

# **BEST PRACTICES FOR NAAC ASSESSMENT AT MAHARAJA AGRASEN COLLEGE, JAGADHRI, YAMUNANAGAR, HARYANA, INDIA**

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**Abstract:** This paper highlights the exemplary practices of Maharaja Agrasen College, Jagadhri, Yamunanagar, Haryana, India, aligned with the National Assessment and Accreditation Council (NAAC) framework to promote quality and institutional excellence. Two key initiatives stand out. The first centers on Women Empowerment, where the college ensures a secure and supportive environment through self-defense training, gender-sensitization workshops, awareness programs, and leadership platforms, encouraging active participation and promoting gender equality. The second focuses on Digitalization and Automation, showcasing the college's integration of technology into academic and administrative operations. This includes student admission, fee-collection, automate the results, digital attendance, automated library systems, e-resources, student's portal, staff's portal, online feedback, and smart classrooms. Together, these practices demonstrate the college's dedication to inclusive, modern, and progressive education aligned with NAAC's quality benchmarks.

**Keywords:** Best Practices, NAAC, Assessment, Library Services, Electronic Services, Digitization, Automation, Women Empowerment.

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## **1.0 Introduction**

Maharaja Agrasen College, Jagadhri, Yamunanagar, Haryana, India, is committed to delivering quality education through continuous improvement and innovation in line with the guidelines of the National Assessment and Accreditation Council (NAAC). The institution firmly believes in fostering academic excellence, inclusivity, and modernization to meet the evolving needs of higher education. As part of its quality enhancement initiatives, the college has adopted several best practices that reflect its vision of creating a progressive and learner-centric environment. Major focuses on two significant practices that showcase the college's strategic approach to institutional development. The first is centered on Women Empowerment, aiming to create a safe, inclusive, and empowering atmosphere for female students and staff through various programs and initiatives. The second highlights the college's efforts toward Digitalization and Automation, embracing modern technology to improve academic delivery, administrative efficiency, and student engagement. These practices serve as models of excellence under NAAC's quality framework.

## **2.0 Need and importance of Best practices**

The implementation of best practices in higher education is essential for fostering academic excellence, inclusivity, and institutional growth. The initiatives undertaken by Maharaja Agrasen College, Jagadhri, exemplify the need for such practices in today's dynamic educational environment. The focus on Women Empowerment reflects a commitment to creating a safe and supportive campus culture. Activities such as self-defense training, gender-sensitization workshops, and leadership platforms not only promote gender equality but also encourage active participation and confidence among female students. These efforts are crucial in building an inclusive educational space where every student can thrive. Equally significant is the emphasis on Digitalization and Automation, which enhances the efficiency and transparency of academic and administrative processes. From student admission and fee collection to digital attendance, automated results, and smart classrooms, the integration of technology supports timely and data-driven decision-making. Portals for students and staff, online feedback systems, and digital libraries ensure seamless access to information and resources, improving the overall quality of education. These best practices are aligned with the quality benchmarks set by the National Assessment and Accreditation Council (NAAC). They highlight the importance of continuous innovation and responsiveness to societal needs in achieving sustainable institutional excellence and a future-ready educational model.

## **3.0 Best Practices**

### 3.1 Best Practice-1

- i. **Title Of The Practice:** Women Empowerment
- ii. **Objective Of The Practice:** The empowerment of women involves enabling them to make decisions, access resources, and take charge of their lives. This process is crucial for the well-being and advancement of families, communities, and nations.
- iii. **The Context:** Empowering women involves providing them with education, job opportunities, safety, and equal rights. The goal is to foster self-confidence, independence, and freedom from all forms of discrimination. Additionally, the empowerment of women contributes to societal development and national progress.
- iv. **The Practice:** The five pillars of women's empowerment Education, Health, Security, Finances, and Emotional Strength are prioritized by the college. Ensuring the safety and security of female students and staff is one of our institution's primary objectives. The following initiatives and facilities have been implemented: a dedicated common room for girls is located in a secure area of the college. A sanitary pad vending machine has been installed in the Girls' Common Room. Surveillance cameras are positioned throughout the college premises. During each class period, 5 to 6 faculty members are assigned to discipline duty, monitoring nearly every area of the institution. For any personal or psychological concerns, female students are encouraged to approach their tutor or mentor, who is available to provide counselling as needed. A Sexual Harassment Prevention Committee is in place, which acts promptly upon receiving any complaints. The female faculty members are committed to ensuring the emotional security and well-being of the girl students, offering them maternal care. Women Helpline numbers are prominently displayed in various locations throughout the college. Additionally, there is a dedicated unit of 100 girls in the National Service Scheme (NSS), and one-third of the intake for the National Cadet Corps (NCC) unit consists of female students. The Women's Cell, NSS, NCC, and other organizations within the college regularly conduct programs aimed at raising awareness among students about issues related to women.
- v. **evidence of success:** Maharaja Agrasen College conducts a variety of programs and events focused on gender equity, ensuring that both men and women participate equally and are represented at all levels of academic and administrative activities. The institution boasts a student body comprising 42% female students and 50% female faculty, with many of them entrusted with administrative and other roles. The college prioritizes safety and security through continuous monitoring by security personnel and CCTV surveillance, alongside the effective functioning of its Anti-Ragging Cell, Women's Cell, Prevention of Sexual Harassment Cell, and Discipline Committee. The Durga Shakti app has been installed on the mobile devices of female students. Throughout the academic session, not a single incident of sexual harassment, eve-teasing, ragging, or indiscipline has been reported at the college. The Women's Cell and NSS Girls Unit organize programs on financial literacy and small initiatives aimed at promoting women's entrepreneurship. Additionally, the college frequently conducts programs addressing nutrition and health issues, including menstrual hygiene, mental health, and psychological concerns, which have proven to be highly beneficial for both female students and staff members.
- vi. **Problems Encountered And Resources Required:** There are not much financial problems being encountered.

### 3.2 Best Practice-2

- i. **Title Of The Practice:** Digitalization, Automation and E-resources
- ii. **Objective Of The Practice:** Enhancement in efficiency and governance, cost reduction, environmentally friendly services, and the development of electronic content.
- iii. **The Context:** In response to the increasing trend of digitalization, our institution has effectively transitioned its administrative functions, student and staff services to a digital format by deploying a comprehensive ERP (Enterprise Resource Planning) Software system. This software has been thoughtfully designed and developed internally by Mr. Lakhpat Singh, Librarian of the college. The ERP system encompasses a diverse array of integrated modules that facilitate and automate numerous institutional processes. These modules consist: Admin Module, Master Module, Subject Module, Registration Module, Admission Module, Exam Module, Attendance Module, Identity Card Module, SMS/Email Communication Module, Result Module, and Report Module. Additionally, the system offers user-specific access via the Student Portal, Parents Portal, and Staff Portal, thereby promoting transparency and convenience for all stakeholders. Moreover, the software includes a dynamic Website Module and a comprehensive Library Module, which collectively enhance the overall digital framework.

This initiative has markedly enhanced efficiency, communication, and user engagement throughout the institution.

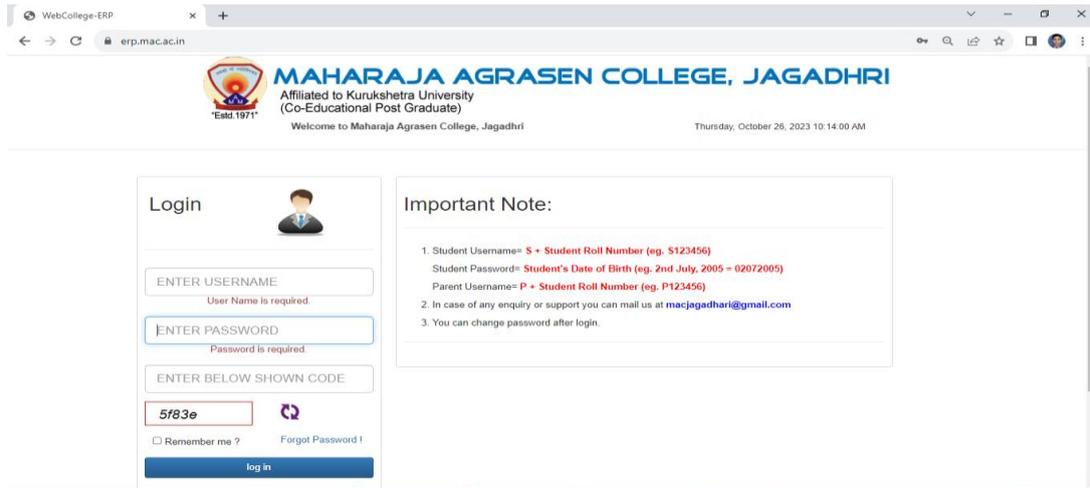
- iv. **The Practice:** Every year, at the beginning of the new academic session, our institution organizes a comprehensive Orientation Programme for newly admitted students. The primary objective of this programme is to familiarize students with the college's rules, regulations, and the wide range of digital facilities available to them throughout their academic journey. During the session, students are introduced to essential e-resources such as the N-LIST Programme and various open educational resources that support their academic and research needs. They are also guided on how to access and effectively use the Student Portal and the Library Portal, both of which are integral parts of the college's digital ecosystem. The institution proudly houses a fully automated Central Library, managed through a self-designed and developed Integrated Library Management Software (ILMS). This ILMS comprises 13 main modules, each further subdivided into sub-modules to ensure all library functions are efficiently handled. One of the key features of the system is Web-OPAC (Online Public Access Catalogue), which allows users to check the availability of specific documents, view the latest additions to the library collection, and reserve books. Additionally, users can submit suggestions for improving library services directly through the OPAC interface. The Web-OPAC offers advanced search capabilities, enabling users to locate materials by title, author, publisher, accession number, language, classification number, or even the physical location such as the almirah rack number. Moreover, the digital library collection is accessible through the Library Portal on a variety of devices, including mobile phones, tablets, and computers, ensuring convenience and flexibility. Every possible effort is made to maintain and enhance the automation of both the library and the college office infrastructure. This commitment to digital advancement serves the best interests of students, faculty, and the overall administration.
- v. **Evidence of success:** In line with the college's commitment to digital advancement and student-centric services, the College Portal plays a vital role in streamlining academic and administrative processes. Through this centralized portal, students can easily access a wide range of important academic and college resources. They are able to check their class attendance records, view the status of their college fee payments, and download result sheets from previous semester examinations. Additionally, the portal provides access to lesson plans, study materials, and video lectures that are thoughtfully prepared by the faculty to enhance the learning experience beyond the classroom. To further support academic success, students can also access previous years' question papers for exam preparation, all official student circulars, and even the college's annual magazine Nawaldeep, which showcases student and faculty contributions and college achievements. This digital platform empowers students to stay informed and take greater responsibility for their academic progress. The college office is also fully automated and equipped with dedicated Office Modules that streamline various administrative operations. These modules enhance the efficiency and effectiveness of office tasks such as admissions, registrations, fee collection, exam management, and record maintenance, ensuring smooth coordination among departments. Faculty members are equally supported in their academic endeavours. They have convenient access to a wealth of e-learning resources through INFLIBNET (Information and Library Network), a national initiative that provides access to scholarly content, research databases, and academic tools. This empowers faculty to enhance their teaching, stay updated with current research, and contribute to academic excellence. Together, the fully integrated digital infrastructure of the College Portal, Office Modules, and e-resource platforms creates a seamless, transparent, and student-focused academic environment. This ongoing commitment to automation and accessibility ensures the success of both students and staff in a digitally empowered institution.

### 3.3 Live Websites for success the digitization:

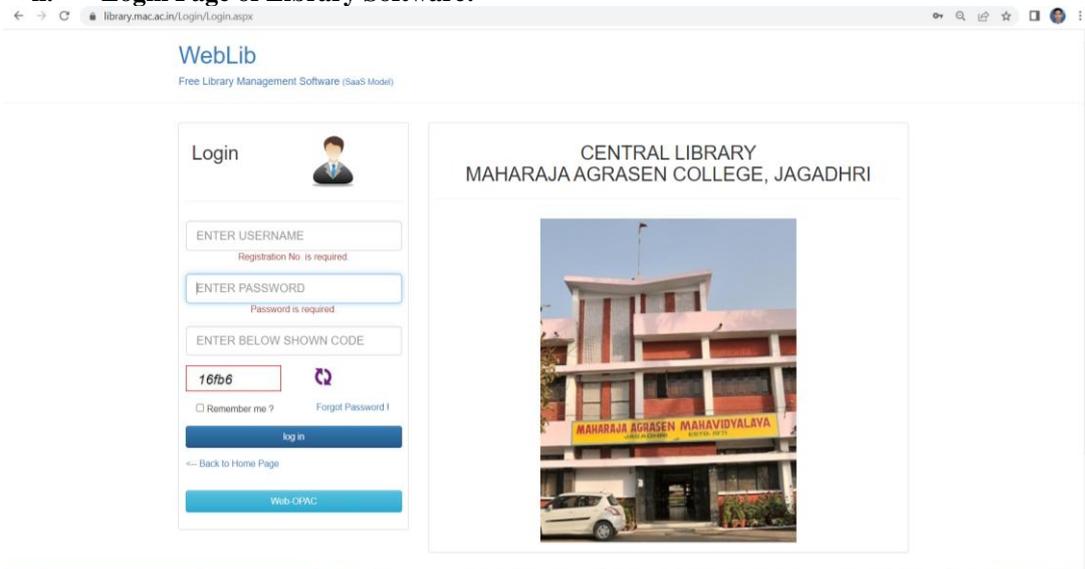
- i. <https://mac.ac.in>
- ii. <https://erp.mac.ac.in>
- iii. <https://library.mac.ac.in>

### 3.3 Some Screen shot of the ERP and Library Software:-

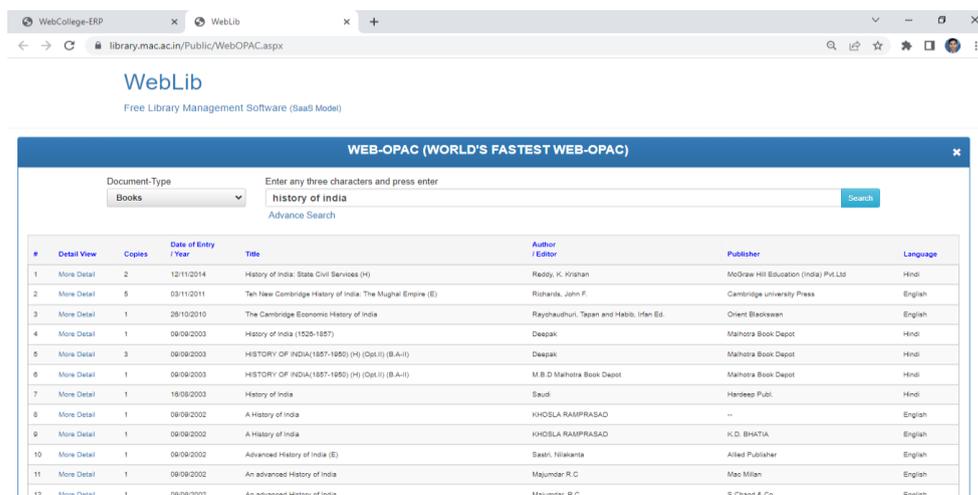
- i. **Login Page of College's ERP:-**



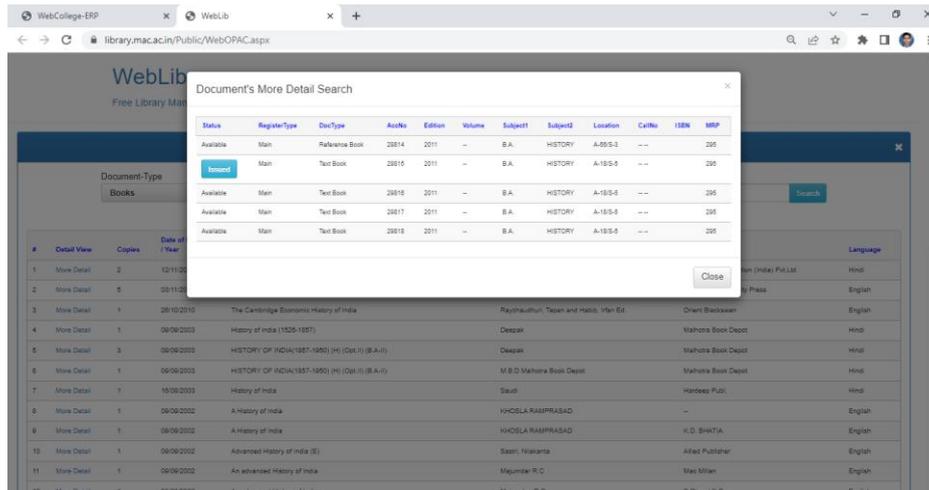
**ii. Login Page of Library Software:-**



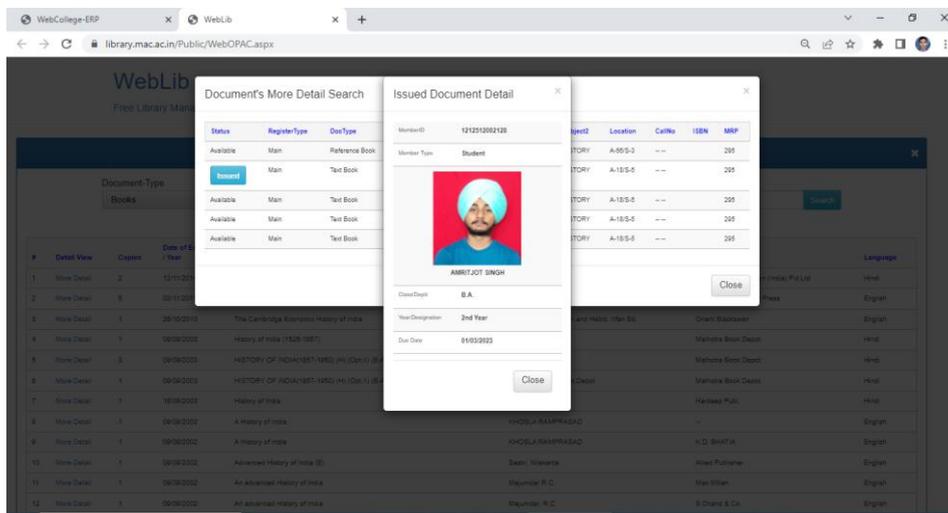
**1. Library Web-OPAC:-**



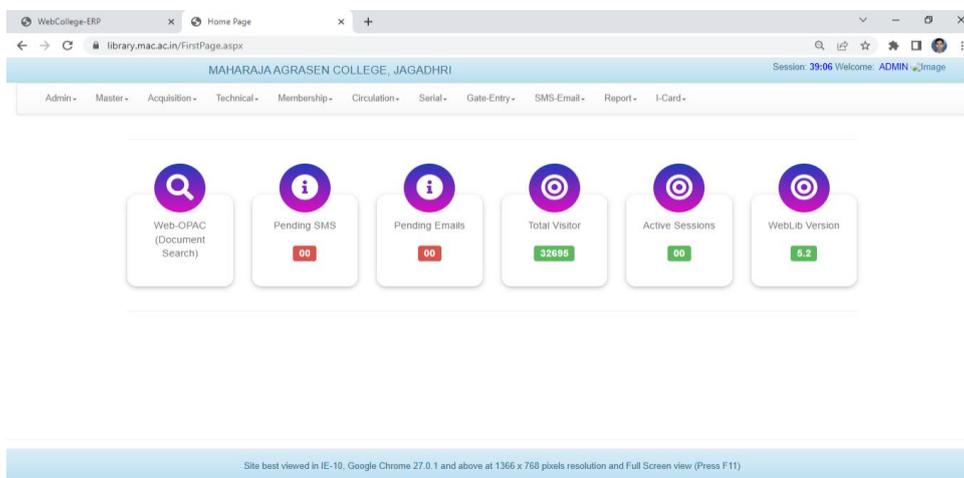
**2. Web-OPAC show Document's Availability:-**



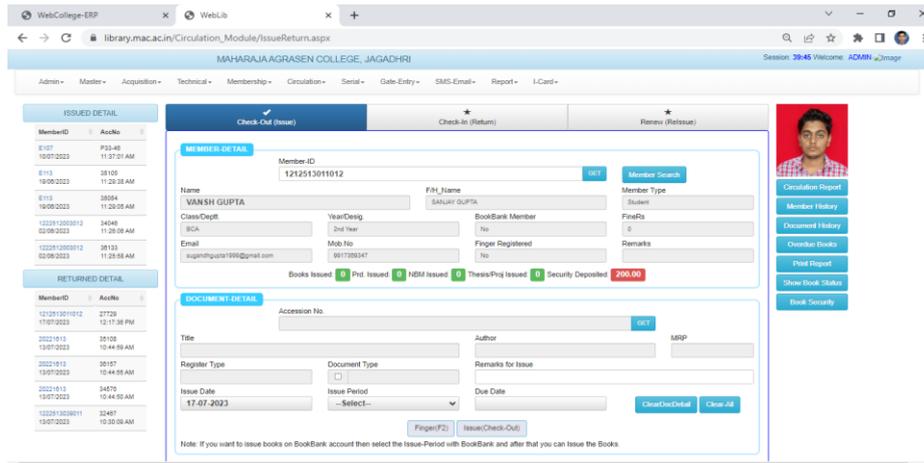
**3. Web-OPAC show Status of the Document:**



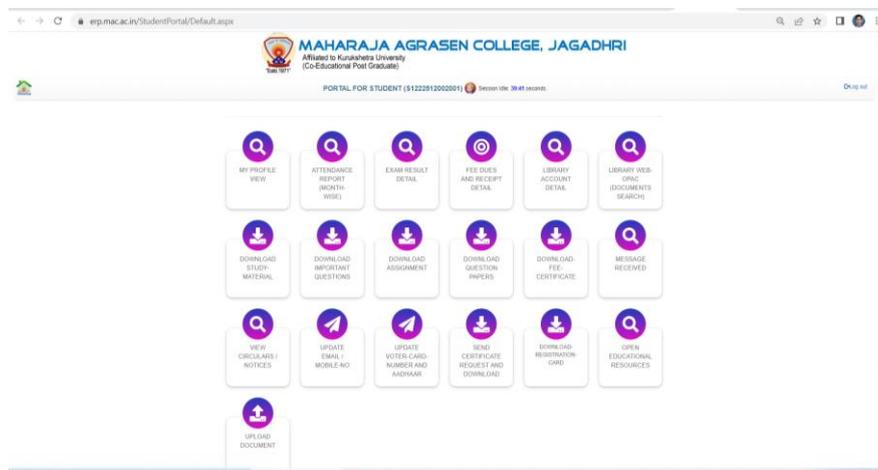
**4. Home page of Library Software:**



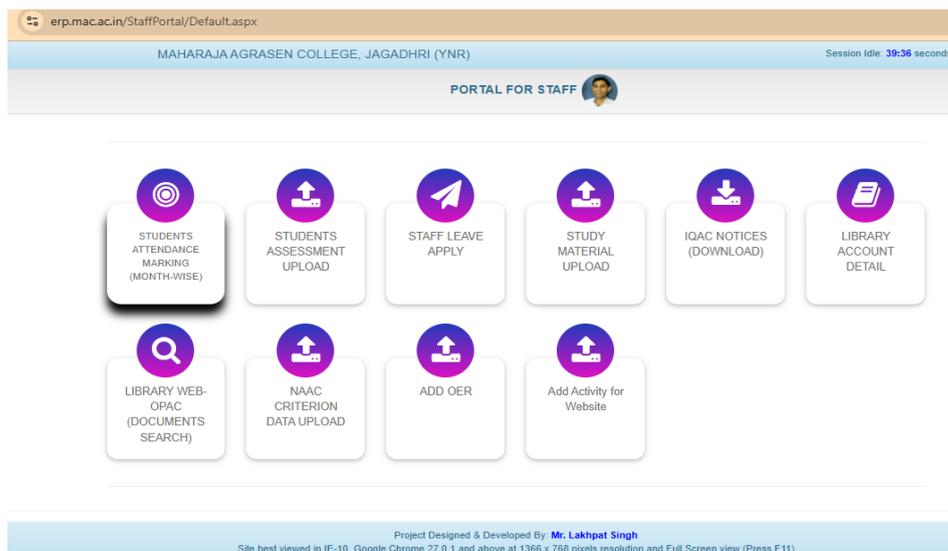
**5. Circulation Page of Library Software:**



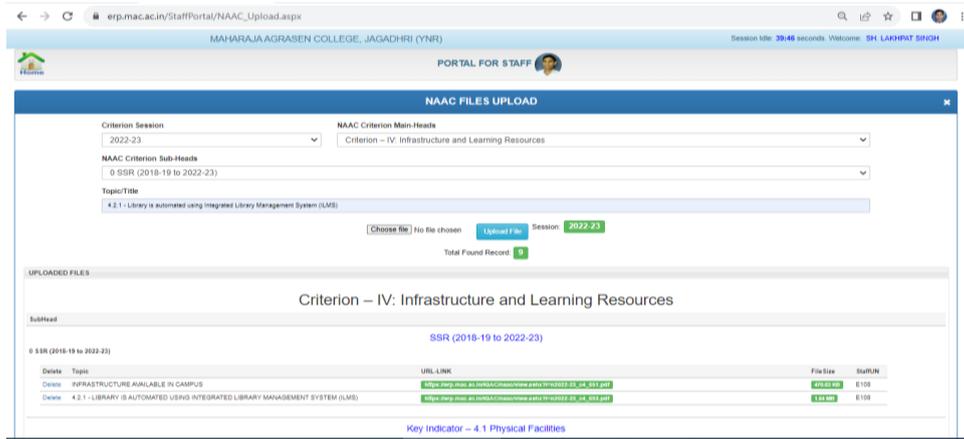
**6. Student's Portal:-**



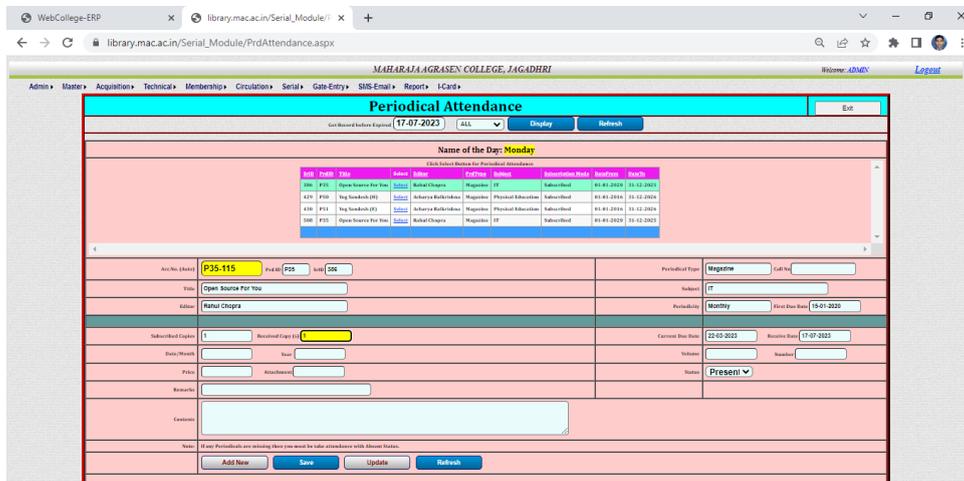
**7. Staff's Portal**



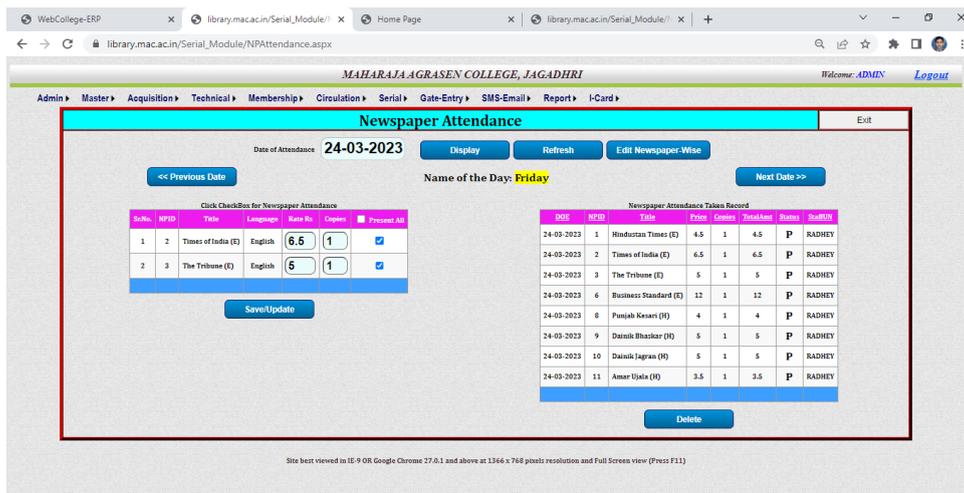
**8. Web-link creation for NAAC:**



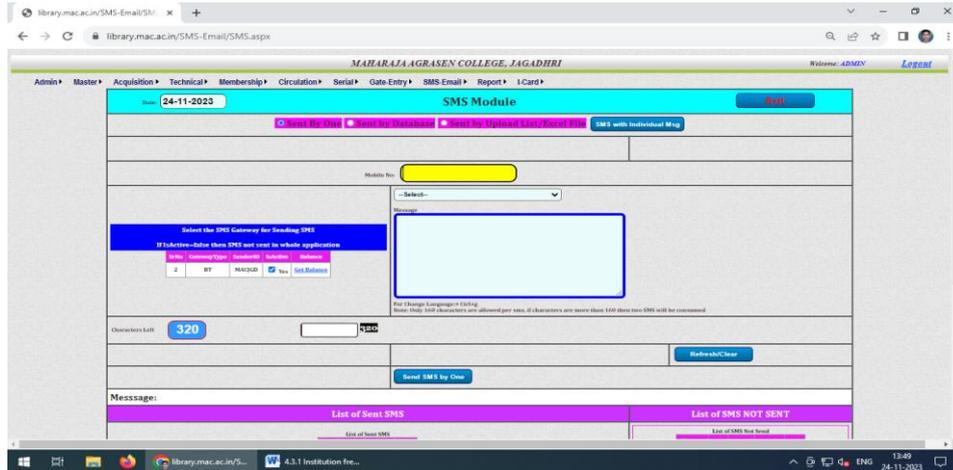
9. Periodical Attendance Page:-



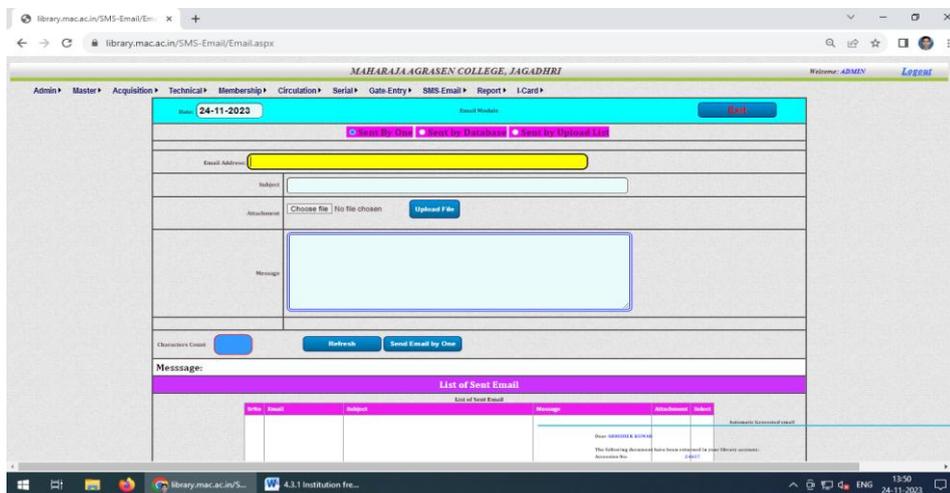
10. Newspaper Attendance Page:



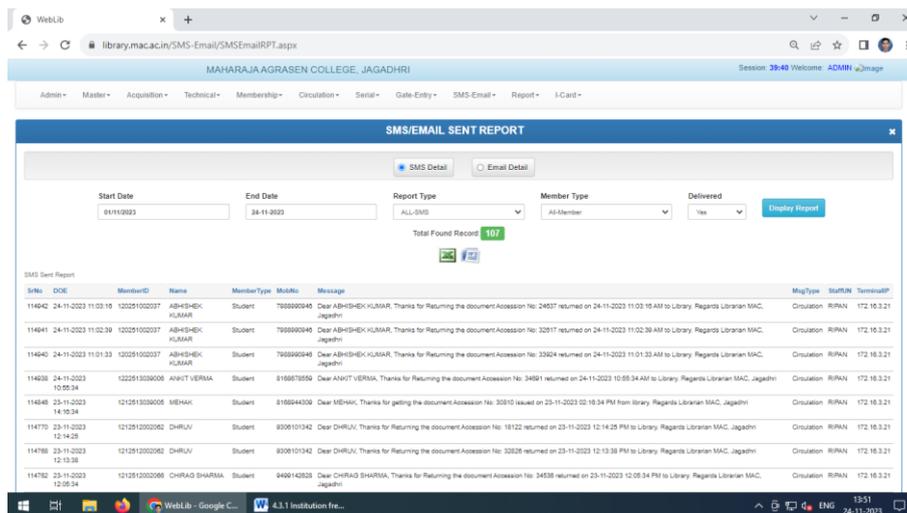
11. SMS Sending Page:-



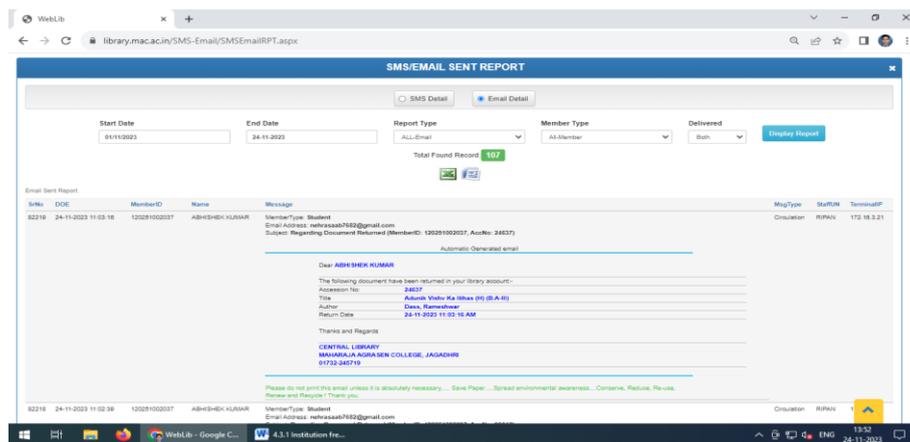
**12. Email Sending Page:**



**13. SMS Log Report Page:-**



**14 . Email Log Report Page:-**



### 3.4 Special features of weblib:

- 1) Web-Centric Library Automation and Digitization Software.
- 2) Biometrics Finger-Print Supported.
- 3) Web-OPAC facility
- 4) Users Portal.
- 5) Online facility for paying over-due fine.
- 6) SMS/Email Alerts facility.
- 7) Documents reissued facility.
- 8) Live Photo and Finger capturing facility.
- 9) Automatic Identification of the documents/Members on Library Gate-Entry.
- 10) A full featured modern integrated library management software (ILMS).
- 11) Inbuilt Barcode, Spine Label Generating facility.
- 12) Other fines charging facility such as Mobile Using, any damaging, misbehaving, Book-Binding, Book-tearing etc. from the users.
- 13) Alarm alert system for suspended Members and document not issued at Library Gate Module.
- 14) It is Web-Centric application with ASP.NET as front end and Sql-Server 2016 Standard edition as back end and AJAX, JavaScript, JQuery, HTML, C# languages are used.
- 15) Report can be exported in MS-Word, MS-Excel, PDF.
- 16) Advance Stock-Verification Module.
- 17) Multiple users can be created for different section of Library.

Through Web-OPAC, users can verify the availability of specific documents. They can also view the list of newly added books via the library software. Additionally, users have the option to reserve a particular book. Suggestions for enhancing library facilities can also be submitted by users through OPAC. Users can access the library collection using a computer system via Web-OPAC, allowing them to search for library documents from various perspectives, including: book title, author, publisher, accession number, language, almirah rack number, or classification number for locating items.

At the start of each new session, an Orientation Programme is conducted to familiarize students with the rules, regulations, and various library facilities. During this programme, students are instructed on how to utilize e-resources such as the N-List Programme, our library's e-resources, and other open resources.

The college library has own Microsoft-Windows-Server-2016 (OS) and MS-Sql-Server-2016 (Database) based big IBM server, in which have 16GB RAM, 20 cores Intel(R) Xeon(R) CPU-E5-2620 v4 @ 2.10Ghz processor with 2TB hard disk in RAID-1 (Mirroring).

Students and educators receive notifications via SMS and email concerning the most recent status of the issuance and return of specific books and periodicals, among other items. Users are able to verify all details related to the books using their membership ID.

### 3.5 Problems Encountered And Resources Required

Sufficient financial resources are essential for regularly updating digital resources and resolving network-related

issues. At times, the institution faces challenges due to budget constraints, which can temporarily affect the efficiency of digital services. Continuous investment is necessary to maintain and upgrade the infrastructure to ensure smooth access to online platforms and learning tools. Addressing these issues promptly is crucial for sustaining the institution's commitment to a fully digital and efficient academic and administrative environment. The institution is committed to nurture the enthusiasm and overflowing energies in a positive and constructive way. In future too the endeavour of the college will be to provide our students with equally excellent nurturing environment, thus transforming them into well balanced capable citizens as per National Education Policy, 2020.

#### **4.0 Conclusion:-**

In conclusion, Maharaja Agrasen College, Jagadhri, Yamunanagar, exemplifies a strong commitment to quality enhancement and institutional excellence through its best practices aligned with the NAAC framework. The college's focused initiatives on Women Empowerment and Digitalization reflects its vision of creating a safe, inclusive, and future-ready educational environment. By empowering women through training, awareness, and leadership opportunities, the institution promotes gender equity and inclusivity. Simultaneously, the adoption of digital tools across academic and administrative domains such as ERP, e-resources, portals, and automated systems demonstrates a forward-thinking approach to modern education. These practices not only improve operational efficiency and transparency but also enrich the overall learning experience for students. Collectively, these efforts reinforce the college's dedication to continuous improvement, social responsibility, and academic excellence. Maharaja Agrasen College stands as a model institution, showcasing how strategic planning and innovation can effectively align with national quality standards while meeting the evolving needs of students and society.

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