

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

1. Details of the Institution

1.1 Name of the Institution **Aggarwal College Ballabgarh**

1.2 Address Line 1 Tigaon Road

Address Line 2 Near Ambedkar Chowk

City/Town Ballabgarh

State Haryana

Pin Code 121 004

Institution e-mail address agpgcollege@gmail.com

Contact Nos. 0129-2308348, 3296243

Name of the Head of the Institution: **Dr. Krishan Kant**

Tel. No. with STD Code: 0129-2308348

Mobile: 9212086060

Name of the IQAC Co-ordinator: **Dr. Manoj Shukla**

Mobile: 9871075456

IQAC e-mail address: drmanojshukla1963@gmail.com

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

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

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

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

1.5 Website address: www.aggarwalcollege.org

Web-link of the AQAR: <http://www.aggarwalcollege.org/AQAR/AQAR17-18.pdf>

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

1.6 Accreditation Details

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

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

1.8 AQAR for the year (for example 2010-11) 2017-18

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

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

1.10 Institutional Status

University ☐ State ☒ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☒ No ☐
(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☒ Rural ☐ Tribal ☐

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

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

1.11 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☒

Others (Specify) Computer Science, 2 Vocational Programmes and 6 Add-on Courses

1.12 Name of the Affiliating University (for the Colleges)

Maharshi Dayanand University, Rohtak

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

Autonomy by State/Central Govt. / University -

University with Potential for Excellence - **UGC-CPE** **Yes**

DST Star Scheme - **UGC-CE** -

UGC-Special Assistance Programme - **DST-FIST** -

UGC-Innovative PG programmes - **Any other (Specify)**

UGC-COP Programmes **Yes** **Vocational Programmes** **Yes**

2. IQAC Composition and Activities

2.1 No. of Teachers	13
2.2 No. of Administrative/Technical staff	1
2.3 No. of students	2
2.4 No. of Management representatives	2
2.5 No. of Alumni	1
2.6 No. of any other stakeholder and community representatives	1
2.7 No. of Employers/ Industrialists	3
2.8 No. of other External Experts	3
2.9 Total No. of members	26
2.10 No. of IQAC meetings held	2 (17 th & 18 th)

2.11 No. of meetings with various stakeholders:		No.	28	Faculty	20	
Non-Teaching Staff	6	Alumni	2	Others	-	
Students						

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	-
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(ii) Themes

2.14 Significant Activities and contributions made by IQAC

The IQAC has been consistently adopting innovative methods to improve and sustain various quality parameters for both teaching, learning and evaluation and student support services. Keeping in view the demand for foreign language courses, the IQAC suggested that the college should take full advantage of language lab in the college and introduced certificate course in French Language w.e.f. January 2018. To give more exposure to the students about the changing business expectations, the IQAC suggested that different departments should develop a strong institutional industry interface and have more collaboration with corporates and other training institutions to start career focused courses. The college signed MoU with HVS University and NSIC-TSC Neemka for imparting soft skills and job oriented training to students on the campus and off the campus. To make teaching and learning more effective the IQAC instructed the departments that more and more faculty should leverage information tools in teaching and learning. To involve the students in social activities two major societies were constituted – Swachhta Sainani Team and Health Awareness Club for sensitising the people towards sanitation and health related issues. To create synergy through inter departmental activities, the IQAC suggested the two day multi-disciplinary seminar for post graduate students should be organized on the eve of 70th year of independence an inter college quiz contest on freedom struggle is organized.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Annexure A Attached. ATR of IQAC Meetings (17 th and 18 th)	
Annexure B Attached. Annual Calendar	

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

The minutes of IQAC are discussed in the college Academic Council for proper implementation. The minutes are discussed with the governing body of the college and the suggestions from members are also considered. All the decisions are communicated to the HODs and Conveners of various societies/clubs for effective and timely implementation.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	8	0	0	0
UG	12	2	2	2
PG Diploma	0	0	0	0
Advanced Diploma	3	0	0	3
Diploma	5	0	0	5
Certificate	28	0	0	28
Others (Add-on)	6	0	0	6
Total	2	2	2	44

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	22
Trimester	0
Annual	0

1.3 Feedback from stakeholders*

Alumni ☒ Parents ☒ Employers ☒ Students ☒ (On all aspects)

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

**Please provide an analysis of the feedback in the Annexure (available on college website)*

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

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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
28 (Sanctioned)+ 35 (SF Regular)+ 78 (Ad-hoc)	124	14	-	1 (Principal) +2 (Librarian: 1 regular Sanction+1 SF Regular)

2.2 No. of permanent faculty with Ph.D.

38

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

Asst. Professors		Associate Professors		Professors		Others (Principal/ Lib./DPE)		Total	
R	V	R	V	R	V	R	V	R	V
13	3	14	-	-	-	2	1	29	4

2.4 No. of Guest and Visiting faculty and Temporary faculty

125

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	35	161	2
Presented papers	35	142	2
Resource Persons	1	1	-

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

The IQAC proposed that to make the teaching and learning effective and efficient more and more smart class rooms should be created by installing smart boards with projectors and speakers. The Faculty Development Programme are organized to equip the faculty with IT skills so that they can work with full aplomb on smart boards and teaching becomes resource full, participative and interesting. It was also suggested that students should also be encouraged use smart boards for retrieving new knowledge before the class or during the free periods.

2.7 Total No. of actual teaching days during this academic year 191

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

2.9 No. of faculty members involved in curriculum restructuring/revision/ syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 8

2.10 Average percentage of attendance of students 83.27%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division					
		Pass	Distinction %	I %	II %	III %	Pass %
B.A.	212	183	7	127	49	0	86.32
B.COM. (PASS)	235	230	11	154	65	0	97.87
B.VOC(SD)	34	32	19	13	0	0	94.12
B.VOC(RM)	30	29	0	27	2	0	96.67
B.SC. (NM)	145	103	8	75	20	0	71.03
B.SC. (CS)	69	47	4	21	22	0	68.12
B.SC.(HONS.)PHY	57	26	4	22	0	0	45.61
B.COM(CA)	204	107	0	56	51	0	52.45
B.COM(HONS.)	122	119	14	101	4	0	97.54
BBA(CAM)	56	49	0	39	10	0	87.50
BBA	46	41	0	38	3	0	89.13
BCA	55	29	2	19	8	0	52.73
M.COM	70	66	2	59	5	0	94.29
M.SC. (PHY)	64	28	0	20	8	0	43.75
M.A.(HINDI)	33	26	0	25	1	0	78.79
M.SC.(MATHS)	67	31	4	17	10	0	46.27
M.SC.(CS)	31	29	7	22	0	0	93.55
M.A.(ECO.)	26	25	0	22	3	0	96.15
M.SC.(CHEM.)	62	33	2	25	6	0	53.23
M.A (Eng.)	9	4	0	0	4	0	44.44

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

To keep a close tab on the outcomes in the teaching and learning process, the IQAC evaluates the students' performance, progression and placement. All the departments are required to maintain the data concerning these and same is dispersed in the Academic Council and then put in the IQAC for review.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	1
UGC – Faculty Improvement Programme	-
HRD programmes	1
Orientation programmes	4
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	5
Summer / Winter schools, Workshops, etc.	9
Others	-

1. One Day National Conference –Sanskrit 12.04.2014
2. Workshop on Significance & Utility of IPR
3. Workshop on Emotional Intelligence 27.04.18
4. Workshop on Character Building and Personality development 9-10 May 2018
5. International Conference on Material Research and Technology 10-11 Jul 17
6. International conference on recent advances in Mathematics 17-18 feb 18
7. International conference Library 24-25 feb 18
8. National Conference on Energy and Sustainability 9-10 march 18

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	46	2	1	-
Technical Staff	18	-	1	-

Criterion – III

3. Research, Consultancy and Extension

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

To promote and sustain the culture of research in the college, it has been made mandatory by all the departments that each department will apply for sponsorship for organizing international/ national conferences/ seminars. It is also necessary that department should motivate faculty to participate in workshops and conferences organized in other institutions. FDPs are organized on SPSS every year. Departments encourage post graduate students to take up micro projects at the local levels.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	2	1	-
Outlay in Rs. Lakhs	-	43.10	27.51	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	4	-	-
Outlay in Rs. Lakhs	-	4.40	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	46	5	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	35	142	2 (State Level)

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2 Years	BRNS (2) & ICSSR (1)	72,61,800	
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	<input type="text" value="-"/>	CAS	<input type="text" value="-"/>	DST-FIST	<input type="text" value="-"/>
DPE	<input type="text" value="-"/>			DBT Scheme/funds	<input type="text" value="-"/>

3.9 For colleges	Autonomy	<input type="text" value="-"/>	CPE	<input type="text" value="✓"/>	DBT Star Scheme	<input type="text" value="-"/>
	INSPIRE	<input type="text" value="-"/>	CE	<input type="text" value="-"/>	Any Other (specify)	<input type="text" value="-"/>

3.10 Revenue generated through consultancy

3.11 No. of conferences	Level	International	National	State	University	College
organized by the Institution	Number	4	5	-	-	5
	Sponsoring Agencies	DHE	NTPC, DGHE			College

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency	<input type="text" value="-"/>	From Management of University/College	<input type="text" value="1.50"/>
Total	<input type="text" value="1.50"/>		

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
21	7	5	-	-	9	-

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

5

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

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

JRF	-	SRF	-	Project Fellows	-	Any Other	-
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3.21 No. of students Participated in NSS events:

University Level	105	State Level	4	National Level	2	International Level	20
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3.22 No. of students participated in NCC events:

University Level	-	State Level	2	National Level	-	International Level	-
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3.23 No. of Awards won in NSS:

University Level	22	State Level	-	National Level	-	International Level	-
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3.24 No. of Awards won in NCC:

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

University Forum	4	College Forum	47	NCC	2
NSS	17	Any Other	-		

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

- Hindi Chetna Saptah 07-14 September 2017 culminating Hindi Diwas
- Seven Day Campaign on Computer Literacy in adopted village Chandawali for developing computer skills among women during 4-10 July 2017
- HIV/ Aids awareness workshop by Red Ribbon Club during 1-15 August 2017 as directed by DHE, Haryana
- Quiz Contest on Haryana State Golden Jubilee celebrations on 1 November 2017
- Visit to Women Police Station by Girls students
- Celebration of International Youth Day on 12 August 2017 address by Shatakshi Gupta, Judicial Magistrate.
- International Literacy Day Celebrations 8 September 2017
- Inter-college quiz contest on Indian freedom struggle
- Rally on Save Rivers on 11 September 2017
- Parent Teacher Meeting 10 September 2017

- Five day First Aid and Home Nursing Training Camp during 11-15 September 2017 by Youth Red Cross Society
- International Conference on Materials Research and Technology 10-11 July 2017
- Workshop by Global Economic Awareness Projects, USA during 21-25 August 2017
- Two day Inter-University Maharaja Agrasen Jayanti Celebrations 5-6 October 2017
- Vigilance Awareness Week by R&D Centre of Indian Oil Corporation 23 October 2017
- World AIDS Day by Red Ribbon Club on 01 December 2017
- National Consumer Day 31 December 2017
- Essay writing competition on the occasion of Sardar Vallabh Bhai Jayanti on 31 October 2017
- Celebration of National Education Day on the eve of Maullaba Abdul Kalam Azad
- Constitution Day Celebrations – talk on fundamental rights and duties
- Inter-University Archery Competition on 30 November – 2 December 2017
- Professional Primary Health Training Camp by St. Jhon's Association during 5-11 April 2018
- Youth Red Cross Training by Indian Red Cross, MDU Rohtak during 16-20 April 2018
- World Red Cross Day celebrations 8 May 2018
- Swachhta Abhiyan 19 May 2018
- 100 Hrs of service by 219 students under Swachh Bharat Swachhta Internship Programme by Ministry of HRD in three villages Chandawali, Sonped and Malerna
- Parent Teacher Meeting 18 March 2018
- International Yoga Day 26 June 2018

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	32375 m ²	-	-	32375 m ²
Class rooms	52	13	Management	65
Laboratories	21	2	Management/ UGC	23
Seminar Halls	4	-	-	4
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	3	3	Management	6
Value of the equipment purchased during the year (Rs. in Lakhs)	47.39	104.8	Management	152.19
Others	-	145.66	Management/ UGC/ BRNS	145.66

4.2 Computerization of administration and library

- Admission process for all classes is done on line
- A special software has been developed for fee collection, scholarship distribution ,students attendance record and information to the parents on daily basis, and internal evaluation awards
- Grants, financial assistance college budget purchasing process staff salary and other account related issues are done through special soft ware
- ILMS software KOHA is used in the college library.
- The college has joined membership of Digital Library of India for life time and MoU with Pearson Publications for e-books 3135809 Titles.
- The Library has e-Journals (N-LIST) 6207 Title and Digital Database with Digital Library Consortium (UGC)
- RFID (Radio Frequency Identification) Tech has been adopted for library automation
- The open Access Online makes available Rare books (104), Rare Manuscripts (39), Special Report (21) and other Rare Material

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	103055	5152373	2748	677213	105803	5829586
Reference Books	8596	4184091	1987	716942	10583	4901033
e-Books	164	713492	Member of Digital Library of India and Pearson Pub.	For Life time Access	175	707767
Journals	128	346836	22	55150	150	401986
e-Journals	NLIST	5750	NLIST	5750	NLIST	5750
Digital Database		NLIST & Pearson	NLIST & Pearson	5750 per Year	NLIST	5750.

		Pub.	Pub.			
CD & Video	108	22975	22	2904	130	25879
Others					RFID Technology	1930480
Library Automation			RFID Tech. Adopted	1930480		
Open Access Online E-Resources Access (e-books and e-journals)	-	-	-	-	Open Access Online E-Resources Access (e-Books and e-Journals) www.aggwing1.bestbookbuddies.com www.aggwing2.bestbookbuddies.com www.aggwing3.bestbookbuddies.com Member of National Digital Library of India https://ndl.iitkgp.ac.in/	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others (Smart-boards)
Existing	667	12	275	45	3	25	34	-
Added	61	-	50	-	-	-	-	-
Total	728	12	325	45	3	25	34	32

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

- Guest Lecture on Digital Transformation was organized on 18.08.2017
- Guest Lecture on Wireless Communication and Mobile Agent was organized on 16.11.2017
- **Seminar on Use of ICT in Education was organized on 7.11.2017 -8.11.2017**
- **Workshop on IT Tools and Applications was organized for non-teaching staff during 7.12.2017 to 9.12.2017**
- **One week National Workshop on Analytical Techniques for Research was organized in association with Global Network of Business Researchers during 11.12.2017 to 17.12.2017**
- **Five day Faculty Development Workshop was organized on Use of ICT in Teaching and Learning – Training the Trainers from 18.12.2017 to 22.12.2017**
- **Faculty Development Programme on Java Technologies during 28.11.17 to 4.12.17**
- Coding Competition was organized by Department of Computer Science in collaboration with Prochamp Institute on 12.02.2018
- Inter college Power Point Presentation Competition was organized on 16.02.2018
- Guest Lecture on Mobile Agent: Emerging Trends in Network Communication was organized for BCA and B.Voc (SD) students
- Seminar on Banking Through Digital Technology was organized on 06.02.2018
- Seminar on How to Apply for Passport online was organized on 17.03.2018
- Workshop on Digital Marketing was organized on 16.03.2018
- Three day workshop for post graduate students on PPT Learning and Development was organized on 19.03.2018

- Industrial visit for the students of B.Voc.(SD) was organized on 20.04.2018 to NIIT Technologies Ltd, Noida

4.6 Amount spent on maintenance in lakhs :

i) ICT	974119.00
ii) Campus Infrastructure and facilities	249201.00
iii) Equipments	60582.00
iv) Others	675937.00
Total :	1959839.0

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

During the academic session 2017-18, the IQAC has taken a number of new initiatives and practices in college for making the students conscious and embolden towards various social issues. Followings are some new initiatives recommended and duly undertaken by respective departments:

- Lectures on Nobel Laureates by each PG Department
- Energy Conservation Club
- Documentaries on Science/ Personalities/ historical and Religious Events
- Nurturing and promoting potential students
- Formation of Innovation Hub for encouraging students to give new ideas
- Socio Cultural and Economic Awareness through making and displaying of Videos on social media on various social issues
- Involving Alumni through delivering lectures on various topics as per the relevant syllabi, inviting them as guest in the departmental functions and also get financial assistance from them for meritorious students

5.2 Efforts made by the institution for tracking the progression

The college takes a number of initiatives for tracking the progression of the students. All the PG departments prepare a data regarding the composition of the class. It is clearly mentioned that how many of our passed out undergraduate students have enrolled in different post graduate courses. On the convocation function of the college all the passed out graduates are required to fill a proforma wherein they mention the course which they are pursuing or job where they are placed or if preparing for competitive examination or engaged in family business. At the end of each academic year Career and Counselling Cell conducts workshops for guiding students for post graduate studies in the college and also in other institution all over the country.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
4133	701	-	4834

(b) No. of students outside the state **22**

(c) No. of international students -

Men	No	%	Women	No	%
	2080	43.03		2754	56.97

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
3250	421	1	997	5	4674	3267	450	1	1111	5	4834

Demand ratio **1:1.49** Dropout **10.70%**

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

No. of students beneficiaries

57

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 Counselling Seminar on “Career Opportunities in Sales and Marketing” conducted by Prof. Deepak Halan, Department of Marketing, Apeejay Satya University Sohna on 27.03.2018 participated 120 students
- Career Counselling Seminar on “Latest Trends and Career in Animation and Graphics” by MAAC on 22.03.2018 participated 90 students
- Workshop by Barclay’s: Access to Employment by Joy Spencers on 20-21 Feb 2018 participated 80 students
- Career Counselling Seminar by Pathmakers Academy on “How to prepare for Competitive Exams: Opportunities and Challenges on 12.09.2017 participated 140 students
- Mega Job Fair by District Employment Exchange Faridabad, 197 students shortlisted and 13 students selected
- Campus Placement (2017-18)

Name of the Organization	No. of students shortlisted
Policy Bazaar	9
ADECCO	7
SOLARIS INDIA	22
IKYA	7
Angel Broking	5
GTT	3
GENPECT	4
Tech Mahendra	1
Data Flow India	1
Career Planet Infotech	2
Lancer India Pvt. Ltd	1
ATS	1
Bird Group	1
Maharani Paints India Pvt Ltd	1

NIIT Ltd	3
Digi Tech	5
AJ Corporate	3
TCS-BPS	3
Bajaj Capital	18
MetLife	5
NIIT Limited	1

No. of students benefitted 546

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
22	1056	174	-

5.8 Details of gender sensitization programmes

- 80 girl students visited the women police station and met with SHO Ms. Sushil who gave them information regarding FIR Act, Domestic Violence, Rape cases and Women and Child helpline numbers.
- Anaemia Check-up Camp was organized on 14.09.2017 by Rotary Club, Faridabad, 370 girl students benefitted from this check up
- Lecture on Judicial Activism was organized on 18.08.2017 by Political Science department for girl students.
- Guest lecture on role of women in National Movement was organized on 25.09.2017
- Essay writing competition on Beti Bachao, Beti Pado on 30.10.2017
- Seminar on Self Defence awareness by Haryana Women police for girl students was organized on 02.11.2017
- Visit to World Book Fair, Pragati Maidan, New Delhi by English department on 10.01.2018
- Guest lecture on Women Rights and Human rights was organized on 16.03.2018 under the banner of Women Cell
- Workshop on Gender Sensitizing by Women Cell on 15.01.2018 in cooperation with NGO Nari Uthaan Shikshan Se Sashaktikaran
- Workshop on Women are the real Architects of the Society was organized on International Women's Day by women Cell on 08.03.2018
- Anaemia Check-up Camp was organized on 11.04.2018 by YRC, RRC NSS and Women Cell for Girl students
- Workshop on the theme Women Entrepreneurship by Entrepreneurship Club of the college and 75 girl students participated in the event.

• **5.9 Students Activities**

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

State/ University level 48 National level 12 International level 9

No. of students participated in cultural events

State/ University level 13 National level - International level -

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

Sports: State/ University level 48 National level 12 International level 7

Cultural: State/ University level 13 National level - International level -

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	0	0
Financial support from government	255	38,90,947
Financial support from other sources	0	0
Number of students who received International/ National recognitions	0	0

5.11 Student organised / initiatives

Fairs : State/ University level 1 National level - International level -

Exhibition: State/ University level 1 National level - International level -

5.12 No. of social initiatives undertaken by the students 14

- NSS Swachhta Abhiyan 19.05.18
- SBSI may june 18
- World Environemnt Day 5.6.18
- Ralley by swachhta sainani
- Seven day campaign on computer literacy in adopted village chandwalai 4-10 july 2017
- Ralley on save rivers 11.09.17
- International literacy day rally 8.09.17
- Ralley on prevention of dengue 27.9.17
- prevention from dengue – a Rally was organized 2.11.17
- national education day
- cleanliness drive by swachhta sainani team 16.12.17
- Voters day – a rally was organized 25.1.18
- Health check-up camp in chandawali 10.02.18
- World Water day - Rally on save water and conserve water 22.03.18

5.13 Major grievances of students (if any) redressed. **NIL**

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

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 prepare 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 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 future challenges of the world community.

6.2 Does the Institution has a management Information System

Yes. The college Management Information System does the following

- Cloud Enabled
- Admission Management
- Account Management
- Students attendance management
- Staff Management

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

6.3.1 Curriculum Development

The core concern of the institution is to attain and sustain quality teaching and learning so that our students are confident and capable after completing the course. For an effective curriculum delivery various teaching aids methods viz., lesson plans, teacher's dairy, role playing, assignments, mock tests and participative learning are used.

6.3.2 Teaching and Learning

Information Technology is leveraged for an effective curriculum delivery. The college organizes at least two workshops in a year on ICT tools used in teaching, learning and evaluation. Every faculty member delivers at least 75% of lectures using smart boards. All smart boards are connected online, the faculty while teaching get link to other sources for retrieving topic relative knowledge which make the lecture interesting and productive. The lectures delivered by the faculty are maintained in a database so that students can retrieve it before or after the class. The assignment work is also delivered through email to all the students. It is mandatory in each class that a group of five students will give a presentation on the topic given by the concerned faculty and added advantages of this

powerpoint presentation is that student take active interest in learning and gain from each other experiences and ideas. Every group of students try to give new knowledge on the particular topic.

6.3.3 Examination and Evaluation

The external examination is conducted by the University per semester. The college is authorized spot evaluation centre of MD University, Rohtak. Teachers who have got requisite experience are motivated and guided to take part in the evaluation process effectively. The home examination is conducted by the examination committee of the college. The controller of the home examination invites the question papers of different courses from respective department based on university pattern. The answer sheets after evaluation are distributed among students. This exercise gives wide exposure to the students and students can test their level of preparation for final exams. The performance in home examination is given due weightage for internal evaluation awards.

6.3.4 Research and Development

To sustain the culture of research in the college, the Research Advisory Committee takes the following measures:

- Inviting proposals from all departments for organizing National/ International Seminars/ Conferences and after shortlisting forwarding to Director Higher Education, Haryana and UGC, New Delhi for financial assistance.
- To make it mandatory for all the departments that atleast two papers in an academic year should be published in peer reviewed journals.
- To motivate the faculty members to apply for MRPs with UGC, New Delhi
- To conduct FDP on Research Techniques and Intellectual Property Rights

6.3.5 Library, ICT and physical infrastructure / instrumentation

The required upgradation and moderation has been done as required.

6.3.6 Human Resource Management

The college conducts workshop from teaching and learning, professional ethics and human values so that faculty update their knowledge regarding new pedagogic techniques and also to encourage and involve the students for an effective outcome. The college also encourages the faculty members to take part in orientation and refresher courses.

6.3.7 Faculty and Staff recruitment

Every year the requirement of faculty is put in the agenda of governing body meeting, the appointment of regular faculty under self-finance scheme is done through the proper recruitment process. The appointment of vacant sanctioned regular post is forwarded to Director Higher Education Haryana and MD University, Rohtak for making appointment at the earliest.

6.3.8 Industry Interaction / Collaboration

- Industrial visit for students of B.Voc (SD) was organized on 10.11.2017 to Fastbooking India, Gurugram.
- Visit to World Book Fair by Department of English on 10.01.2018
- Visit of B.Voc.(RM) students to NSIC-Technical Services Centre, Neemka on 16.03.2018
- Industrial visit was organized for the students of B.Voc.(SD) on 20.04.2018 to NIIT Technologies Ltd, Noida

6.3.9 Admission of Students

The college website displays all the courses and the number of seats in each course along with reservation policy for all the categories as per government directives. Parent and students can make a call on helpline number for any query. The counselling desks comprising faculty from different programme is set up in the campus for assisting and guidance to the admission seekers regarding process of on-line admission, outcomes of respective courses and also about various Add-on and soft skill courses which are supplementary to the chosen course. The college also assists students in filling online form for admission. Post admission, the students are assisted if they wish to change the course or the faculty change. A Three day induction Programme is conducted for all the new comers to acquaint them with college rules, regulations and facilities. Anti-Ragging policy is implemented in letter and spirit with the active involvement of students

6.4 Welfare schemes for

Teaching	Provision of loan for Vehicle / Marriage
Non teaching	Provision of loan for Vehicle / Marriage/ Food Grains
Students	Fee Concession Provision of payment of fees in instalments to the needy students

6.5 Total corpus fund generated NIL

6.6 Whether annual financial audit has been done ✓ Yes No

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

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

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

For UG Programmes	Yes	No	NA
For PG Programmes	Yes	No	NA

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

- Total number of registered alumni is 414

- Gold Medal to college topper in university examination in the faculty of Science, Art and Commerce
- Departmental level Alumni meet has been organized on 06.09.2017 and 09.03.2019
- Total Alumni contribution during the year is Rs. 3,20,900

6.12 Activities and support from the Parent – Teacher Association

The Parents of such students who are not regular in their classes or who are under performing in their class test are called for discussion to improve their performance. The mentors also interact with parents during these meetings. Two Meeting were conducted on 10 September 2017 and 18 March 2018 respectively.

6.13 Development programmes for support staff

- Seminar on Use of ICT in Education was organized on 7.11.2017 -8.11.2017
- Workshop on IT Tools and Applications was organized for non-teaching staff during 7.12.2017 to 9.12.2017
- One week National Workshop on Analytical Techniques for Research was organized in association with Global Network of Business Researchers during 11.12.2017 to 17.12.2017
- Five day Faculty Development Workshop was organized on Use of ICT in Teaching and Learning – Training the Trainers from 18.12.2017 to 22.12.2017
- Faculty Development Programme on Java Technologies during 28.11.17 to 4.12.17

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

- Rain Water Harvesting
- Installation of Solar lights
- Installation of n-computing to conserve/ preserve energy and to reduce e-waste.
- Cleanliness Drive by Swachhta Sainani Team on 16.12.17
- World Water day - Rally on Save Water and Conserve Water on 22.03.18
- Rally by Swachhta Sainani Team
- World Environment Day was celebrated on 05.06.18
- 219 students participated in Swachh Bharat Summer Internship during May-June 2018
- NSS Swachhta Abhiyan 19.05.18
- Tree Plantation Drive

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	To increase industry academia interlinkage	As per the recommendation of the NAAC peer team (second cycle Feb 2014), college has taken a number of steps to increase and strengthen industry academia inter linkage. During 2017-18, the college has signed MoUs with institutions, industries and NGOs.
2	Energy Conservation	Energy Conservation Club has been formed in the college. The club has enrolled thirty committed volunteers from amongst the students from

	Club	different streams. The club has spread the message of energy conservation among the students and in the nearby localities through posters, campaigns and organized special talks by the experts to create an energy conservative mentality and in this way, the students developed an energy saving attitude.
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7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Plan(2015-2016)	Action Taken(2016-2017)
To make all classrooms smart classroom by December 2018	32 Smart Boards are installed in class rooms and computer labs
To make the college office 100% paperless	Improved version of MIS has been installed to make it possible
To take 50% energy from solar panels	160 KWH (45KWH Wing-1, 25KWH Wing-2, 90KWH Wing-3) is generated from Solar energy
To introduce diploma course in two foreign Languages	Introduced Certificate Course in French Language
To sign MoU with State Vishwakarma Skill University from equipping the students with soft skills	Signed and regular classes are conducted in the college
To organize one International Workshop and one International Conference	Three International Conferences and one International Workshop were conducted
To organize research related workshops for faculty	Two workshops were organized
To introduce B.Sc. (Hons.) Chemistry	Introduced w.e.f July 2018. B.A. Economics (Hons.) introduced

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

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

Annexure C Attached

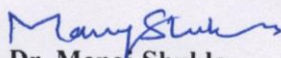
7.4 Contribution to environmental awareness / protection

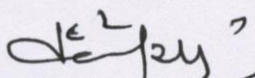
- Formation of Energy conservation Club
- Campaigning against use of Polythene bags
- Installation of N-Computing Devices
- Installation of Solar Lights
- Rain Water Harvesting
- Tree Plantation by NSS 14.08.2017
- Documentary shown on World Water Day 22.03.18
- Earth Day Celebration 22.04.2017
- Swachh Bharat Rally 11.09.2017
- Guest lecture on Garbage Disposal
- Rally on Save River 11.09.2017
- Workshop on Save Water and Conserve Water by Eco Club 22.03.2018
- Celebrations of World Health Day

7.5 Whether environmental audit was conducted? Yes ✓ No

8. Plans of institution for next year

- To construct a new two story building block having 12 class rooms, one common room, one IQAC room one staff room and three wash rooms ant to install smart boards in more class rooms.
- To make the Entrepreneurship cell of the college more vibrant and effective
- To make the campus eco friendly by getting 75% of its total energy requirement through Solar Energy
- To create Commerce Computer Lab and MATLAB for commerce and mathematics departments respectively
- To apply for crating recognised research centre of Maharishi Dayanand University, Rohtak, in Post Graduate departments
- To introduce B.A (Hons.) English
- To introduce certificate courses in German and Japanese languages.
- To organise two National conference and one international conference
- To organise more workshops on IPR, Human Values and Professional Ethics


Dr. Manoj Shukla
Coordinator IQAC


Dr. Krishan Kant
Chairperson, IQAC
Principal

Abbreviations:

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

Annexure A

MINUTES of 17th MEETING OF THE IQAC

Date: 11th Nov, 2017
Time: 2:30 p.m.
Venue: IQAC Room, Aggarwal College, Ballabgarh

17.1 Opening remarks by the Hon'ble Principal Dr. Krishan Kant, Chairman IQAC and Welcome to the members of IQAC

The Principal Dr. Krishan Kant, Chairman IQAC, welcomed the members to the seventeenth meeting of the IQAC with special mention of Sh. R. S. Goel, Dr. S.K. Chakarvarti and Sh. Lokesh Aggarwal.

17.2 Confirmation of the minutes of the 16th meeting of the IQAC held on 17.5.2017

Resolved that the minutes of the 16th meeting of the IQAC held on 17.5.2017 be confirmed (Annexure A2 already circulated).

17.3 Report of the follow up action on the decision taken by the IQAC in its 16th meeting held on 17-5-2017 (Annexure A3)

The follow up actions taken on the decisions of the IQAC in its 16th meeting held on 17-5-2017 were noted (Annexure A3)

13.4 To review the action taken on the recommendations given under NAAC peer team report.

13.4.2 Foreign languages course

It was noted that the permission of M.D. University, Rohtak for the commencement of the foreign language courses as additional subject w.e.f. session 2017-18 is still awaited. It was resolved that the college should sign an MOU with some external agency for imparting course (Certificate/ Diploma) w.e.f. January 2018. Dr. Sarika Kanjlia and Dr. Shilpa Goel are assigned the job for contacting such agencies.

13.4.3 Develop a strong institution-industry interface and have more collaboration with corporate and other training institutes to start career focused courses.

The committee was apprised regarding the Industrial visits undertaken by concerned departments as per schedule mentioned in the academic calendar. It was resolved that a comprehensive report showing the number of MOUs and places visited by each department should be prepared and placed in the next meeting of IQAC.

[Action to be taken by Respective HODs]

13.4.4 Complete ICT thrust in Teaching-Learning

The external experts in the committee emphasized for more extensive use of IT in teaching and learning with more vigour to make outcome effective. It was resolved that a complete summary of ICT usage in delivering lectures (Total lectures delivered and the lectures delivered using ICT mode and the %) in the odd semester should be prepared by each department. For even semester, it was resolved that each department will show that how many lectures (in percentage) will be delivered using IT.

[Action to be taken by Respective HODs]

13.4.5 Student Support Services be made more vibrant

The Chairman Dr Krishan Kant, Principal informed the house that two new societies namely – 'Swachchhta Senani Team' and 'Health Awareness Club' have already been formed. It was resolved that the Swachchhta Senani Team (50 students from each wing) should be supplied proper uniform with caps. The coordinators of each wing will prepare a schedule of programmes to be undertaken in the even semester to be carried out in surrounding areas. The details regarding the activities of both 'Health Awareness Club' and Swachchhta Senani Team will be put up in the next meeting of the IQAC.

[Action to be taken by Respective Co-ordinators]

15.4.1 Two day Multi Disciplinary Seminar for PG students

The Principal informed the house that the Two Day Multi Disciplinary Seminar for PG students was a great success. The students have shown keen interest in PPTs by thirty two participants from different departments. The house congratulated Ms. Kamal Tandon and Dr. Poonam Anand for making this seminar a great success through their strenuous efforts. It was also resolved that an inter-university PPTs seminar for post graduate students 'should be organized.

[Action to be taken by Ms. Kamal Tandon and Dr. Poonam Anand]

15.4.2 Two day Maharaja Agrasen Cultural Fest

The Principal apprised the house about the mega success of two day Inter-University Maharaja Agrasen Cultural Fest (Navrang) being organized in the college in which 7 universities and 11 colleges participated. The house placed on record excellent efforts put in by Dr. Poonam Anand, Convener, Dr. K.L. Kaushik, dy. Convener and other members of organizing committee for this stupendous event. The managing committee of the college motivated the winners through financial awards.

15.4.3 Quiz Contest on Freedom Struggle

Inter College Quiz Contest on Freedom Struggle (1857-1947) was organized by the department of History and Political Science jointly involving students from all the streams under convenership of Dr. Jay Pal Singh.

15.4.4 Three day PPT Learning Workshop

Keeping in view the need for upgradation of IT skills for teachers of the college, It was resolved that a workshop on IT skills will be organized on non teaching days and for PG students during the month February, 2018.

[Action to be taken by HOD Computer Science and his Department]

15.4.5 Three day workshop on SPSS

Dr. Praveen Gupta apprised the house about the conduct of three day SPSS workshop in which faculty members from various other institutions participated. Emboldened by the success of this workshop, the house resolved that the seven day workshop on SPSS should be organized in the month of December, 2017 during winter break.

[Action to be taken by Deptt. of Commerce, Economics and Management]

16.4 To consider the new initiatives and practices in college

16.4.2 Visit to Women Police Stations

The house took a very positive view of the visits by the girls students to the women police station under the convenership of Ms. Kamal Tandon. It was further resolved that such visits should be organized every year.

17.4 To consider the new initiatives and practices in college

17.4.1 To conduct lectures on Nobel Laureates by each PG Department.

It was resolved that departments having PG classes shall organize a seminar on Nobel Laureates in their respective departments for UG (final year) and PG students. There will be two groups viz. Science Group (Physics, Chemistry, Maths & Computer Sc.) and Social Sciences (Economics, Political Science, History, Languages along with Commerce). Dr. Ajit Yadav will be convener of Science Group and Ms. Kiran Anand will be the convener of Social Science group. It should be made a regular practice in every academic year.

17.4.2 To form Energy Conservation Club

It was resolved that **Energy Conservation Club** will be formed in the college. Dr. Poonam Anand, Convener, Science Forum will constitute a committee comprising faculty members from different streams. The club will enroll thirty committed volunteers from amongst the students from different streams. The club will spread the message of energy conservation among the students and in the nearby localities through posters, campaigns and will organize special talks by the experts to create an energy conservative mentality. The college can foster an energy saving attitude among students and staff.

17.4.3 Documentaries on Science / Personalities / Historical and Religious Events

It was resolved that the various departments in the college will procure documentaries and related materials to be shown to the students for exposure and enlightenment. The HODs will prepare a list of such documentaries to the college library. Each department should at least organize one show open to all the interested students in the coming semester after the college hours or even on Sundays or on holidays.

17.4.4 Nurturing and promoting potential students

It was decided that students who have potential to perform extraordinarily should be identified in each subject by the concerned faculty. The HODs will prepare a list of such students. Such students should be given extra attention and be provided books and study material. It is accepted that combined efforts by all will place such students in the university merit list.

17.4.5 Miscellaneous

Dr. S.K. Chakarvarti, external expert in the IQAC suggested the formation of two entities for developing and nurturing creativities among students.

17.4.5.1 Innovation Hub

'Innovation Hub' will encourage students to transform ideas from imagination to reality. Students' ideas will be captured and incubated towards reality.

[Action to be taken by respective HODs]

17.4.5.2 Socio Cultural and Economic Awareness- Video Club

This club shall be established with a view that the students may shoot videos showing social, economic and cultural fabric in the city. A contest shall be organized to encourage them. Dr. Manoj Shukla and Dr. Shobhna Goyal will coordinate the process.

17.4.5.3 FDP- Faculty Development Programmes

It was proposed that Faculty specific FDPs (Faculty Development Programmes) be organized in the college and time span be decided depending upon the availability of the participants.

17.4.5.4 Platform for Group Discussion

It was resolved that students should be given a platform for discussion on topics of social, economic and culture issues under the guidance of faculty members. It will improve communication skills and develop confidence in students.

17.5 To introduce new Job oriented courses

Sh. Lokesh Aggarwal, External Expert in the IQAC suggested that the some new job oriented courses be introduced in the college.

A committee was formed to review and suggest the introduction of new job oriented courses. The committee is as below:

- Dr. Krishan Kant Principal (Chairman)
- Prof. S.K. Chakarvarti
- Mr. Lokesh Aggarwal
- Dr. Naresh Kamara
- Dr. K.L Kaushik
- Dr. Manoj Shukla
- Dr. Shilpa Goel

17.6 Any other item with the permission of the Chairman IQAC

17.6.1 Green Audit/Energy Audit

IQAC proposed that the college will go for green audit/energy audit of the campus in the next semester. That requires the review of existing greenery and cleanliness of the campus in all the three wings of the college. A committee should be constituted to recommend the ways to improve upon the existing facilities of water treatment plant, solid waste management, energy conservation, carbon neutrality, recycling of waste, plants, trees and grassy loans.

17.6.2 Proforma related to structured work plan for teaching provided by directorate.

Proforma related to structured work plan for teaching as provided by Higher Education department was circulated among the members of the IQAC and approved.

[Action to be taken by various Deptt.]

17.6.3 Mr. Balram Chawla H.E.S (Rtd.) has been nominated as external expert in place of Dr. S.K. Agarwal, YMCA US&T, Faridabad.

[Coordinator IQAC to inform Mr. Balram Chawla pl.]

The meeting ended with thanks to the Hon'ble Chairman IQAC, Dr. Krishan Kant and other members of IQAC.

MINUTES of 18th MEETING OF THE IQAC

Date: 27th May, 2018
Time: 2:30 p.m.
Venue: IQAC Room, Aggarwal College, Ballabgarh

18.1 Opening remarks by the Hon'ble Principal Dr. Krishan Kant, Chairman IQAC and Welcome to the members of IQAC

The Principal Dr. Krishan Kant, Chairman IQAC, welcomed the members to the eighteenth meeting of the IQAC with special mention of Sh. R. S. Goel, Dr. S.K. Chakarvarti, Sh. Lokesh Aggarwal and Sh. Balram Chawla.

18.2 Confirmation of the minutes of the 17th meeting of the IQAC held on 11.11.2017

Resolved that the minutes of the 17th meeting of the IQAC held on 11.11.2017 be confirmed (Annexure C1 already circulated).

18.3 Report of the follow up action on the decision taken by the IQAC in its 17th meeting held on 11-11-2017 (Annexure A2)

The follow up actions taken on the decisions of the IQAC in its 17th meeting held on 11-11-2017 were noted (Annexure A2)

18.4 To consider the new initiatives and practices in college

18.4.1 To start preparing SSR and collection of data for third cycle of NAAC due in February, 2019

It has been decided that college should go for third cycle of NAAC accreditation due in February, 2019. That requires collection of data and its submission to NAAC by October 2018. All the HODs should be informed regarding the NAAC accreditation so that the concerned department maintains their records effectively.

18.4.2 Faculty development program

The college will organize two faculty development programs. Dr. Manoj Shukla will be the convener of the program. The detailed report along with the participants list should be put in the next IQAC meeting.

18.4.3 Workshop in Intellectual Property Rights

The college shall organize two workshops on IPR related issues. Dr. Manoj Shukla will be the convener of the program and report should be put in the next IQAC meeting.

18.4.4 Leveraging IT in teaching and learning effectively

With the commencement of the session in July, the college shall organize a workshop/ training sessions for faculty members to work on Smart Board. Dr. Sachin Garg, HOD Computer Science will be convener of this workshop.

18.4.5 Women Empowerment through skill building

The College should organize more and more workshops for girl students for imparting job oriented skills. One workshop on GST should be organized in the coming session. Dr. Parveen Gupta will act as the convener of the Workshop.

The Chairman IQAC, Dr. Krishan Kant informed the house that next meeting of the IQAC will held on 01.09.2018.

The meeting ended with thanks to the Hon'ble Chairman IQAC, Dr. Krishan Kant and other members of the IQAC.

Annexure B
Annual Calendar of Events 2017-18
PART-I July- Dec 2017

S.No.	Date	Particular	Remarks
June-2017			
1.	15-06-17	Formation of Counseling Desk for guidance to students and parents	
2.	15-06-17	Admission and commencement of classes for II Year and III Year (Wing-III)	
July-2017			
1.	01-07-17	Commencement of classes for II Year and III Year (Wing –I and Wing –II)	
2.	01-07-17	Meeting of Admission Committees with the Principal	
3.	04-07-17	Meeting of Time Table Committee with the Principal	Conveners of Time Table Committee
4.	04-07-17	Meeting of all HODs with the Principal	
5.	05-07-17	Display & Admissions for First Merit List	
6.	11-07-17	Display & Admission For Second Merit List	
7.	13-07-17	Display of III Admission Merit List	
8.	15-07-17	Display & Admission For Third Merit List	
9.	15-07-17	Commencement of Teaching for I Year	
10.	18-07-17	Conduct of Departmental meetings by concerned HODs (Physics, Chemistry, Mathematics, Computer Science, Management)	
11.	19-07-17	Conduct of Departmental meetings by concerned HODs (Economics, Hindi, Sanskrit, English, Commerce, Political Science, History)	
12.	24-07-17	Induction Ceremony for Arts Faculty(Wing 1 & Wing II/Management Faculty (Wing-III)	Dr. Sarika Kanjlia/ Ms Vinita Sharma Dr. Shilpa Goel
13.	25-07-17	Induction Ceremony For Commerce (Wing I/Wing II)	Ms Rajni/ Dr. Shobhna Goyal
14.	27-07-17	Meeting of all HODs with the Principal	3.00 pm
15.	27-0-17	Induction Ceremony for Science (Wing II) Induction Ceremony for Computer Science (Wing-III)	Dr Ajit Singh/ Dr Poonam Anand/ Dr. Sachin Garg
16.	29-07-17	Induction Ceremony For Commerce (Wing III)	Dr. Parveen Gupta
August 2017			
1.	02-08-17	Induction Ceremony for PG Students Wing III (Economics, Commerce, Hindi, Computer, Mathematics, English) Wing II (Physics & Chemistry)	Dr. Usha Chaudhary Dr. Ajit Singh
2.	03-08-17	Notice for Registration for Enrolment in NSS/ YRC in three units separately	NSS POs Dr. Jay Pal Singh
3.	04-08-17	Notice for Registration for Enrolment in NCC	Dr. Yogesh Goyal
4.	04-08-17	Notice for Registration for various Societies/Fora / Clubs	Conveners of Societies/ Fora
5.	05-08-17	Faculty Development Workshop – Guest Lecture	3:00 pm
6.	08-08-17	Talent Hunt for Cultural Programmes and other extra-curricular activities	Dr. K L Kaushik
7.	10-08-17	Eco Club Function	Ms. Kiran Anand
8.	11-08-17	Meeting of NSS Officers/ NCC Officer/ Convener Cultural Committee with the Principal for Independence Day celebrations	2:30 p.m.
9.	12-08-17	International Youth Day (Wing-I/Wing-II/Wing-III)	Dr. Sarika Kanjlia/ Ms. Vineeta Sharma/ Dr. Shilpa Goel
10.	14-08-17	Tree Plantation Function	NSS POs
11.	15-08-17	Celebration of Independence Day	Ms. Kiran Anand/ Dr. Yogesh Goel/Ms. Sapana
12.	18-08-17	Notice for Participation in different Games/Trial for games by Sports Department Schedule of trial to be displayed by Convener, Sports Committee	Dr. K.L. Kaushik
13.	18-08-17	Guest Lecture by Department of Pol. Sc./Computer Sc/Management	Deptt. HOD
14.	19-08-17	Guest Lecture by Department of Economics/Physics	Dr Usha Chaudhary/Dr Ajit Singh Yadav

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S.No.	Date	Particular	Remarks
15.	19-08-17	Guest Lecture by Dept. of Chemistry/Commerce B.Com. III & M. Com(Wing I & III) B.Com. III (Wing II)	Deptt. HOD/Dr. Parveen Gupta/Ms Rajni Dr. Shobhna Goyal
16.	21-08-17	Workshop by Global Economic Forum (USA) 21st To 25th August	Dr. Manoj Shukla
17.	22-08-17	Guest Lecture by Department of Maths (Wing II & III (MSc)/English	Dr. K L Kaushik Dr. Geeta Gupta
18.	24-08-17	Guest Lecture by Department of Sanskrit/ Hindi(BA III & MA)	Ms Manju Gupta Dr Renu Maheshwari
19.	28-08-17	Meeting of Admission Committee regarding Grievances (if any)	2:30 p.m.
September-2017			
1.	01-09-17	Function of Commerce Forum / Science Forum (Wing-II)	Ms. Shobhna Goel/ Dr. Poonam Anand
2.	01-09-17	Ist assignment to be given by each faculty in concerned subject	
3.	04-09-17	Function of Management Forum	Dr. Shilpa Goel
4.	04-09-17	Meeting for Blood Donation Camp with NSS Officers	NSS PO's at 2:30 p.m.
5.	05-09-17	Teachers' Day Celebrations	Ms. Kiran Anand
6.	07-09-17 to 14-09-17	Commencement of 'Hindi Chetna Saptah' Inaugural function (Guest Lecturers, Story Writing, Slogan Writing and Declamation Contest throughout the week)	Ms. Kiran Anand
7.	08-09-17	International Literacy Day rally by NSS Volunteers	Dr. Rekha Sain
8.	09-09-17	Inter College Quiz Contest on Freedom Struggle	Dr. Jay Pal Singh
9.	10-09-17 (Sunday)	Parent-Teachers Meeting	Dr. K L Kaushik/ Dr. Manoj Shukla/Dr. Parveen Gupta
10.	12-09-17	Function of Mathematics club/ Function of English Society	Dr. K.L. Kaushik/ Dr. Sarika
11.	14-09-17	Hindi Day Celebration	Dr. Renu Maheshwari/ Dr. Ashok Nirala
12.	16-09-17	Blood Donation Camp	NSS POs
13.	18-09-17	Function of Social Science Club	Dr. Ashok Nirala
14.	18-09-17 to 20-09-17	First Class Test by each department by each faculty	
15.	19-09-17 20-09-17	2nd Maharaja Agrasen Cultural Fest (An Inter College Competition)	Dr. Poonam Anand
16.	22-09-17	Inter Class Declamation Contest for all Wings at 1.00 p.m.	Dr. Sarika Kanjlia/ Dr. Sanjeev Gupta/Dr. Shilpa Goel
17.	24-09-17 to 29-09-17	Commencement of filling of online Anti ragging Affidavits by students	Dr. Sachin Garg /Ms. Mohini Verma/ Ms. Nidhi Sharma
18.	25-09-17	Guest Lecture by Deptt. of History on 'Haryana's Hero's Martyrdom Day'	Dr. Jay Pal Singh
19.	26-09-17	Meeting of NSS Officer for NSS day Celebration	2.30 p.m.
20.	26-09-17	Commencement of Visits by Girl Students to Mahila Police Station	Ms. Kamal Tandon
21.	28-09-15	Health Check up Camp.	
October-2017			
1.	03-10-17	NSS day	NSS POs
2.	04-10-17	Meeting of Examination Committee for House Exams with the Principal	Ms. Kiran Anand/ Dr. K L Kaushik/ Dr. Parveen Gupta
3.	06-10 -17	Display of Datesheet of House Exams	
4.	09-10-17	Guest lecture by Legal literacy Cell	Dr. Usha Aggarwal
5.	04-10-17 to 07-10-17	Online Feedback from Students in all Wings	Dr. Sachin Garg/Ms. Mohini Verma/Ms. Nidhi Sharma
6.	11-10-17	International Girl Child Day (Essay writing , Slogan Writing & Guest Lecture)	Dr Shobhna Goyal/ Dr Geeta Gupta/ Dr Renu Maheshwari
7.	12-10-17	Guest Lecture by Department of Computer Sc./Management	Dept. HOD
8.	13-10-17	Function by Physics Association	Dr. Ajit Yadav
9.	14-10-17	Notice for Industrial Visits by Dept of Chemistry /Physics/ Computer Sc./Management/B. Voc	Dr. Poonam Anand/Dr Sanjeev Gupta /Dr. Sachin Garg/Dr. Shilpa Goel/Ms Poonam Rautela
10.	15-10-15 to 22-10-17	Vacation-I	
11.	23-10-17 to 28-10-17	House Exams (All Wings)	

S.No.	Date	Particular	Remarks
12.	30-10-17 31-10-17	Two Day Multidisciplinary Seminar for PG Students	Ms. Kamal Tandon Dr. Poonam Anand
November-2017			
	02-11-17	Ind Assignment by Each faculty	
	03-11-17	Display of Students' class attendance	
	06-11-17	Dispatch of letters/telephonic information to parents regarding students' attendance Distribution of Answer sheets of house Exams among students and submission of award list in the office	Mr. Saurbh Gupta/ Mr. Somdutt/ Mr. Chaman Lal
	12-11-17 to 13-11-17	Request to Principal for condone of lectures by students Display of internal assessment award in each subject by each department on Notice Board	All HODs
	14-11-17 to 17-12-17	Commencement of University Examination	
	18-12-17 to 31-12-17	Winter Vacation	

All Departments, Associations, Cells, Fora, Clubs and Societies will celebrate the respective days of importance as usual. 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 activities on that particular day are performed effectively and efficiently.

Sd/-
(PRINCIPAL)

PART-II (Jan- May-2018)

Jan 2018		
Date	Event	Convener
10-1-18	Meeting of HODs with the Principal at 2:30pm	
11-1-18	Meeting of respective departments conducted by concerned HODs (Commerce, Physics, Chemistry, Mathematics, Sanskrit and Hindi Departments)	
12-1-18	Meeting of respective departments conducted by concerned HODs (Computer Science, Management, Economics, History, English and Pol. Science Department)	
	International Youth Day Celebration	Ms. Neha Goel/ Ms. Trimesh Kalra/ Mr. Devender Kumar
13-1-18	Lohri Celebration (After 1.00 pm)	Ms. Kiran Anand/ Dr. Shilpa Goel/ Ms. Pooja Saini
15-1-18	Meeting of Sports Club with the Principal at 2:30pm	Dr. K.L. Kaushik
15-1-18	Guest lecture by Department of Hindi	Dr. Renu
16-1-18	Guest Lecture by Department of Management Guest Lecture by Department of Chemistry (PG)	Dr. Shilpa Dr. Reena Chaudhry
17-1-18	Function by Women Cell	Ms. Shobhna Goyal/Dr. Geeta Gupta/ Dr. Renu
20-1-18	Meeting of N.S.S officers and N.C.C. officer with the Principal for the Republic Day celebration at 2:30pm	All NCC & NSS Officers/ Ms. Supriya Dhanda
22-1-18	Holiday - Basant Panchami	
23-1-18	Guest lecture by Physics Association (for UG and PG) Guest Lecture by Department of Economics (PG)	Dr. Sanjeev Gupta Dr. Usha Chaudhary
26-1-18	Republic Day Celebrations	Ms. Kiran Anand
27-1-18	Interdepartmental Sports competition(Badminton) Wing-1 at 2:30 pm Function by Entrepreneur Club A Talk on Road Safety by Road Safety Club	Dr. Jagvir Dr. Manoj Shukla Dr. Parveen Gupta
29-1-18	Interdepartmental Sports competition(Volleyball) Wing-2 at 2:30 pm	Mr. Nand Kishore
30-1-18	Interdepartmental Sports competition(Volleyball) Wing-3 at 2:30 pm	Dr. Jagvir

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30-1-18	Fourth Inter college Story Writing Competition by Sahitya Parishad Club for bestowing the Munshi Premchand Award	Dr. Ashok Nirala
31-1-18	Holiday - Guru Ravidas Birthday	
Feb 2018		
02-2-18	Distribution of I assignment in each subject for each class by concerned faculty Industrial visit by Department of Physics Industrial visit by Department of Computer Science Function by Road Safety Club	Dr. Sanjeev Gupta Dr. Sachin Garg Dr. Jaypal Singh
03-2-18	An awareness talk for girls students on World Cancer Day	Dr. Shobhna Goyal/ Dr. Renu Maheshwari
05-2-18	Industrial visit by Department of Chemistry	Dr Poonam
06-2-18	Industrial visit by Department of Management Guest Lecture for B.Sc. & M.Sc. (Maths) Class Guest Lecture for M.A(Hindi) Class Guest Lecture by Department of English	Dr. Shilpa Goyal Dr.K.L Kaushik Dr. R. Maheshwari Ms.Kamal Tandon
07-2-18	Guest Lecture by Deptt. of Commerce (Wing-I) Guest Lecture by Deptt. of Commerce (Wing-II) Guest Lecture by Deptt. of Commerce (Wing -III)(PG Classes/ B.Com Hons. III)	Dr. Rekha Sain Dr. Shobhna Goyal Dr. Praveen Gupta
08-2-18	Blood Donation Camp	NSS/NCC Officers
09-2-18	PPTQuizNet'18	Dr. Sachin / Mr. Vineet
12-2-18	Workshop on Combined Defence Services Examination conducted by UPSC for Final Year Science Students, Wing -II	Dr. Yogesh Goyal
13-2-18	Announcement of first Class Test(15 th - 20 th Feb) Inter-College Declamation contest by Social Science Forum	Dr. Ashok Nirala/Ms. Supriya Dhandra
14-2-18	Holiday - Maha Shivratri	
16-2-18	Inter-Wing Sports competition(Badminton) Wing-1	Dr. Reena Chaudhary/ Ms. Shobhna Goyal/ Dr. Rekha Sain/ Ms. Anita Sharma
17-2-18	Inter-Wing Sports competition(Kho-Kho) Wing-1	Ms. Ritu
17-2-18 18-2-18	International Conference on Recent Advances in Mathematics sponsored by DGHE, Haryana	Dr. K.L. Kaushik
19-2-18	Inter-Wing Sports competition(Volleyball) Wing-2	Dr. Ashok Nirala
20-2-18	Inter-Wing Sports competition(Table Tennis) for Girls Wing-1	Dr. Manoj Shukla/Dr. R. Jain/Mr. Vineet Nagpal
21-2-18	Function by Sanskrit Sahitya Parishad - Inter college Essay writing competition for bestowing the Kalidas award	Dr. Pooja Saini
23-2-18	A Talk on Consumer Awareness Guest lecture by Department of Computer Science Guest Lecture by Dept. of Political Science	Dr. Manoj Shukla/ Dr. Usha Aggarwal Dr. Sachin Garg Ms. Ritu
24-2-18	National Science Day Celebration, Inter College Model Display Competition ,Wing -II	Dr. Poonam Anand/ Dr. Sanjeev Gupta
24-2-18 25-2-18	International Conference on Information Communication in Digital Era: Present Scenario and Future Perspectives	Dr. Ram Chander
26-2-18	Mini Bazaar by students of B.Voc (RM)	Ms. Poonam Rautela/ Ms. Shilpa Gupta/ Dr. Dimple
March 2018		
07-3-18	Function by Legal Literacy Cell	Dr. Usha Aggarwal
08-3-17	Celebration of International Women's Day	Dr. Geeta Gupta/ Dr. Shobhna Goyal/ Dr. Renu Maheshwari
09-3-18 10-3-18	National Conference on Energy and Sustainability Sources, Expectations and Uncertainties sponsored by DGHE, Haryana	Dr. Manoj Shukla
17-3-18	Display of College students Attendance on notice board A Workshop for SC/BC/OBC/SBC/BPL/Minority students by District Welfare Officer	Admin Office Dr. Ram Chander
18-3-18	Parent Teacher Meeting with respective HODs and faculty members	All HODs
19-3-18	Meeting of HODs with Principal (Mid-Semester Review)	

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20-3-18	Guest lecture by History Department An Awareness Talk by Disaster Management Club	Dr. Jaypal Singh Dr. Yogesh Kumar Goyal
21-3-18	Inter-College Quiz by Management Forum	Dr. Shilpa Goel
22-3-18	Procession and Talk on World Water Day	All NSS Officers
23-3-18	Holiday - Shaheedi Diwas	
24-3-18	Function of Maths Club	Dr. K. L. Kaushik
26-3-18	Seminar on Post Graduation courses for final year students by Career and Counseling Cell 3 Day IT workshop for office/library staff (2:00 pm to 4:00 pm)	Dr. Manoj Shukla/Dr. Usha Chaudhary Dr. Sachin Garg
27-3-18	Procession by N.S.S students (8:30am to 9:30) Theme-Environment Awareness	NSS Officers
29-3-18	Holiday - Mahavir Jayanti	
30-3-18	Distribution of second assignment to each class	
April 2018		
02-4-18	Announcement of second class test (3 rd -6 th April)	
07-4-18	Health Camp for Staff by Health Awareness Club Display of Internal Assessment by each department	Dr. Naresh Kamra Ms. Kiran Anand/ Dr. K.L. Kaushik/ Dr. Parveen Gupta
10-4-18	College Convocation/ Annual prize distribution function	Dr. K.L. Kaushik
14-4-18	Holiday - Dr. B.R. Ambedkar Jayanti	
17-4-18	Display of Attendance list of students	Admin Office
18-4-18	Holiday - Lord Parshuram Jayanti	
20-4-18	6 Days IT workshop (FDP) for faculty 12:00 pm - 3:00 pm(20 th -26 th April)	Dr. Sachin Garg
University Examination w.e.f. 29-4-18		

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

Sd/-
(PRINCIPAL)

Annexure C

Best Practices of the Institution (7.3)

Best Practice 1

1. Title of the Practice

Involving and Recognizing Alumni's Contributions

2. The context that required the initiation of the practice

Involving and giving due recognition to the College alumni will go a long way in motivating and developing confidence among our students. There is need for a special drive for this. It is proposed that each department should shoulder this responsibility by identifying two alumni in each academic year, particularly those who are self-employed or in active jobs.

3. Objectives of the practice

- Expert lecture on particular topics as per relevant syllabi and also inviting them as guest in the departmental activities
- Facilitating and sponsoring visits to Industrial/ corporate houses
- Giving away awards both financially and in kinds to meritorious students in the department
- Providing financial assistance to the students

4. The Practice

Every department in the college prepared a list of distinguished alumni of their respective departments. These alumni were contacted and invited to deliver lectures on the topic of their choice. During the lecture students were encouraged to interact with the alumnus on their experiences. The alumni also shared their experiences in the college and exhorts the students that how to get the maximum benefit from the college education. Alumni also invited to be the chief guest or judge in the departmental functions in which they give financial awards to the participants from their own budget.

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

Sometimes it becomes a challenging task to convince alumni who are in active jobs to come and deliver lectures on any working day. Alumni who have left the college long back, they hesitate to deliver lectures.

6. Impact of the Practice

Alumni coming to the college feel highly motivated and recognized and get nostalgic. Alumni who are holding good jobs make the students confident of their skills and knowledge. The students learn a lot from the experiences of the alumni. They feel that they will also be invited one day to deliver lectures in their alma mater.

7. Resources Required

The resources are managed at the departmental levels.

Best Practice 2

1. Title of the Practice

Each One Teach One

2. The context that required the initiation of the practice

Our students are our brand ambassadors. They can play a catalytic role in various social initiatives in myriad ways, the slogan “Each one Teach One” is motivational tool for our students to understand their moral and social responsibility of teaching students at primary and secondary levels.

3. Objectives of the practice

Students should be made aware of the fact this practice of teaching at primary and secondary level will also improve upon their knowledge base and skills in various subjects. Each department should identify students from their respective subjects and motivate them to take part in this social campaign.

4. The Practice

Each department makes a list of such student volunteers who have got the will and skill to take part in this social cause. They are motivated to make a group of students of primary classes and secondary classes in their neighbourhood for giving them regular coaching in various subjects. Students should maintain a record of activities with photographs. Students doing this moral task should be given due recognition at the department or at the College level as this will motivate others to come forward and contribute in better ways.

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

Students are not able to maintain consistency due to some external factors which are beyond their control. Students discontinue their practice during college functions and examination days.

6. Impact of the Practice

Student taking up this teaching work felt highly embolden and confident. They admitted that by teaching mathematics, science and languages at the secondary class levels they relearn most of the concepts which helps them in improving their performances in their respective courses. Students preparing for competitive examinations find that teaching these students helps them in learning basic skills in various subjects.

7. Resources Required

As such funds are not required for this activity.