YEARLY STATUS REPORT - 2020-2021

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 its own campus?	No
• Phone no./Alternate phone no.	02402402462
• Mobile No:	9890995522
• Registered e-mail	principal.dr.rzcw@gmail.com
• Alternate e-mail	maqdoomf@gmail.com
• Address	Navkhanda Jubilee Park
• City/Town	Aurangabad
• State/UT	Maharashtra
• Pin Code	431001
2.Institutional status	
• Type of Institution	Women
• Location	Urban
• Financial Status	Grants-in aid

• Name of the Affiliating University	**Dr. Babasaheb Ambedkar Marathwada University**	
• Name of the IQAC Coordinator	**Dr. Tanmay Paithankar**	
• Phone No.	**02402402061**	
• Alternate phone No.	**02402402462**	
• Mobile	**9422289060**	
• IQAC e-mail address	**tanmaypaithankar@hotmail.com**	
• Alternate e-mail address	**paithankartanmay@gmail.com**	

3.Website address (Web link of the AQAR (Previous Academic Year)	http://drrzcw.in/IQAC.
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://drrzwc.in/academic-calendar/

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B+**	**78.70**	**2004**	**08/01/2004**	**08/01/2008**

6.Date of Establishment of IQAC	**29/06/2016**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dr. Rafiq Zakaria College For Women	**Minor Project**	**Dr Babasaheb Ambedkar Marathwada University**	**2018**	**100000**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File

9.No. of IQAC meetings held during the year	**2**	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**	
• If yes, mention the amount	**Nil**	

11.Significant contributions made by IQAC during the current year (maximum five bullets)
1. Research work to be published in international journals 2. Audio video aids in teaching learning process 3. To monitor the student attendance 4. Career counselling and guidance cell strengthened. 5. Sensitizing students to environmental issues

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	
Plan of Action	Achievements/Outcomes
Research activities to be strengthen which should be reflected in increase number of papers presentation in conferences and publishing in internationals impact factor journals. • Elearning process to be strengthen by adopting elearning tools for more topics in different subjects.	**Number of research papers increased in international and national journals who have good impact factor • ICT tools are used for different subjects**

13.Whether the AQAR was placed before statutory body?	**Yes**
• Name of the statutory body	

Name	Date of meeting(s)
College Development Committee	25/03/2021

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	26/02/2022

15. Multidisciplinary / interdisciplinary

Our vision clearly articulates our 'commitment to achieve excellence through holistic education'. Students are apprised about various program details, committees and student support bodies through an orientation session. As an affiliated college, there is no academic flexibility, on account of the prescribed curriculum by the University. Therefore, integrating humanities with STEM remains an important institutional challenge. Affiliation to Dr. Babasaheb Ambedkar Marathwada University limits the scope of multidisciplinary flexible curriculum and allowing entry and exit of students at various years of undergraduate program. The faculty members ensure that credit-based projects, departmental conferences and co-curricular activities are value-based and communicate the ethos of the institution which includes inclusivity, sustainability, religious tolerance and scientific temper. It conducts various activities that adopt multidisciplinary approach and has successfully released several volumes from 2004 of College Magazine which have a multidisciplinary scope. It conducts various activities that adopt multidisciplinary approach and positivity amongst learners. Most of the certified courses run by college are open to students from other disciplines, thereby capturing the spirit of the multidisciplinary education.

16. Academic bank of credits (ABC):

As the college is affiliated to the Dr. Babasaheb Ambedkar Marathwada University and follows stated policies, it does not have liberty to access the Academic Bank of Credits by itself. The college is waiting for the university to lay down the procedure of initiating this process. As soon as it happens, college will register itself and begin the process.

17. Skill development:

The college conducts various certified/add-on/bridge courses which are aimed towards enhancing the skills & knowledge of learners, and eventually increasing their employability. programme, in which the

orientation of each class is planned and is currently going on. The diverse programmes such National Service Scheme, Faith on Campus and approach of Lifelong Learning and Extension give the students varied opportunities to undertake responsibilities. Value Education, Life Skills and College Women Development Cell support value-based education. Through the in-house Social Outreach Programme, the students were already engaged in community service. All these programs inculcate positivity among students and enhance development of humanistic, ethical and several other human values. To develop the Constitutional and other human values the college celebrates a list of days like Independence Day, Republic Day, Constitution Day, just to name a few.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The college commemorates several days significant to Indian culture. Hindi Bhasha Day, Marathi bhasha divas, Traditional day, which give students an opportunity to learn and enjoy the rich and diverse linguistic and regional culture of the nation. Till the college does not attain academic autonomy to institute integration of Indian knowledge and teaching language culture into the curriculum may become a challenge. Acquiring a bilingual teaching mode may be planned out if required by students. The college has already initiated a process to get feedback from students in all programs if Bilingual mode of teaching is required. Museum trips and heritage walks are conducted by History department to acquaint students to the rich Indian heritage.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The college has a practice of assessing the outcomes of various courses that are part of various Programmes. This feedback is then used to make alterations in teaching learning and curriculum-based activities. The college also follows a system of obtaining feedback from its stakeholders and the changes obtained through the feedback process are incorporated. One of the significant outcomes of obtaining feedback taken from students and other agencies, was the initiation of the certified courses. The college is affiliated to the Dr. Babasaheb Ambedkar Marathwada University and follow stated policies so the number of changes that are made get limited.

20.Distance education/online education:

As a process of preparedness for National Education Policy, the college is working on preparing for an Open Distance Learning (ODL) system. As the college is affiliated, we have to adhere to the directions of the Dr. Babasaheb Ambedkar Marathwada University and

as and when it directs its affiliated colleges to start running their own ODLs, the college will initiate the process for the same as per the guidelines of the University. As and when the college opts for autonomy, the institute can prepare online content such as e-books, lecture series, online live and offline doubt solving sessions for the Open Distance Learning students based on the designed curriculum. It is planned that though the college is affiliated, it can start with background preparation for distance learning like finding out the licensing issues of content development.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**6**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**2500**

File Description	Documents
Data Template	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**NIL**

File Description	Documents
Data Template	No File Uploaded

2.3 Number of outgoing/ final year students during the year	**2000**

File Description	Documents
Data Template	View File

3.Academic

3.1	**18**
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	**0**
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1	**25**
Total number of Classrooms and Seminar halls	
4.2	**1137003**
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	**25**
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

1) Every year university publishes academic calendar in the beginning.

2)This academic calendar is distributed to every department and timetable committee prepares the timetable.

3) HOD distributes the papers according to the specialization of the teachers.

4) Every faculty members prepare a teaching plan according to their subject.

5)College implements bridge course, remedial, different career-oriented course according to the need of students.

6) Ability test is conducted every year; advance and slow learners are selected.

7) College also adopts Mentor-Mentee for systematic functioning.

8) Co-curricular activities are also conducted regularly. Every department submits the reports of co-curricular and extra-curricular activities time to time along with documental proof to IQAC office.

9) Faculty members adopt innovative teaching practices like ICT based teaching methods, video lectures, and power point presentation:

10) Every year students feedback is taken to assess the teaching-learning process.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	https://assessmentonline.naac.gov.in/storage/app/public/aqar/23938/23938_3_1.pdf?1670913971

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

1) Dr. Rafiq Zakaria College for Women is affiliated to Dr. BAMU, Aurangabad. The institution adopted systematic approach for implementation of CIE curriculum.

2) According to the academic calendar of the university, every department of our college conducted two test and collected assignment/tutorial.

3) The teachers taught the different papers, collected assignment

and conducted two test and one assignment for every semester for all the papers.

4) The test is conducted by every department on different dates in their respective lecture.

5) The College is runs Science and Arts faculty and has subjects like Chemistry, Botany, Zoology, Physics, Mathematics, Computer Science and in Arts, English, Urdu, Hindi, History, Political Science, Sociology, Psychology, Economics, Home Science.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://assessmentonline.naac.gov.in/storage/app/public/aqar/23938/23938_4_3.pdf

1.1.3 - Teachers of the Institution participate in **A. All of the above** **following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

3

File Description	Documents
Any additional information	[View File](#)
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	[View File](#)

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

06

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	[View File](#)

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

129

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

139

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

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

Value added courses

Date of introduction

Number of students enrolled

B.A I Year (Gender Related Develpoment Index)

15/06/1993

186

B.A I Year (Basic Concept of Politcal Sciecne Liberty Equality & Jusctice)

15/06/1993

105

B.Sc II Year (Environment Science)

15/06/2004

228

B.A II Year (Natural Rescources Renewable and Non- renewable)

15/06/2004

46

B.Sc III Year (Ethic and Cyber Law)

15/06/2004

40

B.A IIIyear (Feminism)

15/06/1993

83

File Description	Documents
Any additional information	<u>View File</u>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<u>View File</u>

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

10

File Description	Documents
Any additional information	<u>View File</u>
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<u>View File</u>

1.3.3 - Number of students undertaking project work/field work/ internships

90

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<u>View File</u>

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution   **A. All of the above**

**from the following stakeholders Students
Teachers Employers Alumni**

File Description	Documents
URL for stakeholder feedback report	**No File Uploaded**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<u>View File</u>
Any additional information(Upload)	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows   **A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	<u>https://rzcw.in/feedback/views/public-report-student-data-2021-1.php</u>

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1320

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	<u>View File</u>

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

53

File Description	Documents
Any additional information	[View File]()
Number of seats filled against seats reserved (Data Template)	[View File]()

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The Institution assesses the learning levels of the students in two ways at the time of the commencement of the programme. Students enrolled in various disciplines are identified as slow and advanced learners based on their 12th marks and the entry level test conducted by each department.

ADVANCED LEARNERS:

Advanced learners are identified based on the performance in University Examinations of previous semesters and internal Examinations. Also, Ability or Aptitude test is conducted semester wise. In the Year 2020-21 due to Covid -19 all tests were conducted online mode with the platform of Goggle form.

Following Special activities conducted for Advanced Learners:

- Special Coaching classes for the first class toppers of every class after the internal test are conducted.
- Assigned questions to enable them to enhance their problem-solving abilities.
- Guiding the Students for Competitive Examinations.
- Encouraged the students to obtain the University ranks.
- Encouraged them to participate in various programme like quiz, poster presentation, and conferences,

REPORT FOR SLOW LEARNERS:

- Slow learners are identified based on their performance in University Examinations of various semesters and Internal Examinations. During Coaching, their performance is monitored and individual attention is paid through counselling session.

MEASURES TAKEN FOR IMPROVING ACADEMIC PERFORMANCE OF THE STUDENTS:

- **Remedial classes are conducted.**
- **Personal counseling is done by mentoring scheme by the guardian teacher.**
- **Bilingual explanation are imparted to the slow learner. Simple and standard lecture notes and study materials are provided by respective faculty. Videos of Lecture and PPT are uploaded on You tube for students.**

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	[View File]()

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
816	**35**

File Description	Documents
Any additional information	[View File]()

2.3 - Teaching- Learning Process

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

learning experiences

The vision of our college is upliftment of students through basic as well as quality education by making them self-reliant. The academic plan of our college is student-centric. Various methods of experiential and participatory learning, as well as problem-solving methodologies, are implemented. It encourages the students to participate in the teaching-learning activities. In regular classroom teaching, teachers employ experiential learning, and problem-solving methodologies.

Experiential learning:

This method is to enhance and develop experimental learning approach. Basically, natural science and social science departments like Chemistry, Botany, Zoology, Physics, English and Psychology use this method. In this student's analysis poems, dramas and stories

from their point of view. Activities like students' seminar, participation in conferences, MCQ discussion, preparing wall paper/charts/models/ herberia, workshop, book review, and yoga practice.

Participative Learning: This is the best student-centric learning method, activities such as:

Class seminar, Group discussions, Participation in debates, Quiz method, Role-playing method, Field /Industry visit and Research projects.

Problem Solving Method:

In the departments like Mathematics, Physics, Chemistry, Economics, and Psychology. Environmental projects are given, through literary Association departmental activities have been organized in the respective subjects like Urdu, Hindi and English etc.

Outreach activities are offered to develop human values, ethics and leadership qualities among the students such as:

- NSS camp
- Skill-Based Courses/Value Added Courses
- Entrepreneurship development programmes
- Cultural events
- Personality and soft skill development programme.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	https://drrzwc.in/student-centric-activities/

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Information and communication Technology (ICT) in education is the mode of education that use information and communication technology to support ,enhance and optimize the delivery of information. College is well aware of making use of ICT technology in education creates an easy -to -manage learning environment where the delivery

of information is smooth and learning, easier .College has projectors fitted with computer system, wi-fi connectivity .Teachers use ICT enabled tools, you tube animations ,e-resources to deliver lectures along with power point presentation .College has also a well-equipped computer lab along with wi-fi ..Students are refreshed to think critically and be innovative and creative in tackling their assignments ,projects and other tasks assigned to them using ICT. Teachers had their whatsapp group of respective class, they have created Goggle classroom for conducting class and posting assignments. Teachers frequently use whatsapp group for forwarding notes, MCQ of respective papers. Guardian teachers make their mentees / students well-versed with new ICT / online delivery. The institute follows the ICT enabled teaching in addition to the traditional classroom education.

1. In addition to chalk and talk method of teaching the faculty members use the IT enabled tools such as PPT ,video clippings ,Audio system ,online sources

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://drrzwc.in/aqar/new-naac

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

27

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

20

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

21

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

35

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

- **The college has transparent and robust evaluation process on assessing the students on continuous basis, apart fromteaching.**
- **Various techniques were adopted to assess the understanding of students throughthe online classes during the 2020-2021 academic year.**
- **For both the UG and PG students,the College conducted the class tests through online mode. After the completion of eachunit, the important questions were sent to them to their Whatsapp group, and Goggle Classroom and they were encouragedto attend all the exams.**
- **The student attendance, participatory activities and classpresentations (such as seminars) were also taken into account through various testingmethods. Online Seminars were also conducted in order to make the assessment morepurposeful and effective.**
- **Assignment topics were given out of the syllabus topics in orderto expand the interest of the students towards their career. Apart from unit tests, modelexams were also conducted to motivate the students towards a better academicachievement.**
- **To enhance the skills of students and to improve upon their generalknowledge, students were given various general topics for which they were asked toprepare their own projects and seminars. Overall, students' performance was satisfactory in the internalassessment in this academic year.**

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	Lock Down

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

- **Various internal examinations are being performed throughout the semester. Some of them are internal assessments, assignments and project work etc.**

Internal Assessments:

The evaluated answer sheets of class tests, assignments done by students are shown to them in class and faculty addresses individual grievances. The faculty evaluates the test papers and return them to students with detailed remarks and suggestion for improvement. The grievances of the students with reference to assessment are made

clear by showing their performance in the answer sheet.

Project evaluation:

In Arts faculty internal evaluations of the project is conducted by external examiners of respective subject. The project submitted by the student is immediately evaluated and the marks are assigned by the examiners.

Grievances regarding University Examinations:

Grievances related to Under Graduate and Post Graduate courses are forwarded to the University Grievances Committee. Students are able obtain photocopy of the answer sheets from university on request. Students who were not satisfied with their marks can apply for Revaluation / Reassessment to the University. If there is change in score, it is corrected at the University level. The norms regarding grievances are displayed on university website. The Institute follows the University policy. The entire mechanism to deal with examination related grievances is time bound as per university rule and regulation

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	Lock Down

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

- **The College offers education B.Sc. B.A and BCS. These programs help to develop scientific temper and thus prove to be beneficial for the society as the scientific developments can make a nation grow at a rapid pace.**
- **It also defines Program Outcome (PO), Program Specific Outcome (PSO) and Course Outcomes (COs). Program outcomes are well described as to impart quality education to Under-graduate students in Basic Sciences leading to B.Sc. Degree, to provide support in teaching and basic research to other constituent colleges of the University, Human Resources Development in Basic Sciences and to carry out basic research work in relation to the growing needs for the upliftment of rural masses of the State.**

- **Program-specific outcomes of all the departments are highlighted through career options open to students after completion of the programs and the achievements of the alumni. For each course offered by the College, a unique set of learning outcomes have been defined.**
- **These are linked to the broad program outcomes. Programme outcomes contain: Creating and developing ability for employment, research, critical thinking and responsible Citizenship.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://drrzwc.in/learning-outcome/
Upload COs for all courses (exemplars from Glossary)	[View File](#)

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

- **Our institution promotes to the teachers to organize workshops as well as deputes them to participate in the seminars and conferences. Moreover, they are promoted to present and publish research papers to achieve the Course Outcomes and Programme Outcomes successfully.**
- **Programme Outcomes (POs) deal with developing among student's aptitude, skills, ability, capacity for employment, research, critical thinking, social awareness and interaction, political consciousness, ethics and responsible citizenship, awareness of and sensitivity to environment and sustainability. Internal assessment is the requirement of the continuous assessment and is essential for the fulfillment of the COs and POs.**
- **There is an internal college committee that deals with the effective implementation of the evaluation reforms regarding the attainment of course outcomes and programme outcomes.**
- **Knowledge and skill that students acquire in their subject and also their capacity for critical thinking, are evaluated through continuous internal evaluation, end semester examinations, assignments and personal interactions (direct method).**
- **Most departments organize departmental seminars, surveys, presentations, debates, poster presentations etc. (indirect methods) on topics dealing with vital social, political, economic, ethical and environmental issues of the time, to attain COs, PSOs and POs.**

File Description	Documents
Upload any additional information	[View File]()
Paste link for Additional information	[https://drrzwc.in/learning-outcome/]()

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

171

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File]()
Upload any additional information	[View File]()
Paste link for the annual report	[https://assessmentonline.naac.gov.in/storage/app/public/aqar/23938/23938_27_58.pdf?1671087443]()

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

[https://rzcw.in//feedback]()

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

176000

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	<u>View File</u>
List of endowments / projects with details of grants(Data Template)	<u>View File</u>

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

04

File Description	Documents
List of research projects and funding details (Data Template)	<u>View File</u>
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	<u>View File</u>
Paste link to funding agency website	<u>www.dr.bamu.ac.in</u>

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

02

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	<u>View File</u>

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during

the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

55

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

13

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Response:

Dr. Rafiq Zakaria College of Women, Aurangabad is organizes a number of extension activities to promote institute neighborhood community association to sensitize the students towards community needs to bring communal transformation in the surrounding rural communities.

Impact of extension activities in the neighborhood communities:

The students actively participate in social service activities leading to their overall development.

The college runs effectively National Services Scheme (NSS) through these schemes, the institution undertakes various extension activities in the neighborhood communities. At present, the strength

of the NSS unit is of 250 volunteers. Several noteworthy activities were carried out by NSS volunteers. The camps and awareness programs have improved their understanding of various social issues.

Impact of extension activities in sensitizing students to social issues and holistic development:

The College is conscious of its responsibilities for shaping students in to responsible citizens of the country by making them aware of social issues. The collection provides consciousness to the students as well villagers about the significance of social issues like eradication of superstitions, Swachh Bharat Abhiyan, environmental pollution, personal health and hygiene, road safety, AIDS Awareness rallies etc. The college has also organized several social activities like Gram Swachhata Abhiyan and Tree Plantation.

File Description	Documents
Paste link for additional information	https://drrzwc.in/nss/
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

11

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

22

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1853

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

01

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

19

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college is providing the well-equipped learning infrastructure including 18 Classrooms, 15 laboratories with ICT facilities. 4 smart classrooms and 01 seminar hall with video-conferencing facility. The language laboratory, computer centre including latest i5, and are available in central computing facilities. The IT server room ensures the protection of Cyber Room with 50 Mbps for laboratories and Wi-Fi. The centralized office includes conference room, presentation room, interview rooms. The principal office, departmental HOD cabins with meeting room are ICT equipped ensuring best service. The library includes stack area, reference room, digital library, accession counters, reprography room, presentation and discussion room and air-conditioned reading hall with 100+ capacity. The institute has Girls campus with canteen facility. Medical facility room, gymkhana facilities including indoor/outdoor game, cultural activity halls are available. The uninterrupted power supply is ensured by UPS, Battery Backups and dedicated power generators.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://drrzwc.in/gallery/

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

```
Facilities for Cultural Activities and Sports:

1. Institute has ground for outdoor sports facility such as
Throwball, Disk -Throw, Shotput, Javelin-Throw, Badminton, Skipping,
kabaddi, kho-kho etc.

2. Institute has gymkhana for indoor games like - table tennis,
carom and chess.

3. A 300 seating capacity open auditorium is available in institute
for various program. The institute also has another auditorium with
a seating capacity of 110 students.

4. Institute organizes annual sports and cultural gathering and
inter collegiate level games.

1. Badminton

2. Skipping ground

3. Table tennis

4. kho-kho

5. Disk -Throw

6. Shotput

7. Javelin-Throw

The institute Gymkhana is well equipped with good indoor and outdoor
sports facilities such as kabaddi, Table Tennis, Carom boards,
Badminton etc. Since inception institute produced number of National
Level, State Level and University Level players in these games.
```

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://drrzwc.in/sports/

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

LMS, etc.

25

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

25

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://drrzwc.in/aqar/new-naac/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

1137003

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

Existing

Newly added

Total

No

value

No

Value

No

Value

Text Books

19750

2650467=00

14

3110=00

19764

2653577=00

Reference Book

3234

0

0

0

3234

0

e-book

0

0

0

0

0

0

Journals

0

0

0

0

0

0

e-Journals

0

0

N-List

5900=00

0

5900=00

Digital Data base

0

0

0

0

0

0

CD & video

114

0

0

0

114

OThers (Specify)

0

0

0

0

0

0

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	http://www.drrzcwlibrary.in/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources   A. Any 4 or more of the above

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

5900

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

110

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities every academic year. With the increasing demand for internet access in educational campuses due to evolving standard of education and flexibility offered by the Internet –Eare keenly stepping forward to

setup secured and stable wired or Wi-Fi network campus for their students to access internet from class room to library to labs. Currently we are using leased line of 50 Mbps from Seva communications private limited. The institute also provides Wi-Fi facility to students as well as in campus. The institute has a 24X7 Wi- Fi facility in the college campus for the student and faculty members to avail internet connection at any place in the college. The connectivity through a fully networked campus with state-of-the-art IT infrastructure, computing & communication resources, offers students the facilities of digital contents, e-mail, net surfing, up/down loading of web-based application, besides helping them in preparing projects & seminars.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://drrzwc.in/wi-fi/

4.3.2 - Number of Computers

49

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution   A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

1137003

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The Institute has well defined procedures along with monitoring to ensure proper maintenance and utilization of infrastructure, library, sports grounds, laboratories, classrooms, seminar halls, auditoriums. For the up keep of computers, LAN, Internet, Wi-Fi and other ICT facilities separate provisions have been made under the supervision of system administrator. The institute has qualified staff for the maintenance of electrical work, civil work etc. To meet power, break down and to provide adjustable power base, Gensets have been installed which are technically manned by the trained technicians. Laboratory: Equipment, instruments and appliances involved in the teaching-learning process are provided continuous maintenance and repair.

Sports Facilities: Various sports faculties are regularly used for competitions & practice. The indoor and outdoor sports facilities regularly monitored. Sport director has been appointed by the institute to carryout sport activities.

Computers: System administrator is responsible for proper utilization and maintenance of LAN, Internet and Wi-Fi facilities. Repair and maintenance of Lab equipment and instruments is carried out by internal technicians under the guidance of System administrator. Technical Aids such as Multimedia Projectors, Laptops, desktops, printers, Wi-Fi, LAN etc are maintained by trained technicians.

Classrooms: All classrooms are cleaned every day on regular basis and maintained by housekeeping department. The supervisors are responsible for the maintenance of the buildings and physical facilities including washrooms.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://drrzwc.in/sports/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

325

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

390

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	[View File](#)

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	https://drrzwc.in/aqar/new-naac/
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

63

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government

examinations) during the year

`0`

File Description	Documents
Upload supporting data for the same	[View File](#)
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

`0`

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	[View File](#)
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	[View File](#)

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

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.

File Description	Documents
Paste link for additional information	https://drrzwc.in/students-corner/
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Aashna Alumni Association Activities 2020-2021

1. Meeting of Alumni Associations executive members was held on 15th
February 2021.

- Giving economically backward students financial help (exam
  fees, study material etc.)
- To distribute masks in the campus for the protection.

- - Celebrating international women's day
  - Organizing general health camp

2. Certificate of appreciation was given to Ms. Nida Tahreem Sk Imam for receiving the 1" prize as a Jr. Journalist in Junior Talent Hunt event held from 26" November 2020 to 26 January 2021 on National Level on 25th February 2021.

3. Financial help to needy students

4. Distributed masks in the campus for the protection on girls on 29th June 2021. 5. Dr. Nazneen Akhter Alumni of the college donated 9 plants on 9th July 2021 which includes,

1. Neem (1)

2. Saptaparni (2)

3. Palah (2)

4. Jamun (2)

5. Jam (1)

6. Badam (1)

Certificate of appreciation was given to Ms. Nida Tahreem Sk. Imam for receiving the 1" prize as a Jr. Journalist in Junior Talent Hunt event held from 26th November 2020 to 26th January 2021 on National Level on 25th February 2021.

File Description	Documents
Paste link for additional information	https://drrzwc.in/wp-content/uploads/2022/08/Alumni-2020-21.pdf
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)   E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

- **Education being the most important aspect of women empowerment, planned measures were adopted during the year 2020-21 for students so that they do not encounter a loss in terms of their studies and other facets of co curricular development.**
- **Online classes were regularly conducted by the teachers. Online webinars, workshops and courses were designed to equip students with the necessary skills, knowledge and resources.**
- **The pandemic provided a new platform of learning to students and an opportunity to explore new web resources like lectures on you tube and other sources. Google classroom, Google meet through which necessary data, links and video lectures were made available for students.**
- **The departments kept the students abreast with the latest trends in their subjects by providing updates to students.**

File Description	Documents
Paste link for additional information	https://drrzwc.in/vision-and-mission/
Upload any additional information	**No File Uploaded**

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

- **The institution practices decentralization and participatory management in keeping with its belief in collective leadership and democratic traditions. The college delegates authority and provides operational autonomy to the teachers in all areas of academic performance, decision making and implementation of plans and policies related to curricular and co- curricular programmes.**
- **At the beginning of the semester, department-wise meetings are conducted. The heads of the departments conduct meetings to discuss the requirements, workload distribution and other programmes and activities. During 2020-21, an online staff meeting was called by the principal to discuss the various activities to be organised for students. Apart from online teaching, the principal gave clear instructions to organise**

online programmes like webinars, workshops and other short term courses to be organised by the various departments. After consultation with the Vice Principal and IQAC Coordinator, a schedule was prepared by the heads of departments about the activities they were supposed to organise like webinars, courses and guest lectures.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- **During the year 2020-21 the strategic plans and their implementation changed significantly due to the pandemic.**
- **There were online classes and teaching was carried out only in an online mode. Live classes were conducted on Zoom and Google Meet for UG as well as PG.**
- **Google classrooms were created by teachers when lessons, exercise, assignments and other related data was posted. The record was maintained by the teachers.**
- **A Question bank was prepared by the teachers. Tests and tutorials were also conducted Online in Google classroom through Google Forms. The evaluation record was also maintained.**
- **Exams of both semesters of UG and PG were conducted online by the university.**
- **The college teachers are active in research activity, publishing research papers and supervising students for Ph. D.**
- **The College has research centres in English, Botany, Zoology and Chemistry. Research activity is extensively carried out in all subjects.**

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://drrzwc.in/aqar/new-naac/
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

- **Maulana Azad Education Society's Dr. Rafiq Zakaria College for Women, Navkhanda is located at Jubilee Park, Bhadkal Gate in Aurangabad and it is affiliated to Dr. Babasaheb Ambedkar Marathwada University, Aurangabad. The principal is the head of the institution appointed by the society.**
- **The principal is governed by Dr, Babasaheb Ambedkar Marathwada University and Joint Director of Higher Education, Aurangabad. The principal is the head of the factions into which the college is divided- Academic and administrative.**
- **The administrative section is headed by the office superintendent and all the non -teaching staff (Class III and IV) work under his supervision. The academic section has the Vice Principal as the next authority to the principal.**
- **The IQAC Co-ordinator is next in the hierarchy. The heads of the departments work under the supervision of the vice principal.**
- **The necessary documents related to academics every year are submitted to the office of IQAC Coordinator. The heads of the departments communicate the instructions of the vice principal to the faculty members of their respective departments.**
- **The Students Council report the problems of students to the teachers and the Vice principal which are immediately considered and rectified. The focus of the entire hierarchy is the welfare and progress of the students. This ensures the smooth functioning of the college and its various departments.**

File Description	Documents
Paste link for additional information	https://drrzwc.in/organogram/
Link to Organogram of the Institution webpage	https://drrzwc.in/organogram/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user interfaces	**No File Uploaded**
Any additional information	[View File](#)
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	[View File](#)

6.3 - Faculty Empowerment Strategies

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

The management and the authority of the college are well aware that smooth functioning of the institute lies in the wellbeing of its employee. In order to achieve this following facilities are provided to the teaching and non teaching employees:

- **Maulana Azad 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, etc.**
- **Teachers are relieved for attending the duties assigned to them by the affiliated university.**
- **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 through the authority of the college.**
- **Appreciation of staff: 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.**

Sr No.

Name of the Welfare Schemes

No. of beneficiary

1

Maulana Azad Credit Society

20

2

Employee provident fund scheme

28

3

Medical reimbursement

02

4

Group insurance

28

5

Duty leave

16

6

Medical leave

47

7

Maternity leave

0

8

Paternity leave

0

9

Employment to the dependents of the deceased employees

0

File Description	Documents
Paste link for additional information	https://assessmentonline.naac.gov.in/storage /app/public/aqar/23938/23938_71_166.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

Nil

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

35

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	<u>View File</u>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<u>View File</u>

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

11

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	<u>View File</u>

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

- **The following factors are effectively scrutinized in the appraisal system for teaching staff. The student's feedback, University Examination results, Attitude, involvement, commitment and achievement of a faculty with respect to his/her non-academic administrative activities.**
- **The faculty members are encouraged to participate in**

conferences and publish the research papers in the
international / national journals. They are encouraged to
organize national / international seminars / guest lecturers /
workshops/conferences.

- The college provides teaching diaries to all teachers in which
they write their annual teaching plan, time table and daily
teaching record of lectures.
- The information related to attendance and participation in
seminars, conferences and publications is provided to IQAC co-
ordinator by the faculty of all departments.
- The teaching staff are enrolled members of INFLIBNET which
allows them to browse the latest articles and relevant data of
their respective subjects.
- The College promotes the teacher under career advancement
schemes (CAS) accoding to rules prescibed by the UGC.

File Description	Documents
Paste link for additional information	https://assessmentonline.naac.gov.in/storage/app/public/aqar/23938/23938_75_178.pdf?1671087444
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The Institute has a finance committee and appointed a qualified
Auditor and also forms a team of staff under them to do a methodical
verification on a periodic basis. The purpose of internal audit is
to provide an objective source of information to the management with
a view to efficient conduct of activities of the institute,
safeguarding assets, preventing and detecting fraud and other
unlawful acts, completeness & accuracy of financial records and
timely preparation of financial statements. Internal Audit is done
by checking each bill and vouchers, books/laboratory equipment and
other materials are purchased at a least price taking proper
quotation collected from the parties.

The external auditor is appointed by the college to perform audits
of the financial statements of the Institute. The financial records
are audited by qualified chartered accountants at the end of each
financial year. The financial records are certified i.e., income and

expenditures, balance sheet and notes on accounts. The institution publishes audited financial statements on the institution's website as information for the concerned people.

File Description	Documents
Paste link for additional information	https://assessmentonline.naac.gov.in/storage/app/public/aqar/23938/23938_76_180.pdf?1671087444
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

NIL

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	**No File Uploaded**

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Nil

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5 - Internal Quality Assurance System

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

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.The senior college faculty has been asked to publish more research publications in the reputed journals

4. E-learning process to be strengthen by adopting e-learning tools for more topics in different subjects.

5. Preparation of AQAR.

File Description	Documents
Paste link for additional information	https://drrzwc.in/about-iqac/
Upload any additional information	**No File Uploaded**

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

1. Academic Calendar is Prepared.

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, committees started working in the said direction satisfactorily.

3.The senior college faculty has published research publications in the reputed journals

4. E-learning process strengthened by adopting e-learning tools for more topics in different subjects.

5. AQAR is prepared.

File Description	Documents
Paste link for additional information	https://drrzwc.in/about-iqac/
Upload any additional information	**No File Uploaded**

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://drrzwc.in/about-iqac/
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

1. **Annual gender sensitization action plan**
2. **Specific facilities provided for women in terms of :**

1. **Safety and security**
2. **Counselling**
3. **Common Rooms**
4. **Day care center for young children**
5. **Any other relevant information**

- **As a competent women's college, our vision rests on creating a safe space for our students and providing a gender sensitive and empowering education.**
- **The pedagogy of gender sensitization is not limited to classroom alone. We pride ourselves in having created a vibrant campus environment that allows students to think critically, and question and act and resists creatively.**
- **The college has organized a good number of formal events**

related to gender each year.
- As a women's college, we take responsibility for providing a safe space for its students to learn and grow.
- The college has strict round the clock security at the gate to create a safe campus.
- Well trained guards as employed by the college
- The security guards at the gate stationed two at a time, check the ID's of every one entering in the campus, while the college has a main gate which is used for regular passage with the guard manning at all time.
- The other gate remains locked except on special occasion and is monitored.
- The college has its boundaries with Civil hospital from two side and having high walls to prevent any intruders.
- Our college has an active internal complaint committee, a body formed to register the complains of harassment and to undertake formal proceedings to resolve them.

File Description	Documents
Annual gender sensitization action plan	https://drrzwc.in/gender-equity-and-sensitization/
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://drrzwc.in//facilities

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

1. **Solid waste management: The college collect all the solid waste to a particular area and hands it over the municipal corporation.**
2. **Liquid waste management.**
3. **Biomedical waste management**
4. **E-waste management: The material which is not in use/working is sold to the person related with scrap/remolding by the institution.**
5. **Waste recycling system:**
6. **Hazardous chemicals and radioactive waste management: The college practice to carry out the practical in micro scale and high dilution so the hazardous chemicals are in the very least quantity. Even though we have effluent treatment plant by means of which the liquid is reused for the cleaning and gardening.**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	https://drrzwc.in/waste-management/
Any other relevant information	**No File Uploaded**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File]()
Any other relevant information	[View File]()

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered**

    vehicles
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Any other relevant documents	[View File](#)

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	[View File](#)
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment   5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	*View File*
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

College campus has taken vaccination drive for COVID-19 with Municipal Corporation. The target was 500 vaccinations. College students, staff, other citizens have benefited.

- **The college celebrates the Marathi Bhasha Saptah on this day college distributed face mask among the staff.**
- **The college also celebrates Hindi Diwas/ Marathi Bhasha Diwas/ Pandharwada**

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
Any other relevant information	*View File*

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Department of political science has compulsory paper on constitution of India across all programme, certificated courser in human resources

The NSS unit of college is dedicated to creating a sense of patriotic commitment for national developments.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**No File Uploaded**
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized   **A. All of the above**

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

- **Commemorative days, events and festivals of national importance honors the great heritage of India. Recognizing the momentous contributions of historical figures to freedom and justice, likewise inspires the youth. Dr. R.Z.C.W. observes several nationally significant occasions to educate our students of India in engaging and participating ways.**
- **Dr. Rafiq Zakaria College for Women celebrates India's Independence Day with much enthusiasm. Students and teachers join in celebrations, which commence with the singing of the National Anthem, and include cultural performances. The republic day is marked in college with various programmes organized by students as a tribute to the father of nation, on**

2nd October, the birth anniversary of Mahatma Gandhi. The Swachh Baharat which seeks to accomplish one of the cherished principles of Gandhiji.

- **Dr. Sarvapalli Radhakrishnan's birth anniversary on 5th September. Observed nationally as teacher's day, is celebrated at college. Self-governing day is celebrated and speeches delivered on the occasion to remember and pay homage to the valuable contributions of the teaching community.**

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice 1: - During the lock down period the college campus was turned into COVID-19 care center.

Best Practice 2: - The college has distributed 10 lakh arsenic album among the covid patients.

Best Practice 3:- Food Grains kits & Cooked food in collaboration with Police Commissionerate & selfless helping hand in the Fakir wadi which is predominantly a slum area.

Best Practice4:- Paper Bag Making

File Description	Documents
Best practices in the Institutional web site	<u>View File</u>
Any other relevant information	**No File Uploaded**

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

- **The most important thing an institution does is, preparing its**

students for life, monld them with knowledge, to face the challenges of life. The students should not long behind in any walk of life, is the motive of our college

- Our college has post-graduation courses so that our students get higher education form their own college. As its next level we are having research centers for those students who want to perceive research after P.G we have as many as six research centers i.e English, Urdu, political Science, and chemistry, Botany, zoology.
- Our college felicitation research in the from of these research center. The students are provided with many fasciitis. So that students need not go everything to the university.
- Internal complaints committee is mandatory committee that every instituted is required to constituted within the organization. Our college is committed to provide a safe and dignified working environment to all its employees. In this regard our college have constituted the internal complaints committee against sexual harassment, in accordance with the act 2013 of government of india for redressal of complaints. The committee meets and organizes various activities for creating awareness about sexual harassment gender equality and sensitization of staff members regularly.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

1) Every year university publishes academic calendar in the beginning.

2) This academic calendar is distributed to every department and timetable committee prepares the timetable.

3) HOD distributes the papers according to the specialization of the teachers.

4) Every faculty members prepare a teaching plan according to their subject.

5) College implements bridge course, remedial, different career-oriented course according to the need of students.

6) Ability test is conducted every year; advance and slow learners are selected.

7) College also adopts Mentor-Mentee for systematic functioning.

8) Co-curricular activities are also conducted regularly. Every department submits the reports of co-curricular and extra-curricular activities time to time along with documental proof to IQAC office.

9) Faculty members adopt innovative teaching practices like ICT based teaching methods, video lectures, and power point presentation:

10) Every year students feedback is taken to assess the teaching-learning process.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://assessmentonline.naac.gov.in/storage/app/public/aqar/23938/23938_3_1.pdf?1670913971

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

1) Dr. Rafiq Zakaria College for Women is affiliated to Dr. BAMU, Aurangabad. The institution adopted systematic approach for implementation of CIE curriculum.

2) According to the academic calendar of the university, every department of our college conducted two test and collected assignment/tutorial.

3) The teachers taught the different papers, collected assignment and conducted two test and one assignment for every semester for all the papers.

4) The test is conducted by every department on different dates in their respective lecture.

5) The College is runs Science and Arts faculty and has subjects like Chemistry, Botany, Zoology, Physics, Mathematics, Computer Science and in Arts, English, Urdu, Hindi, History, Political Science, Sociology, Psychology, Economics, Home Science.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://assessmentonline.naac.gov.in/storage/app/public/aqar/23938/23938_4_3.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating	**A. All of the above**

University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

3

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

06

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

129

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

139

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

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

```
Value added courses

Date of introduction

Number of students enrolled

B.A I Year (Gender Related Develpoment Index)

15/06/1993

186

B.A I Year (Basic Concept of Politcal Sciecne Liberty Equality &
Jusctice)

15/06/1993

105

B.Sc II Year (Environment Science)

15/06/2004

228

B.A II Year (Natural Rescources Renewable and Non- renewable)
```

15/06/2004

46

B.Sc III Year (Ethic and Cyber Law)

15/06/2004

40

B.A IIIyear (Feminism)

15/06/1993

83

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

10

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

90

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://rzcw.in/feedback/views/public-report-student-data-2021-1.php

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1320

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

53

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The Institution assesses the learning levels of the students in two ways at the time of the commencement of the programme. Students enrolled in various disciplines are identified as slow and advanced learners based on their 12th marks and the entry level test conducted by each department.

ADVANCED LEARNERS:

Advanced learners are identified based on the performance in University Examinations of previous semesters and internal Examinations. Also, Ability or Aptitude test is conducted semester wise. In the Year 2020-21 due to Covid -19 all tests were conducted online mode with the platform of Goggle form.

Following Special activities conducted for Advanced Learners:

- Special Coaching classes for the first class toppers of every class after the internal test are conducted.
- Assigned questions to enable them to enhance their problem-solving abilities.
- Guiding the Students for Competitive Examinations.
- Encouraged the students to obtain the University ranks.
- Encouraged them to participate in various programme like quiz, poster presentation, and conferences,

REPORT FOR SLOW LEARNERS:

- Slow learners are identified based on their performance in University Examinations of various semesters and Internal Examinations. During Coaching, their performance is monitored and individual attention is paid through counselling session.

MEASURES TAKEN FOR IMPROVING ACADEMIC PERFORMANCE OF THE STUDENTS:

- **Remedial classes are conducted.**
- **Personal counseling is done by mentoring scheme by the guardian teacher.**
- **Bilingual explanation are imparted to the slow learner. Simple and standard lecture notes and study materials are provided by respective faculty. Videos of Lecture and PPT are uploaded on You tube for students.**

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	[View File](#)

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
816	**35**

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

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

learning experiences

The vision of our college is upliftment of students through basic as well as quality education by making them self-reliant. The academic plan of our college is student-centric. Various methods of experiential and participatory learning, as well as problem-solving methodologies, are implemented. It encourages the students to participate in the teaching-learning activities. In regular classroom teaching, teachers employ experiential learning, and problem-solving methodologies.

Experiential learning:

This method is to enhance and develop experimental learning approach. Basically, natural science and social science departments like Chemistry, Botany, Zoology, Physics, English and Psychology use this method. In this student's analysis poems,

dramas and stories from their point of view. Activities like students' seminar, participation in conferences, MCQ discussion, preparing wall paper/charts/models/ herberia, workshop, book review, and yoga practice.

Participative Learning: This is the best student-centric learning method, activities such as:

Class seminar, Group discussions, Participation in debates, Quiz method, Role-playing method, Field /Industry visit and Research projects.

Problem Solving Method:

In the departments like Mathematics, Physics, Chemistry, Economics, and Psychology. Environmental projects are given, through literary Association departmental activities have been organized in the respective subjects like Urdu, Hindi and English etc.

Outreach activities are offered to develop human values, ethics and leadership qualities among the students such as:

- NSS camp
- Skill-Based Courses/Value Added Courses
- Entrepreneurship development programmes
- Cultural events
- Personality and soft skill development programme.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	https://drrzwc.in/student-centric-activities/

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Information and communication Technology (ICT) in education is the mode of education that use information and communication technology to support ,enhance and optimize the delivery of information. College is well aware of making use of ICT

technology in education creates an easy –to –manage learning environment where the delivery of information is smooth and learning, easier .College has projectors fitted with computer system, wi-fi connectivity .Teachers use ICT enabled tools, you tube animations ,e-resources to deliver lectures along with power point presentation .College has also a well-equipped computer lab along with wi-fi ..Students are refreshed to think critically and be innovative and creative in tackling their assignments ,projects and other tasks assigned to them using ICT. Teachers had their whatsapp group of respective class, they have created Goggle classroom for conducting class and posting assignments. Teachers frequently use whatsapp group for forwarding notes, MCQ of respective papers. Guardian teachers make their mentees / students well-versed with new ICT / online delivery. The institute follows the ICT enabled teaching in addition to the traditional classroom education.

1. In addition to chalk and talk method of teaching the faculty members use the IT enabled tools such as PPT ,video clippings ,Audio system ,online sources

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://drrzwc.in/aqar/new-naac

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

27

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

20

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

21

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

35

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

- The college has transparent and robust evaluation process on assessing the students on continuous basis, apart fromteaching.
- Various techniques were adopted to assess the understanding of students throughthe online classes during the 2020-2021 academic year.
- For both the UG and PG students,the College conducted the class tests through online mode. After the completion of eachunit, the important questions were sent to them to their Whatsapp group, and Goggle Classroom and they were encouragedto attend all the exams.
- The student attendance, participatory activities and classpresentations (such as seminars) were also taken into account through various testingmethods. Online Seminars were also conducted in order to make the assessment morepurposeful and effective.
- Assignment topics were given out of the syllabus topics in orderto expand the interest of the students towards their career. Apart from unit tests, modelexams were also conducted to motivate the students towards a better academicachievement.
- To enhance the skills of students and to improve upon their generalknowledge, students were given various general topics for which they were asked toprepare their own projects and seminars. Overall, students' performance was satisfactory in the internalassessment in this academic year.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	[Lock Down](#)

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

- Various internal examinations are being performed throughout the semester. Some of them are internal assessments, assignments and project work etc.

Internal Assessments:

The evaluated answer sheets of class tests, assignments done by students are shown to them in class and faculty addresses individual grievances. The faculty evaluates the test papers and return them to students with detailed remarks and suggestion for improvement. The grievances of the students with reference to assessment are made clear by showing their performance in the answer sheet.

Project evaluation:

In Arts faculty internal evaluations of the project is conducted by external examiners of respective subject. The project submitted by the student is immediately evaluated and the marks are assigned by the examiners.

Grievances regarding University Examinations:

Grievances related to Under Graduate and Post Graduate courses are forwarded to the University Grievances Committee. Students are able obtain photocopy of the answer sheets from university on request. Students who were not satisfied with their marks can apply for Revaluation / Reassessment to the University. If there is change in score, it is corrected at the University level. The norms regarding grievances are displayed on university website. The Institute follows the University policy. The entire mechanism to deal with examination related grievances is time bound as per university rule and regulation

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	[Lock Down]()

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

- The College offers education B.Sc. B.A and BCS. These programs help to develop scientific temper and thus prove to be beneficial for the society as the scientific developments can make a nation grow at a rapid pace.
- It also defines Program Outcome (PO), Program Specific Outcome (PSO) and Course Outcomes (COs). Program outcomes are well described as to impart quality education to Under-

graduate students in Basic Sciences leading to B.Sc. Degree, to provide support in teaching and basic research to other constituent colleges of the University, Human Resources Development in Basic Sciences and to carry out basic research work in relation to the growing needs for the upliftment of rural masses of the State.

- Program-specific outcomes of all the departments are highlighted through career options open to students after completion of the programs and the achievements of the alumni. For each course offered by the College, a unique set of learning outcomes have been defined.
- These are linked to the broad program outcomes. Programme outcomes contain: Creating and developing ability for employment, research, critical thinking and responsible Citizenship.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://drrzwc.in/learning-outcome/
Upload COs for all courses (exemplars from Glossary)	[View File](#)

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

- Our institution promotes to the teachers to organize workshops as well as deputes them to participate in the seminars and conferences. Moreover, they are promoted to present and publish research papers to achieve the Course Outcomes and Programme Outcomes successfully.
- Programme Outcomes (POs) deal with developing among student's aptitude, skills, ability, capacity for employment, research, critical thinking, social awareness and interaction, political consciousness, ethics and responsible citizenship, awareness of and sensitivity to environment and sustainability. Internal assessment is the requirement of the continuous assessment and is essential for the fulfillment of the COs and POs.
- There is an internal college committee that deals with the effective implementation of the evaluation reforms regarding the attainment of course outcomes and programme outcomes.
- Knowledge and skill that students acquire in their subject and also their capacity for critical thinking, are

> evaluated through continuous internal evaluation, end
> semester examinations, assignments and personal
> interactions (direct method).
>
> - Most departments organize departmental seminars, surveys,
>   presentations, debates, poster presentations etc. (indirect
>   methods) on topics dealing with vital social, political,
>   economic, ethical and environmental issues of the time, to
>   attain COs, PSOs and POs.

File Description	Documents
Upload any additional information	[View File]()
Paste link for Additional information	https://drrzwc.in/learning-outcome/

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

171

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File]()
Upload any additional information	[View File]()
Paste link for the annual report	https://assessmentonline.naac.gov.in/storage/app/public/aqar/23938/23938_27_58.pdf?1671087443

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://rzcw.in//feedback

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research

projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

176000

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

04

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	View File
Paste link to funding agency website	www.dr.bamu.ac.in

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

02

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

55

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

13

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Response:

Dr. Rafiq Zakaria College of Women, Aurangabad is organizes a number of extension activities to promote institute neighborhood community association to sensitize the students towards community needs to bring communal transformation in the surrounding rural communities.

Impact of extension activities in the neighborhood communities:

The students actively participate in social service activities leading to their overall development.

The college runs effectively National Services Scheme (NSS) through these schemes, the institution undertakes various extension activities in the neighborhood communities. At present, the strength of the NSS unit is of 250 volunteers. Several noteworthy activities were carried out by NSS volunteers. The camps and awareness programs have improved their understanding of various social issues.

Impact of extension activities in sensitizing students to social issues and holistic development:

The College is conscious of its responsibilities for shaping students in to responsible citizens of the country by making them aware of social issues. The collection provides consciousness to the students as well villagers about the significance of social issues like eradication of superstitions, Swachh Bharat Abhiyan, environmental pollution, personal health and hygiene, road safety, AIDS Awareness rallies etc. The college has also organized several social activities like Gram Swachhata Abhiyan and Tree Plantation.

File Description	Documents
Paste link for additional information	https://drrzwc.in/nss/
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

11

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	**No File Uploaded**

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

22

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1853

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

01

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

19

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college is providing the well-equipped learning infrastructure including 18 Classrooms, 15 laboratories with ICT facilities. 4 smart classrooms and 01 seminar hall with video-conferencing facility. The language laboratory, computer centre including latest i5, and are available in central computing facilities. The IT server room ensures the protection of Cyber

Room with 50 Mbps for laboratories and Wi-Fi. The centralized office includes conference room, presentation room, interview rooms. The principal office, departmental HOD cabins with meeting room are ICT equipped ensuring best service. The library includes stack area, reference room, digital library, accession counters, reprography room, presentation and discussion room and air-conditioned reading hall with 100+ capacity. The institute has Girls campus with canteen facility. Medical facility room, gymkhana facilities including indoor/outdoor game, cultural activity halls are available. The uninterrupted power supply is ensured by UPS, Battery Backups and dedicated power generators.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://drrzwc.in/gallery/

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

Facilities for Cultural Activities and Sports:

1. Institute has ground for outdoor sports facility such as Throwball, Disk -Throw, Shotput, Javelin-Throw, Badminton, Skipping, kabaddi, kho-kho etc.

2. Institute has gymkhana for indoor games like – table tennis, carom and chess.

3. A 300 seating capacity open auditorium is available in institute for various program. The institute also has another auditorium with a seating capacity of 110 students.

4. Institute organizes annual sports and cultural gathering and inter collegiate level games.

1. Badminton

2. Skipping ground

3. Table tennis

4. kho-kho

5. Disk -Throw

6. Shotput

7. Javelin-Throw

The institute Gymkhana is well equipped with good indoor and outdoor sports facilities such as kabaddi, Table Tennis, Carom boards, Badminton etc. Since inception institute produced number of National Level, State Level and University Level players in these games.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://drrzwc.in/sports/

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

25

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

25

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://drrzwc.in/aqar/new-naac/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)
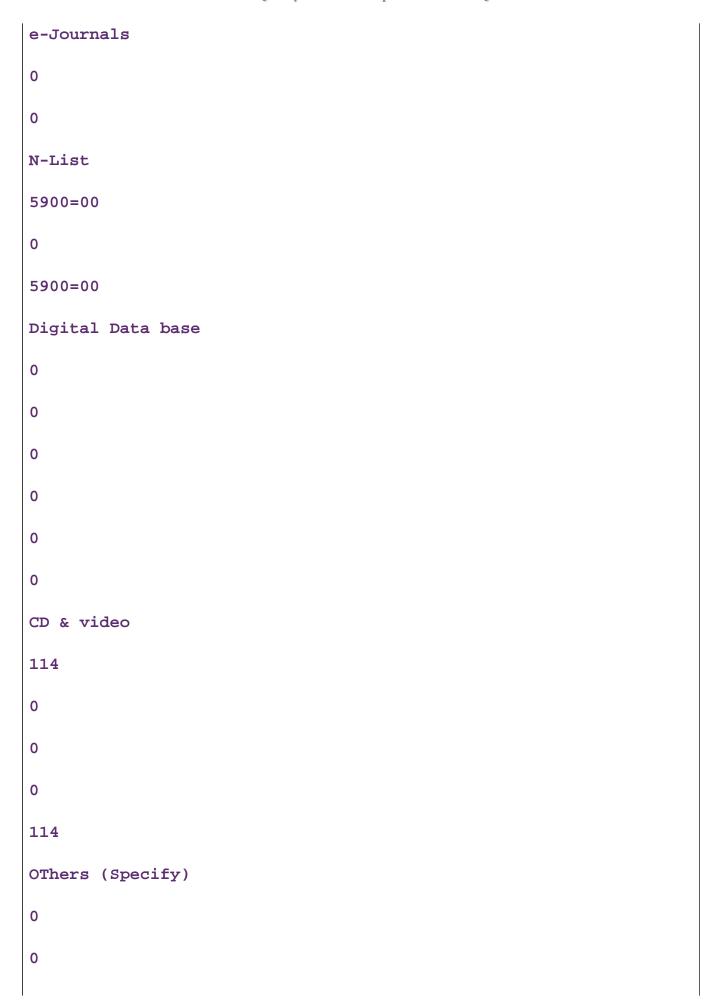
4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

1137003

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template)	[View File](#)

4.2 - Library as a Learning Resource

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

Existing

Newly added

Total

No

value

No

Value

No

Value

Text Books

19750

2650467=00

14

3110=00

19764

2653577=00

Reference Book

3234

0

0

0

3234

0

e-book

0

0

0

0

0

0

Journals

0

0

0

0

0

0

e-Journals

0

0

N-List

5900=00

0

5900=00

Digital Data base

0

0

0

0

0

CD & video

114

0

0

0

114

OThers (Specify)

0

0

0

0

0

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	http://www.drrzcwlibrary.in/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

5900

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

110

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities every academic year. With the increasing demand for internet access in educational campuses due to evolving standard of education and flexibility offered by the Internet -Eare keenly stepping forward to setup secured and stable wired or Wi-Fi network campus for their students to access internet from class room to library to labs. Currently we are using leased line of 50 Mbps from Seva communications private limited. The institute also provides Wi-Fi facility to students as well as in campus. The institute has a 24X7 Wi- Fi facility in the college campus for the student and faculty members to avail internet connection at any place in the college. The connectivity through a fully networked campus with state-of-the-art IT infrastructure, computing & communication resources, offers students the facilities of digital contents, e-mail, net surfing, up/down loading of web-based application, besides helping them in preparing projects & seminars.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://drrzwc.in/wi-fi/

4.3.2 - Number of Computers

49

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	<u>View File</u>

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

1137003

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	<u>View File</u>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<u>View File</u>

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

The Institute has well defined procedures along with monitoring to ensure proper maintenance and utilization of infrastructure, library, sports grounds, laboratories, classrooms, seminar halls, auditoriums. For the up keep of computers, LAN, Internet, Wi-Fi and other ICT facilities separate provisions have been made under the supervision of system administrator. The institute has qualified staff for the maintenance of electrical work, civil

work etc. To meet power, break down and to provide adjustable power base, Gensets have been installed which are technically manned by the trained technicians. Laboratory: Equipment, instruments and appliances involved in the teaching-learning process are provided continuous maintenance and repair.

Sports Facilities: Various sports faculties are regularly used for competitions & practice. The indoor and outdoor sports facilities regularly monitored. Sport director has been appointed by the institute to carryout sport activities.

Computers: System administrator is responsible for proper utilization and maintenance of LAN, Internet and Wi-Fi facilities. Repair and maintenance of Lab equipment and instruments is carried out by internal technicians under the guidance of System administrator. Technical Aids such as Multimedia Projectors, Laptops, desktops, printers, Wi-Fi, LAN etc are maintained by trained technicians.

Classrooms: All classrooms are cleaned every day on regular basis and maintained by housekeeping department. The supervisors are responsible for the maintenance of the buildings and physical facilities including washrooms.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://drrzwc.in/sports/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

325

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	*View File*
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	*View File*

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

390

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	*View File*

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**A. All of the above**

File Description	Documents
Link to institutional website	*https://drrzwc.in/aqar/new-naac/*
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	*View File*

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	[View File](#)

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View File](#)
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

63

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

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

O

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	<u>View File</u>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<u>View File</u>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

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.

File Description	Documents
Paste link for additional information	<u>https://drrzwc.in/students-corner/</u>
Upload any additional information	**No File Uploaded**

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

0

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Aashna Alumni Association Activities 2020-2021

1. Meeting of Alumni Associations executive members was held on 15th February 2021.

- Giving economically backward students financial help (exam fees, study material etc.)
- To distribute masks in the campus for the protection.
- Celebrating international women's day
- Organizing general health camp

2. Certificate of appreciation was given to Ms. Nida Tahreem Sk Imam for receiving the 1" prize as a Jr. Journalist in Junior Talent Hunt event held from 26" November 2020 to 26 January 2021 on National Level on 25th February 2021.

3. Financial help to needy students

4. Distributed masks in the campus for the protection on girls on 29th June 2021. 5. Dr. Nazneen Akhter Alumni of the college donated 9 plants on 9th July 2021 which includes,

1. Neem (1)

2. Saptaparni (2)

3. Palah (2)

4. Jamun (2)

5. Jam (1)

6. Badam (1)

Certificate of appreciation was given to Ms. Nida Tahreem Sk. Imam for receiving the 1" prize as a Jr. Journalist in Junior Talent Hunt event held from 26th November 2020 to 26th January 2021 on National Level on 25th February 2021.

File Description	Documents
Paste link for additional information	https://drrzwc.in/wp-content/uploads/2022/08/Alumni-2020-21.pdf
Upload any additional information	**No File Uploaded**

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

- **Education being the most important aspect of women empowerment, planned measures were adopted during the year 2020-21 for students so that they do not encounter a loss in terms of their studies and other facets of co curricular development.**
- **Online classes were regularly conducted by the teachers. Online webinars, workshops and courses were designed to equip students with the necessary skills, knowledge and resources.**
- **The pandemic provided a new platform of learning to**

> - **students and an opportunity to explore new web resources like lectures on you tube and other sources. Google classroom, Google meet through which necessary data, links and video lectures were made available for students.**
> - **The departments kept the students abreast with the latest trends in their subjects by providing updates to students.**

File Description	Documents
Paste link for additional information	https://drrzwc.in/vision-and-mission/
Upload any additional information	**No File Uploaded**

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

> - **The institution practices decentralization and participatory management in keeping with its belief in collective leadership and democratic traditions. The college delegates authority and provides operational autonomy to the teachers in all areas of academic performance, decision making and implementation of plans and policies related to curricular and co- curricular programmes.**
> - **At the beginning of the semester, department-wise meetings are conducted. The heads of the departments conduct meetings to discuss the requirements, workload distribution and other programmes and activities. During 2020-21, an online staff meeting was called by the principal to discuss the various activities to be organised for students. Apart from online teaching, the principal gave clear instructions to organise online programmes like webinars, workshops and other short term courses to be organised by the various departments. After consultation with the Vice Principal and IQAC Coordinator, a schedule was prepared by the heads of departments about the activities they were supposed to organise like webinars, courses and guest lectures.**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	**No File Uploaded**

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- **During the year 2020-21 the strategic plans and their implementation changed significantly due to the pandemic.**
- **There were online classes and teaching was carried out only in an online mode. Live classes were conducted on Zoom and Google Meet for UG as well as PG.**
- **Google classrooms were created by teachers when lessons, exercise, assignments and other related data was posted. The record was maintained by the teachers.**
- **A Question bank was prepared by the teachers. Tests and tutorials were also conducted Online in Google classroom through Google Forms. The evaluation record was also maintained.**
- **Exams of both semesters of UG and PG were conducted online by the university.**
- **The college teachers are active in research activity, publishing research papers and supervising students for Ph. D.**
- **The College has research centres in English, Botany, Zoology and Chemistry. Research activity is extensively carried out in all subjects.**

File Description	Documents
Strategic Plan and deployment documents on the website	[View File]()
Paste link for additional information	https://drrzwc.in/aqar/new-naac/
Upload any additional information	[View File]()

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

- **Maulana Azad Education Society's Dr. Rafiq Zakaria College for Women, Navkhanda is located at Jubilee Park, Bhadkal Gate in Aurangabad and it is affiliated to Dr. Babasaheb Ambedkar Marathwada University, Aurangabad. The principal is the head of the institution appointed by the society.**
- **The principal is governed by Dr, Babasaheb Ambedkar Marathwada University and Joint Director of Higher Education, Aurangabad. The principal is the head of the factions into which the college is divided- Academic and**

administrative.

- **The administrative section is headed by the office superintendent and all the non -teaching staff (Class III and IV) work under his supervision. The academic section has the Vice Principal as the next authority to the principal.**
- **The IQAC Co-ordinator is next in the hierarchy. The heads of the departments work under the supervision of the vice principal.**
- **The necessary documents related to academics every year are submitted to the office of IQAC Coordinator. The heads of the departments communicate the instructions of the vice principal to the faculty members of their respective departments.**
- **The Students Council report the problems of students to the teachers and the Vice principal which are immediately considered and rectified. The focus of the entire hierarchy is the welfare and progress of the students. This ensures the smooth functioning of the college and its various departments.**

File Description	Documents
Paste link for additional information	https://drrzwc.in/organogram/
Link to Organogram of the Institution webpage	https://drrzwc.in/organogram/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user interfaces	**No File Uploaded**
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The management and the authority of the college are well aware that smooth functioning of the institute lies in the wellbeing of its employee. In order to achieve this following facilities are provided to the teaching and non teaching employees:

- Maulana Azad 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, etc.
- Teachers are relieved for attending the duties assigned to them by the affiliated university.
- 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 through the authority of the college.
- Appreciation of staff: 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.

Sr No.

Name of the Welfare Schemes

No. of beneficiary

1

Maulana Azad Credit Society

20

2

Employee provident fund scheme

28

3

Medical reimbursement

02

4

Group insurance

28

5

Duty leave

16

6

Medical leave

47

7

Maternity leave

0

8

Paternity leave

0

9

Employment to the dependents of the deceased employees

0

File Description	Documents
Paste link for additional information	https://assessmentonline.naac.gov.in/storage/app/public/aqar/23938/23938_71_166.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

Nil

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

35

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

11

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

- **The following factors are effectively scrutinized in the appraisal system for teaching staff. The student's feedback, University Examination results, Attitude, involvement, commitment and achievement of a faculty with**

- respect to his/her non-academic administrative activities.
- The faculty members are encouraged to participate in conferences and publish the research papers in the international / national journals. They are encouraged to organize national / international seminars / guest lecturers / workshops/conferences.
- The college provides teaching diaries to all teachers in which they write their annual teaching plan, time table and daily teaching record of lectures.
- The information related to attendance and participation in seminars, conferences and publications is provided to IQAC co-ordinator by the faculty of all departments.
- The teaching staff are enrolled members of INFLIBNET which allows them to browse the latest articles and relevant data of their respective subjects.
- The College promotes the teacher under career advancement schemes (CAS) accoding to rules prescibed by the UGC.

File Description	Documents
Paste link for additional information	https://assessmentonline.naac.gov.in/storage/app/public/aqar/23938/23938_75_178.pdf?1671087444
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The Institute has a finance committee and appointed a qualified Auditor and also forms a team of staff under them to do a methodical verification on a periodic basis. The purpose of internal audit is to provide an objective source of information to the management with a view to efficient conduct of activities of the institute, safeguarding assets, preventing and detecting fraud and other unlawful acts, completeness & accuracy of financial records and timely preparation of financial statements. Internal Audit is done by checking each bill and vouchers, books/laboratory equipment and other materials are purchased at a least price taking proper quotation collected from the parties.

The external auditor is appointed by the college to perform audits of the financial statements of the Institute. The

financial records are audited by qualified chartered accountants at the end of each financial year. The financial records are certified i.e., income and expenditures, balance sheet and notes on accounts. The institution publishes audited financial statements on the institution's website as information for the concerned people.

File Description	Documents
Paste link for additional information	https://assessmentonline.naac.gov.in/storage/app/public/aqar/23938/23938_76_180.pdf?1671087444
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

NIL

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	**No File Uploaded**

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Nil

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5 - Internal Quality Assurance System

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

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.The senior college faculty has been asked to publish more research publications in the reputed journals

4. E-learning process to be strengthen by adopting e-learning tools for more topics in different subjects.

5. Preparation of AQAR.

File Description	Documents
Paste link for additional information	https://drrzwc.in/about-iqac/
Upload any additional information	**No File Uploaded**

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

1. Academic Calendar is Prepared.

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, committees started working in the said direction satisfactorily.

3.The senior college faculty has published research publications in the reputed journals

4. E-learning process strengthened by adopting e-learning tools for more topics in different subjects.

5. AQAR is prepared.

File Description	Documents
Paste link for additional information	https://drrzwc.in/about-iqac/
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://drrzwc.in/about-iqac/
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

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1.  Annual gender sensitization action plan
2.  Specific facilities provided for women in terms of :

1.  Safety and security
2.  Counselling
3.  Common Rooms
4.  Day care center for young children
5.  Any other relevant information
```

- As a competent women's college, our vision rests on creating a safe space for our students and providing a gender sensitive and empowering education.
- The pedagogy of gender sensitization is not limited to classroom alone. We pride ourselves in having created a vibrant campus environment that allows students to think critically, and question and act and resists creatively.
- The college has organized a good number of formal events related to gender each year.
- As a women's college, we take responsibility for providing a safe space for its students to learn and grow.
- The college has strict round the clock security at the gate to create a safe campus.
- Well trained guards as employed by the college
- The security guards at the gate stationed two at a time, check the ID's of every one entering in the campus, while the college has a main gate which is used for regular passage with the guard manning at all time.
- The other gate remains locked except on special occasion and is monitored.
- The college has its boundaries with Civil hospital from two side and having high walls to prevent any intruders.
- Our college has an active internal complaint committee, a body formed to register the complains of harassment and to undertake formal proceedings to resolve them.

File Description	Documents
Annual gender sensitization action plan	https://drrzwc.in/gender-equity-and-sensitization/
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://drrzwc.in//facilities

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

1. **Solid waste management: The college collect all the solid waste to a particular area and hands it over the municipal corporation.**
2. **Liquid waste management.**
3. **Biomedical waste management**
4. **E-waste management: The material which is not in use/working is sold to the person related with scrap/remolding by the institution.**
5. **Waste recycling system:**
6. **Hazardous chemicals and radioactive waste management: The college practice to carry out the practical in micro scale and high dilution so the hazardous chemicals are in the very least quantity. Even though we have effluent treatment plant by means of which the liquid is reused for the cleaning and gardening.**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	https://drrzwc.in/waste-management/
Any other relevant information	**No File Uploaded**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants	A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	View File
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment	A. Any 4 or all of the above

with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

College campus has taken vaccination drive for COVID-19 with Municipal Corporation. The target was 500 vaccinations. College students, staff, other citizens have benefited.

- **The college celebrates the Marathi Bhasha Saptah on this day college distributed face mask among the staff.**
- **The college also celebrates Hindi Diwas/ Marathi Bhasha Diwas/ Pandharwada**

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations:

values, rights, duties and responsibilities of citizens

Department of political science has compulsory paper on constitution of India across all programme, certificated courser in human resources

The NSS unit of college is dedicated to creating a sense of patriotic commitment for national developments.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**No File Uploaded**
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**A. All of the above**

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

- **Commemorative days, events and festivals of national importance honors the great heritage of India. Recognizing**

the momentous contributions of historical figures to freedom and justice, likewise inspires the youth. Dr. R.Z.C.W. observes several nationally significant occasions to educate our students of India in engaging and participating ways.

- Dr. Rafiq Zakaria College for Women celebrates India's Independence Day with much enthusiasm. Students and teachers join in celebrations, which commence with the singing of the National Anthem, and include cultural performances. The republic day is marked in college with various programmes organized by students as a tribute to the father of nation, on 2nd October, the birth anniversary of Mahatma Gandhi. The Swachh Baharat which seeks to accomplish one of the cherished principles of Gandhiji.
- Dr. Sarvapalli Radhakrishnan's birth anniversary on 5th September. Observed nationally as teacher's day, is celebrated at college. Self-governing day is celebrated and speeches delivered on the occasion to remember and pay homage to the valuable contributions of the teaching community.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice 1: - During the lock down period the college campus was turned into COVID-19 care center.

Best Practice 2: - The college has distributed 10 lakh arsenic album among the covid patients.

Best Practice 3:- Food Grains kits & Cooked food in collaboration with Police Commissionerate & selfless helping hand in the Fakir wadi which is predominantly a slum area.

Best Practice4:- Paper Bag Making

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	**No File Uploaded**

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

- **The most important thing an institution does is, preparing its students for life, monld them with knowledge, to face the challenges of life. The students should not long behind in any walk of life, is the motive of our college**
- **Our college has post-graduation courses so that our students get higher education form their own college. As its next level we are having research centers for those students who want to perceive research after P.G we have as many as six research centers i.e English, Urdu, political Science, and chemistry, Botany, zoology.**
- **Our college felicitation research in the from of these research center. The students are provided with many fasciitis. So that students need not go everything to the university.**
- **Internal complaints committee is mandatory committee that every instituted is required to constituted within the organization. Our college is committed to provide a safe and dignified working environment to all its employees. In this regard our college have constituted the internal complaints committee against sexual harassment, in accordance with the act 2013 of government of india for redressal of complaints. The committee meets and organizes various activities for creating awareness about sexual harassment gender equality and sensitization of staff members regularly.**

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

1. To organize Research Methodology Workshop in different subjects.
2. Introduce new courses.
3. To apply for research centre in various subjects.
4. Organise guest lectures on Research and Research techniques for students and staff.
5. Establish a Continuous Internal Assessment Committee and formulate a Policy Document for Internal Assessments.
6. Improve and consolidate ICT infrastructure within the college campus. Ensure that policy documents are in place for transparency and fairness with regard to all aspects of administration and governance.
7. Provide wi-fi facility in the library (alternatively, make the entire campus wi-fi enabled)
8. Introduce welfare measures for the teaching staff and enhance welfare measures for the non-teaching staff and students.
9. Pending digitization work be completed.
10. Library to have more e-books and e-journals so that students can access the available resources from home.
11. Provide a list of current indexed journals in each subject to the departments.
12. Initiate collaborative research projects with other departments within college. Work towards establishing more linkages with industry.