the personality and build a strong character of the students. To help set the priorities of the students in order, gender sensitization has taken precedence as various workshops, talk shows, and movies are arranged on the same.

Keeping in mind that education is a necessity in current times without which it is cumbersome to overcome the barriers imposed by societal stereotypes, the priority of the educationists of this premier institution have introduced a number of skill based programs which are an extension of our academic journey with students. In collaboration with Shri Vishwakarma Skill University, Dudhola, Haryana various certificate courses on personality development and soft skills have been initiated for the students. To make the students learn the craft of communication skills, telephone etiquettes, email writing etc course has been running in the college to meet the requirements. Moreover, it is significant to remember that as with each passing day the world is becoming more and more competitive, the institution has taken necessary steps by introducing to the students 30 Certificate, 05 Diploma and 03 Advanced diploma Courses in collaboration with various industries and knowledge partners to strengthen the very foundational career base of the students. The distinctiveness of the college is also enhanced as the institution is running a prestigious Career and Employment Enhancement Programme (CEEP) in collaboration with NIIT Limited.

Fundamentals of Computer Awareness Levels L-1, L-2, and L-3 are also running in the college for the UG students. In order to invigorate the students in multiple skills, 6 Add-On Skill Oriented Courses have been started to help them in achieving newer milestones in the field of education. The Language Lab setup in the college provides finer nuances of languages be it in English, Hindi, French or Sanskrit to make students well versed in communication, listening, and speaking skills, writing capabilities, interviews and many more. Many members from the student community are also provided training in Tally by National Small Industries Corporation (NSIC) in village Neemka, Haryana. Further, students are engaged in acquisition of French Language through the Foreign Language Course which is being run in the college in collaboration with CLA Academy, Faridabad. Various Certificate Programs in Life Skills in association with IL& FS Skills Development Corporation with special emphasis on i) Human Values & Ethics ii) Women Empowerment iii) Gender Sensitization iv) Gender Equality have also been running in the college. Haryana Kick Boxing Association has been engaged to provide a 40 hour training programme for the girl students under which theory and practical classes will be conducted and students will be certified on grading basis. In order to help achieve the uphill task of making the students feel empowered and employed, certified trainers from Indian Institute of Vedic Mathematics and Abacus sponsored by NSDC in collaboration with RP Skill & Education Development Trust, New Delhi have been engaged to give training to the student fraternity in 2 Certificate Courses to become certified trainers themselves. Similarly, the college has entered into an MoU with Nitya Foundation, Ballabgarh where the students can do their internship with this foundation and can also pay a visit to these labs to witness its functioning and learn from it. To enhance their entrepreneurship skills and to empower them for future career opportunities, Global Training and Placement Network, Faridabad has been roped in to give industrial training for the same. Continuing the task of educating the masses and riding high on laurels, the institution started two UGC sponsored 3-Year Vocational Degree Courses in Retail Management and Software Development. Recently, UGC has given approval for another two B.Voc Courses in Hospitality and Tourism Management as well as seven certificate courses under Community College Programme. Infact, it is a matter of pride that ours is the only institution in Haryana to provide these courses to the students.

The thrust of the college is visible in its efforts and focus on fulfilling the dreams wherein all its students come out with flying colors in their life and careers. Consistent efforts by the institution are distinguishable in the very achievements of its various benchmarks. These touchstones ranging from introduction of various courses, best practices, innovations, development of creativity, imagination & inculcation of

scientific temper in the mindset of students are enough to underline the seriousness with which the college strives and makes strong pragmatic attempts in achieving its dreams thereby, ensuring an overall holistic growth and character development of all the stakeholders of the college.

File Description	Document
Link for Additional Information	View Document



5. CONCLUSION

Additional Information :

Post Accreditation Initiatives

The institution has successfully accomplished all the recommendations suggested by the Peer Team during (Cycle-2) accreditation and has made several improvisations on its strengths and weaknesses. Now, we are coming forward with the SSR for 3rd cycle of accreditation. The IQAC of the college discussed and deliberated on the recommendations of Peer Team and a significant improvement and enhancement in the quality parameters has been achieved during the last five years. The IQAC redefined the vision, mission, culture and quality statements, core values, code of ethics, quality parameters for making the youth confident, capable and committed to the cause so that they become skilled and value-driven responsible citizens which is a dire necessity of the current times. A Research Advisory Committee has been formed and Code of Ethics to Check Malpractices and Plagiarism in Research has been developed to ensure that the research scholars and Faculty members are carrying out their research work ethically with utmost honesty without using any malpractices. An effective curriculum delivery has been established through a well-planned and documented process so that teaching and learning is outcome based and effective. On the initiative of IQAC, the faculty has been trained and motivated to use ICT tools in teaching, learning and evaluation processes. To equip the students with market-oriented skills, advanced diploma courses, diploma courses, certificate courses, and skill & personality development courses have been started. To leverage the academia-industry linkages, the IQAC exhorted and assisted all the teaching departments to have MoUs and linkages with various institutions and industrial houses for academic and industrial visits, guest lectures and on-the-job exposure and placements of students in future. Regular feedback on various parameters of quality from respective stakeholders is always on the agenda of the quarterly meetings of the IQAC. Internal and External AAA keep track of the progress and the growth on all quality parameters and point out the pitfalls in processes and policies. Since its formation in 2009, the IQAC has conducted its 20th meeting on 3rd November 2018.

Concluding Remarks :

ACB has been endeavouring constantly to achieve its goals by consistently imparting streaks of wisdom to the faculty and the students. The physical and learning infrastructure and facilities of the college are being continuously renovated, augmented and supplemented. There is a constructive integration of Indian Customs and Traditions with Modern Information Communication Technology tools in the pedagogical system of the college, thereby, enabling the students to learn the content from a multi-dimensional perspective in the era of digital education. Since its inception, the college has remained committed to creative archiving and dissemination of knowledge in various streams for the service to the humanity and society as a whole. Keeping in view the present era, where the economy is knowledge driven and skill has become a currency, we bridge the knowledge gap and focus on developing skills in the students in tune with the market demands. We prepare our students to think globally and act locally. The college aspires to develop professionally sound students with courage, commitment and conviction who have respect for the profession imbued with social & ethical values and traits.

The college has effectively implemented the quality initiatives planned and recommended by IQAC and Governing Body. In the post-accreditation period (for 3rd cycle of accreditation), the college has taken several initiatives and has made incremental improvements in all domains, may it be Physical and Learning

infrastructure, Curriculum Planning and Delivery, Teaching-Learning and Evaluation, Student Progression, Governance and Leadership, Institutional Values and Best Practices and in all other related criterion aspects, year by year, which reflects in the working of the college and its achievements.

NAAC