



## **YEARLY STATUS REPORT - 2021-2022**

### **Part A**

#### **Data of the Institution**

<b>1.Name of the Institution</b>	
	<b>DR RAFIQ ZAKARIA COLLEGE FOR WOMEN</b>
• Name of the Head of the institution	<b>Dr. Maqdoom Farooqui</b>
• Designation	<b>Principal</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>02402402462</b>
• Mobile No:	<b>9890995522</b>
• Registered e-mail	<b>prinicpal.dr.rzwcw@gmail.com</b>
• Alternate e-mail	<b>maqdoomf@gmail.com</b>
• Address	<b>Navkhanda, Jubilee Park</b>
• City/Town	<b>Aurangabad</b>
• State/UT	<b>Maharashtra</b>
• Pin Code	<b>431001</b>
<b>2.Institutional status</b>	
• Type of Institution	<b>Women</b>
• Location	<b>Urban</b>
• Financial Status	<b>Grants-in aid</b>

• Name of the Affiliating University	DR BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY				
• Name of the IQAC Coordinator	Dr. Tanmay A. Paithankar				
• Phone No.	02402402061				
• Alternate phone No.	9422289060				
• Mobile	NIL				
• IQAC e-mail address	tanmaypaithankar@hotmail.com				
• Alternate e-mail address	NIL				
3.Website address (Web link of the AQAR (Previous Academic Year)	<a href="https://drrzwc.in/wp-content/uploads/2023/01/AQAR-2020-21.pdf">https://drrzwc.in/wp-content/uploads/2023/01/AQAR-2020-21.pdf</a>				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://drrzwc.in/wp-content/uploads/2023/01/Academic-Calendar-2021-22.pdf">https://drrzwc.in/wp-content/uploads/2023/01/Academic-Calendar-2021-22.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	78.70	2004	08/01/2004	08/01/2009
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	
0	0	0	0	0	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		
9.No. of IQAC meetings held during the year			2		

<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	Yes	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
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.		
<b>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</b>		
Plan of Action	Achievements/Outcomes	
<ul style="list-style-type: none"> <li>Research activities to be strengthen which should be reflected in increase number of papers presentation in conferences and publishing in internationals impact factor journals.</li> <li>E-learning process to be strengthen by adopting eLearning tools for more topics in different subjects.</li> </ul>	<ul style="list-style-type: none"> <li>Number of research papers increased in international and national journals who have good impact factor</li> <li>ICT tools are used for different subjects</li> </ul>	
<b>13. Whether the AQAR was placed before statutory body?</b>	Yes	
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>		

Name	Date of meeting(s)
CDC	10/12/2021

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2021-2022	09/12/2022

**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 2009 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

5

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

File Description	Documents
Data Template	<a href="#">View File</a>

#### 2.Student

2.1

376

Number of students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.2

0

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

File Description	Documents
Data Template	No File Uploaded

2.3

377

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

**3.Academic**

3.1	20
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Number of full time teachers during the year	
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File Description	Documents
Data Template	<a href="#">View File</a>

3.2	0
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Number of Sanctioned posts during the year	
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File Description	Documents
Data Template	<a href="#">View File</a>

**4.Institution**

4.1	25
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Total number of Classrooms and Seminar halls	
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4.2	1644251
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Total expenditure excluding salary during the year (INR in lakhs)	
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4.3	49
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Total number of computers on campus for academic purposes	
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**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) Dr. Rafiq Zakaria College for Women is affiliated to Dr. Babasaheb Ambedkar Marathwada University, Aurangabad and follows the university curriculum designed by the university.

2) Some of the faculty members are involved in the syllabus framing

committee. The institution adopts a systematic approach for implementation of curriculum.

3) Every year university published academic calendar in the beginning. This academic calendar is distributed to every department and timetable committee prepares the timetable.

4) HOD distributes the papers according to the specialization of the teachers. Every faculty members prepare a teaching plan according to their subject.

5) College implements bridge course, remedial, different carrier oriented course according to the need of students. Ability test conducted every year; advance and slow learners are selected. College also adopts Mentor-Mentee for systematic functioning.

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

7) Faculty members adopt innovative teaching practices like ICT based teaching methods, video lectures, power point presentation every year students feedback is taken to assess the teaching-learning process.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://assessmentonline.naac.gov.in/storage/app/public/agar/24040/24040_3_1.pdf?1671095474">https://assessmentonline.naac.gov.in/storage/app/public/agar/24040/24040_3_1.pdf?1671095474</a>

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 test and collected assignment/tutorial.

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



the papers.

4) The test conducted by every department on different dates in their respective lecture timing and not disturbing the others.

5) As college is running Science and Arts faculty having subjects Chemistry, Botany, Zoology, Physics, Mathematics, Computer Science and of Arts, English, Urdu, Hindi, Optional, History, Political Science, Sociology, Psychology, Economics, Home Science.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://assessmentonline.naac.gov.in/storage/app/public/aqar/24040/24040_4_3.pdf?1671095474">https://assessmentonline.naac.gov.in/storage/app/public/aqar/24040/24040_4_3.pdf?1671095474</a>

**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 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**

**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## **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**

**03**

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 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)

10

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 )	<a href="#">View File</a>

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

10

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

263

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

The college is affiliated to Dr. Babasaheb Ambedkar Marathwada

University. College follows the curriculum design by the parent university. The university curriculum design in such a way that it includes gender equality, environment awareness, human values and professional ethics etc.

- Dr. Rafiq Zakaria College stand for values like commitment to development of self and society.
- College regularly organizes socially relevant events and programs for students to learn issue related to human values, cultural, social issue in a constructive manner.
- The parent university syllabus design in such a manner that it includes gender equality, professional ethic, environment awareness.
- In B.A. I year economic, has syllabus related to gender related development and natural resources - land, water and forest resources and minerals, need for sustainable development.
- In B.A. II year economics, natural resources, renewable and non-renewable.
- In B.Sc. III year computer Science run syllabus, scope of cyber laws, cyber jurisprudence and the ethics of computer security.
- M.A. we have critical theory, which develop the socio-political and cultural situations of the society and also the fiction of social culture.
- University also run compulsory environment course for B.Sc. to B.A. II program.
- It also have constitution of India to B.A. & B.Sc. I year as compulsory program.
- To develop awareness also have compulsory computer science for B.A. & B.Sc. I year program.
- B.A. III (Political Science) - Human rights.

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

### 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	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
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)	<a href="#">View File</a>

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

85

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

**1.4 - Feedback System**

<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>A. All of the above</b>
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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)	<a href="#">View File</a>
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	<a href="https://rzcw.in/feedback/views/public-report-student-data-2022-1.php">https://rzcw.in/feedback/views/public-report-student-data-2022-1.php</a>

### 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	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

##### 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

54

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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

- **ADVANCED LEARNERS:**
  - 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.
- **MEASURES TAKEN FOR IMPROVING ACADEMIC PERFORMANCE OF THE STUDENTS:**
  - Slow learners are identified based on their performance in University Examinations of various semesters and Internal Examinations. During Coaching monitoring the students through the improvement. Paid Individual attention through counselling .
- **REPORT FOR SLOW LEARNERS:**
  - Special Coaching classes for the first class toppers of every class after the internal test are conducted.
  - Given the complex problems and assignments to enable them to enhance their problem solving abilities.
  - Guiding the Students for Competitive Examinations.
  - Encouraged the students to obtain the University ranks.
  - Encourage to participate in various symposium like quiz, poster presentation, and conferences,
- Advanced learners are identified based on the performance in University Examinations of previous semesters and internal Examinations. Also Ability or Aptitude test conducted semester wise. In this Year 2021-22 due to Covid -19 odd semester test are conducted online mode with the platform of Goggle form. Even semester test conducted offline.

• **Following Special activities conducted for Advanced Learners:**

File Description	Documents
Link for additional Information	<a href="https://assessmentonline.naac.gov.in/storage/app/public/agar/24040/24040_15_1743.pdf?1671091081">https://assessmentonline.naac.gov.in/storage/app/public/agar/24040/24040_15_1743.pdf?1671091081</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
845	35

File Description	Documents
Any additional information	<a href="#">View File</a>

**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

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. Student-centric by encouraging the students to participate in the teaching-learning activities. In regular classroom teaching, teachers employ experiential learning, 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 are using this method. In this students analyse 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:

Departments like Mathematics, Physics, Chemistry, Economics, and Psychology. Environmental projects are given, various literary associations and departmental activities have been organized. In their 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	<a href="#">View File</a>
Link for additional information	<a href="https://drrzwc.in/wp-content/uploads/2022/12/Student-Centric-Activities-2021-22.pdf">https://drrzwc.in/wp-content/uploads/2022/12/Student-Centric-Activities-2021-22.pdf</a>

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 so much smoother and the 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 ,also created Goggle classroom for conducting class and assigning assignments. Teachers are frequently using whatsapp group for forwarding notes ,MCQ of respective papers.
- Guardian teachers make their mentees / students well-versed with new ICT / on line delivery. The institute follows the ICT enabled teaching in addition to the traditional classroom education .
- In addition to chalk and talk method of teaching the faculty members are using the IT enabled tools such as PPT ,video clippings ,Audio system,online sources.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://drrzwc.in/wp-content/uploads/2022/12/ICT-Tools.pdf">https://drrzwc.in/wp-content/uploads/2022/12/ICT-Tools.pdf</a>

### 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

25

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

19

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 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

19

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)	<a href="#">View File</a>

#### 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

19

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

### 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 and apart

from teaching. Various techniques were adopted to assess the understanding of students through the online classes of odd semester during the academic year 2021-2022 .

- For both the UG and PG students, the College conducted the class tests through online mode. After the completion of each unit, the important questions were sent to them to their Whatsapp group , and Google Classroom and they were encouraged to attend all the exams.
- The student attendance, participatory activities and class presentations (such as seminars) were also taken into account through various testing methods. Online Seminars of odd semester were also conducted in order to make the assessment more purposeful and effective.
- Assignment topics were given out of the syllabus topics in order to expand the interest of the students towards their carrier. Apart from unit tests, model exams were also conducted to motivate the students towards a better academic achievement.
- In order to enhance the skills of students and to improve upon their general knowledge, students were given various general topics for which they were asked to prepare on their own and to take seminars and projects were given for even semester as offline classes started . Overall, students performance was satisfactory in the internal assessment in this academic year.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="#">NIL</a>

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 are shown to students in class and faculty undertakes individual grievances. The faculty evaluates the test papers and returned to students with detailed remarks and suggestion for improvement . The grievances of the students with reference to assessment are made clear by showing her performance in the answer sheet.

**Project evaluation:**

In arts faculty in last semester internal evaluations of the project is conducted in front of the panel consisting of group of faculties with examiners. 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 can 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	<a href="#">NIL</a>

**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 to 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 state 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	<a href="#">View File</a>
Paste link for Additional information	<a href="https://drrzwc.in/wp-content/uploads/2022/09/Course-Outcome-20-21.pdf">https://drrzwc.in/wp-content/uploads/2022/09/Course-Outcome-20-21.pdf</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

#### 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 deputed 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) contain creating and 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	<a href="#">View File</a>
Paste link for Additional information	<a href="https://assessmentonline.naac.gov.in/storage/app/public/agar/24040/24040_26_55.pdf">https://assessmentonline.naac.gov.in/storage/app/public/agar/24040/24040_26_55.pdf</a>

### 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

122

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://assessmentonline.naac.gov.in/storage/app/public/agar/24040/24040_27_58.pdf">https://assessmentonline.naac.gov.in/storage/app/public/agar/24040/24040_27_58.pdf</a>

### 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://drrzwc.in/wp-content/uploads/2023/02/StudentSatisfactionSurvey-2021-22.pdf>

### 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)

Nil

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

### 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

Nil

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 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

09

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 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

30

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 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

12

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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

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 into responsible citizens of the country by making them aware of social issues. The college provides consciousness to the students as well as 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	<a href="https://drrzwc.in/nss/">https://drrzwc.in/nss/</a>
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**

04

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
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**

02

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

### 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

23

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 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

16

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

## 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	<a href="https://drrzwc.in/gallery/">https://drrzwc.in/gallery/</a>

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

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	<a href="https://drrzwc.in/sports/">https://drrzwc.in/sports/</a>

#### 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	<a href="https://drrzwc.in/wp-content/uploads/2022/12/ICT-Tools.pdf">https://drrzwc.in/wp-content/uploads/2022/12/ICT-Tools.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

**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)****1644251**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<b>No File Uploaded</b>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

**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	<a href="http://www.drrzcwlibrary.in/">http://www.drrzcwlibrary.in/</a>

**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)	<a href="#">View File</a>

**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)**

**19166**



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)	<a href="#">View File</a>

#### 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

931

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

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	<a href="https://drrzwc.in/agar/new-naac/">https://drrzwc.in/agar/new-naac/</a>

#### 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	No File Uploaded

#### 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)

1668066

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

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.

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**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	<a href="https://drrzwc.in/gallery/">https://drrzwc.in/gallery/</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

323

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

323

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefitted by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

<b>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</b>	<b>A. All of the above</b>								
<table border="1"> <thead> <tr> <th data-bbox="86 439 542 506">File Description</th><th data-bbox="552 439 1476 506">Documents</th></tr> </thead> <tbody> <tr> <td data-bbox="86 506 542 651">Link to institutional website</td><td data-bbox="552 506 1476 651"> <a href="https://drrzwc.in/wp-content/uploads/2022/12/Naac-Criteria-5-1-2.pdf">https://drrzwc.in/wp-content/uploads/2022/12/Naac-Criteria-5-1-2.pdf</a> </td></tr> <tr> <td data-bbox="86 651 542 719">Any additional information</td><td data-bbox="552 651 1476 719"> <b>No File Uploaded</b> </td></tr> <tr> <td data-bbox="86 719 542 864">Details of capability building and skills enhancement initiatives (Data Template)</td><td data-bbox="552 719 1476 864"> <a href="#">View File</a> </td></tr> </tbody> </table>	File Description	Documents	Link to institutional website	<a href="https://drrzwc.in/wp-content/uploads/2022/12/Naac-Criteria-5-1-2.pdf">https://drrzwc.in/wp-content/uploads/2022/12/Naac-Criteria-5-1-2.pdf</a>	Any additional information	<b>No File Uploaded</b>	Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>	
File Description	Documents								
Link to institutional website	<a href="https://drrzwc.in/wp-content/uploads/2022/12/Naac-Criteria-5-1-2.pdf">https://drrzwc.in/wp-content/uploads/2022/12/Naac-Criteria-5-1-2.pdf</a>								
Any additional information	<b>No File Uploaded</b>								
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>								
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>									
<b>417</b>									
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>									
<b>429</b>									
<table border="1"> <thead> <tr> <th data-bbox="86 1245 542 1312">File Description</th><th data-bbox="552 1245 1476 1312">Documents</th></tr> </thead> <tbody> <tr> <td data-bbox="86 1312 542 1379">Any additional information</td><td data-bbox="552 1312 1476 1379"> <b>No File Uploaded</b> </td></tr> <tr> <td data-bbox="86 1379 542 1592">Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)</td><td data-bbox="552 1379 1476 1592"> <a href="#">View File</a> </td></tr> </tbody> </table>	File Description	Documents	Any additional information	<b>No File Uploaded</b>	Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>			
File Description	Documents								
Any additional information	<b>No File Uploaded</b>								
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>								
<b>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</b>	<b>A. All of the above</b>								

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 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	<a href="#">View File</a>
Upload any additional information	No File Uploaded

### 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

54

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 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	<a href="#">View File</a>
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	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

**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	<a href="https://drrzwc.in/wp-content/uploads/2022/08/Alumni-2021-22.pdf">https://drrzwc.in/wp-content/uploads/2022/08/Alumni-2021-22.pdf</a>
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

409

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
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)	<a href="#">View File</a>

### 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 2021-2022

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<sup>st</sup> prize as a Jr. Journalist in Junior Talent Hunt event held from 26<sup>th</sup> November 2020 to 26 January 2021 on National Level on 25<sup>th</sup> February 2021.

3. Financial help to needy students

4. Distributed masks in the campus for the protection on girls on 29<sup>th</sup> June 2021. 5. Dr. Nazneen Akhter Alumni of the college donated 9 plants on 9<sup>th</sup> 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<sup>st</sup> prize as a Jr. Journalist in Junior Talent Hunt event held from 26<sup>th</sup> November 2020 to 26<sup>th</sup> January 2021 on National Level on 25<sup>th</sup> February 2021.

File Description	Documents
Paste link for additional information	<a href="https://drrzwc.in/wp-content/uploads/2022/08/Alumni-2021-22.pdf">https://drrzwc.in/wp-content/uploads/2022/08/Alumni-2021-22.pdf</a>
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

- The Institution has clearly stated Vision and Mission which are reflected in its academic and administrative governance. The college being exclusively for women, all efforts are directed to empower them through knowledge, imparting necessary skills and by providing a conducive atmosphere for their progress.
- The focus is to equip them to face the challenges of the changing global needs related to education, job and skills. Through committed teaching and research, an effort is made to broaden the mental horizon of students. Each and every activity that is organised for them is well planned and implemented and focusses on some or the other aspect of their all round development.
- Apart from curriculum learning, emphasis is on providing spiritual education based on human and moral values. This kind of holistic training is a part of the larger goal to create in them an awareness of their duties and responsibilities towards building a better society and nation.
- Our purpose is to stimulate and extend the frontiers of knowledge through continuing the education programmes in our college.

File Description	Documents
Paste link for additional information	<a href="https://drrzwc.in/vision-and-mission/">https://drrzwc.in/vision-and-mission/</a>
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 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 .

- In view of above, the institute plans and declares various academic committees covering both faculty and administrative staff. The faculty is empowered to take decisions and make suggestions to the convener which is further communicated to the principal. The committee has the freedom to plan and decide implementation strategies.

## Case study

### IQAC

NAAC Steering Committee was constituted by the principal with the suggestions of IQAC and CDC for preparation of AQAR and self study report. The committee was given the following responsibilities-

- Year wise preparation of AQAR
- Criteria wise data uploading and documentation.
- Student satisfaction survey
- Participation in NAAC seminars and Workshops.
- Peer team visit.

The following faculty are the members of the committee

Dr. Tanmay Paithankar-IQAC Co-ordinator

1. Dr. Ayesha Durrani
2. Dr. Baig Mumtaz
3. Dr. Shaikh Yasmeen
4. Dr. Eraj Siddiqui
5. Dr. Chisty S.Q
6. Dr. Nilofer Shakir
7. Dr. Mohammed Mohsin.

This is a good example of decentralisation and participative management adopted by the college for quality development. The strategies for development are taken on the basis of recommendations of the committee members and faculty members through the meeting called by the principal from time to time.

File Description	Documents
Paste link for additional information	<a href="https://assessmentonline.naac.gov.in/storage/app/public/aqar/24040/24040_67_154.pdf">https://assessmentonline.naac.gov.in/storage/app/public/aqar/24040/24040_67_154.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- Higher level academic committee consisting of Principal, Vice principal, IQAC Co Ordinator, heads of the departments after in-depth discussions and by considering vision, mission, quality policy, core values, social factor and SWOC (Strengths, Weakness, Opportunities and Challenges) analysis established a strategic plan with well defined objectives and mechanism for its effective implementation and monitoring.
- The Institution successfully implemented strategic measures for improving academic performance through training. The department launched various Programmes mainly focussing on development of skills among students. All faculty has taken responsibility to design and implement the specific programmes on a specific strategic dates.
- In order to develop innovative practices and develop entrepreneurial skills among students events such as college Quiz, Canteen day etc are organised each year.

The Canteen Day is celebrated every year to develop students entrepreneurial skills. the principal calls a meeting of the Canteen Day Committee and each teacher is made in charge of each class. Under the supervision of the teacher, the students decide the eating items to be prepared and sold on the scheduled day. The teacher supervise the students to prepare the estimated budget for their stall. The students are trained in team work, entrepreneurship and economy under the supervision of teachers.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

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	<a href="https://drrzwc.in/organogram/">https://drrzwc.in/organogram/</a>
Link to Organogram of the Institution webpage	<a href="https://drrzwc.in/organogram/">https://drrzwc.in/organogram/</a>
Upload any additional information	No File Uploaded

**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	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 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. Hence, to achieve this following facilities are provided to the teaching and non-teaching employees:

- Health awareness camp are arranged from time to time.
- Maulana Azad Credit Society provides loan of upto 4 Lakhs to its teaching and non teaching faculty
- 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.
- The faculty and staff members claim and receive the medical expenses incurred from the state government. Such proposals are forwarded through the principal of the college.
- Academic achievement of staff is appreciated and they are motivated by felicitating in the annual day program of the college.
- Employment to the dependents of the deceased employees on compensate grounds.

File Description	Documents
Paste link for additional information	<a href="https://assessmentonline.naac.gov.in/storage/app/public/aqar/24040/24040_71_166.pdf">https://assessmentonline.naac.gov.in/storage/app/public/aqar/24040/24040_71_166.pdf</a>
Upload any additional information	<a href="#">View File</a>

### **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**

0

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)	<a href="#">View File</a>

### **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**

01

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	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

#### **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**

07

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

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

The authority monitors and suggests regarding the academic performance of the teaching staff. The principal and IQAC coordinator scrutinise the appraisal system and direct the faculty for self improvement. Follow up is taken for various activities like feedback of faculty, departmental results at university level, involvement of faculty at different levels, their research work and



other academic achievement. The faculty members are permitted 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.

They are relieved for exam related tasks assigned by the university like paper setting and paper evaluation. They are encouraged to write books, chapters and articles in books and prestigious journals. They are also permitted to attend Faculty induction programmes, refresher courses, short term courses and FDPs required for promotion under Career Advancement Scheme.

The teaching staff are enrolled members of INFLIBNET which allows them to browse the latest data of their respective subject.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

#### 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

Financial audit is carried out twice a year according to the rules laid by the University and Joint Director of Higher Education, Aurangabad that are applicable to the grant in aid colleges. Appointed external auditor verifies the account and brings to the notice, if there is any discrepancy in them. This differences in accounts is corrected with the permission of the head of the institution. Positive and negative points of the auditor are discussed with the authority and necessary action is taken. The official staff takes care to maintain the smoothness and transparency in the financial matters of the institute.

File Description	Documents
Paste link for additional information	<a href="https://assessmentonline.naac.gov.in/storage/app/public/aqar/24040/24040_76_180.pdf?1674627078">https://assessmentonline.naac.gov.in/storage/app/public/aqar/24040/24040_76_180.pdf?1674627078</a>
Upload any additional information	<a href="#">View File</a>

#### 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)

0

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	<a href="#">NIL</a>
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. Workshop/Seminar to be conducted: - 09 conducted

2. Research papers in international journals: -30 published

3. Books to be published: - 12

4. community extension programme to be conducted: - conducted under NSS

5. Awards and recognitions: - 04 Awards

6. Collaborative outreach programmes: -02

7. Faculty exchange/collaboration: - 01

8. MOU :-04

9. Student encourage to apply for scholarships: -300 more

10. Guidance and career counselling workshops: conducted 100 students

11. Teachers encouraged to apply for FDP, Short Term courses, Refresher etc:-02

12. water conservation system developed

13. Waste mgmt. system developed

14. Gender equity initiatives:- conducted

15. Green audit:- conducted

File Description	Documents
Paste link for additional information	<a href="https://drrzwc.in/about-igac/">https://drrzwc.in/about-igac/</a>
Upload any additional information	<a href="#">View File</a>

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

**Faculty Reviews:** The institution administers regular Teacher Assessment Questionnaires in order to obtain feedback from students about the quality of the pedagogical practices adopted by the faculty. The feedback gained is provided to faculty members so that

they can make the necessary adjustments in their teaching. The institution also conducts annual peer-reviews for the faculty. Heads of departments or senior teachers observe the lectures conducted by their peers and submit the feedback to the Principal. The observations are shared with the faculty so that they can improve the quality of their teaching.

**Reviews for Students:** The result analysis of students' performance across various programmes are reviewed every year and uploaded on the college website. The IQAC also instituted a practice of reviewing course outcomes by each department. Students' evaluation of the course outcomes has enabled the institution gain vital information about the overall efficacy of the course content across all departments.

File Description	Documents
Paste link for additional information	<a href="https://drrzwc.in/about-iqac/">https://drrzwc.in/about-iqac/</a>
Upload any additional information	<a href="#">View File</a>

**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	<a href="#">NIL</a>
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)	No File Uploaded

## **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. Counseling****3. Common Rooms****4. Day care center for young children****5. Any other relevant information**

- Issues related to gender equality are the key challenges facing society today.
- The vision of our college rests on creating a safe space for our students.
- The institute conducts regular programmes which promote gender equity.
- Being a women's college 75% staff includes women teachers, which ensures that the students should feel at ease, to share their problems with the teachers.
- The college has strict round the clock security.
- Well trained guards are employed by the college.
- Safety, security and well-being and friendly working atmosphere is our prime concern.

File Description	Documents
Annual gender sensitization action plan	<a href="https://drrzwc.in/gender-equity-and-sensitization/">https://drrzwc.in/gender-equity-and-sensitization/</a>
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	Nil

**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**

**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
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 handed over the municipal corporation.
2. **Liquid waste management:** All wastewater is collected through underground sewers and disposed to outside drainage.
3. **Biomedical waste management:** This is collected by Municipal Corporation of the city.
4. **E waste management:** The old and not working materials are resold to the companies or to the person related with scrap/remolding.
5. **Waste recycling system:** Even the papers in our college are used from both the sides to cut consumption of papers.
6. **Hazardous chemicals and radioactive waste management:** The college has practice to carry out the practical in micro scale and high dilution so the hazardous chemicals are in 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	<a href="https://drrzwc.in/waste-management/">https://drrzwc.in/waste-management/</a>
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	No File Uploaded
Any other relevant information	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	No File Uploaded

#### 7.1.7 - The Institution has disabled-friendly,

A. Any 4 or all of the above

**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**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
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.

- Hindi Diwas is also celebrated.
- Aids day was celebrated to bring awareness regarding the disease.
- A programme regarding post covid mental health was arranged.



File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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 a compulsory paper based on Indian constitution, across all programmes.

\* A certificate course in H.R. is also available.

\* The NSS unit of the college is quite concerned about creating a sense of patriotism for national development.

Constitutional day was celebrated to inculcate the importance of constitution among students.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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**

**C. Any 2 of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>
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.

### Title of the practice

#### 1. Research Centres

- Objectives of the practice
- To make arrangement for research in the college campus only
- So that the students from minority should get the opportunity to do research.
- The level of research is enhanced
- The context
- Students should take it as an opportunity and do research
- Guides helps the students to do research
- The Practice
- As many as six research centre are arranged in the college.
- Three in science faculty i.e. Chemistry, Botany & Zoology
- Three in Arts faculty i.e. English, Urdu & Political Science
- Evidence of success.
- Many students (not only females but males) get benefited by research centre.
- It is easier for them to do research from college for Muslim minority girls.
- Well equipped laboratories & Enriched library to avail the required literature survey.
- Problem encountered and resources required
- Advance technology instruments to be arranged for scientific research.
- Need financial assistance to Muslim minority students.

### Title of Practice.

#### 2. Vaccination Camp.

- Objective of the practice.
- To help citizens fight covid-19 by taking vaccination
- The context.
- College felt social responsibility to help citizens get vaccination.
- Different misconceptions prevailed among people.
- The practice.
- A vaccination camp was arranged by the college.
- All the students along with parents were asked to take

vaccine.

- Evidence of success.
- Many people availed this vaccination camp.
- We got positive response from the people.
- Problems encounter and resources required.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 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, mould 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 from 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 form 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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

1. The College will work towards integrating Humanities with Science subjects, thereby allowing for multidisciplinary and interdisciplinary curriculum
2. No student should be left behind - To be inclusive and reach out to students who are differently abled and underprivileged and usher in Blended Learning
3. Allowing entry and exit of students at various years of undergraduate program.
4. To try and set up an incubation centre.
5. To continue with our diverse programmes such as Social Outreach Programme, National Service Scheme, Value Education, Life Skills and College Women Development Cell.
6. The college commemorates significant Indian culture days, i.e., Hindi Bhasha Day and Marathi bhasha divas.
7. The college has initiated a process to get feedback from students in all programs if Bilingual mode of teaching is required.
8. As a process of preparedness for National Education Policy, the college is working on preparing for an Open Distance Learning (ODL) system.