

Aggarwal College Ballabgarh

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

AQAR for the year (for example 2013-14)

2014-15

I. Details of the Institution

1.1 Name of the Institution

Aggarwal College Ballabgarh

1.2 Address Line 1

Tigaon Road

Address Line 2

Near Ambedkar Chowk

City/Town

Ballabgarh

State

Haryana

Pin Code

121004

Institution e-mail address

aggpgcollege@gmail.com

Contact Nos.

012-2308348, 3296243

Name of the Head of the Institution:

Krishan Kant

AQAR (2014-15)

Tel. No. with STD Code:

0129-2308348

Mobile:

9212086060

Name of the IQAC Co-ordinator:

Manoj Shukla

Mobile:

9871075456

IQAC e-mail address:

drmanojshukla1963@gmail.com

1.3 NAAC Track ID (For ex. MHCOCN 18879)

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

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

1.5 Website address:

www.aggarwalcollege.org

Web-link of the AQAR:

<http://www.aggarwalcollege.org/AQAR/AQAR14-15.pdf>

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	75.50	2003	5 Years
2	2 nd Cycle	A	3.40	2014	5 Years
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

10/04/2009

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

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

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

Computer Science, Electronics, 2 Vocational Programmes

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

Maharshi Dayanand University,
Rohtak

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Vocational Programme

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held 01

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

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

The IQAC suggested that at least one National Seminar on quality in higher education should be organized in the college. The IQAC reviews the academic, sports and cultural performances regularly. Any kind of underperformance in any field is thoroughly reviewed and measures are suggested to improve the performance. IQAC also reviews the annual calendar and its implementations. The experts also give various input for holistic improvement of students.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Annexure 1(A) Attached. ATR of IQAC Meeting (10 th)	
Annexure 1(A)(i) Annual Calendar	

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

The Principal along with management representatives apprises the Governing Body Aggarwal College in its quarterly meeting regarding initiatives and new programmes suggested by the IQAC. The management also reviews the programmes suggested by the IQAC and for effective implementation, provides full financial assistance as and when required.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	06		06	
UG	13	02 (B.Voc (SD)/ B.Sc (Hons.) (Physics))	13	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	03	03		06
Others				
Total	22	05	19	06
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	22
Trimester	
Annual	

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

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

**Please provide an analysis of the feedback in the Annexure*

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

The HOD of different departments puts the required changes in syllabus and same is referred to concerned Board of Studies. The Syllabi of B.Voc (SD) has been designed by the Department of Computer Science in consultation with experts from industry and the same was referred to Board of Studies Department of Computer Science, MDU Rohtak for approval.

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

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Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
62	44	18	0	2

2.2 No. of permanent faculty with Ph.D.

26

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
4	9	18	-	-	-	20	-	42	9

2.4 No. of Guest and Visiting faculty and Temporary faculty

63

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	5	36	-
Presented papers	5	36	-
Resource Persons	-	1	-

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

- The IQAC resolved that department of management should start use of ICT in teaching, learning and student supports services. The department is using PPTs and softcopies of the lectures are made available to the students on college website. It will be implemented in all the departments in the later stages.
- It was also resolved that the Alumni Association should be requested to arrange two guests lectures in one semester
- To organize more guests lecture, particularly in the post graduate classes to give more exposure to students
- To encourage the use of ICT in teaching and learning through powerpoint presentation both by the teacher and students
- To make available past years question papers, teacher's notes and assignments online
- To arrange two periods in each class every week for visit to IT section in the college library so as to teach them how to make use of OPAC, INFLIBNET facility

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

156

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

-

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

05

2.10 Average percentage of attendance of students

85.24%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I	II	III	Pass %
B.A.	242	0	58	66	1	75.21%
B.Com.	205	0	52	19	0	76.59%
B.Sc. (NM)	74	0	30	14	0	59.46%
B.Sc. (CS)	35	0	16	9	0	71.43%
B.Sc. (Ele.)	28	0	0	8	1	28.57%
B.Com(CA)	196	-	39	22	72	67.86%
BCA	119	5	54	15	32	89.08%
BBA	74	-	27	5	36	91.89%
BBA(CAM)	87	1	42	5	29	88.51%
B.Com.(Hons.)	57	3	49	4	-	98.25%
B.Sc. (Hons.) Physics	-	-	-	-	-	-
B.Voc.(SD)	-	-	-	-	-	-
M.Sc. (Physics)	43	3	25	4	0	67.44%
M.A. (Hindi)	17	-	16	-	1	100%
M.Com.	43	1	42	-	-	100%
M.Sc. (Maths)	43	1	33	2	7	100%
M.Sc. (CS)	22	1	18	-	3	100%
M.A. (Economics)	20	-	15	2	2	95.00%

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

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

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	3
Summer / Winter schools, Workshops, etc.	-
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	21	4	-	-
Technical Staff	8	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

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

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	8	3	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	4	42	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

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

3.7 No. of books published i) With ISBN No. Chapters in Edited Books
 ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	4	-	-	-
Sponsoring Agencies	-	UGC, DGHE, DST, NAAC	-	-	-

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
 Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
1	-	1	-	-	-	-

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
 National level International level

3.22 No. of students participated in NCC events:

University level State level
 National level International level

3.23 No. of Awards won in NSS:

University level State level
 National level International level

3.24 No. of Awards won in NCC:

University level State level
 National level International level

3.25 No. of Extension activities organized

University forum College forum
 NCC NSS Any other

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

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

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	32375 sq.mtrs.	-	-	32375 sq.mtrs.
Class rooms	61	6	-	61
Laboratories	17	1	UGC	17
Seminar Halls	4	-	-	4
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

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

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	92461	2349486	3401	960359	95862	3309845
Reference Books	6358	3188021	285	170715	6643	3358736
e-Books	-	-	164	707767	164	707767
Journals	105	217069	105	93763	105	310832
e-Journals	NLIST	-	NLIST	-	NLIST	-
Digital Database*	-	-	1	-	-	-
CD & Video	108	22975	-	-	108	22975
Others (specify)	-	-	-	-	-	-

* Digital Database of Pearson Publications

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	550	10	220	18	03	22	23	03
Added	102	2	33	27	-	-	07	-
Total	652	12	253	45	03	22	30	-

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

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

4.6 Amount spent on maintenance in lakhs :

i) ICT	439413.00
ii) Campus Infrastructure and facilities	365369.00
iii) Equipments	-
iv) Others	-
Total :	804782.00

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC resolved that programme officers of NSS and NCC and convener of different fora/ societies should give wide publicity of the activities so as to increase participation of students.

5.2 Efforts made by the institution for tracking the progression

The IQAC recommended that in order to know the student progression a record of excellence in results of each subject should be prepared. It has been resolved in the meeting of IQAC that a database of every class taught by the faculty showing number of students who have scored more than 75% in Arts and Commerce and more than 80% in Sciences, Computer Science and Management should be prepared. It will clearly show quality of results.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3648	427	-	-

(b) No. of students outside the state

2

(c) No. of international students

-

	No	%		No	%
Men	1718	42.16	Women	2357	57.84

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	S T	OBC	Physically Challenged	Total
2754	334	1	808	8	3905	2654	388	-	1005	28	4075

Demand ratio 1:1.46

Dropout %

20.56%

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

At present the college is running classes for such students who are preparing for the NET examination. These classes are being run for final year students of M.Sc. (Physics), M.Sc. (Maths), M.A. (Hindi), M.A. (Economics), M.Sc. (Computer Science) and M.Com

No. of students beneficiaries

90

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

Career Guidance Seminars organized	02
Employability Test conducted	01
Campus placement/ Job fairs	06
No. of students benefitted	623

5.7 Details of campus placement

<i>On Campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
13	473	169	21

5.8 Details of gender sensitization programmes

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

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	396	3693406.00
Financial support from other sources (RKM Trust)	31	27900.00
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

No

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

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

Mission

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

6.2 Does the Institution has a management Information System

Yes

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

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

6.3.1 Curriculum Development

The college does not have autonomy in designing syllabi for different courses. However, for B.Voc courses and Add-on courses the concerned departments prepare syllabi as per the market requirements and same is put in the Board of Study meetings in the University for approval.

6.3.2 Teaching and Learning

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

6.3.3 Examination and Evaluation

With this academic year the college has reintroduced internal examination to be held atleast one month before the university examination. The question papers are set as per the university pattern. The HODs ensure that answer-sheets are properly evaluated and returned back to students after evaluation. The result of each class is discussed by HODs with the Principal and such students who under performs, are given one week extra classes to cover-up the deficiency.

6.3.4 Research and Development

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

6.3.5 Library, ICT and physical infrastructure / instrumentation

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

6.3.6 Human Resource Management

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

6.3.7 Faculty and Staff recruitment

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

6.3.8 Industry Interaction / Collaboration

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

6.3.9 Admission of Students

In the month of June, counselling desk is put up by the each department to give firsthand knowledge to admission seekers regarding opportunities and scope of each course. The committee also gives their suggestions to parents and students regarding their suitability for the course on the basis of their past performance and interest. The college follow the rules and regulations of MDU Rohtak regarding criteria for admission which is merit based in the qualifying examinations. The reservation policy of Haryana govt. and University is fully implemented. The students can apply both offline and online.

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> • Provision of salary on 1st of every month, irrespective of grants-in-aid received from government • Provision of loan for house renovation/ vehicle / marriage
Non Teaching	<ul style="list-style-type: none"> • Provision of salary on 1st of every month, irrespective of grants-in-aid received from government • Provision of loan for house renovation/ vehicle / marriage
Students	<ul style="list-style-type: none"> • Fee Concession • Sweater Distribution to the students of Weaker Section • Earn While You Learn Scheme • Provision of payment of fees in instalments to the needy students

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	Yes	IQAC
Administrative	No	-	Yes	IQAC

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

For UG Programmes Yes No

For PG Programmes Yes No

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

NA

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

NA

6.11 Activities and support from the Alumni Association

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

6.12 Activities and support from the Parent – Teacher Association

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

6.13 Development programmes for support staff

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

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

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

Criterion – VII

7. Innovations and Best Practices

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

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

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

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

Attached as Annexure 1(A) (i).

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

Annexure 2 attached

7.4 Contribution to environmental awareness / protection

Tree Plantation

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

Eco Club

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

Campaigning against use of Polythene bags

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

N-Computing

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

Installation of Solar Lights

Solar lights have been installed

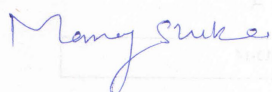
Rain Water Harvesting

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

7.5 Whether environmental audit was conducted? Yes No ✓

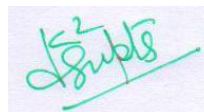
8. Plans of institution for next year

- To introduce PG in Chemistry and English
- To reintroduce home examination system in each semester one month before the final examination
- To send SMS daily to parents regarding absence of their ward
- To start mini prize distribution to give away prizes to students who are first in subject in each class
- To introduce classes for preparations for Competitive examination to entry in services



Manoj Shukla

Signature of the Coordinator, IQAC



Krishan Kant

Signature of the Chairperson, IQAC

Annexure I

Abbreviations:

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

Annexure 1 (A)

Action Taken Report

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

Resolution No.	Particulars	Follow –up action taken
11.4.1	To prepare Annual Calendar (January-April 2016)	Annexure 1(A) (i)
11.4.2	To keep a record of academic excellence/ Students' performance	Annexure 1 (A) (ii)
11.4.3	To identify outstanding teacher of the year	Mechanism to be discussed
11.4.4	To identify best performance of the year	Mechanism to be discussed
11.4.5	To organize fairs and plays by the students	Annexure 1(A) (iii)
11.4.6	National Seminar on Quality in higher Education	Organized on 13-14 March 2015. Annexure 1(A) (iv)
11.4.7	To organize more workshops/ National Conferences/ Seminars	Annexure 1(A) (v)
11.4.8	Use of ICT in teaching, learning and students' support services	Annexure 1(A) (vi) Link available on college website
11.4.9	Alumni Contribution	Guest Lectures by Alumni <ul style="list-style-type: none"> • Mrs. Trivani, ETO, Palwal on "Career Guidance and Motivation" for B.A. students on 28 February 2015 • CA. Deepak Garg on "Career Guidance and Motivation" for final year students on 13 March 2015
11.4.10	Career Counseling Cell	Annexure 1(A) (vii)

Annexure 1(A) (i)

Annual Calendar

Jan 2016		
Date	Event	Convener
15-1-16	Meeting of HODs with the Principal	
16-1-16 (Saturday)	Meeting of respective departments conducted by concerned HODs	
18-1-16 (Monday)	Function by Women Cell on 'Beti Bachao Beti Padhao' in Collaboration with Angan Wadi PO	Ms Shobhna Goyal/Ms Rekha Sain
19-1-16	Meeting of Sports Club with the Principal	Dr. K.L. Kaushik
19-1-16	Guest lecture by Department of English	Ms Kamal
20-1-16 (Wednesday)	Guest Lecture by Social Science Forum on PETA(People for Ethical Treatment for Animals) : An Awareness Initiative	Dr. Ashok Nirala
22-1-16 (Friday)	Health Camp for Staff	Dr Renu
22-1-16 (Friday)	Function by Eco Club/Guest Lecture by Department of Management/ Guest Lecture by Department of Chemistry	Ms Ritu/ Ms Rekha Sain/ Sh. R. Jain/ Dr. Shilpa Goyal/ Dr. Reena Chaudhry
22-1-16 (Friday)	Meeting of N.S.S officers and N.C.C. officer with the Principal for the Republic Day celebration	Ms. Ritu/Mr. R Jain/Dr.Yogesh Goyal
23-1-16 (Saturday)	Guest lecture for M.Sc. (Physics) by Physics Association/Guest Lecture by Dept. of Political Science to mark the 125 th Birth Anniversary of Dr. B.R. Ambedkar	Dr.Ajit Yadav/Ms. Ritu
26-1-16	Republic Day celebrations	Ms. Kiran Anand
28-1-16 (Thursday)	Interdepartmental Sports competition(Badminton) Wing-1 at 2:30 pm	Dr. Jagvir
29-1-16 (Friday)	Interdepartmental Sports competition(Volleyball) Wing-2 at 2:30 pm	Mr.Nand Kishore
30-1-16 (Saturday)	Interdepartmental Sports competition(Volleyball) Wing-3 at 2:30 pm	Dr. Jagvir
30-1-16 (Saturday)	Guest Lecture for B.Sc. (Final) by Physics Association (Wing-II)	Sh. Sanjeev Gupta
30-1-16 (Saturday)	Second Inter college Story Writing Competition by Sahitya Parishad Club for bestowing the Munshi Premchand Award	Dr. Ashok Nirala
31-1-16 (Sunday)	Parents Teacher Meeting	Dr Manoj Shukla /Dr. Poonam Anand/ Dr. Shilpa Goel

Feb 2016		
Date	Event	Convener
2-2-16 (Tuesday)	Distribution of first assignment in each subject for each class by concerned faculty/ Guest Lecture for M.Com Class	Dr. Praveen Gupta
4-2-16 (Thursday)	Industrial visit by Department of Computer Science Function by Road Safety Club-Quiz contest on road safety rules with District Traffic Officer as Chief Speaker	Dr.Sachin Garg Dr.Jaypal Singh
5-2-16 (Friday)	Industrial visit by Department of Chemistry/ Industrial Visit by B.Voc. (RM) Students/Workshop by Commerce Forum Rally By NSS at 9:00 am to 10:00 am	Dr Poonam / Dr. Manoj Shukla/ Ms.Shobhna Goyal/ Ms. Ritu/ Ms. Rekha Sain
6-2-16 (Saturday)	Industrial visit by Department of Management/Guest Lecture for M.A(Hindi) Class Guest Lecture for B.Sc. III (Chemistry)	Dr. Shilpa Goyal / Dr.R. Maheshwari Dr. Reena/ Dr. Poonam Anand
9-2-16 (Tuesday)	Function by Department of Sanskrit- Second Inter college Essay writing competition for bestowing the Kalidas award	Dr. Manju Gupta
10-2-16 (Wednesday)	Workshop by Career Counseling Cell/ Guest Lecture for M.Sc(Physics) Class	Dr. Manoj Shukla / Dr.Ajit Yadav
11-2-16 (Thursday)	Announcement of first class test(15 th - 20 th Feb)	
13-2-16 (Saturday)	Function by Entrepreneur club/ Workshop on Defence Services as Career Exhibition cum Motivational Lecture ,Wing -II	Dr.Manoj Shukla/ Dr. Yogesh Goyal
16-2-16 (Tuesday)	Inter-Wing Sports competition(Badminton) Wing-1	Dr.Jagvir
18-2-16 (Thursday)	Inter-Wing Sports competition(Volleyball) Wing-3	Dr.Jagvir
19-2-16 (Friday)	Inter-Wing Sports competition(Volleyball) Wing-2 Guest Lecture for B.Voc(RM)	Mr.Nand Kishore Dr. Manoj Shukla
20-2-16	13 th Meeting of IQAC	Dr. Manoj Shukla
20-2-16 (Saturday)	Guest lecture on 'Global Warming - A Cause of Concern for Humanity' by Science Forum (Wing-II)	Sh. Ravinder Jain
27-2-16 (Saturday)	Guest lecture for MA (Economics) on Statistics by Department of Economics Guest lecture by Department of Computer Science	Dr. Manoj Shukla Dr.Sachin Garg

27-2-16 (Saturday)	Science Day Celebration, Wing -II	Dr. Poonam Anand/ Sh. Sanjeev Gupta
March 2016		
Date	Event	Convener
2 & 3-3-16 (Wed-Thu)	Annual Athletic Meet	Dr. K.L. Kaushik
10-3-16 (Thursday)	Celebration of International Women's Day Guest Lecture by Department of Mathematics for M.Sc.(Maths) Wing-III and B.Sc. (Final) Wing-II	Dr. Reena/ Ms. Shobhna Goyal Dr. K.L. Kaushik
11-3-16 (Friday)	Meeting of Sports Club with the Principal	Dr. K.L. Kaushik
12-3-16 (Saturday)	Function by Legal Literacy Cell	Dr. Usha Aggarwal/ Ms. Vinita Sharma
16-3-16 (Wednesday)	Inter-Wing Quiz Contest by Commerce/ Function by Mathematics Club	Ms. Shobhna Goyal/ Dr. K.L. Kaushik
17-3-16 (Thursday)	Display of College students Attendance on notice board	Sh. Manmohan
18-3-16 (Friday)	Meeting of HODs with Principal (Mid-Semester Review)	
18-3-16 (Friday)	Inter-College Quiz by Management Forum	Dr. Shilpa Goyal
19-3-16 (Saturday)	Meeting of parents of defaulter students with Principal/HODs Guest lecture by History Department	HODs Dr. Jaypal Singh
19-3-16 (Saturday)	Holi Celebrations by Cultural Committee	Dr. Poonam Anand/ Dr. K.L. Kaushik/ Dr. Shilpa Goel
21 to 26-03-16 (Mon-Sat)	Holi Holidays	
28-3-16 (Monday)	Procession by N.S.S students from 8:30 am to 9:30. Theme-WASH: Water Sanitation and Hygiene 3 Day IT workshop for office/library staff (2:00 pm to 4:00 pm)	Ms. Ritu Dr. Sachin Garg
30-3-16 (Wednesday)	Distribution of second assignment to each class	
30-3-16 (Wednesday)	Display of Date-sheet for House Examination	Ms. Kiran Anand/ Dr. K.L. Kaushik/ Dr. Parveen Gupta

April 2016		
Date		Convener
2-4-16 (Saturday)	Announcement of second class test (4 rd -7 th April)	
9-4-16 (Saturday)	College Convocation/ Annual prize distribution function	Sh. Ashok Kaushik
16-4-16 (Saturday)	Seminar on Post Graduation courses for final year students by Career and Counseling Cell	Dr. Manoj Shukla
16-4-16 (Saturday)	Display of Attendance list of students	Sh. Manmohan
18-4-16 (Monday)	Arrangement of extra classes for students falling short of lectures (18 th -26 th April)	HODs
21-4-16 (Thursday)	6 Days IT workshop for faculty 12:00 pm - 3:00 pm(21 th -27 th April)	Dr. Sachin Garg
University Examinations w.e.f. 29-4-15		
May 2016		
University Examinations		
Summer Vacations w.e.f. 16-05-2016		
June 2016		
Summer Vacations		

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

****Tentative***

(PRINCIPAL)

Annexure 1(A) (ii)**Academic Excellence (2014-15)****Total Positions: 543**

University Position	Total Nos.	University Position	Total Nos.
1.	1	46	6
2.	2	47	4
3.	4	48	4
4.	4	49	5
5.	4	50	6
6.	4	51	7
7.	5	52	6
8.	6	53	5
9.	6	54	5
10.	5	55	7
11.	4	56	6
12.	1	57	5
13.	3	58	6
14.	8	59	9
15.	3	60	7
16.	4	61	7
17.	4	62	4
18.	3	63	7
19.	4	64	8
20.	3	65	11
21.	3	66	7
22.	1	67	9
23.	4	68	5
24.	10	69	6
25.	2	70	2
26.	2	71	3
27.	9	72	6
28.	7	73	4
29.	3	74	5
30.	5	75	11
31.	5	76	8
32.	6	77	6
33.	5	78	3
34.	3	79	5
35.	7	80	10
36.	3	81	7
37.	3	82	8
38.	8	83	6
39.	4	84	7
40.	8	85	6
41.	8	86	6

42	5	87	5
43	4	88	4
44	7	89	2
45	10	90	9
91	6	96	2
92	5	97	4
93	8	98	9
94	8	99	4
95	6	100	6

Annexure 1(A) (iii)

To Organize Fairs and Plays by the Students

In the session 2014-15, our theatre group “Manthan” won lots of appreciation for the thought-provoking performances it gave at different platforms inside as well as outside the college campus. Various courses like gender discrimination, female feoticide, dowry system, eve-teasing, cyber crime, women empowerment, environmental pollution were taken up according to the need of the occasion. The list of performance is as follows:

- On 5th September 2014 on the occasion of teachers day celebration held in college campus.
- On 6th September 2014 while celebrating Voters’ Day in college campus in which Sh. Vipul Goyal, MLA Faridabad was the chief guest.
- On 26th December 2014 during winter camp (NSS)
- On 28th December 2014 at “Rahagiri” on the road opposite Town Park, Sector-12, Faridabad.
- On 28th January 2015 at DAV Centenary College Faridabad.
- On 9th February 2015 at Pt. JLN On 10th February 2015 at Suraj Kund Crafrt Mela-2015.
- On 2nd March 2015 at Village-Chandawali when our college adopted the village. Vice Chancellor Mr. H.S.Chahal was the chief guest of this event.
- On 26th March 2015 at YMCA University of Science & Technology, Faridabad.
- The group performed taking up women issues under the banner of women cell on 30th August 2014, 16th November 2014, 25th February 2015 and 12th March 2015.
- On 13th September 2015 in college campus celebrating NARI SHAKTI organized by Women Cell.
- On 1st October 2015 in college campus celebrating NSS Day.

Annexure 1(A) (iv)

National Seminar on Teaching Learning and Evaluation (NSTLE-2015)

A two day National Seminar on ‘Teaching, Learning and Evaluation’ was organized by Internal Quality Assurance Cell (IQAC) of the college on 13-14 March 2015 which was sponsored by NAAC. The Chief Guest of the Inaugural Ceremony was Lt. Gen. (Retd.) K.S. Yadava, PVSM, AVSM, SM, VSM, vice Chancellor YMCAUS&T, Faridabad. The Keynote Speaker was Prof.

Dorairaj Victor, Director of Collegiate Education (Retd.), (FAC) Government of Tamil Nadu. Dr. Mrs. Pankaj Mittal, Joint Secretary, UGC, former VC, BPSMV, Sonipat was the Chief Guest of Valedictory function. There were 9 Invited Talks and 60 deliberations from across the country.

Annexure 1(A) (v)

To organize more workshops/ National Conferences/ Seminars

- **National Conference on Recent Advances in Mathematics**
DGHE, Panchkula and Deptt. of Science & Technology, Govt. of India sponsored National Conference on 'Recent Advances in Mathematics' (NCRAM-2015) which was organized by the Department of Mathematics on 20-21 February 2015. The Chief Guest of Inaugural Function was Sh. R.S. Goel, Ex. Principal, Aggarwal College Ballabgarh. The Chief Guest of the Valedictory Ceremony of the conference was Dr. B.S. Sindhu, Controller of Examination, M.D. University, Rohtak. Around 120 participants deliberated on Recent Advances in Mathematics in seven technical sessions.
- **National Conference on Library Automation: Issues and Remedies in Present Scenario**
UGC sponsored two day National Conference on Library Automation: Issues and Remedies in Present Scenario on 26 March 2015. Dr. Shailendra Kumar, Head, Department of LIS, DU was the Chief Guest of the Inaugural Ceremony. The Chief Guest of the Valedictory function was Dr. Prem Singh, Registrar, SGT University Gurgaon. There were around 120 delegates from across the country.
- **5 Day Workshop on "PHP Technology and Web Development"**
A 5-Day Workshop on "PHP Technology and Web Development" was organized by the Department of Computer Science in collaboration with NIIT, Faridabad from 13-12-2014 to 17-12-2014. The trainers of the workshop were Mr. Satish Saini (NIIT) and Mr. Yogesh Gupta (NIIT).
- **Workshop on Issues of Women in the Contemporary Scenario**
Women Cell, Aggarwal College Balabgarh in collaboration with an NGO '*Nari Utthan Shikshan Se Sashakti Karan*' organized a one day workshop on 19 March 2015. The Chief Guest of the function was Ms. Sneh Lata Yadav, Deputy Commissioner, Excise and Taxation Dept., Faridabad. Dr. Basu Deo Gupta, Vice President, AVPS was the chairperson and Smt. Sanyukta Behal, President, Sakhi Singh was the Guest of Honour. The other panelists were Ms. Suman Gupta, an entrepreneur, Dr. Sudarshan Ratnakar, a renowned Literary Personality, Dr. Beena Sethi, Prof. D.N. College Faridabad, Dr. Usha, a social activist and Ms. Raj Karni.
- **Workshop on Career in Banking Sector**
One day workshop on Career in Banking Sector was organized on 5 Feb. 2015 by Commerce forum. Addressing the students, main speaker Sh. Dinesh Gupta, Sr. Manager, PNB, Faridabad elaborated the recruitment process for various posts in banking sector.
- **Workshop on BSE and Investor's Awareness**
Department of Management in coordination with VOICE Society of India, New Delhi organized a one day workshop on 'BSE and Investor's Awareness' on 28 January 2015. Mr.

Awasthi, Head Legal Affairs, VOICE and Mr. Suraj Prakash, Assistant Professor, Rajdhani College, New Delhi was the speaker of the workshop.

Annexure 1(A) (vi)

Use of ICT in teaching, learning and students' support services

As is discussed, Management Department took the lead in teaching and learning through ICT by adopting one subject in odd and even semester respectively. In 2nd semester of BBA & BBA(CAM) Ms. Sarika Aggarwal took Organizational Behavior completely through ICT i.e. use of powerpoint while teaching and distributing all notes and assignments through college website. Similarly in 3rd Semester Ms. Dolly Mangla is continuing with the practice in the subject of Disaster Management which is common in both BBA & BBA(CAM) 3rd Semester.

Annexure 2

Best Practices of the Institution (7.3)

Best Practice 1

1. Title of the Practice

House Examination

2. The context that required the initiation of the practice

In order to improve the performance of students, it is necessary that students are acquainted with question paper patterns and skill to write it efficiently, the college introduced House Examination in every semester one month before the university final examination.

3. Objectives of the practice

- To acquaint the students with the style of question papers
- To give opportunity to students to attempt question paper in time
- To evaluate the student regarding their preparations for the exam

4. The Practice

Students are informed in advanced regarding the dates and time of examination. The HODs ensures the availability of question papers with the office. To save time, the exams are conducted in two shifts. The faculty are asked to evaluate the answer-sheet in time and these are returned to students after evaluation.

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

-

6. Impact of the Practice

The students took these exams very seriously and shown keen interest. They prepared their syllabus well in time. After the distribution of the answer sheets, students are encouraged to interact with faculty members regarding any doubt. Each faculty discuss the question paper and also give tips to attempt effectively.

7. Resources Required

The college provides the funds to for smooth conduct of the examination.

Best Practice 2

1. Title of the Practice

eLearning

2. The context that required the initiation of the practice

The college IQAC passed a resolution that faculty should take atleast one period in a week using ppt. Such topic should be taken which develops the interest of the students. There should be visual presentation of related issues.

3. Objectives of the practice

The practice will help in faster delivery and more effective learning. It will also allow faculty to achieve a great degree of coverage for their target audience, and it ensures that the message is communicated in a consistent fashion. This results in all learners receiving the same training.

4. The Practice

The Department of Management is the first department who introduce this practice with this academic year. Faculty from other departments have been asked to visit Management department and to get firsthand experience regarding use of ppt in teaching. The department of computer science has been asked to assist other faculty members in preparing ppt and presenting more effectively.

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

A few faculty members have yet to learn IT skills for effective powerpoint presentations. The students also do not have sufficient electronic gadgets at their disposal to use the IT learning more effectively. They have to visit library to use IT facilities.

6. Impact of the Practice

There is an increasing number of collective and concerted environments which are made available to faculty and students. There is a great potential for supporting online learning and research has found out the effectiveness of such environments. The students are taking keen interest in eLearning. They themselves prepare their presentations. They do not rely on rote learning and concepts are more clear and now they can present the fact more clearly.

7. Resources Required

All departments have been provided sufficient IT facilities for use by faculty and students. The IT Engineer of the college also assists in making this practice more effective.