Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	DR.RAFIQ ZAKARIA COLLEGE FOR WOMEN
Name of the head of the Institution	DR.MAQDOOM FAROOQUI
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	02402402061
Mobile no.	9890995522
Registered Email	principal.dr.rzcw@gmail.com
Alternate Email	tanmaypaithankar@hotmail.com
Address	NAVKHANDA, JUBLEE PARK, BHADKAL GATE
City/Town	Aurangabad
State/UT	Maharashtra
Pincode	431001
2. Institutional Status	

Affiliated / Constituent	**Affiliated**
Type of Institution	**Women**
Location	**Urban**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**DR. TANMAY PAITHANKAR**
Phone no/Alternate Phone no.	**02402323540**
Mobile no.	**9422289060**
Registered Email	**tanmaypaithankar@hotmail.com**
Alternate Email	**principal.dr.rzcw@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://drrzwc.in/wp-content/uploads/2022/12/AQAR-2018-2019.pdf
4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://drrzwc.in/wp-content/uploads/2022/12/CamScan_29-12-2022_15-59-37.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B+**	**78.70**	**2004**	**08-Jan-2004**	**08-Jan-2009**

6. Date of Establishment of IQAC	**29-Jun-2016**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Preparation of Academic Calender	**13-Jun-2019 1**	**30**
View File		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
nil	nil	nil	2020 00	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	2
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

1. Research work to be published in international journals 2. To monitor the student attendance 3. Career counselling and guidance cell strengthened. 4. Sensitizing students to environmental issues. 5. Academic and Administrative Audit.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
1) Preparation of Academic Calendar. 2) NAAC accreditation preparation: Under this head IQAC has made QIF (Quality Indicator Framework) Criterion Wise College Committees to work towards every parameter related to accreditation. 3) Arranging meetings with HOD’s and other faculty for more	All Plan of Action was successfully implemented and outcomes achieved.

focused teaching learning activities. 4) Identifying the Strength and Weakness of the college and working towards eliminating the weakness. 5) Code of conduct was prepared for Students, Teachers and NonTeaching staff. 6) Students feedback system is created. 7) The senior college faculty has been asked to publish more research publications in the reputed journals. 8) Remedial coaching is made available to the weak learners	

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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
CDC	**29-Jul-2019**

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2019**
Date of Submission	**23-Oct-2019**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**Management information system is working online and offline. All teachers contact for the necessary requirements to IQAC. Quality initiatives and quality culture programmes are chalked out in IQAC Meetings. If necessary, the consent is taken by C.D.C. Principal of the college is chairperson in IQAC as well as CDC. The decisions are communicated to C.D.C by Principal. For students, CMS Software is used. All data of students is preserved in computers at office. Students are given unique ID number. Examination work is done totally online. Question papers are downloaded from university website through online login. Question papers are photocopied in required number. The**

	absentee report is communicated to university online. Entire work is under CCTV surveillance. Knowledge Resource Centre has books, periodicals and reference books with bar code. Students are issued library cards. KOH is very useful for the students and teachers in searching books. All audit is under control of administrative office. Budget to various departments is sanctioned at the beginning of academic year. All student's data is preserved in soft copies. Subject wise and class wise lists are available. Students and alumni get to know about various programmes in college through college website://www.acscashti.com Communication to all agencies like Dr. Babasaheb Ambedkar Marathwada University, UGC, NAAC, AISHE, NIRF is made through mail. Admission process, reservation policies, staff payments are all strictly according to government rules and regulations.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

1) Dr. Rafiq Zakaria College for Women was affiliated to Dr. Babasaheb Ambedkar Marathwada University. 2)The vision and mission of college is to provide quality education with knowledge and skills, providing the students opportunities and shaping them for the future 3) To stand any where in society with confidence and being a good human. 4) Also, providing standard education through value based holistic teaching learning and innovative practices with spirit of entrepreneurship, creating socially responsible citizens prepared for, multiple carrier opportunities 5) In new academic year, meeting is held for the upcoming new year activities, syllabus faculty development etc. 6) significant steps are taken for curricular planning and implementation. 7) All the faculty of Science and Arts prepare annual and monthly teaching plans of respective subjects with daily teaching dairies. 8) All the faculty members use lecture method, LCD, questionnaires, assignment methods for making more effective teaching learning process. 9) The college follows all the rules and regulation laid by government, UGC and University. 10) Faculty members other than regular classes take extra lectures, helping students, taking efforts for organizing seminars, poster presentation for students. 11) Institution follows a specific time table program for effective transactions of curriculum. 12) Every department organizes seminar and poster presentation and guest lectures. Institution is always in touch with university for guidance laid down by university. 13) Maximum teachers of college have played an effective role in framing of various aspects of curriculum. 14) As members in different academic bodies such as chairman, paper setter, and in paper assessment etc. 15) Every year feedback is collected from students, teachers, stakeholders. The suggestion are considered for application.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Career Oriented Course (Chemistry)	COP	17/11/2014	180	Job Oriented in QC – QA	Employing Practical Training
Communication Skill (English)	COC	22/06/2010	180	Own Tuition Classes	Preparation for interview personality development
Creative Writing Teaching Urdu	COC	27/12/2011	180	Job Oriented	Poetry, Translators Grammers
Diploma in Sericulture	COC	27/12/2011	180	Job Oriented Silk Industry	Agriculture University.
Seed Testing Plant Pathology	COC	22/06/2010	180	Quality Control	To learn Handling QC
Diploma in water Analysis	Certificated	20/06/2019	90	Quality Control	Environmental Analysis
Diploma in Phytochemical Screening of Medicinal Plants	Certificate	20/06/2019	90	Quality Control	Medicinal Analysis

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	Political Science/ History/Economics/ English/ urdu/ Home Science/ Sociology/ Psychology	04/06/1990
BSc	Physics/ Chemistry/ Botany/ Mathematics/ Zoology/Computer Science/ Analytical Science	04/06/1990
MA	English/ Urdu	15/06/2005
MSc	Chemistry	15/06/2009

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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MSc	Chemistry	15/06/2009
MA	urdu	15/06/2006
MA	English	15/06/2005

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	104	5

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
B.A I Year (Gender Related Develpoment Index)	15/06/2018	80
B.A I Year (Basic Concept of Politcal Sciecne Liberty Equality Jusctice)	15/06/2018	80
B. Sc II Year (Enivermentt Science)	15/06/2018	200
B.A. II Year (Natural Rescources Renewable and Non- renewable)	15/06/2018	20
B.Sc III Year (Ethic and Cyber Law)	15/06/2018	35
B.A IIIyear (Feminism)	15/06/2018	3
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MSc	Chemistry	13
BA	English, Urdu, Hindi, Political Science, Home Science, History	59
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
1) The college collects feedback on curriculum aspects and courses from different stockholders such as students, parents, alumni and faculty. 2) There is a committee which collected feedback from students of B.A and B.Sc of all the subject taught by faculty members and are analyzed by using computer programme. 3) The feedback is collected both manually and virtually from students, parents, alumni and teachers on curriculum which is prescribed by the university. 4) The college conducts annual alumni meet in which suggestions are received form alumni and action taken for the improvement and development of teaching and other practices in the college. 5) Formal feedback is also taken during these alumni gatherings. Further college website invites alumni to provide feedback through online Performa. 6) The format of feedback on curriculum for various stakeholders that is collected is given below. 7) Online feedback is an integral feature of evaluation of effective and efficient learning and practices. 8) The Feedback of Students collected are based on teachers' performance. 9) The Criteria is based on regularity, using black board, knowledge based, using ICT tool. 10) Now every department using ICT Tools, Audio, Video Visuals, Power point presentation, YouTube channel according to suggestion of the students from feedback forms. 11) College organizes guest lecture of alumni 12) every department also conduct curricular and extra-curricular activities for students benefits

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	English, Urdu, Political Science, History, Economics, Sociology, Psychology, Home Science	720	331	331
BSc	Physics, Chemistry, Analytical Chemistry, Zoology, Botany, Mathematics, Computer Science, English, Urdu, Hindi.	360	241	241
MA	English	60	28	28
MA	Urdu	60	26	26
MSc	Chemistry	60	18	18

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	596	72	32	6	5

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
38	38	9	14	5	7
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Teaching learning process as a part of sound education system Institution follow mentor-mentee process for the better evaluation and progress of the students. Mentoring system is student -centric. Mentoring system has been introduced to develop a better and effective relationship of students and teacher to guide the students in their academic as well as personal matter. The role of the mentor is to nurture the students and guide them for any issues they are coming across. Special bonding is made to solve the problems of students. Each mentor is given list of the mentees. Total 10 to 15 students / mentee are allotted for each mentor. Class wise distribution is done according to their related faculty. Mentor has the students as mentee of all three years. Mentor has a responsibility to look after the regularity, punctuality, and discipline of the mentee. Activities of each mentee is observed by their mentor. The mentors meet the students associated with them once in every week. A separate mentoring and counselling hour is maintained for each class as part of their time table and the respective faculty meets the students in the said hour. Problems of mentee are discussed by their mentor. If a student is absent for more than 10 days continuously then mentor calls the parent of a student, enquires the reason and advises them. Action is taken by the mentor to solve the problems of the mentee, sometime guidance and help is taken from the principal. Mentors look after activities of mentee such as exams, results, co-curricular involvement. Time to time update is taken by the college senior member. Principal conducts meeting with the mentor to take review about the activities done by mentee. Record of each mentee is been kept with the mentors to give update to parent about their children. Healthy relations are kept between both mentor and mentee. Mentors communicate with their colleagues and promote mentees at the time of difficulty provide them opportunities and develop them further in their areas of interest. Telephonic discussion with parents about the children for the upliftment of the mentee. The main objective of the mentoring system is to: 1. To monitor the student’s regularity and discipline. 2. To enable the parents to know about the performance and regularity of the children. Student teacher relationship improvement. Counselling student for solving their problems and providing confidence to improve their quality of life. 3. To identify and understand status of slow learners and encourage advanced learners. 4. Identification of slow learners for conducting Remedial classes. Advanced learners identified and encouraged with prizes. 5. Guiding student to choose right career path for jobs, higher studies, entrepreneurship. Outcomes of the system: The student’s attendance percentage has increased to greater extent. There is a quiet improvement in teacher student relationship due to the direct communication between mentor and the mentee. Mentoring system has helped in creation of a better environment in college and bridge the gap between the teachers and students. Also, it has motivated the students

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
668	28	1:24

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
29	22	7	1	22

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr.Maqdoom Farooqui	Principal	Dr.Sarvepalli Radhakrishnan Education Promotion Award
2019	Dr.Sumia Fatima	Associate Professor	1.International Women of the year Award. 2.International women Scientist of the year. 3.Best Professor in Botany Award. 4.Dr.A.P.J Abdul Kalam Education Award
2019	Dr. Chisty Syed Qadeeruddin	Associate Professor	Association of Muslim Professionals
2019	Dr. Shaikh Yasmeen	Associate Professor	1.Award of International Noble Ambassodor
2019	Dr.Nilofer Shakir	Assistant Professor	Fatema Shaikh Ideal Teacher Award.
2019	Dr. Syeda Farhat Nasreen	Assistant Professor	Best Senior Faculty Award
2019	Dr. Baig Mumtaz	Assistant Professor	Fellow Membership Society of Agriculture

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	B.A.	1	08/10/2018	01/06/2019

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The Institute is affiliated to Dr. Babasaheb Ambedkar Marathwada University Aurangabad, and follows the Examination pattern of the university. Dr. BAMU University guidelines are strictly adhered with respect to evaluation process. This evaluative mechanism is geared towards preparing students for their final examinations conducted by the affiliating university, and also for their overall enrichment. Keeping in view the need for continuous assessment of the students, the college initiated the following measures: The Actual Practice (Types of evaluation): • Ability test (Selection test) is taken for evaluation after admission to assess the level of understanding and proficiency of the students. Performance of the students in ability test is used by Faculties to identify slow and advanced learners in their respective subjects. Slow Learners are encouraged to improve their performance in future by counseling. Counseling Sessions are used to sort out the personal issues, academic and non-academic problems. • Special classes are held after the Ability Tests to help the students prepare better for their upcoming university examinations. • Remedial classes are held for slow learners. • Departmental periodic class tests and tutorials are taken. (Tutorials as part of which students have to write question answers based on term syllabus). • The corrected test answer papers of the students are distributed to them for the verification by the students and any grievance is redressed immediately. • The marks obtained by the students in internal assessment tests are filed up periodically and kept in the department along with their attendance. • Periodic Seminars, Group discussions were arranged per semester. • Each student is encouraged to give seminars in the class. • More assignments are given for practice. • The students will be informed about the mistakes committed and guided to improve their performance in term end examinations. Practical Examinations: Day to day performance of the students is assessed for every experiment which includes regularity, performance, viva and the promptness in submitting the record. For lab courses, the marks/grade scored by the student for each experiment is indicated in the observation/record. The independent learning, practical approach to the real-time applications is tested by viva voce for laboratory courses. Practical Examination has to be carried out within the stipulated time. Attendance of the students for the practical examination is monitored. The end examination for the laboratory and projects shall be conducted with internal and external examiner appointed from the other colleges as decided by the University. After completion of the practical examination, the faculty evaluates the answer scripts. The faculty submits the marks to the examination branch and marks are uploaded on university web portal. Term end exam: The college constituted an examination committee to ensure effective implementation of all activities related to external examinations and assessments. Through continuous monitoring and evaluation of students on campus, the college identifies students requiring special attention and offers necessary measures and by mentor teachers. At the end of each term, the final assessment is done through term-end university examination. Result Analysis: • The results are compiled by the

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Since our college is affiliated to Dr. Babasaheb Ambedker University, Aurangabad, the academic calendar is prepared and notified by the University at the beginning of the academic session and our college strictly adheres to the same. In-keeping with the academic calendar prepared by the university, our college authority also prepares an academic calendar for the college by incorporating few modifications as per necessity. This academic calendar comprises of the dates of commencement of classes and examinations viz. the semester wise schedule for courses of the college, schedule of the college internal assessments, tentative schedule of university examinations etc.

Holidays and other activities and celebrations/observances by the college are also included in the academic calendar. This includes admission, registration, teaching schedules, winter summer vacation. Examination schedules are provided by the director of examination evaluation, of Dr. B.A.M.U. However, the college, in the beginning of the academic year prepares academic calendar conceding university calendar which includes celebrations of various days, annual social gathering, university foundation day etc. The guidelines of the university about examinations are informed to students from time to time through student notice board, departmental notice boards also verbally by the faculty members of the college. The departments conduct internal assessment of students. The academic calendar is discussed in the departmental meeting. It is then distributed among all teaching faculty and non-teaching staff of the college. Delivery of lectures, completion of syllabus and conduction of examination are held in accordance with this academic calendar.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://drrzwc.in/learning-outcome/

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
B.A	BA	English, Urdu, Political Science, History, Economics, Sociology, Psychology, Home Science	71	70	98.59
B.Sc	BSc	Physics, Chemistry, Analytical Chemistry, Zoology, Botany, Mathematics, Computer Science, English, Urdu, Hindi.	55	52	94.54
M.A	MA	Urdu	10	10	100
M.A	MA	English	11	11	100
MSC	MSc	Chemistry	9	9	100

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://drrzwc.in/wp-content/uploads/2022/12/SSS-2019-20.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	730	Dr Babasaheb Ambedkar Marathwada university	50000	50000
Minor Projects	730	Dr Babasaheb Ambedkar Marathwada university	50000	50000
Minor Projects	730	Dr Babasaheb Ambedkar Marathwada university	36000	36000
Minor Projects	730	Dr Babasaheb Ambedkar Marathwada university	30000	30000

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Integrated Skills	English	14/02/2020

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nill	Nill

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nill	Nill	Nill	Nill

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded

Chemistry	1
Botany	2
Economics	2
Library	1

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Chemistry	1	0
International	Chemistry	8	3
National	Botany	22	44
International	Botany	12	26
International	Zoology	5	94
National	Physics	6	8
National	urdu	2	0
National	English	6	11

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Botany	7
Physics	2
English	2
Hindi	1
Zoology	2

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Synthesis Advance for Divessifiel Pyrazles and Piperidines	Dr. Maqdoom Farooqui	European Journal of Pharmaceutecal and Medical Research 2394-3211	2019	Nill	Dr RZCW Aurangabad	Nill

View File

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self	Institutional affiliation as mentioned in

					citation	the publication
An efficient one pot synthesis and biologically screening of some pyrazole salt derivative	Dr. Ayesha Durrani	International Journal of Research and Analytical Reviews (IJAR)	2019	2	Nill	Dr.RZCW, Aurangabad

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	18	103	5	13
Presented papers	6	8	0	4
Resource persons	2	0	0	0

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Celebration of Gandhi Jayanti Workshop on Paper Bag Making	Jan Shikshan Sanstha Aurangabad	10	90

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
For Teaching	Apprec iation letter received to 23 BSC III year students of 19-20 batch, Dr. RZCW, Aurangabad	1) Radient English School, A-bad. 2) Zia-ul-Uloom Girl's High School, A-bad. 3) New Radient English School. 4) Indira Gandhi Urdu Girl's High School. 5) Al-Falah International School. 6) Indira Gandhi Urdu High School. 7) Dr.	20

		Zakir Hussain Urdu Prima	
Contribution of Dr. Rafiq Zakaria	Award of Rs. 1000	Maulana Azad Educational Trust, Aurangabad	1
Durlakshit Krantikari	Award of Rs. 500	Milliya College, Beed	1
Durlakshit Krantikari	Award of Rs. 1500	Milliya College, Beed	1
Durlakshit Krantikari	Award of Rs. 1000	Milliya College, Beed	1
Durlakshit Krantikari	Award of Rs. 500	Milliya College, Beed	1
State level Debate competition	Award of RS. 7000 certificate and trophy	Shanti Nursing Home and Mitra Mandal	1
University level wallpaper/poster competition	Won 1st Prize	Shivchatrapati college Aurangabad	1

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Extention Activity- Herbs and School Workshop on Herbarium Sheet Making and Exhibition on 12.12.2019	NSS Unit, Dr. RZCW in collaboration with Model High School, Aurangabad	-	21	106
Organized Aids Day Rally on 02.12.2019	NSS Unit, Dr. RZCW, Aurangabad	-	7	72
Swachhata Abiyan	NSS Unit, Dr. RZCW, Aurangabad	-	20	82
Participation of NSS students in workshop on “Water Conservation” 24.08.2019	MGM Autonomous University, Aurangabad	-	4	67

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration

Guest Faculty Chemistry	02	Self	1
Science Talent Search	22	Self	1
Chemistry Talent Search	24	Self	1
ACT contech	100	Self	1
Collaborative Research	02	Self	356

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
COP	COP – Chemistry	Chrome Analytical Institute Aurangabad	02/09/2019	21/04/2020	10
COP	COP English	Enlight Education	05/08/2019	14/07/2020	10

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Chemistry – Vivekanand Shikshan Sanstha	27/12/2018	Online lecture series date	35
Chemistry – Rahebar Educational Trust, Aurangabad	07/01/2019	Intercollegiate seminar presentation Intercollegiate poster presentation	22
English – Rahebar Education Trust, Aurangabad	15/02/2019	Faculty Exchange Guest Lecture organized for MA students on 22nd October 2019	32
Hindi – Marathwada legal general education society, Aurangabad	07/01/2020	The parties will organize conferences and seminars jointly	30
Chemistry- with Kohinoor College	03/09/2019	Faculty Exchange	35

Khuldabad			

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1684000	1951659

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing

No file uploaded.

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
KOHA ILMS	Partially	-	2019

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	19709	2702771	41	7223	19750	2709994
Reference Books	3234	0	4	0	3238	0
e-Books	313930	0	0	0	313930	0
Journals	0	0	0	0	0	0
e-Journals	6150	0	2	15900	6152	15900
Digital Database	0	0	0	0	0	0
CD & Video	114	0	0	0	114	0
Others(specify)	0	0	0	0	0	0

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content

0	0	0	Nill

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	49	22	34	0	0	11	34	10	5
Added	5	0	0	0	0	0	5	0	0
Total	54	22	34	0	0	11	39	10	5

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

10 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
1.Multi Attachment Stand, 2.Collar Mic, 3.Croma Curtain, 4.Dynamic Mic, 5.Headband Mic, 6.Laptop, 7.Digital Board, 8.Smart board, 9.LCD Projector, 10.Audio speaker	https://drrzwc.in/aqar/new-naac/

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
1684000	1951659	220000	10488

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

1.The overall authority and responsibility for maintaining and utilizing the physical, academic and support facilities rests with the principal. 2. The principal by delegating the authorities and responsibilities to Vice-Principals, Head of Departments and various committees, ensures that the resources are optimally utilized and maintained for the benefit of the stakeholders. 3. The financial requirement are assessed on the basis of the requirements submitted by the Head of Departments and other Support Units at the beginning of Academic Year. 4. The principal makes budgetary provisions for up gradation, maintenance and utilization of all the resources of the institution. 5. All the purchases are done through Principal as per the laid down norms and procedures. 6. All the resources are recorded in the Accession Register and Stock Register maintained by the concerned departments. 7. On the basis of the reports and suggestions, the principal takes corrective actions, if needed for the optimum use and maintenance of the physical, academic and support facilities. 8. Library resources are maintained by the Librarian with the help of support staff under the overall supervision of the Library

Committee. 9. The library resources are made available to the students and staff from 10:00 a.m. to 05.00 pm on all days excluding Sundays and holidays. 10. The overall maintenance of furniture, computers, photocopying machines, etc. are made through the trained qualified staff. 11.The regular cleaning and sweeping is done by the support staff of the college. 12. The sport facilities are maintained and looked after by the Director of Physical Education with the help of support staff under the overall supervision of Sports Committee. 13. The physical facilities like laboratories, library, classrooms, sports facility, etc. are made available to the students and staff members as per the time table and schedule which is planned for optimum use of facilities under the supervision of the staff and instructor / assistant. 14. The resources of the laboratories are maintained and utilized under the supervision of Head of the Departments with the help of support staff. 15. The laboratory equipment are repaired and serviced periodically by outsourcing as per the needs. 16. The maintenance of computer hardware and IT enabled systems are done by the technical staff and hardware technician. 17. The electrical equipment and systems are maintained by the qualified electrician of the college. 18. Water Supply, R.O. Plant, bore wells supply made through pump house. Painting and beautification of the campus are done periodically through external agencies. 19. Sweeping and cleaning of the classrooms, passages, etc. are done every day by the support staff and students enrolled under Earn While Learn scheme under the overall supervision of the Head of support staff/ Professor in charge.

https://drrzwc.in/gallery/

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Dhanak	52	20500
Financial Support from Other Sources			
a) National	Minority	255	669000
b)International	0	0	0

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Soft Skill	17/06/2019	26	0
Remedial Coaching	17/06/2019	120	0
Language lab	17/06/2019	26	0
Bridge courses	17/06/2019	38	0
Yoga meditation	17/06/2019	70	0
personal counseling	17/06/2019	120	0
ICT	17/06/2019	12	0

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the

institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	Chemistry Talent Search	24	24	20	0
2019	Science Talent Search	22	22	15	0
2019	ACT Contech	100	100	40	0
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Wonder Group of School	41	6	Surya Enterprises	45	15
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	20	B.A/B.Sc.	all	Dr.RZCWA/ University /Azad college	M.A English
2019	16	B.A	Urdu	Dr. RZCW	M.A Urdu
2019	1	B.A	pol. science	Dr. RZCW University Azad college	M.A Pol Science
2019	2	B.Sc	Physics	Dr BAMU	M.Sc Phy
2019	11	B.Sc	Chemistry	Dr. RZCW University /Azad	M.Sc Chemistry

				college	
2019	12	B.Sc	Botany	Azad/Bamu	M.Sc Botany
2019	11	B.Sc	Zoology	Azad/Bamu	M.Sc Zoology
2019	10	B.A/ B.Sc	All	Marathwada College	B.Ed
2019	2	B.Sc/BCS	Comp.Sc	Azad College	M.sc Comp.Sc/ MCA

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nill	0

No file uploaded.

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Badminton, shotput,kho kho,discus throw,football ,cricket,chess,carom Quiz, mehndi comp.singing ,eassay writing, annual functions etc	Institute	250

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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Shooting Rifle	National	1	Nill	B.Sc I	Alima Siddiqui
2019	Athelets	National	1	Nill	B.Sc I	Shaikh Nazia
2019	Shotput	National	1	Nill	B.Sc I	Zaidi Iram Fatima

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Dr. Rafiq Zakaria college for women is affiliated to Dr. Babasaheb Ambedkar Marathwada University, Aurangabad. Students’ council is a group of students elected who participated in different area of college. students were participated in students’ council under the supervision of teachers and principal, to learn the responsibilities like leadership, solving problems. democratic process etc. the students are elected in the general election of the college for one year in accordance with students’ union constitution of

university. According to the circular of the university the student's council election are conducted in the college first the students who are having higher percentage in respective classes i.e B.Sc. I, II, III, B.A I,II,III, M.A I,II M.Sc I ,II as well as B.C.S and P.G students the list of students having higher percentage was class representative of class according to the directives of the university election.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Aashna Alumni Association Activities 2019-2020 Alumni interaction with students on 23th July 2019 Amreen Musani alumni of the colleges and Director of Annoor Academy, Bentonville U.S had an interaction with students. On this occasion she urged students to work hard and live humble life. 20th August 2019 Meeting of Alumni executive members ? The planning of guest lecture series was discussed by the members. ? Planning of health camp for students was discussed. ? Executive members also discussed about fund generation and how to involve more alumni for future program. 26 th August 2019 felicitation of Ms. Khan Fariha fatema Aashna Alumni Association of Dr. Rafiq Zakaria College felicitated Ms. Khan Fariha Fatema . B.A III year for scoring highest marks in final year in college. 2018-19 exam, Dr. Babasaheb Ambedkar Marathwada University, Aurangabad. 1 st February 2020 Organized "Best Dressed lady of the Day" on the occasion of canteen day. Women Students teachers and family participated in this contest. Ayesha Barrekhani of XI science won the Contest. 3 rd February 2020 Certificate of appreciation was given to Khan Fariha Fatema Khan Md.Iqbal Ahmed for having scored 9th position in the order of merit and Khan Shaesta Anjum Ibrahim Pathan for having scored 12th postion in B.A III year 2018-19 examinations of Dr. Babasaheb Ambedkar Marathwada University, Aurangabad. 3 rd February 2020 Certificate of appreciation was given to Khan Fariha Fatema Khan Md.Iqbal Ahmed for having scored 9th position in the order of merit and Khan Shaesta Anjum Ibrahim Pathan for having scored 12th postion in B.A III year 2018-19 examinations of Dr. Babasaheb Ambedkar Marathwada University, Aurangabad. 11st March 2020 Free Dental and Mouth hygiene camp on the occasion of International Women's Day Was organized by Alumni association Alumna Dr. Asema Patel (Dentist), and Dr. Snehal Prashant Raktade examine more than 100 teachers and students of the college

5.4.2 – No. of enrolled Alumni:

110

5.4.3 – Alumni contribution during the year (in Rupees) :

11000

5.4.4 – Meetings/activities organized by Alumni Association :

Yes ,Guest lectures and meetings every year

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Two practices of decentralization and participative management: The college and management follow decentralization of powers. The management is the highest in terms of administrative powers. The management delegates powers to the head of institution i.e., the principal. The principal delegates powers to the vice principal. The vice principal delegates powers to the IQAC coordinator. The

heads of the departments are the next in hierarchy who are responsible for the smooth functioning of the college and the departments. The management of the college allocates powers of decision making to Head of the institution i.e. The principal. The key areas like Institution administration, University compliances, Institution Strategies and Policies, Financial Matters, Research Development, Government Social interface and other proceedings in the office are supervised and executed by him for smooth functioning of the college. To facilitate and maintain the efficiency of the functioning of the college following committies are formed- • Admission • Time table • Discipline • Placement cell • Women harassment cell • IQAC • Cultural • Examination • College magazine • Library • Students satisfaction survey committee The policies of the governing bodies are communicated to the principal and further to the faculty at regular intervals. The plan of implementation for the students is done in connivance with these policies. Case study Admission process At the beginning of the academic year, the principal calls a staff meeting to discuss on the results, academic year planning and admissions. The principal constitutes the admission committee and appoints two conveners- one for Arts and the other for Science faculty. The teachers who comprise the committee are given instructions by the conveners regarding the rules and regulations of giving admissions to students. Subject combinations and the timing for executing the admission process and engaging classes is done in consultation with the teachers. Regarding the admissions for UG, PG and BCS, the criteria and rules laid down by the university are discussed. Instructions are given to the committee members about the filling of forms, fees structure and the necessary documents to be collected from the students. Teachers are also instructed to do careful scrutiny of the documents of foreign students. Suggestions from the faculty are invited and carefully considered by the authority for its smooth functioning. The faculty is empowered to take decisions and make suggestions to the convener which is further communicated to the principal. The committee has the freedom to plan and decide implementation strategies. The institution follows delegation, decentralization and empowerment policies while entrusting the responsibilities to faculty and staff All faculty members are given certain academic responsibilities. The delegation of responsibilities leads to transparency, faculty development and faculty enrichment. In view of above, the institute plans and declares various academic committees covering both faculty and administrative staff. Collective decision making is encouraged at all levels.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The College is affiliated to Dr. Babasaheb Ambedkar Marartwada University Aurangabad and hence we follow the curriculum of the affiliating University. Work load distribution as per specialization of faculty members. Several faculty members are active members of University and Autonomous colleges appointed examination committee to frame questions papers and evaluate examination scripts. A few faculty of the college are members of the board of

	studies of the university. They actively particapte in decision making and curriculum designing process conducted by the BOS.
Teaching and Learning	The college and its various departments adopt innovative ways to teaching. Apart from regular teaching, bridge course was taken. ICT based learning through smart classroom. Guest lectures, seminars, field visits and study tours were conducted. Co curricular activites like debate, elocution, quiz competition, essay writing competition organized every year are the means to involve and motivate students towards improving their learning.
Examination and Evaluation	During this academic the I, III, V semester exams were conducted offline. However, the next semester exams were conducted through the online mode. The questions were of MCQ type and evaluation was also done by the teachers. The II, IV VI semester exams were conducted late due to covid 19. Final University exam were conducted online.
Research and Development	The teachers of different department successfully guided students working on their Ph.D. The college applied for research centres in English, Zoology and Botany. It already has two research centres in Urdu and Chemistry.
Library, ICT and Physical Infrastructure / Instrumentation	The college has a rich storehouse of books in the library. The labs and library are well equipped. The concept of digital libarary is introduced through which INFLIBNET is provided to all teachers.
Human Resource Management	The College and management provide opportunities to its staff for progress Development. Teachers are encourage to engage lecture, to deliver keynote address in seminar and conduct PG and UG lectures in other instiution either as invetes or as a part of MOU. The principal and IQAC Encourage lectures in innovative work, take research project and write books. Extension activities are carried out. Teaching faculty are members of various prestigious positions in the university.
Industry Interaction / Collaboration	The chemistry department has a collaboration with chrome analytical institute.

Admission of Students	**Admission committee is formed for the admission process under which senior admissions like B.Sc, B.C.S, B.A., M.Sc. etc and junior admissions i.e., XI and XII Arts and Science are done. Online form filling is done under the admission committee's supervision. Online registration is also done. Declaration of merit list and admission confirmation is also done online. Submission of examination forms, hall tickets, timetable, result declaration and students queries related to examination and results are done online. UG and PG MKCL process and related updates and queries are done using electronic media. Website regarding MKCL process is being done by using the university website https://bamua.digitaluniversity.ac Admission record is maintained in MIS (Management Information System) software. An MIS gathers data from multiple online systems, analyzes the information, and reports data to aid in management decision-making.**

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Administration	**There are various positions in administration run under Dr. Rafiq Zakaria College for Women, Aurangabad. Such as 1. Permanent in grant-in aid 2. Fixed pay in non-grant- in aid 3. CHB in grant-in aid 4. CHB in non-grant-in aid ? The above process is being accomplished through the NOC that is being granted by the Joint director office (JDO), NOC from the management, advertisements are being published in the regional, local or national newspapers, through the selection committee from the university or from the Joint director's office. In case of non-grant in aid, approval to recruitment is made from university/ Joint director office or from the management. For year wise record maintenance of working, non-working, teaching and non-teaching for every grant-in-aid and non-grant-in-aid staff MIS software was used.**
Planning and Development	**Under the planning and development program annual budget is being maintained by the college and infrastructure planning is also being done. The college has its requisition**

	approval for purchasing goods and services. Supervisors or college administration use it to grant or deny a purchase requisition based on organization policies and utilizes the funds for the various schemes for the welfare of the college. The college also provides various scholarship forms and online form filling services. The funds are also used for purchasing various equipment’s as per the need of various departments and office. For maintaining college funds and investments MIS software was used
Finance and Accounts	Under the supervision of Office Superintendent (O.S.) in Dr. Rafiq Zakaria College for Women, the finance and accounts section are managed by Shaikh Sajed. He handles salary of all the junior college teaching staff, senior college teaching staff Grants-in-aid and Non-Grant as well as non-teaching staff. To keep and maintain all documents and records related to finance and account software is used entitled as “Tally” with version “Tally ERP 9”. Tally is used to maintain daily records of financing and accounting. And for documents we prefer Microsoft Office 2007, and MIS software was also one of the best records keeping and maintaining software which was used in this criterion. Here we are maintaining accounts like audits, salary, compliance, corresponding with the management for the year 2019-20. 1. Salary grants from central and state government agencies. 2. Equipment’s and research grants from UGC. 3. Infrastructural development funds from managements. 4. Fees collection. Accounts: 1. Fees receipts. 2. Subsidiary books of receipts. 3. Cashbook. 4. Ledger. 5. Tally Software. 6. Half year internal audit. 7. Statutory audit on annual based. 8. Scholarship audit by social welfare department. 9. Income tax annual return. 10. Fees reconciliation.
Student Admission and Support	Admission committee is formed for the admission process under when senior and junior admissions are done. Online form filling is done under the admission committee’s supervision. Online registration. Online declaration of merit list admission confirmation is online. As well as examination forms,

	hall tickets, timetable, result declaration and students' queries related to examination and results are done online. UG and PG MKCL process and related update and queries are also done using electronic media. Website regarding MKCL process is being done by BAMU's digital website. Admission record was maintained in MIS (Management Information System) software
Examination	Under graduates and Post graduates' examinations were conducted online. UG examinations were conducted online and offline. Online form filling was done, hall tickets, timetable, declaration of results, ATKT form filling, examination fees collection and marks memo was done online. The offline examination which was held in the year 2019-20 was conducted by our college by all the protocols of COVID-19.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	Nil	Nil	Nil	0

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Urdu: Dr. Rafiq Zakaria Memorial Lecture on Urdu Adab Mein Mushtarka Tehzeebi Rujhanat	-	09/07/2019	09/07/2019	60	Nill
2019	National level workshop	-	14/02/2020	14/02/2020	55	Nill

	on integrated skills (English Department)					
2019	Botany: National conference on development of life schience.-	-	23/02/2020	23/02/2020	55	Nill

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Reference course in environmental science	1	02/10/2019	13/10/2019	12
ARPIT (English Literature Teaching)	1	16/09/2019	28/02/2020	06
ARPIT (Online RC in Chemistry for Higher Education)	2	09/09/2019	28/02/2020	06
ARPIT (Online RC in Gender Equality and Women Studies)	1	09/09/2019	28/02/2020	06
STC (One week virtual international faculty development program)	1	15/05/2020	21/05/2020	7
STC (Research Methodology)	1	10/06/2019	10/08/2020	3
FDP (Managing Online Classses and Co-creating MOOC:- 2.0)	1	18/05/2020	03/06/2020	14

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time

1	1	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
• Maulana Azad College Credit Society provides loan of upto 4 Lacs to its teaching and non teaching faculty. • Health awareness camp are arranged from time to time. • Duty Leave is granted for attending Seminars, Conferences and Workshops • Medical Leave • Maternity Leave • Paternity Leave • Employee Provident Fund Scheme. • Medical Reimbursement: The faculty and staff members claim and receive the medical expenses incurred from the state government. Such proposals are forwarded with the consent of the college. • Appreciation of staff - Distinct achievement of staff is appreciated in the form of felicitation in the annual day program of the college. • Employment to the dependents of the deceased employees on compensate grounds.	• Maulana Azad College Credit Society provides loan of upto 4 Lacs to its teaching and non teaching faculty. • Health awareness camp are arranged from time to time. • Medical Leave • Maternity Leave • Paternity Leave • Earn Leave • Employee Provident Fund Scheme. • Medical Reimbursement: The faculty and staff members claim and receive the medical expenses incurred from the state government. Such proposals are forwarded with the consent of the college. • Employment to the dependents of the deceased employees on compensate grounds. Sr No. Name of the Welfare Schemes No. of beneficiary 1 Maulana Azad Credit Society 18 2 Employee provident fund scheme 28 3 Medical reimbursement 02 4 Group insurance 28 5 Duty leave 197 6 Medical leave 85 7 Maternity leave ---- 8 Paternity leave ---- 9 Employment to the dependents of the deceased employees	Considering the social and economic background of the students various measures were taken for their benefits: • Tuition fees Concession is given • Permitted to pay the fees on the instalment basis. • Canteen facility is made available. • Earn and Learn Schemes are run to make them self dependent and develop their skills. • Health and Hygiene camps are arranged. Doctors visit the campus very often to highlight the importance of cleanliness and hygiene for a healthy life. Various issues regarding girl students are discussed.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Institution conducts financial audits periodically as per the rules and regulations prescribed by the University/Joint Director, Higher education, Aurangabad, applicable for Grant-in-aid colleges. Every year the financial audit is conducted in the month of Oct-Nov and Mar-April to verify the accounts and maintain the records. Appointed external auditor conducts financial audit twice a year as described earlier. Any discrepancy in the said accounts is brought to the notice of the principal and is rectified by the concerned authorities with his consent. The officials related to the accounts and finance section take necessary and possible measures towards the accurate and transparent financial management of the institute. Maulana Azad Education Society Dr Rafiq Zakaria College For Women Navkhanda Aurangabad Is Audited internally twice a year by Anil Mardikar and company, chartered accountants,

Aurangabad.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	0

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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Dr. Babasaheb Ambedkar Marathwada University	Yes	IQAC
Administrative	Yes	Dr. Babasaheb Ambedkar Marathwada University	Yes	IQAC

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

In the meeting held with parents/ wards of students following points were discussed- • Transportation facility for commutation was discussed. • Punctuality of students to classes was brought to the notice of parents. • Instalment facility regarding payment of admission fees to economicaly backwards students. • Suggestions were invited about keeping uniform for students. • In order to maintain mobile free campus, parents were asked to strictly discourage students from carrying mobile phones with them. • A suggestion was made to organise cultural programme on the occasion of annual day and prize distribution programme. ATR Instalment facility for payment of admission fees was granted. Initiative was taken by teachers to pay the fees of poor and needy students. The campus became mobile free.

6.5.3 – Development programmes for support staff (at least three)

NIl

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. New PG Courses In English Urdu and Political Science Started. 2. Research Centers Started in Urdu English Political Science Zoology Botany Started. 3. Alumni Association Registered With Charity Commissioner Aurangabad.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	1) Preparation of Academic Calendar	13/06/2019	15/06/2019	02/05/2020	30
2019	2) NAAC ac creditation preparation	15/06/2019	20/06/2019	02/05/2020	30
2019	3) Arranging meetings with HOD's	15/06/2019	01/07/2019	14/03/2020	18
2019	4) Identifying the Strength and Weakness	01/07/2019	02/07/2019	14/08/2019	30
2019	5) Code of conduct	15/06/2019	17/06/2019	01/07/2019	10
2019	6) Students feedback	01/07/2019	02/07/2019	14/03/2020	200
2019	7) Research publications in the reputed journals.	15/06/2019	17/06/2019	02/05/2020	30
2019	8) Remedial coaching	15/06/2019	01/08/2019	14/03/2020	250

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Gender Equity and Women Empowerment	01/01/2020	01/01/2020	35	10

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Water Harvesting Use of LED Bulbs Solid Waste Management

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	500
Provision for lift	No	0
Ramp/Rails	Yes	5
Braille Software/facilities	No	0
Rest Rooms	Yes	450
Scribes for examination	No	0
Special skill development for differently abled students	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	2	2	21/06/2019	04	1. One Day workshop on “Eik Mul Eik Zhad” 21st June 2019 2. Celebration of yoga day 21st June 2019 3. Heritage walk 23rd September 2019 4. Participation in Water conservation at MGM College Aurangabad 24th August 2019.	Dr RZCW	40

View File

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)

Professional Ethics	14/08/2019	The IQAC has framed the code of conduct for the implementation of higher human values and professional ethics code of conduct for various stakeholders.The imperative is to implement curriculum and as well as taking care of the professionalism,

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Constitutional Day	24/11/2019	24/11/2019	100
AID'S Day rally	02/12/2019	02/12/2019	50
Workshop on Corona Virus Awareness	17/02/2020	17/02/2020	40
Workshop on Awareness on Dengue Chicken guinea	24/09/2019	24/09/2019	40

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

• Green Audit • Rain water Harvesting • Solar • Ban Plastic • Tree plantation • Swachta Abhiyan 15th August 2019 • Seed ball making • Gardening and tree plantation

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

• Mobile Ban in the college • Donation to Orphanage Home

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

https://drrzwc.in/best-practices/

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Women's education has always been a matter of concern for all the societies and in all the ages. But in modern era this has acquired the most important place as we need to face greater challenges in our times compared to the past. It is a fact that women are the half of the world. If they remain ignorant, the remaining half will also remain ignorant because she will be the mother of all the male part. In this way we need to educate the girls they are the future mothers. It is proved that women are the backbone of our society. Our college has shouldered this greatest responsibility of educating girls. It is a fact that our girls not only belong to the creamy layer of the society but also to the down trodden part. So, our responsibility becomes many folded. We need an all-round development of the girls. Our aim is to enable our students to face the modern world with all challenges, and share the responsibilities of able

citizen to bring about socio-economic growth of our society and strengthen our nation. Through the weapons of the education, we want to eradicate the evils of the society like superstitious, ignorance and exploitation etc. We want to create scientific temper among the students and change their attitude towards the education. We believe that only education can bring about positive change in lives of women. It breaks the shackles of ignorance and fades away the darkness of illiteracy. We want to nurture our students with the universal values of truth and courage. We want to help them in their pursuit of excellence. We want to foster them the spirit of secularism and also national integration. For coexistence can brings harmony and society can develop by leaps and bond. This is the best solution of all the problems. Our goal is to empower women through the means of education. We want to transform our students in to self dependent beings. They must establish their self respect, emotionally, socially and economically. We believe that education is the key to women empowerment, prosperity and welfare. Through education women have better access and opportunity in all the fields leading to increased income and strength Hence, our efforts with these motives have resulted into satisfactory outcome. For us women empowerment means emancipation of women from the vicious grips of social, economical, political, caste and gender-based discrimination. It means granting women the freedom to make right choices in life and realize their dreams.

Provide the weblink of the institution

https://drrzwc.in/institutional-distinctiveness/

8.Future Plans of Actions for Next Academic Year

1. To Start Value – added courses to be introduced 2. Special activities conducted for Advanced/Slow Learners 3. To implement Measures for improving academic performance of the students 4. NSS camp 5. To Start Skill-Based Courses/Value Added Courses 6. To Start Entrepreneurship development programmes 7. To organize Cultural events 8. To Start Personality and soft skill development programme. 9. ICT teaching tools to be frequently used for teaching. 10. To strengthen Internal Assessments 11. To strengthen Project evaluation system. 12. To effectively solve student Grievances regarding University Examinations 13. To Conduct International Conference/Seminar. 14. To encourage Faculty members to apply for Major/Minor Projects. 15. To encourage Faculty members to Publish Books. 16. To encourage Faculty members to apply for various prestigious Awards, Recognitions and Fellowships. 17. To Start Certificate Course in Bee Keeping. 18. To conduct various extension activities for students. 19. To increase collaborations/linkages for Faculties exchange, Students exchange, Internship, Field trip, on the job training research etc., during the year 20. To sign MOU with various prestigious institutions. 21. To Conduct Faculty Development Programme. 22. To conduct green audit 23. To conduct Energy Audit 24. To conduct Environment audit 25. To apply for clean and green campus recognition / awards 26. Beyond the campus environmental promotion activities: 27. Built environment with ramps/ lifts for easy access to classrooms: Yes 28. Divayangjan-friendly wash rooms: 29. To develop Signage including tactile path, Lights, display boards and signposts: 30. To provide Assistive technology and facilities for persons with Divayangjan, accessible website, screen reading software mechanized equipment. 31. To make Provision for enquiry and information: Human assistant, reader, scribe, soft copy of reading material, screen reading: 32. To increase institutional efforts initiatives in providing and inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socio economic and other diversities 33. To develop, Sensitization of students and staff of the institution to the constitutional obligations: values, rights, duties and responsibilities of citizens 34. To celebrates/organizes national and international commemorative days, events and festivals