



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

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.Mazahar Farooqui
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	02402402462
Mobile no.	9890995522
Registered Email	principal.dr.rzcw@gmail.com
Alternate Email	maqdoomf@gmail.com
Address	Navkhanda, Jublee Park
City/Town	Aurangabad
State/UT	Maharashtra
Pincode	431001
2. Institutional Status	

Affiliated / Constituent	<b>Affiliated</b>
Type of Institution	<b>Women</b>
Location	<b>Urban</b>
Financial Status	<b>Self financed and grant-in-aid</b>
Name of the IQAC co-ordinator/Director	<b>Dr.Tanmay A.Paithankar</b>
Phone no/Alternate Phone no.	<b>02402402061</b>
Mobile no.	<b>9422289060</b>
Registered Email	<b>tanmaypaithankar@hotmail.com</b>
Alternate Email	<b>paithankartanmay@gmail.com</b>

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="http://drrzdw.in/IQAC.aspx?id=080516c9-bf35-4dec-bd24-1b8f584ef29e">http://drrzdw.in/IQAC.aspx?id=080516c9-bf35-4dec-bd24-1b8f584ef29e</a>
<b>4. Whether Academic Calendar prepared during the year</b>	<b>Yes</b>
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://drrzdw.in/Academics.aspx?id=24">http://drrzdw.in/Academics.aspx?id=24</a>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
<b>1</b>	<b>B+</b>	<b>78.70</b>	<b>2004</b>	<b>08-Jan-2004</b>	<b>08-Jan-2009</b>

<b>6. Date of Establishment of IQAC</b>	<b>29-Jun-2016</b>
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### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
<b>Academic &amp; Administrative</b>	<b>26-Feb-2019</b> <b>1</b>	<b>100</b>
<b>Research Paper publication In</b>	<b>20-Jul-2018</b> <b>120</b>	<b>20</b>

International Journals		
Use of ICT Tools	05-Jul-2018 120	20
<a href="#">View File</a>		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dr. Rafiq Zakaria College For Women	Minor Project	Dr Babasaheb Ambedkar Marathwada University	2018 720	100000
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

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

1. Research work to be published in international journals 2. 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.

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

Plan of Action	Achievements/Outcomes
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- 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

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

Yes

Name of Statutory Body

Meeting Date

CDC

10-Dec-2019

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

No

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2019

Date of Submission

26-Nov-2019

**17. Does the Institution have Management Information System ?**

Yes

If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)

Management Information System  
Management information system is working online and offline. All teachers contact for the necessary requirements to IQAC. Quality initiatives and quality culture programmes are chalked out in IQAC Meetings. If necessary, the consent is taken by C.D.C. Principal of the college is chairperson in IQAC as well as CDC. The decisions are communicated to C.D.C by Principal. For students, CMS Software is used. All data of students is preserved in computers at office. Students are given unique ID number. Examination work is done totally online. Question papers are downloaded from university website through online login. Question papers are photocopied in required number. The absentee report is communicated to university online. Entire work is under

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

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

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

1)The institution adheres to effective curriculum delivery through a well planned and documented process. 2) To achieve the goals of college vision and mission, the management, 3) The principal and all the faculty members are sincerely committed to provide quality education and effective implementation of the curriculum. 4) The college adheres to the guidelines laid down by the state government in general and University which is Dr. Babasaheb Ambedkar Marathwada University in particular. 5) We try our level best to provide 180 days of teaching according to academic calendar per year. 6) Special classes are engaged during vacation or off-hours to compensate for the loss due of leave availed or due to examination / evaluation work. 7) The college adheres to a special Timetable program for the effective delivery and transaction of the curriculum. 8) The classroom teaching is planned for both (Arts Faculty) and Science Faculty from (9.30 am to 5.30 pm) daily. 10) Extra classes are engaged by the faculty members during vacation and zero-hour for helping slow-learners to improve their performance and advanced learners to further upgrade their academic performance. 11) Another significant steps in curriculum designing is teaching plans. The faculty members of various departments prepare annual and monthly teaching plans. 12) To make it more effective daily teaching plan is prepared and it is more effectively implemented. For effective implementation and curriculum delivery, 14) All the faculty members make use of the methods of lecture, display boards, questioning and home assignments. 15) These methods are supplemented by modern teaching methods, the faculty members make use of ICT and PPT presentation for effective learning. 16) Many faculty members use the teaching method of class-seminars and group discussion to enhance effective teaching and learning process. 17) The science faculty members use practical demonstrations for effective curriculum delivery. Besides charts and albums are also used as teaching aids of effective implementation of

the syllabus and clarity of the concepts. 18) Some faculty members also use relevant online-videos and films to supplement their teaching of the syllabus.

Hands on training and education is provided through organizing poster presentation by almost all the departments. 19) To develop students' interest in the subject's field-trips are arranged for the students by almost all the department. 20) For effective curriculum delivery each department conducts two class-tests and assignments. The evaluation of class-test helps to improve students' performance at the same time it reflects the areas where students need more counselling.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
COP Communication Skill	COP	22/06/2010	180	classes in Commutations Skills in English, Preparing others for interview	- voice and accent training - Prsenation Skills -Interview Technique
Chemistry analytical instrumentation	COC	17/11/2014	180	Job in Industries, Pathology Labs, Pharmaceuticals, Food, Chemical industries	Knowledge of all Instruments, PhD Analysis of cosmetics, dairy product, analysis of food grains
Creative Writing and Urdu Teaching	COC	27/12/2011	180	Job in Calligraphy	Writers,Po ets,Translates,Orates and Teaching Faculty
Botany-seed testing and plant pathology	COC	22/06/2010	180	Seed company, seed quality test, self-employments	- learning and handling quality control measures of seed. - Germination of seeds.
Diploma In sericulture	COC	27/12/2011	180	Skill Industry Cottage Industry Self-Employment	anatomy, study of appliances morphology

#### 1.2 – Academic Flexibility

##### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
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BA	Political Science/ History/Economics/ English/ urdu/ Home Science/ Sociology/ Psychology	04/06/1990
BSc	Physics/ Chemistry/ Botany/ Mathematics/ Zoology/Computer Science/ Analytical Science	04/06/1990
MA	English/ Urdu	15/06/2005
MSc	Chemistry	15/06/2009
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

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

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

	Certificate	Diploma Course
Number of Students	114	5

### 1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
B.A I Year (Basic Concept of Political Science Liberty Equality Justice)	11/06/2018	80
B.Sc. II Year (Environment Science)	11/06/2018	240
B.A II Year (Natural Resources Renewable and Non- renewable)	11/06/2018	25
B. Sc III Year (Ethic and Cyber Law)	11/06/2018	40
B.A IIIyear (Feminism)	11/06/2018	3
B.A I Year (Gender Related Development Index)	11/06/2018	100
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MSc	Chemistry	21

BA	English	15
BA	Urdu	37
BA	Political Science	3
BA	Home Science	7
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#### 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	No

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

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

#### CRITERION II – TEACHING- LEARNING AND EVALUATION

##### 2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Urdu, English, History, Political Science, Sociology, Economics, Home Sciences	720	335	335



	Psychology, Hindi			
BSc	Physics, Chemistry, Analytical Chemistry, Zoology, Botany, Mathematics, Computer Science, English, Urdu, Hindi.	360	270	270
MSc	Chemistry	60	37	37
MA	English	60	28	28
MA	Urdu	60	25	25
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## 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	625	90	31	6	8

## 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
37	37	10	14	4	5

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

Teaching learning process is a part of sound education system Institution follow mentor-mentee process for the better evaluation and progress of the students. Mentoring system is student -centric. has been introduced to develop a better and effective students teacher relationship to guide the students in their academic as well as personal matter. The role of the mentor is to nurture the students and guide them regarding any issues they come across. Special Rapport is created with to solve the problems. Each mentor is given list of the mentees who are under them. Total 10 to 15 students / mentee are allotted for each mentor. Class wise distribution is done according to their related faculty. Mentor has to guide the mentee for three years. Mentors have a responsibility to look after the regularity, punctuality, participation and discipline of the mentee. Activities of each mentee is to be observed by their mentor. The mentors meet the students associated with them once in a week. A separate mentoring and counselling hour is maintained for each class as part of their time table and the respective faculty meet the students in the said hour. Problems of mentee are discussed by their mentor. If a student is absent for more than 10 days continuously then mentor calls the parent of a student, enquires the reason and advises them accordingly. Action is taken by the mentor solving the problems of the mentee,

sometime guidance and help is taken from the principal. Mentor look after activities of mentee such as exams, results, co-curricular involvement. Time to time update is taken by the college senior member. A review is conducted by the principal with the mentors review the actives of mentee. Record of each mentee is kept by the mentors to update the guardians of those respective students. Healthy relations are kept between both mentor and mentee. Mentors communicate with their colleagues and promote mentees at the time of difficulties opportunities so as to further develop their areas of interest. Often discussions regarding uplift rent of mentees is carried out with parents over the telephone by the mentors. The main objective of the mentoring system is to: 1. To monitor the student's regularity and discipline. 2. To enable the parents to know about the performance and regularity of the children. Student relationship improvement. Counselling student for solving their problems and provide confidence to improve their quality of life. 3. To identify and understand status of slow learners and encourage advanced learners. 4. Identification of slow learners for conducting Remedial classes. Advanced learners identified and encouraged with prizes. 5. Guiding student to choose right career path for jobs higher studies entrepreneurship. Outcomes of the system: The student's attendance percentage has increased to greater extent. There is quiet an improvement in teacher - student relationship due to the direct communication between mentor and the student. Mentoring system has helped in creation of a better environment in college and has bridged the gap between the teachers and students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
715	28	1 : 26

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
29	21	8	0	20

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. Sumia Fatima	Associate Professor	Women in Education Leadership Award
2019	Dr. Sumia Fatima	Associate Professor	Global Archivers Award
2019	Dr. Sumia Fatima	Associate Professor	International women of the year Award-2019
2018	Dr. Shaikh Yasmeen	Associate Professor	Fellowship Association of Zoologists, India.
2019	Dr. Shaikh Yasmeen	Associate Professor	Award of Excellence in Researc
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## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-	Date of declaration of results of semester-
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			end examination	end/ year- end examination
BA	U.G	I to VI 2018-2019	08/10/2018	01/06/2019
BSc	U.G	I to VI 2018-2019	08/10/2018	01/06/2019
MA	P.G	I to IV 2018-2019	08/10/2018	01/06/2019
MA	P.G	I to IV 2018-2019	08/10/2019	01/06/2019
MSc	P.G	I to IV 2018-2019	08/10/2019	01/06/2019
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#### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The Institute is affiliated to Dr. Babasaheb Ambedkar Marathwada University Aurangabad, and follows the Examination pattern of the university. Dr. BAMU University guidelines are strictly adhered with respect to evaluation process. This evaluative mechanism is geared towards preparing students for their final examinations conducted by the affiliating university, and also for their overall enrichment. Keeping in view the need for continuous assessment of the students, the college initiated the following measures: The Actual Practice (Types of evaluation):

- Ability test (Selection test) is taken for evaluation after admission to assess the level of understanding and proficiency of the students. Performance of the students in ability test is used for faculty to identify slow and advanced learners in their respective subjects. Slow Learners are encouraged to improve their performance in future by counseling. Counseling Sessions are used to sort out the personal issues, academic and non-academic problems.
- Special classes are held after the Ability Tests to help the students prepare better for their upcoming university examinations.
- Remedial classes are held for slow learners.
- Departmental periodic class tests and tutorials are taken. (Tutorials as part of which students have to write question answers based on term syllabus).
- The corrected test answer papers of the students are distributed to them for the verification by the students and any grievance is redressed immediately.
- The marks obtained by the students in internal assessment tests are filed up periodically and kept in the department along with their attendance.
- Periodic Seminars, Group discussions are arranged per semester.
- Each student is encouraged to give seminars in the class.
- More assignments are given for practice.
- The students are informed of the mistakes committed and guided to improve their performance in term end examinations.

Practical Examinations: Day to day performance of the students is assessed for every experiment which includes regularity, performance, viva and the promptness in submitting the record books assignments. For lab courses, the marks/grade scored by the student for each experiment is indicated in the observation/record. The independent learning, practical approach to the real-time applications is tested by viva voce for laboratory courses. Practical Examination has to be carried out within the stipulated time. Attendance of the students for the practical examination is monitored. The end examination for the laboratory and projects shall be conducted with internal and external examiner appointed from the other colleges as decided by the University. After completion of the practical examination, the faculty evaluates the answer scripts. The faculty submits the marks to the examination branch and marks are uploaded on university web portal.

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

Since our college is affiliated to Dr. Babasaheb Ambedkar University, Aurangabad, the academic calendar is prepared and notified by the University at the beginning of the academic session and our college strictly adheres to the same. In keeping with the academic calendar prepared by the university, our college authority also prepares an academic calendar for the college by incorporating few modifications as per necessity. This academic calendar comprises of the dates of commencement of classes and examinations viz. the semester wise schedule for courses of the college, schedule of the college internal assessments, tentative schedule of university examinations etc. Holidays and other activities and celebrations/observances by the college are also included in the academic calendar. This includes admission, registration, teaching schedules, winter summer vacation, days to celebrate. Examination schedules are provided by the director of examination evaluation, of Dr. B.A.M.U. However, the college, in the beginning of the academic year prepares academic calendar conceding university calendar which includes celebrations of various days, annual social gathering, university foundation day, others. The guidelines of the university about examinations are informed to students from time to time through student notice board, departmental notice boards also verbally by the faculty of the college. All Departments conducts internal assessment of students. The academic calendar is discussed in the departmental meeting of each department and also in the teachers' council. It is then distributed among all teaching faculty and non-teaching staff of the college. Delivery of lectures, completion of syllabus and conduction of examination are held in accordance with this academic calendar.

## 2.6 – Student Performance and Learning Outcomes

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

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

### 2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
U.G	BA	Urdu, English, History, Political Science, Sociology, Economics, Home Sciences Psychology, Hindi	70	43	61.00%
U.G	BSc	Physics, Chemistry, Analytical Chemistry, Zoology, Botany, Mathematics, Computer Science,	57	15	26.31%

		English, Urdu, Hindi.			
P.G	MA	Urdu	14	14	100%
P.G	MA	English	10	8	80.00%
P.G	MSc	Chemistry	24	1	04%
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## 2.7 – Student Satisfaction Survey

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

<https://rzcw.in/feedback/>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	730	Dr. Babasaheb Ambedkar Marathwada University Aurangabad (M.S))	100000	100000
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### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Innovation In life Science	Botany	20/01/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nil	Nil
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nil
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### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	25000	0

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

Name of the Department	Number of PhD's Awarded
Chemistry	1
Botany	2
Zoology	2
Hindi	2
Economics	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Chemistry	19	21
International	Botany	28	163
International	Zoology	8	26
International	Physics	3	26
National	Computer Science	2	3
International	Computer Science	1	12
International	English	2	8
National	Urdu	8	40
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### 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Chemistry	1
Botany	13
Zoology	4
Physics	3
English	2
Urdu	4
Hindi	4
Psychology	1
Economics	1
History	1
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### 3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Phytochemical screening and anti	Mazahar Farooqui	Asian journal and Pharmaceutical	2018	16	Dr. Rafiq Zakaria College	Nil

amoebic studies of Tamarindus indica leaves extract		and Clinical Research Online - 2455-3891 Print - 0974-2441 <a href="http://dx.doi.org/10.22159/airport">http://dx.doi.org/10.22159/airport</a>			for Women Aurangabad	
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### 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Stability constant study of transition metal complexes with Pharmacologically active ligand (N-{4-chlorophenyl} Methylene } Nocotino hydrazide) by pH metric	Mazahar Farooqui	International Journal of Chem Tech Research	2018	16	Nil	Dr. Rafiq Zakaria College for Women

[View File](#)

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	7	45	0	0
Presented papers	0	28	0	0
Resource persons	0	7	0	0

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## 3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
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Tree plantation in Daultabad Ghat	NSS unit, Dr. RZCW	5	24
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Shooting Rifle	Won Bronze Medal	Dr. Babasaheb Ambedkar Marathwada University Aurangabad-431001	1
All India Interuniversity and Shooting Rifle Tournament at Punjab University, Chandigarh on 5th November, 2018.	Certificate of participation	Punjab University, Chandigarh on 5th November, 2018.	1
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Independence Day celebration and shapat swachta abhiyan	Dr. RZCW	Independence	24	51
NSS day celebration and Swachta Hi Seva programme	NSS unit, Dr. RZCW	NSS day celebration and Swachta Hi Seva programme	19	100
AIDS awareness	NSS unit, Dr. RZCW	AIDS awareness	16	60
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### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Research	02	Self	1000
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact	Duration From	Duration To	Participant



		details			
0	0	0	Nil	Nil	0
No file uploaded.					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Chrom Analytical instituted, Aurangabad (M.S)	10/07/2018	Training in Laboratories Arrange Lecture	34
Dept. Chemistry, Kohinoor Arts, Commerece Science College Khultabad, Aurangadbad (M.S)	12/11/2018	1. Exchange of students faculties in Laboratories. 2. Arrange Lectures/ Seminar / Conference. 3.Mobilization of resources for research	59
Vivekanad Arts, Sardar Dalipsing Commerce and Science College Aurangabad	08/10/2018	1. Exchange of teaching resources, course material and teaching strategies. 2. Both colleges to study will endeavor to maintain students, teacher exachnge programs to provide the opportunity to study, laboratory experimental work. 3. Exchange to lea	35
No file uploaded.			

#### CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

##### 4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
110000	108490

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing

Seminar halls with ICT facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Classrooms with Wi-Fi OR LAN	Existing
No file uploaded.	

#### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Nil	Nil	Nil	2022

##### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	15472	2620058	128	22713	15600	2642771
Reference Books	3234	0	0	0	3234	0
CD & Video	114	0	0	0	114	0
No file uploaded.						

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nil
No file uploaded.			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwid th (MBPS/ GBPS)	Others
Existin g	49	22	34	0	0	11	34	10	23
Added	5	0	0	0	0	0	5	0	0
Total	54	22	34	0	0	11	39	10	23

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

10 MBPS/ GBPS
---------------

##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nil

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
110000	108490	0	0

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

The overall authority and responsibility for maintaining and utilizing the physical, academic and support facilities rests with the principal. The principal by delegating the authorities and responsibilities to Vice-Principals, Head of Departments and various committees, ensures that the resources are optimally utilized and maintained for the benefit of the stakeholders. The financial requirement are assessed on the basis of the requirements submitted by the Head of Departments and other Support Units at the beginning of Academic Year. The principal makes budgetary provisions for up gradation, maintenance and utilization of all the resources of the institution. All the purchases are done through Principal as per the laid down norms and procedures. All the resources are recorded in the Accession Register and Stock Register maintained by the concerned departments. On the basis of the reports and suggestions, the principal takes corrective actions, if needed for the optimum use and maintenance of the physical, academic and support facilities. Library resources are maintained by the Librarian with the help of support staff under the overall supervision of the Library Committee. The library resources are made available to the students and staff from 10:00 a.m. to 05.00 pm on all days excluding Sundays and holidays. The overall maintenance of furniture, computers, photocopying machines, etc. are made through the trained qualified staff. The regular cleaning and sweeping is done by the support staff of the college. The sport facilities are maintained and looked after by the Director of Physical Education with the help of support staff under the overall supervision of Sports Committee. The physical facilities like laboratories, library, classrooms, sports facility, etc. are made available to the students and staff members as per the time table and schedule which is planned for optimum use of facilities under the supervision of the staff and instructor / assistant. The resources of the laboratories are maintained and utilized under the supervision of Heads of the Departments with the help of support staff. The laboratory equipment are repaired and serviced periodically by outsourcing as per the needs. The maintenance of computer hardware and IT enabled systems are done by the technical staff and hardware technician. The electrical equipment and systems are maintained by the qualified electrician of the college. Water Supply, R.O. Plant, bore wells supply made through pump house. Painting and beautification of the campus are done periodically through external agencies. Sweeping and cleaning of the classrooms, passages, etc. are done every day by the support staff and students enrolled under Earn While Learn scheme under the overall supervision of the Head of support staff/ Professor in charge.

<https://drrzwc.in/sports/>

#### CRITERION V – STUDENT SUPPORT AND PROGRESSION

## 5.1 – Student Support

### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Fee Concession to Needy Students	41	40650
Financial Support from Other Sources			
a) National	National Scholarship Portal	121	649690
b) International	0	0	0
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### 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Soft Skill	15/06/2018	12	Dept of Computer Sci
Remedial Coaching	15/06/2018	50	All Dept
Language lab	15/06/2018	26	Dept of Eng
Bridge courses	15/06/2018	38	All Dept
Yoga meditation	15/06/2018	50	All Dept
personal counseling	15/06/2018	95	All Dept
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### 5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Chemistry talent search	20	19	19	0
2018	Science talent search	21	15	15	0
2019	ACT	49	24	24	0
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### 5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

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

## 5.2 – Student Progression

### 5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
01	20	3	01	25	5
No file uploaded.					

### 5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	62	B.A/ B.Sc	Physics, Chemistry, Botany, Zoology, Urdu, English, History, Political Sci.	1. Dr Rafiq Zakaria College For women Aurangabad 2. Maulana Azad College of Arts Science Commerce Aurangabad 3. Dr. Babasaheb Ambedkar Marathwada University 4. Marathwada college Education	M.Sc/ M.A/ B.Ed
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### 5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nil	0
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### 5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Sports: -Badminton, Shotput, kho kho, Discus throw, Football, Skipping Rope, Cricket, Chess, carom,	Institute/ University Level	306
Cultural Activities: - Quiz, mehndi Competition.	Institute/ University Level	208

singing, essay writing, Elocution Competition, Poster Presentation, Bait-Baazi, Cooking Competition, Youth Festival, annual functions etc

No file uploaded.

### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Shooting Rifle	National	1	Nill	B.Sc Fy	Alima Siddiqui
No file uploaded.						

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

Students council was formed during the year 2018-19. As there were no election for students as per director of the government. The student's council members were selected from the marks list of the students studies who got highest percentage in previous year is select as members from B.A. I, II,III year as well as B.Sc I II, III, year and MA M.Sc I and II year. The Function of these representatives is to control discipline of college and were as bridge between the teacher's, college administration and functioning of college. Different committees are formed for them such as sports, cultural and discipline committee. Students Council Takes Care for Various academic and administrative activities for students benefits and welfare

### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Aashna Alumni Association of Dr. Rafiq Zakaria College for women is registered under charity commissioner of Aurangabad in March 2019 with registration no. 140/19 Aims and objectives of Alumni Association 1. The Alumni association is a non-profitable association its sole aim is to generate educational, social and professional awareness among minority girls and minority society. 2. The Alumni association of the college is formed to motivate and inspire young students of minority community. 3. The Alumni will help the bright but financially poor students to complete their education with their financial assistance. 4. The Alumni will also participate and help in organizing academic gathering in college. 5. The association will collaborate with college and their respective institutes, offices and organizations for the progress of college. 6. To act as a bridge between students, parents, teachers and society. 7. The Alumni will extend the help to the college students and authorities for overall progress of the college. 8. The Alumni Will also Provide different opportunities and avenues to the present students of college in knowledge gaining and learning process.

5.4.2 – No. of enrolled Alumni:

120

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

6000

5.4.4 – Meetings/activities organized by Alumni Association :

6th October 2018 Meeting of Alumni executive members 1 December 2018 Meeting of Alumni executive members The Guest Lecture on 9th January 2019 Logo making contest 2nd February 2019 felicitation of Ms. Hussain Anam Irfan. 8th March 19 International Womens Day Celebration

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

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

The management of the college allocates powers of decision making to Head of the institution i.e. the principal. The key areas like Institution administration, University compliances, Institution Strategies and Policies, Financial Matters, Research Development, Government Social interface and other proceedings in the office are supervised and executed by him for smooth functioning of the college . To facilitate and maintain the efficiency of the functioning of the college following committees are formed- • Admission • Time table • Discipline • Placement cell • Women harassment cell • IQAC • Cultural • Examination • College magazine • Library • Students satisfaction survey committee The policies of the governing bodies are communicated to the principal and further to the faculty at regular intervals. The plan of implementation for the students is done in connivance with these policies. The institution follows delegation, decentralization and empowerment policies while entrusting the responsibilities to faculty and staff All faculty members are given certain academic responsibilities. The delegation of responsibilities leads to transparency, faculty development and faculty enrichment. Case study Sports week Keeping in view, the concept of healthy mind in a healthy body, every year sports week is arranged for the students. Under the supervision of the director of physical education indoor and outdoor activities are organised. The principal constitutes the committee and faculty members are made in charge of the various sports like kho kho, badminton, table tennis, carrom etc. the teachers encourage students prepare the list of interested participants. They monitor the respective activity and supervise the conduction of the sport. List of winners is prepared and prizes to the winners are given in the prize distribution programme held at the end of the year. College magazine committee - The principal constitutes the magazine committee headed by a chairman and gives autonomy to them to work as a team for the publication of college magazine every year. • The college magazine committee is given the autonomy to decide the content and other matters related with the publication of the magazine. • The language teachers who are part of the committee bear the responsibility and have the freedom to select and edit articles received. • The committee members suggest the various columns of the magazine. • A fair distribution of the work of collection of necessary data for the magazine is made by the chairman. • The committee members finalise the work of editing and other related work before getting it approved from the principal.

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

Yes

### 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
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Curriculum Development	<p>The College is affiliated to Dr. Babasaheb Ambedkar Marathwada University Aurangabad and hence we follow the curriculum of the affiliating University. Work load distribution as per specialization of faculty members. Several faculty members are active members of University and Autonomous colleges appointed examination committee to frame question papers and evaluate examination scripts. A few faculty of the college are members of the board of studies of the university. They actively participate in decision making and curriculum designing process conducted by the BOS.</p>
Teaching and Learning	<p>The college and its various departments adopt innovative ways of teaching. Apart from regular teaching, bridge course was taken. ICT based learning through smart classroom. Guest lectures, seminars, field visits and study tours were conducted. Co-curricular activities like debate, elocution, quiz competition, essay writing competition organized every year are the means to involve and motivate students towards improving their learning.</p>
Examination and Evaluation	<p>During this academic the I, III, V semester exams were conducted offline.</p>
Research and Development	<p>The teachers of different department successfully guided students working on their Ph.D. The college applied for research centres in English, Zoology and Botany. It already has two research centres in Urdu and Chemistry.</p>
Library, ICT and Physical Infrastructure / Instrumentation	<p>The college has a rich storehouse of books in the library. The labs and library are well equipped. The concept of digital library is introduced through which INFLIBNET will be provided to all teachers.</p>
Human Resource Management	<p>The College and management provide opportunities to its staff for professional Development. Teachers are encouraged to engage lecture, to deliver keynote address in seminar and conduct PG and UG lectures in other institution either as invitees or as a part of MOU. The principal and IQAC encourage lectures in innovative work, take research project and write books. Extension activities are carried out. Teaching faculty are members of various prestigious positions in the</p>



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

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

E-governance area	Details
Planning and Development	Under the planning and development program annual budget is being maintained by the college and infrastructure planning is also being done. The college has its requisition approval for purchasing goods and services. Supervisors or college administration use it to grant or deny a purchase requisition based on organization of policies and utilizes the funds for the various schemes for the welfare of the college. The college also provides various scholarship forms and online form filling services. The funds are also used for purchasing various equipment's as per the need of various departments and office. For maintaining college funds and investments MIS software was used.
Administration	There are various positions in administration run under Dr. Rafiq Zakaria College for Women, Aurangabad. Such as 1. Permanent in grant-in aid 2.

Fixed pay in non-grant- in aid 3. CHB in grant-in aid 4. CHB in non-grant-in aid ? The above process is being accomplished through the NOC that is granted by the Joint director office (JDO), After consent from the management, advertisements are published in the regional, local or national newspapers, The selection committee from the university or from the Joint director's office is sent for conducting interview. In case of non-grant in aid, approval to recruitment is made from university/ Joint director office or from the management. For year wise record maintenance of working, non-working, teaching and non-teaching for every grant-in-aid and non-grant-in-aid staff MIS software was used.

#### Finance and Accounts

Finance: Under the supervision of Office Superintendent (O.S.) in Dr. Rafiq Zakaria College for Women, the finance and accounts section is managed by Shaikh Sajed. He handles salary of all the junior college teaching staff, senior college teaching staff, Grants-in-aid and Non-Grant as well as non-teaching staff. To keep and maintain all documents and records related to finance and account software is used entitled as "Tally" with version "Tally ERP 9". Tally is used to maintain daily records of financing and accounting. And for documents we prefer Microsoft Office 2007, and MIS software is also one of the best record keeping and maintaining software which was used. Here we are maintain accounts like audits, salary, compliance, corresponding with the management for the year 2019-20. 1. Salary grant from central and state government agencies. 2. Equipments and research grants from UGC. 3. Infrastructural development funds from management. 4. Fees collection. Accounts: 1. Fees receipts. 2. Subsidiary books of receipts. 3. Cashbook. 4. Ledger. 5. Tally Software. 6. Half year internal audit. 7. Statutory audit on annual based. 8. Scholarship audit by social welfare department. 9. Income tax annual return. 10. Fees reconciliation.

#### Student Admission and Support

Admission committee is formed for the admission process under which senior and junior admissions are done. Online form filling is done under the

admission committee's supervision. Online registration is done. Online declaration of merit list is done and admission confirmation is also done online. Examination forms, hall tickets, timetable, result declaration and students' queries related to examination and results are done online. UG and PG MKCL process and related update and queries are also done using electronic media. Website regarding MKCL process is done on BAMU's digital website. Admission record was maintained in MIS (Management Information System) software

#### Examination

Examination: Exam was conducted as per Instruction of Dr Babasaheb Ambedkar Marathwada university

### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	Nil	Nil	Nil	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	One Day Workshop Tadveen Awwal (Dept of Urdu)	00	24/02/2019	24/02/2019	31	Nill
2018	Dr Rafiq Zakaria Memorial Lecture Title Aurangabad Mein Urdu Wali Se Wajd Tak	00	23/07/2018	23/07/2019	62	Nill
2019	Dept of	00			172	Nill

Botany Innovation In life Science for Sustai nable deve lopment		06/01/2019	06/01/2019		
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Biomedical Image Processing Science and Technology (Swayam Arpit Online Course)	1	30/03/2019	30/03/2019	1
Short Term Course on 'Workshop on MOOCs, e-content Development Open Educational Resources	2	21/01/2019	27/01/2019	7
Short term Course "Gender Sensitization"	1	27/08/2018	01/09/2018	7
Short Term Course on "e-content Development - MOOCs" (Political Sciences)	1	25/03/2019	31/03/2019	7
UGC HRDC, Dr. BAMU, Aurangabad, 121st orientation course	5	01/01/2019	30/01/2019	30

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

### 6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p><b>Teaching:-</b> • Maulana Azad College Credit Society provides loan of upto 4 Lacs to its teaching and non teaching faculty. • Health awareness camps are arranged from time to time. • Duty Leave is granted for attending Seminars, Conferences and Workshops • Medical Leave</p> <p>• Maternity Leave • Paternity Leave • Employee Provident Fund Scheme. • Medical Reimbursement: The faculty and staff members claim and receive the medical expenses incurred from the state government. Such proposals are forwarded with the consent of the college. • Appreciation of staff - Distinct achievement of staff is appreciated in the form of felicitation in the annual day program of the college. • Employment to the dependents of the deceased employees on compensate grounds.</p>	<p><b>Non teaching:-</b> • Maulana Azad College Credit Society provides loan of upto 4 Lacs to its teaching and non teaching faculty. • Health awareness camp are arranged from time to time. • Medical Leave • Maternity Leave • Paternity Leave • Earn Leave • Employee Provident Fund Scheme. • Medical Reimbursement: The faculty and staff members claim and receive the medical expenses incurred from the state government. Such proposals are forwarded with the consent of the college. • Employment to the dependents of the deceased employees on compensate grounds. Sr No. Name of the Welfare Schemes No. of beneficiary 1 Maulana Azad Credit Society.18 2 Employee provident fund scheme 3 Medical reimbursement. 02 4 Group insurance. 28 5 Duty leave 76 6 Medical leave 17 7 Maternity leave ---- 8 Paternity leave ---- 9 Employment to the dependents of the deceased employees -----</p>	<p><b>Students: -</b> Considering the social and economic background of the students various measures were taken for their benefits: • Tuition fees Concession is given • Permitted to pay the fees on the instalment basis. • Canteen facility is available. • Earn and Learn Schemes are run to make them self dependent and develop their skills. • Health and Hygiene camps are arranged. • Doctors visit the campus very often to highlight the importance of cleanliness and hygiene for a healthy life. Various issues regarding girl students are discussed.</p>

## 6.4 – Financial Management and Resource Mobilization

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

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

Aurangabad. For the academic year 2018-19, audit took place according to the standard on auditing promulgated by the Institute of chartered accountants of India. Based on the evidence, the auditor notes are as: - ? Cash balance is as certificated by management. ? Some of the expenses are not supported by external evidence. ? TDS not deducted from some of the expenses, for which provision is made. TDS Provided in 17-18 is still unpaid. ? As per the information provided by management no contingent liability provides against pending court cases. ? Fees reconciliation is not produced for verification ? Fees collected from students not deposited in bank regularly. ? Statutory Dues challans are not produced for verification. ? In few cases statutory dues like provident fund, profession tax, TDS are not paid before due date. ? The balance of party's advances to staff, loans and advances, capital advances, deposits, inter institution balances are subject to confirmation. ? Some old balances of government scholarship received for students and other refundable deposit are subject to reconciliation. To verify the financial matters method of test checking is adopted for checking the books of accounts.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil
No file uploaded.		

6.4.3 – Total corpus fund generated

0
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## 6.5 – Internal Quality Assurance System

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

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

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

In the meeting held with parents/ wards of students following points were discussed- • A suggestion was made to organise cultural programme on the occasion of annual day and prize distribution programme. • Arrangement of transportation facility was discussed. • Punctuality of students to classes was brought to the notice of parents. • Instalment facility regarding payment of admission fees was discussed. • Suggestions were invited about keeping uniform for students. • In order to maintain mobile free campus, parents were asked to strictly discourage students from carrying mobile phones with them. ATR A cultural event was organised on the occasion of prize distribution programme. Instalment facility for payment of admission fees was granted. The campaign to discourage students from using mobiles was successfully implemented.

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

Nil

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

Nil

#### 6.5.5 – Internal Quality Assurance System Details

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

#### 6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Academic Administrative Audit	26/02/2019	26/02/2019	26/02/2019	58
2018	Research Paper publication In International Journals	15/06/2018	15/06/2018	15/06/2018	100
2018	Use of ICT Tool	02/07/2018	02/07/2018	02/07/2018	15
No file uploaded.					

### CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

#### 7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Lecture on Women Empowerment Self motivation	11/12/2018	11/12/2018	50	0

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

Percentage of power requirement of the University met by the renewable energy sources
Disposal of Solid Waste Rain water harvesting Waste Water Management

##### 7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	400
Provision for lift	No	0
Ramp/Rails	Yes	2
Braille	No	0

Software/facilities		
Rest Rooms	Yes	400
Scribes for examination	No	0
Special skill development for differently abled students	No	0
Any other similar facility	No	0

#### 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	04/10/2018	1	Awareness of Breast Cancer	-To inform the people about the importance of cancer check ups at early stages -To create awareness of disease	55
2018	1	1	02/12/2018	1	HIV-AIDs	To make students remind that all gains will lost if we do not continue to push forward and a build a strong movement to change the course of epidemic	45
2018	1	1	21/02/2	1		-To	36



			018		National Science Day	encourage the students as well as popularize the science day -Develop inquiring minds and curiosity about science - Analytically, critically and creatively to solve problems	
2018	1	1	28/09/2018	1	World Heart Day	"My heart, Your heart" which represents a promise to yourself, the people you care about and the individuals around the world to take steps in reducing our risk to CVD3333	33
2018	1	1	16/02/2018	1	Awareness on Sickle Cell Disease	To educate the students on the causes and effect of sickle cell anemia	25
2018	1	1	21/02/2018	1	Thalassaemia	Educate and	29

					Awareness and Testing	prevent the disease	
No file uploaded.							

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

Title	Date of publication	Follow up(max 100 words)
Professional Ethics	07/07/2018	The IQAC has framed the code of conduct for the implementation of higher human values and professional ethics code of conduct for various stakeholders.The imperative is to implement curriculum and as well as taking care of the professionalism,

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Quran-Fahmi	06/08/2018	26/04/2019	50
Non Vilonce Day (Gandhi Jaynti)	02/10/2018	02/10/2018	151
Moral Values	12/12/2018	12/12/2018	40
Certificate In Human Rights	16/07/2018	15/09/2018	47
No file uploaded.			

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

1.Seed Ball Making 2.Plantation 3.Clean Campus 4.Plastic free campus 5.No Vehicle Day

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

BEST PRACTICE I: Title of the practice : Donating at Girls orphanage with students Goal: To inculcate more sensitivity among students regarding underprivileged and orphan girl child. The Relevance: To help orphan girl child survive and take on the path of self development and respect. The Practice: Students and faculty are involved in understanding the social causes through interaction with the orphan girl child .In this visit they have interacted with the orphan girls and discussed about their problems and their needs. Evidence of success: Since the issue of Orphan Girl Child is very much essential to be addressed, there is further dissemination of this knowledge to friends and family and therefore it benefits the society in the larger context. Problems encountered and resources required: Organising such events on a large scale requires funds for which special provisions have to be made. It also requires extra time and though many such program can be conducted, the focus is restricted to a few of them. BEST PRACTICE II: Title of the practice :- Self-Entrepreneurship Day at College Goal: To let students understand the spirit of workmanship, and Self Entrepreneurship so that their future will be better shaped. The Relevance: The college has always placed in the forefront the interest of our stake holders and in this case our students will directly

benefit from a more efficient working practice ,communication of positive messages to staff and students, encouraging efficient and time saving practices, continuous assessment and improvement. In the era of globalization ,competition is tough this practice enable students to survive, compete and succeed and make a best future for them The Practice: Self-Entrepreneurship Day at College is observed almost every academic year and All the students staff and also the family members and friends of the staff and students participate in this event. Evidence of success: All operating procedures have been restructured, organized, implemented and found to give good results. Problems encountered and resources required: The college authorities wants to make it more professional so that external professional agencies could be involved in this event for e.g. the Hotel owners, Hotel management faculty, observers, Professional cooks, Event organizers etc. Since this activity is a large scale it requires more funds and involvement of industry.

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

<https://drrzwc.in/about-igac/>

### 7.3 – Institutional Distinctiveness

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

Women's education has always been a matter of concern for all the societies and in all the ages. But in modern era this has acquired the most important place as we need to face greater challenges in our times compared to the past. It is a fact that women are the half of the world. If they remain ignorant, the remaining half will also remain ignorant because she will be the mother of all the male part. In this way we need to educate the girls they are the future mothers. It is proved that women are the backbone of our society. Our college has shouldered this greatest responsibility of educating girls. It is a fact that our girls not only belong to the creamy layer of the society but also to the down trodden part. So our responsibility becomes many folded. We need an all round development of the girls. Our aim is to enable our students to face the modern world with all challenges, and share the responsibilities of able citizen to bring about socio-economic growth of our society and strengthen our nation. Through the weapons of the education we want to eradicate the evils of the society like superstitious, ignorance and exploitation etc. We want to create scientific temper among the students and change their attitude towards the education. We believe that only education can bring about positive change in lives of women. It breaks the shackles of ignorance and fades away the darkness of illiteracy. We want to nurture our students with the universal values of truth and courage. We want to help them in their pursuit of excellence. We want to foster them the spirit of secularism and also national integration. For coexistence brings harmony and society can develop by leaps and bond. This is the best solution of all the problems. Our goal is to empower women through the means of education. We want to transform our students in to self dependent beings. They must establish their self respect, emotionally, socially and economically. We believe that education is the key to women empowerment, prosperity and welfare. Through education women have better access and opportunity in all the fields leading to increased income. Hence, our efforts with these motives have resulted into satisfactory results. For us women empowerment mean emancipation of women from the vicious grips of social, economical, political, caste and gender based discrimination. It means granting women the freedom to make choices in life and realize their dreams.

Provide the weblink of the institution

<https://drrzwc.in/>

## 8.Future Plans of Actions for Next Academic Year

1. To increase collaborative research activities. 2. To increase MOU between the institutions. 3. More Student should be encouraged to participate in extension activities 4. To prepare more students for various competition to win awards. 5. All faculty members should publish papers in international research journals. 6. All the faculty members should use ICT technology for teaching learning process. 7. To organise seminar on Gender Equity for students. 8. To undertake water harvesting and conservation activities. 9. To increase use of LED bulbs. 10. To organize Seed Ball making workshop. 11. To propose mobile free campus activities. 12. To give donation and visit Orphanage home.