

Maulana Azad College of Arts, Science & Commerce

Dr. Rafiq Zakaria Campus, Rauza Baugh, Aurangabad.

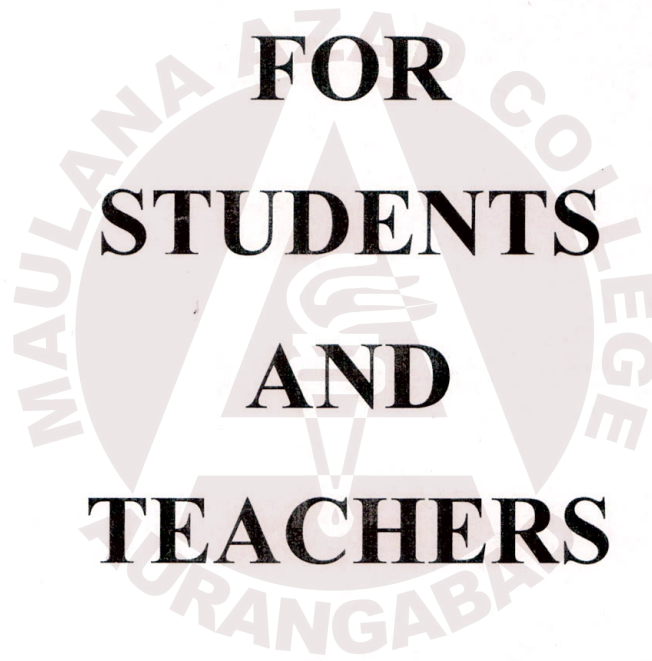
Policies & SOP

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CODE OF CONDUCT

FOR STUDENTS AND TEACHERS



**Dr.Rafiq Zakaria Campus,
Maulana Azad College of Arts, Commerce and Science
Aurangabad**

**Internal Quality Assurance Cell
General Rules and Regulations for Students**

Students shall behave with dignity and courtesy inside and outside the college

1. Students shall wear designated uniforms to college .
2. Students should wear identity cards inside the campus and also when attending sessions outside the campus. I-Cards are to be worn around the neck , any violation of these orders will lead to disciplinary action.
3. Use of mobile phones during the classes or in the respective departments is strictly prohibited. If anybody is found using a mobile, a reprimand will be given after which a fine of Rs 500/- will be imposed on the student.
4. Hostel students are not allowed to leave the hostel premises after 9.00 pm. If a student wants to leave the hostel after 9.00 p.m for some valid reasons, he has to seek prior permission of the hostel warden.
5. Students shall not entertain visitors without prior permission in the campus .Students are expected to read notice/circular displayed and students will not be allowed to use it as an excuse for failing to comply with the directions contained in it.
6. Spitting, littering , smoking inside College campus will not be allowed. Students found consuming alcohol or in possession of drugs, narcotics, ghutkas, and smoking cigarettes, will be liable for strict disciplinary action.
7. The use of firecrackers , whistles or horns, spraying of coloured water ,coloured powder is strictly prohibited in the campus. They should not disturb others under the pretext of celebrating /inducting/pledging or for any other reason like rivalry etc.
8. Scribbling on the desks or the black board or on the walls of the college and hostel is strictly prohibited.
9. Students are forbidden from entering the campus during unspecified hours.

10. Students are advised not to harm the reputation of the college or individual (fellow students and college staff) in print as well as electronic media.
11. The students should have high regards for the college property. Destroying , defacing or damaging the college property is punishable. The cost of the damages incurred will be recovered from the students found to be have done it.
12. It is unlawful for a student to mutilate any tree, shrub, or herbaceous plant or remove any identification sign or tag attached to it.
13. Students are not allowed to convene any kind of unlawful meetings in the campus or initiate the collection of funds for charitable organizations without the prior permission of the Principal. No such notices should be displayed on boards. No information or report should be sent to press or broad casting agencies and placement companies without the prior permission of the Principal.
14. All vehicles should be parked in their allotted places. Fines will be levied on students parking vehicles elsewhere.
15. While attending college functions , the students are required to follow decorum and silence. Improper behavior while on tour or excursion will be dealt with seriously.
16. The Internal Complaint Committee will seriously take up the complaints with regards to sexual harassment of girl students who have to report the matter immediately through a written application to the committee members.
17. Eve-teasing or disrespectful behavior or any misbehavior with a girl student, woman staff member/visitor will be seriously dealt with.
18. Ragging in any form is strictly prohibited in the college campus.
19. Committing forgery, tampering with the Identity Card or University records, impersonation, misusing college property (movable or immovable), documents and records, tearing of pages, defacing, burning or in any way destroying the books, journals, magazines and any material of the library or unauthorized photocopying or possession of library books, journals, magazines or any other material is strictly prohibited.
20. Furnishing false certificates or false information in any manner to the College will entitle the Principal to rusticate him /her from the college.
21. Arousing communal, caste or regional feeling or creating disharmony among students is strictly prohibited.

22. Using insulting or threatening language when talking with fellow students will make him /her liable for disciplinary action.
23. Use of abusive, defamatory or derogatory language against any staff member of the college will also make him/her liable for punishments.
24. Not disclosing one's identity when asked to do so by a faculty member or employee of the college authorized to do so calls for disciplinary action.
25. There should be no violation of security and safety rules notified by the college and the students shall also not commit any other offence under the law of land.



Dr.Rafiq Zakaria Campus,
Maulana Azad College of Arts, Commerce and Science
Aurangabad
Internal Quality Assurance Cell

General Rules and Regulations for Faculty Members (Teaching)

The duties of a faculty member does not end with teaching the course curriculum but should include value education , universal ethics and also initiate gender sensitization activities. Students must also be briefed with respect to career planning, competitive exams and some motivational sessions must also be included in the schedule .

1. In order to achieve this, a faculty member must engage lectures well prepared with theory and practical examples of the subject. Augmentation of lectures using charts, statistical tables, flowcharts, figures , videos will help in explaining the concept in a better manner. Encourage participation of the students in flip class and seminars delivered by students. Since English is a medium for instruction therefore use of English should be encouraged in such discussions as well as class teaching .

2.A quality and elevated standard teaching is only possible when a faculty members is committed to the profession, its students and the subject he/she is teaching. Although dedication cannot be measured, its impact on a student can be lifelong.

3.Faculty members are required to derive new methodologies for teaching and learning suited to the class that they intend to teach.

4.General counseling of the students is required and is the responsibility of each faculty. Students should also be allowed to put forth their views in a proper platform in a sober and disciplined manner.

5. Every teacher is a torch bearer and can set up an ideal through his/her words and actions.

6. Conduct of the faculty member with the students should be such that it displays authority and command with love and affection for them. Ultimately faculty member should be able to convey to the students that they are being taken care for their all-round growth.

7. It is the duty of a faculty member to report indiscipline noticed by him/her within the campus. Also, as far as possible, faculty member should interrupt in the act of indiscipline noticed by him/her, mediate, counsel and make an effort to bring in order as soon as possible.

8. It is expected that faculty members shall not keep objectionable materials in the department. Anybody found indulging in such activities will call for a disciplinary action against him/her.

9. Faculty members must be present in the department and/or within the academic area of the College and must avoid holding private meetings with other staff member/faculty member during the college hours to discuss topics other than academics.

10. Behavior of the faculty member with the fellow staff members /faculty members during the college hours, especially before the students, should be very decent which could be set as an example to follow. He/she should not criticize fellow staff member /faculty member and the management especially before the students.

11. A faculty member must follow law of the land and should not indulge himself/herself in an activity which can be detrimental to the reputation of the college.

Teachers should :

1. Adhere to a responsible pattern of conduct and behavior expected of them by the community;

2. Seek to make professional growth continuous through study and research;

3. Progress in academics, research and administrative duties through participation in professional meetings, seminars, conferences etc.

4. Take up memberships of professional organization and provide inputs for improving the academic environment.

5. Perform their duties diligently through well prepared lectures, tutorial, practicals, seminar and research work conscientiously and with dedication;

6.Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as assisting in scrutiny of applications for admission, advising and counseling students as well as assisting in the conduct of university and college examinations, including supervision, invigilation and evaluation.

7.Participate in extension , co-curricular and extra-curricular activities including community service.

Teachers and the students

1. Respect the right and dignity of the student in expressing his/her opinion;
2. Deal justly and impartially with students regardless of their religion ,cast, political,socio economic background and physical characteristics.
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
4. Encourage students to improve their achievements, develop their personalities and at the same time contribute to their welfare.
5. Inculcate among students , the respect for physical labour and ideals of democracy, patriotism social harmony and peace.
6. Be affectionate to the students do not behave in a vindictive manner towards any of them for any reason.
7. Be available to the students even beyond the class hours and help and guide students not expecting any remuneration or reward.
8. Help students to develop an understanding of our national goals.
9. Refrain from inciting students against other students, colleagues or administration.

Teacher and colleagues

Teacher should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated ;
2. Speak respectfully of other teachers and render assistance to each other for professional betterment;
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and

4. Refrain from considerations of caste, creed, religion, race or gender in their professional endeavors .

Teachers and Authorities :

Teachers should :

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession.
2. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities .
3. Co-operate in the day to day activities of the institution by accepting various additional responsibilities which such offices may demand;
4. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and the conditions of contract.
5. Give and expect due notice before a change of position is made.
6. Refrain from availing leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view the responsibility of completion of academic schedule.

Teachers and non-teaching staff:

1. Teachers should treat the non-teaching staff as colleagues as equal partners in cooperative undertaking , within every educational institution.
2. Teachers should help in the functioning of joint staff-councils covering both teachers and the non-teaching staff.

Teachers and parents /guardians

Teachers should:

1. Try to see through teachers bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose of mutual exchange of ideas for the benefit of the students and the institution at large.

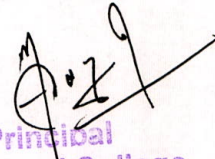
Teachers and Society

Teachers should :

1. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
2. Work to improve education in the community and strengthen the community's moral and intellectual life;
3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
4. Perform the duties as a citizens, participate in community activities and shoulder responsibilities of public offices.
5. Refrain from taking part in or subscribing to or assisting in any way, activities which tend to promote feeling of hatred or enmity among different communities , religions or linguistic groups but actively work for National Integration.

Acknowledgements : The IQAC wishes to acknowledge the "Code of conduct for teachers and students" laid down by the "Dr.Babasaheb Ambedkar Marathwada University", based on which several points have been taken or added in the College code of conduct for teachers and students


Coordinator
Internal Quality Assurance Cell
Maulana Azad College, Aurangabad.


Principal
Maulana Azad College
Aurangabad



Maulana Azad College of Arts, Science & Commerce Dr. Rafiq Zakaria Campus

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- * Affiliated to Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.
- * Recognized Minority Institute * UGC – 2(f) & 12 (B) Status * NAAC Re-accredited College
- * UGC'S status of "College with Potential for Excellence"

STANDARD OPERATING PROCEDURE FOR COLLEGE ADMISSIONS

- Admissions to the different undergraduate degree courses will be through student registrations.
- Admissions to the different PG courses will be through a common entrance test conducted by the University.
- Dr. Babasaheb Ambedkar Marathwada University provides a time frame for conducting admissions, during which admissions are done.
- All the Govt resolutions, University circulars regarding admission procedures, eligibility, reservations are provided by the college office to the Incharge of the admission committee.
- The admission committee is appointed by the Principal.
- Committee members are allotted duties by the Incharge of the committee.
- The merit list will be prepared out of the registrations received by the College office under the supervision of the admission committee.
- Admissions will be given based on availability of seats for the program along with the course that has been opted for by the student.
- The first merit list will be displayed followed by student counseling.
- Counseling is done by the committee members for subjects that can be taken based on his or her interests and marks scored in XII board examination.
- Admission committee will scrutinize all the documents being submitted (marks memos, TC, Migration etc) by the student thoroughly followed by their signature recommending the admission.
- All forms are countersigned (further scrutinized if needed) by the Incharge of the admission committee.
- The Fees counter will be open for students from 10 to 5p.m. Forms are again scrutinized for EBC documentation, scholarship forms and lacuna are told to the students for rectification.
- Subjects that have been opted by the students may or may not be approved as per the opinion of the committee and the availability of seats.
- If there are seats remaining vacant, the second merit list will be displayed followed by counseling and the admission procedures.



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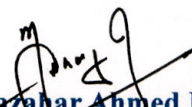
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- Filing up of seats earmarked for reserved category students will be done as per prescribed norms.
- Student welfare committee will brief the students about the availability of different scholarships/ freeship during the admission process and also help them in filing up of the required forms.
- Students have to complete the University eligibility in online format for which arrangements of computer terminals, printers are made by the college office under the supervision of the admission committee.
- Posters are put up on statutory committees of the college such as Internal cell, Student grievances redressal cell, Equal opportunities cell, OBC cell, Minority cell.
- Mere filling up of the admission form, attending counseling sessions doesn't entitle the student for a seat in the course that has been applied for by the student .
- This has to be followed by the payment of fees as stipulated by the University within the given time frame.
- Fees can be paid in both offline as well as online mode by the student or the guardian.
- Online fees payment will be done through "feepayr" portal.
- Students will be given college identity card along with library card.

QUALITY CHECKS OF IQAC

- Daily admissions of students is submitted to the college office.
- Admission Committee convenes meetings every morning to decide the course of action based on admissions to the different courses that have been conducted by the committee.
- Redressal of grievances if any of the students seeking admission to the courses will be taken up every day prior to the commencement of the daily routine of admissions.
- Number of vacant seats for all the programs and courses is displayed every day.


Dr. Aditi Bhattacharya
IQAC Coordinator


(Dr. Mazhar Ahmed Farooqui)
Principal



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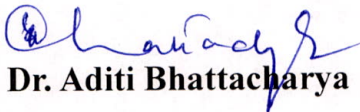
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* Grade A in Academic and Administrative Audit (Dr. BAMU)* District Green Champion Award (MGNCRE)

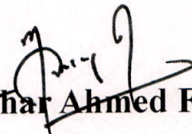
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ACADEMIC MONITORING POLICY FOR TIME TABLE PREPARATION

- After admissions are completed, course list are prepared by the college office.
- Meeting will be scheduled by the IQAC Coordinator for the "Academic committee - sub committee college calendar and time table" who will finalise the time tables under the guidance of the Principal.
- Timetable Committee will work out the maximum utilization of the infrastructure and keep the time table compact.
- The Time table committee will prepare the following :
 - Lecture time table
 - Practical time table
 - LR and LA time table
 - SEC time table
- Time tables after due signatures are displayed on college notice boards.
- Department HODs after receiving the master time table will distribute work load and asks the faculties to prepare personal time table which will be submitted to the Principal's office.
- Time table will be displayed on departmental notice boards also.
- All the available classes will be fully utilized for the purpose of teaching and learning.


Dr. Aditi Bhattacharya

IQAC Coordinator


Dr. Mazhar Ahmed Farooqui
Principal



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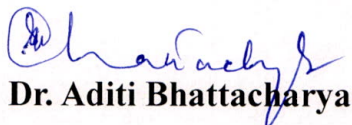
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POLICY FOR MONITORING ACADEMICS

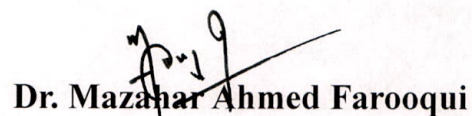
- Principal/HODs will take daily rounds for monitoring lectures.
- Random observations of on-going classes, monitor quality and suggest improvements if needed.

Responsibilities of the HODs

- Update the department profiles (enrolment analysis, highlights).
- Prepare departmental annual plans in consultation with faculties of the department.
 - Academic plan
 - Co curricular plan
- Monitor punctuality and quality of lectures of faculties of the department.
- Monitor mentoring / career counselling/ Learner- Remedial, Learner -Advanced classes.
- Monitor record keeping of faculties:
 - Teacher's diary
 - Attendance registers
 - Class Activity Reports
- Conduct of departmental meetings.
- Delegate the analysis of university results to faculties and discuss the results.
- Maintain discipline amongst faculty and students.


Dr. Aditi Bhattacharya

IQAC Coordinator


Dr. Mazhar Ahmed Farooqui

Principal



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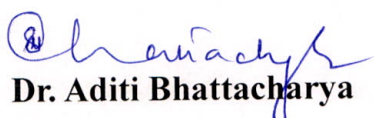
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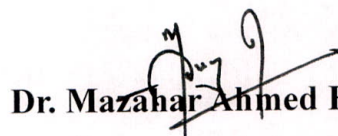
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ACADEMIC MONITORING POLICY FOR STUDENTS

- Reference books should be referred as prescribed by the university.
- Book bank books as well as books of the Knowledge resource centre should be handled with care.
- NPTEL modules, SWAYAM courses should be a part of the learning process
- All lectures and laboratory schedules should be strictly followed along with active participation.
- Punctuality and preparedness for lectures is expected out of every student.
- Refer study material, videos uploaded on College learning management system.
- Perform experiments with care and complete record books on time which will be duly corrected by faculty in charge of practicals.
- Submit assignments, tutorials, college magazine articles, departmental wall magazine write-ups,as and when asked for by the departments or college committees.
- For competitive learning join the dedicated collegegroup, attend the additional classes arranged by departments and visit the competitive learning library.
- As per Dr.BAMU guidelines,75% attendance of students is compulsory.
- Permission from faculty for leave is compulsory for all students.
- Maintain discipline in the institution and campus.
- Carry your ID card at all times and produce it if asked for by the discipline committee.
- Use lab coats, wear gloves, glasses for wet lab procedures and handling of hazardous chemicals.
- No mobile in class hours and restricted usage in campus -


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CURRICULUM DELIVERY Policy and Procedures

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“Learning is not attained by chance; it must be sought for with ardour and attended to with diligence.”

Abigail Adams

I. INTRODUCTION

In simple terms, a syllabus is a document provided by the Board of Studies of a parent university. It is descriptive in nature containing the information about topics or portion of the course which needs to be covered for a particular subject in a fixed time period. The syllabus provides the guidelines for navigating through the subject during the course of teaching. The syllabus is provided at the beginning of the academic year. It also helps students to anticipate what are the learning expectations from them in that particular subject.

On the other hand, a curriculum is prescriptive in nature and it is basically a set of guidelines for different academic contents and chapters which are covered in a specific program offered by higher educational institutions. Curriculum typically refers to the attitude, manner, knowledge, behavior, performance and different skills that students are expected to learn in a holistic environment through interactions, experiences, planned and unplanned activities and events. In general, a curriculum is well planned and systematic steps, carefully designed by an educational institution which aims to focus on the overall learning experience provided by a course and emphasizes essentially on the overall development of the learners.

Curriculum delivery is a strategy adopted by college by which a curriculum enables students to achieve their learning goals. The stages involved in curriculum delivery are planning and support, teaching-learning developments as well as implementation and evaluation.

1.1 policy statement

Maulana Azad College of Arts, Science and Commerce, Rauza bagh has well planned and sequenced policy for curriculum delivery which is coherent with the syllabus provided by Dr. Babasaheb Ambedkar Marathwada University, Aurangabad that ensures systematic planning, a well-organized support system, consistent monitoring of teaching-learning, developments, effective implementation and continuous evaluation.

The college has made the following commitments

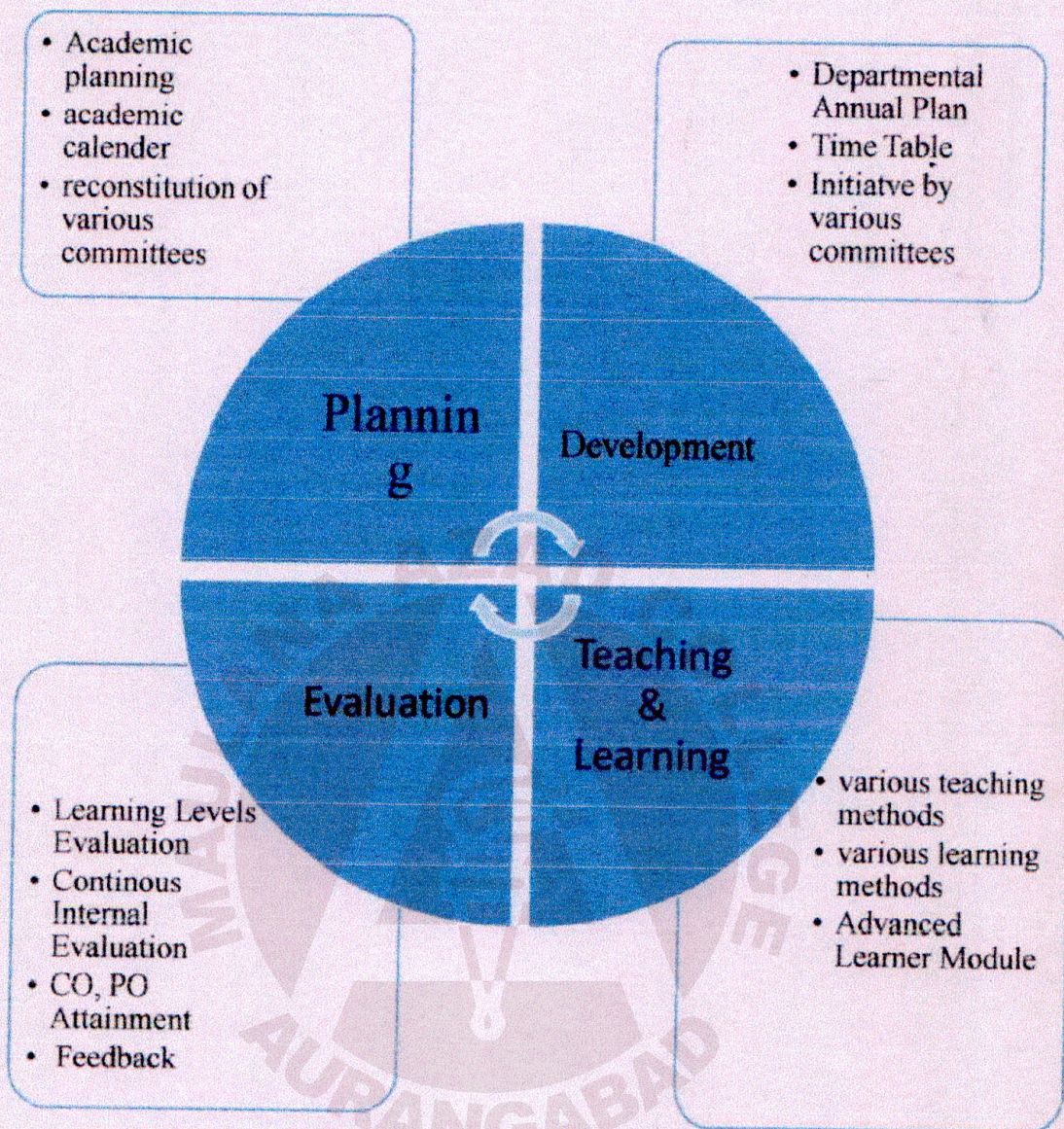
1. To adopt the student-centric approach in curriculum delivery from teaching, learning and evaluation.



2. To provide a systematic process of teaching, learning and evaluation and assure empowerment to the students which will fulfil curriculum expectations and potential of students.
3. To provide different learning methods suitable for the diverse abilities of students.
4. To ensure that learners are provided with a programme of study which best fulfils their current and future needs.
5. Effective assessment of learner's initial abilities and planning appropriate strategies accordingly for slow learners and advanced learners.
6. Formulation of mechanism for constructive feedback on assessment which will enable teachers to see whether learning outcomes are achieved or not.
7. Based on feedback provide effective guidance to needy learners that enables them to improve knowledge, competence and the professional skills necessary to support independent learning.

2. CURRICULUM DELIVERY STRATEGIES

In education, a curriculum is broadly defined as the set of student experiences that occur in the educational process. Maulana Azad College of Arts, Science and Commerce implements the syllabus designed by Dr. Babasaheb Ambedkar Marathwada University, Aurangabad. In order to ensure the effective curriculum delivery, the college has adopted a curriculum delivery strategy which is explained in Fig. 1. The college has a coherent, sequenced plan for curriculum delivery that ensures systematic planning, development, consistent teaching and learning and continuous evaluation procedures which has a clear reference for monitoring teaching and learning throughout the academic year.



3. PLANNING

In this phase, the followings should be expected as a part of the planning

3.1 ACADEMIC PLANNING

The Principal of the college organizes faculty meetings at the beginning of every academic year. In this meeting, entire staff comes together for the purpose of discussion and planning regarding the upcoming academic year. The Principal and IQAC Coordinator are the facilitators of the future activities. The purpose of the meeting is to promote the participation of all faculty members through discussion. In general discussion about all the future

college activities, requirements of teaching staff, and infrastructural and technological needs are discussed and finalized for better and smooth conduction of academic activities.

Respective head of the departments will arrange departmental meetings with faculty members and finalize the following things

- 1) Workload distribution
- 2) To design measures for the effective implementation of curriculum.
- 3) To design an effective and systematic teaching plan of each course.
- 4) To design a plan for curriculum enrichment.
- 5) To plan for Continuation Internal Evaluation (CIE) containing LLE, Internal tests, advanced learner's module and remedial coaching.
- 6) To distribute responsibilities of all planned and unplanned departmental activities.

3.2 ACADEMIC COMMITTEE

The academic committee is constituted by the Principal and IQAC, which will take care of the entire educational program of the college. Since a proper timetable is a necessary instrument which helps for efficient planning and also provides an effective framework for the academic curriculum of the college to function. The committee also takes care of the academic calendar of the college which will be aligned with the academic calendar provided by the parent university. The academic calendar is a tentative instrument designed by the academic committee which ensures that all planned and unplanned activities, to be conducted by the college throughout the academic year and available to the stakeholders well in advance.

Time table prepared by the academic committee helps all departments in the following:

- 1) Timetable ensures smooth and sequential planning of curricular activities in advance.
- 2) Time table helps teachers and students to know their roles and the available time to achieve their academic goals.
- 3) Time table helps the heads of the departments to distribute the workload. The Principal can also keep track of teaching activities.
- 4) It helps students to plan their studies and other activities related to the curriculum.
- 5) It ensures equitable distribution of time to arrange all planned and unplanned academic activities, it directly aids discipline in the college to a great extent. The academic calendar is an instrument by which an institution defines the landmark dates and fixed time frame which helps with



the daily work at college. An academic calendar is useful to keep students, teachers and supporting staff reminded of key dates and planned activities throughout the academic year.

3.3 ADMISSION COMMITTEE

The admission committee constituted by the Principal takes care of the entire process of admission for the programs offered by the college. In the process of first-year admissions, all admissions will be done on a merit basis and must follow all government rules related to reservations. The counseling cell is a part of the admission committee which would take care of those students who are facing difficulties to choose a proper program for their future academic development. All types of technical help and support related to the admission process are provided to the students which are to be admitted to our college. Additionally, the information on various government scholarships are provided to students for the assistance of financially weaker students.

4. TEACHING AND LEARNING

Teaching and learning approaches are based on the following:

A classroom is a place bringing together students from different socioeconomic and educational backgrounds. For effective teaching and learning implementation, innovative strategies are required to meet students' individual needs. To improve the teaching-learning environment teachers can adopt effective teaching strategies which are as follows-

4.1. TRADITIONAL LECTURE METHODS

The aim of the traditional lecture method is to deliver course content directly through the chalk talk method. However, all teachers are advised to make these lectures effective by discussing with students and engaging them as best as possible. It is also advised to improve the verbal and non-verbal skills of the students and make traditional lectures as interesting as possible.

4.2. PARTICIPATIVE LEARNING

This approach enables and empowers learners to share, analyze and enhance their knowledge of their life and conditions and to plan, act, monitor, evaluate and reflect. This includes a range of activities enabling the learners to play an active and influential part in decisions that affect their learning.

4.3. EXPERIENTIAL LEARNING AND FIELDWORK

The process of learning through experiences is called experiential learning, in which students learn by doing or reflecting on the experience. According to Kolb [1], the learner will get genuine from the experience when a learner has the following four abilities

1. The learner is willingly and actively involved in the experience.
2. The learner must be able to reflect and react to the experience.

3. The learner must possess and use analytical skills to conceptualize the experience.
4. The learner must possess decision making and problem-solving skills in order to use new ideas gained from the experience.

Experiential learning is executed through practical, study tours, project work, seminars, group discussion, and industrial visits.

4.4. TECHNOLOGY IN THE CLASSROOM AND LABORATORIES

To make learning student-centric, teaching using technology is a must. The following facilities are provided by the college to accomplish the goal.

Smart classrooms, LCD projectors, various software, INFLIBNET, Google Classroom, online teaching platforms, and YouTube are used in the process of teaching and learning.

5. ASSESSMENT AND EVALUATION

For the purpose of assessment and evaluation, the college has adopted Continuous Internal Evaluation (CIE) policy. The plan for CIE is given as follows:

1. Faculty shall conduct two MCQ tests on each paper of each semester.
 - a. Minimum 10 to 20 MCQs must be asked in the test.
 - b. After evaluation of the answer paper, the question paper should be discussed with students.
 - c. Soft copy of the question paper and mark list should be submitted through the Head of the department to the CIE committee.
 - d. The records should be kept in soft copy and hard copy in the department also.
 - e. If the performance of the students is not satisfactory in the tests taken, the faculty can take additional tests to ensure an improvement in their performance.
2. Faculty shall assign tutorials to the students for each course/paper of each semester.
 - a. There should be five descriptive and five short answer questions. (Faculty can change the format of the question paper as per requirement)
 - b. Instead of tutorials, the faculty can conduct an open book test also.
 - c. After evaluation of tutorial/open book test, the same must be discussed with the students.
 - d. Soft copy of question papers and mark lists in the given format should be submitted through the Head of the department to the CIE committee.
 - e. The records should be kept in soft copy and hard copy in the respective



departments also.

3. Project work/ assignment /surveys should be given to the advanced learners, adequate learners and students having an interest in research work.

a. The concerned faculty should submit a detailed report which should include the student, title of project work etc. as per the attached format. The report should be routed through the Head of the department to the CIE committee.

4. Every faculty will be submitting 50 MCQs on each paper as per the attached format.

a. These MCQs will be further uploaded on our college website.

b. The records should be kept in soft copy and hard copy in the respective departments.

5. Faculty shall conduct the viva of students twice in a every semester.

a. Two to five questions should be asked to the student.

b. Date of the viva, photos should be documented.

c. Provide a document of any ten significant questions pertaining to that topic that was asked to the students.

d. The records should be kept in soft copy and hard copy in the respective departments.

6. Faculty should conduct the group discussion of students in every semester on the subject being taught, applied aspects etc. preferably under an external observer (college faculty/external faculty)

a. Record of participants in the attached format should be submitted to CTE committee through the Head of the department.

b. Documentary evidence in the form of title of the group discussion, inputs of students faculty/final observation of the observer should be submitted to CIE committee.

c. The records should be kept in soft copy and hard copy in the respective departments.

7. Learning levels evaluation

a. Learning levels evaluation (LLE) will be conducted by the faculties for every paper/semester before the commencement of teaching, so as to plan the conceptual teaching for each paper.

b. 10-20 MCQs may be taken for each test.

c. After evaluation of test, the topics of conceptual teaching along with



analysis of the questions should be submitted to IQAC.

- a. Faculty shall conduct course attainment test of each paper of every semester.
- b. Course attainment test should be conducted after completion of syllabus but prior to the university examinations of every semester or as given in academic calendar.
- c. Minimum three questions should be asked for each CO,
- d. Soft copy of question paper and mark list should be submitted through the Head of the department to the CIE committee.
- e. The records should be kept a soft copy and hard copy in the department also.

6. PROCEDURE FOR THE ATTAINMENT OF CO, PO, PSO

The college has adopted a systematic procedure to calculate the attainment of CO, PO, PSO. The departmental committee will finalize course outcomes for each course after the series of discussions with all the teachers of the department.

6.1 Procedure for the attainment of COs:

* Course outcomes will be attained through direct and indirect methods.

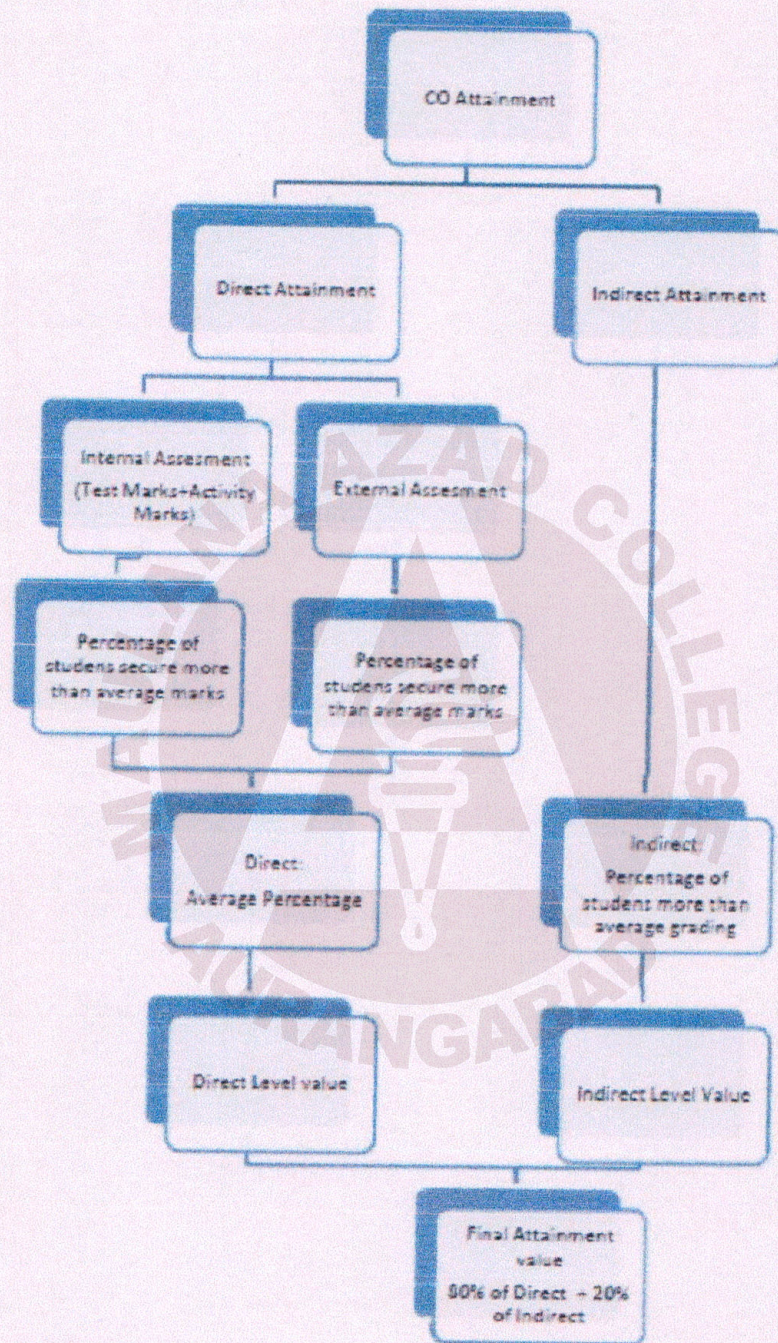
- **Direct Attainment:** We will consider the following criteria in the direct attainment
 - ◆ Two Internal tests will be conducted based on Cos.
 - ◆ Class performance activities consisting of assignments / tutorials/experiments/quiz/any other activity related to Cos will be conducted.
 - ◆ External exam marks will be considered.
- **Indirect Attainment:** In this method, we consider the feedbacks of students, parents, alumni and parent son the framed questionnaires.
 - ◆ A common format of programmed excel sheet will be used for finding the average attainment of Cos.
 - ◆ The following table shows the three target levels :Low, Moderate and High attainment for direct and indirect methods

Level	Average Percentage Level
1(Low)	41-50%
2 (Moderate)	51-60%
3 (High)	61%and above

- ◆ Target level for attainment of Cos will be set based on average marks of that course in the previous academic year.

Attainment level for CO=80% of direct level+20% of indirect level

- ◆ Attainment level of all course outcomes of a course will be displayed in the following flow chart.



CO-PO Mapping:

Each Course outcome will be mapped to one or more suitable POs

6.2. Procedure for the attainment of POs/PSOs:

- ◆ Program outcomes will be attained through direct and indirect methods.
Direct Attainment: We will consider all the courses which are mapped to a particular PO. Then the direct attainment value will be calculated based on the following formula:

$$\text{Direct PO Attainment} = \frac{\text{Some of the average attainment level of CO mapped to PO}}{\text{Total Number of Courses}}$$

- ◆ Indirect Attainment: In this method, we consider the feedbacks of students, parents, alumni and parent son the framed questionnaires.
- ◆ Final PO attainment = 80% of Direct attainment + 20% Indirect attainment
- ◆ The following table shows the five target levels:

Level	PO attainment range
1 (Poor)	$0.5 \leq \text{PO attainment value} < 1$
2 (Average)	$1 \leq \text{PO attainment value} < 1.5$
3 (Good)	$1.5 \leq \text{PO attainment value} < 2$
4 (Very Good)	$2 \leq \text{PO attainment value} < 2.5$
5 (Excellent)	$2.5 \leq \text{PO attainment value} \leq 3$

- ◆ Target levels for attainment of POs/PSOs will be set based on the performance of the previous year.
- ◆ Same procedure will be used for obtaining attainment of PSOs.

1. Procedure for attainment of Programme Educational Outcomes (PEOs):

- ◆ We map POs and PSOs with suitable PEOs.

$$\text{Direct PEO Attainment} = \frac{\text{Sum of the Attainment level of PO and PSO mapped to PEO}}{\text{Total number of PO and PSO}}$$

- ◆ Indirect attainment of PEOs is based on the feedbacks of students, parents, alumni and teachers on the framed questionnaires.
- ◆ Final PEO attainment = 80% of Direct attainment + 20% Indirect attainment
- ◆ Attainment of Mission is calculated by mapping PEO's with the Mission statements and assigning the scores.
- ◆ The achievement of vision is evaluated on the basis of Mission attainment values.

6.2 CO-PO Mapping

The sample of CO- PO Mapping, Sample Calculation of CO PO attainment are shown below

Course Name and code	CO/PO	PO1	PO2	PO3	PO4	PO5
Group Theory MAT501	CO1	✓	✓		✓	✓
	CO2	✓		✓		✓
	CO3	✓	✓			✓
	CO4	✓	✓	✓	✓	
Real Analysis MAT502	CO1		✓			✓
	CO2	✓		✓		✓
	CO3		✓			
	CO4	✓	✓	✓		
Complex Analysis MAT503	CO1	✓	✓		✓	✓
	CO2	✓		✓		✓
	CO3		✓			✓
	CO4	✓	✓	✓	✓	
Ordinary Differential Equations MAT504	CO1	✓	✓			✓
	CO2			✓		✓
	CO3	✓	✓			
	CO4	✓	✓	✓		

Advanced Discrete Mathematics MAT505	CO1	✓	✓		✓	✓
	CO2	✓		✓		✓
	CO3		✓			✓
	CO4	✓	✓	✓	✓	
Introduction to Probability MAT506	CO1		✓			✓
	CO2	✓		✓		✓
	CO3	✓	✓			
	CO4	✓	✓	✓		

CO Attainment of a course

	Internal Average	External Average	Direct	Level	Indirect	Level	Attainment 80% of Direct + 20% of indirect
CO1	53.57	62	57.785	2	70	3	2.2
CO2	55	62	58.5	2	85	3	2.2
CO3	60	62	61	3	90	3	3
CO4	63	62	62.5	3	65	3	3
Group Theory Course outcome Attainment							2.6

CO attainment verification

Course Name	Course code	CO Target Level	CO attainment Level	Fully attained Or not	Action taken
Group Theory	MTUI01	2	2.6	Fully attained	
Real Analysis	MTUI02	2	2.4	Fully attained	
Complex Analysis	MTUI03	2	2.5	Fully attained	
Ordinary Differential Equations	MTUI04	3	2.8	Not attained	More focus on end term examination
Advanced Discrete Mathematics	MTUI05	3	2.4	Not attained	Set the target level to 2
Introduction to Probability	MTUI06	2	2.2	Fully attained	

PO attainment verification

PO's	PO Target Level	PO attainment Level	Fully Attained or not	Action taken
PO1	4	2.55	Fully Attained	
PO2	5	2.53	Fully Attained	
PO3	4	2.54	Fully Attained	
PO4	4	2.74	Fully Attained	Set higher level
PO5	5	2.42	Not attained excellent but reached to very good	

Program Educational Objectives:

PEO's	PEO Target Level	PEO attainment Level	Fully attained or not	Action taken
PEO1	2			
PEO2	3			
PEO3	2			
PEO4	3			
PEO5	3			

7. FEEDBACK MECHANISM

Feedback from Faculty, Students, Alumni, Employers and Academic Peers is important to judge effectiveness of the curriculum. The college will collect feedback from all these stakeholders. The feedback on respective courses and programs will be analyzed by the concerned departments. The detailed reports will be made and wherever necessary conveyed to Board of Studies members in workshops conducted for revision of curriculum. The outcome of parents-teacher meetings as well as the report from the administration will also be taken into consideration while forwarding suggestions to the BOS.

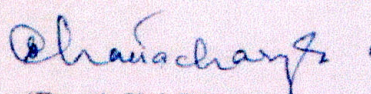
The policy ensures the following

- ◆ Stakeholders have the opportunity to provide feedback, including current students, and current staff. Alumni, industry partners, academic peers, community groups and other interest groups.
- ◆ Feedback can be provided by individuals on their initiative or in response requests by the College.
- ◆ Feedback processes will be systematic, rigorous and respectful of the rights students, staff and other stakeholders.

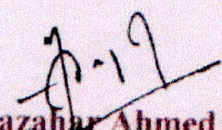
- ◆ Feedback responses will be considered and, where appropriate, enacted in a timely manner.
- ◆ Protection of privacy and reputation of all stakeholders involved.
- ◆ Mechanisms for providing feedback vary according to the needs of the College and stakeholder groups.
- ◆ Feedback shared with staff responsively and in sufficient detail that will allow staff sufficient information to reflect fully on their capacity to promote the principal of excellent teaching.

8. REFERENCES

- [1] Kolb D., "Experiential Learning: Experience as the source of learning and development"; Englewood Cliffs, NJ: Prentice-Hall, 1984.
- [2] Anne Fox, M. Hackermen, "Evaluating and Improving undergraduate teaching in Science, Technology, Engineering and Mathematics", The National Academic Press, Washington DC (2003).


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Systematic operating policy Learner Advance (LA) & Learner Remedial (LR)

Learner Advance (LA)

Screening: The learning ability of these students exceeds that of their peers in one or the other content areas. If the performance score of the students in continuous internal evaluations as well as external examinations is 65-70% or more, the students are included in the LA group.

Addressing Learner advanced students:

There is no selectivity shown to them in regular classes that they attend. However it is in the learner advanced classes, that these students are taught some additional matter, additional reference books are given, administered with higher level tests, motivated to participate in National level contests, tests. They are also engaged in planning of class activities, seminars, motivated for research and some student projects can also be given to them. Adequate learners are also motivated to work hard so that they score more and move into the LA group.

Initiatives for advanced learners:

1. Advanced learners are usually noted through their ability to express and also their zeal and determination to move from better to best. They have some achievable higher goals in life. These are self motivated, energetic and ready to learn giving higher output.
2. These students are provided with additional inputs for better career planning and growth by offering them special coaching for higher level competitive examinations.
3. Motivating them to involve in research projects so as to inculcate research orientation and the orientation for higher studies in them
4. Helping them to participate in group discussions, technical quizzes, HOTS, competitive exams, participate in national level contests, to develop planning, analytical and problem solving abilities, presentation abilities in them.
5. Inspiring the advanced learners to do quality research and also helping them to go for good publications.
6. The mentors set higher goals for them and also inculcate a higher EQ and professional ethics in them.
7. They are asked to set "To do" lists and monitor their target achieving abilities.

Learner Remedial (LR)

The college does not permit selectivity or discrimination of students in regular classes. Learner Remedial (LR) are never labeled as poor achievers or slow learners in the class or department so that their motivation and their interest are not negatively affected. This can also make them more stressed, and introverted in the class.

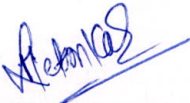
Screening: The learning ability of these students is generally below the average of the class in one or the other content areas. If the performance score of the students in continuous internal evaluations as well as external examinations is 40 to 50% or below 40% or shows inconsistency in his performance very often, disinterested in learning most of the time thereby resulting in poor score, then these students are initially monitored over a period of time and finally included in the LR category.

Addressing Learner remedial students:

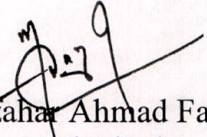
There is no discrimination shown to them in regular classes that they attend. However it is in the LR classes, doubt clearing is done till they understand it fully. Students are explained the topics with the help of digital charts, flow charts, mind maps, simplified notes, through participative activities, practically do it and understand, through frequent tests. They are continuously motivated and encouraged to participate in activities and gradually help them take a lead in these activities.

Initiatives for remedial learners:

1. They are treated as any other student in the class but they are asked to attend classes for improvement and achievement of their goals.
2. Organize bridge classes and remedial programmes for them.
3. Conduct extra classes for the difficult subjects (based on the previous university results) in the curriculum.
4. Learner Remedial are specially advised and counseled by the class teacher who is also the subject expert.
5. Tips are given for improving marks of tests given by them.
6. The students are given additional training with respect to communication skills, personality development, time management and life skills.
7. Bilingual explanation and discussions are done so that the concept can be taught in a better manner.
8. Provision of simple and standard lecture notes/course materials and monitoring the preparation for the exams.
9. Buddy tutoring i.e. the help of the peers can also be taken so as to improve his learning ability and make the process more participatory and interesting.
10. Real life examples of slow learners reaching the top are also used to motivate them and do the same.
11. Students are explained the topics with the help of digital charts, flow charts, mind maps, simplified notes, through participative activities, practically do it and understand ,
12. Follow ups is the most important step in the SOP for learners. This has to be frequent and inspiring in nature.
13. The alumni briefings, job opportunities , work atmosphere in industries and elsewhere, skill courses, FAQs asked in interviews also motivates them to do better.


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* Affiliated to Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.

* Recognized Minority Institute

* UGC – 2(f) & 12 (B) Status

* NAAC Re-accredited (Grade A) in two consecutive cycles. * Unnat Bharat Abhiyan

* Grade A in Academic and Administrative Audit (Dr. BAMU)* District Green Champion Award (MGNCRE)

* UGC's Status "COLLEGE WITH POTENTIAL FOR EXCELLENCE"

SOP for Feedback

Under the aegis of IQAC

Objective: To describe the process of collection of feedback from various stakeholders on various aspects of a Curriculum, Teaching, learning and evaluation.


1. The College Feedback Committee prepares and compiles the questionnaire under IQAC.
2. The committee will get the feedback from current batch of Students, Teaching faculty of Institutes, Alumni Professionals and Prospective Employers.
3. Feedback forms will be filled by each stakeholder.
4. Feedback data will be prepared and analyzed by the committee members.
5. The data will be communicated to the faculty/authorities.
6. After discussion and deliberation action report is to be prepared.
7. Finally, the action taken report will be submitted to IQAC.
8. 1-2 percent unsatisfactory data with respect to teachers may be considered negligible. If it is needed the same be communicated to the teachers.
9. College briefing cum questioners for student satisfaction survey (SSS) will be prepared as per the guideline of NAAC.
10. The briefing about college achievements has to be uploaded through offline and online modes.
11. SSS will be conducted in online mode & if required offline mode also.
12. In mid of every even semester SSS will be administered and the link is circulated on students' groups and the college website.
13. QR code of SSS prepared and will be displayed in every department.
14. Excel file of SSS will be analyzed by Feedback Committee.
15. Student satisfaction report will be prepared and submitted to IQAC.


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In charge

Feedback Committee

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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.

Response:For the upkeep and use of the computers, classrooms, laboratories, a Knowledge resource centre, and athletic facilities on campus, the college has well-established protocols and procedures. The college has frequent meetings of the various committees formed for this purpose to guarantee the best allocation and utilization of the financial resources available for maintaining and upkeep of the infrastructure facilities. To maintain performance and accuracy, physical facilities including computers, conference rooms, smart classrooms, laboratories, and classrooms are regularly inspected for prompt maintenance and repairs. As and when necessary, the college continuously updating its infrastructure. The infrastructure—academic and support facilities—are planned by the college in accordance with the requirements of the programmes provided. The IQAC and College Development Council provide ideas for infrastructure development to fulfil the quality requirements and needsto the principal-led Planning Committee. Depending on the type of work, the Planning Committee submits the plan for approval to the Board of Trustees. The Board of Trustees makes the final decision, and as a result, new infrastructure is built or current infrastructure is improved in order to raise academic standards and boost productivity.

Building and Maintenance: The internal employees and a few other organisations, depending on the situation, assist in maintaining the college's physical plant and infrastructure. When it comes to departmental requirements and upkeep, Heads present their demands to the Principal. Furniture and other electrical equipment are maintained and repaired with money from the college development budget. The college has hired sweepers and other menial workers on a full-time basis, and they are furnished with the equipment necessary for maintenance and cleaning. To have ready labour for small repairs and maintenance tasks, the institution has hired certain non-teaching workers with trade skills including plumbing, painting, gardening, and electrician.

Maintenance of Classrooms:Regular classroom cleaning is carried out by support workers, under the Registrar's supervision. The non-teaching personnel makes sure that all fans, tube lights, and other equipment is turned off after use. The on-staff electrician does minor electrical repairs.

Maintenance of Laboratory:Laboratory assistants typically maintain the tools and equipment used in laboratories. Laboratory assistants maintain the maintenance records under the direction of the leaders of the relevant departments. The technicians are in charge of calibrating, maintaining, and repairing sophisticated laboratory equipment. Laboratory attendants take care of glassware cleaning and upkeep. The equipment and instruments used in the lab are looked after by the lab assistants. Hazardous substances are handled solely by professors or lab assistants and are safely stored out of the reach of pupils.

Computer Labs:Vacuum cleaners are frequently used by the attendants to clean the computer labs. The teachers and lab assistants handle software installation and operating system updates. The machines' major hardware repairs are outsourced. is supplied for repairs, UPS battery backup systems, and printer cartridge/drum refilling, among other things.

Maintenance of Sports Complex:The physical education section keeps an eye on the sports and gym facilities. All students and staff members are welcome to utilize the gymnasium at no cost. Support staff employed by the Department of Physical Education maintains the playground and the gym as a whole. Sweepers and peons constantly maintain and clean the grounds.

Maintenance of Knowledge Resource Centre (Library):A College Library Advisory Committee, made up of staff members, department heads, and a College Representative Student, is proposed by and assembled by the Principal. The librarians' staff members are in charge of cleaning. Postgraduates, research students, and teachers all use open access. The library staff does minor repairs. The computers, photocopier, printer, and scanner of the Knowledge Resource Centre are frequently maintained. On the advice of the Library Committee, old books, periodicals, newspapers, and other materials are disposed of. For book lending, OPAC, reading room and Digital Library attendance, among other services, the Knowledge Resource Centre uses the Integrated Library Management System. Staff members and students can access e-books and e-journals through the Digital Library. The cost of using the internet is nothing to learn new things. A user ID and password have been given to each faculty member so they can get onto the N-LIST database, which has full text for more than 7 lakh e books and 6,000 e journals. The Department Head makes a recommendation that is properly reviewed,

authorized, and signed by the Principal and Management before being used to purchase books and periodicals.

On a regular basis, pest control and book binding are performed. Once every three years, the stock is verified. Ten PCs in the Knowledge Resource Centre are set aside for employees and students and are serviced by an internal technician.

Utilization of Physical and Sports Facilities: On all days, including Sundays, infrastructure is used to its fullest potential. Government agencies and professional organisations make the facility available for the administration of examinations for competitions. The college campus is continuously monitored by CCTV all the time. The students and employees have access to the sports area, which has a basketball court, volleyball court, and badminton court. The Gymkhana offers shared use to its sporting facilities for outdoor games including football, cricket, and others. The pupils may use the multi-gym facilities. Before competitions begin, all courts are marked. The stock registration, accession register, stock issue register, etc. are all kept up to date by the Department of Physical Education. The outdated equipment is updated or discarded every year. Free parking is made available.

File Description Document

Upload any additional information View Document

Physical Facilities- Utilization & Maintenance

The college infrastructure, which forms the foundation of the institution, provides essential support for the variety of activities carried out there. Due to the infrastructure's crucial function, the college is dedicated to building new infrastructure whenever and wherever it is feasible, enhancing, renovating, and maintaining the current one in the college's best interest, and supporting all that takes place here in a positive way.

1. The infrastructure of the institution, especially the labs, must be used for academic and research activities by the staff and students in order to ensure the best possible use of the resources. This will aid in the drive to create the nation.
2. Other institutions and organisations may provide common facilities, such as a field, an auditorium, conference rooms, seminar rooms, and multifunctional indoor facilities, etc., for the conduct of academic activities after carefully evaluating their prior request.
3. The institution offers employees and students access to a basketball court, volleyball court, badminton court, indoor table tennis court, and fitness centre (gym) for maintaining their physical health and preparing for competitive events.
4. Exams at the state, federal, and international levels, including those for the UPSC, MPSC, ICAI, SET, NET, C.A. railways, banks, state government directorates, and others, may be held at the college.
5. The linked university's annual and end-of-semester exams will be administered at the college as well.
6. The services of electricians, mechanics, plumbers, and gardeners must be made mandatory on the college campus during business hours in order to assure adequate maintenance of the college infrastructure, and prompt reaction in case of crises during off-hours.
7. Only a small number of the non-teaching staff members at the institution have been identified and trained to offer such professional services in addition to their regular duties.
8. Since line voltage fluctuations and power outages are likely to inflict more damage, suitable precautions are taken to ensure the safety and stable operation of IT infrastructure, sensitive equipment, and expensive machinery by setting up the essential backup and support systems.
9. By agreeing to an Annual Maintenance Contract (AMC), reputable and trustworthy vendors provide maintenance for sophisticated or pricey technology.
10. The money received from the UGC, the college administration, and the state/central governments for infrastructure and support facility upgrades, maintenance, and upkeep are only to be used for that purpose. sufficient care must be made to ensure that these funds are used within the designated time span.

11. A few faculty members make up the Programme Implementation Group (PIG), which is responsible for overseeing and tracking the use of funds from various sources within the time frames specified by those sources.

12. The college is dedicated to lending out its infrastructure for initiatives like blood donation drives, disaster relief efforts, and e-waste collection centres, etc., which are only intended to benefit society. Additional Activities The extension activities serve a crucial role in educating the kids about social concerns and instilling a sense of social responsibility for their overall personality development. Therefore, the institution must take a centralized approach to these extension initiatives and hold them in high respect.

1. All of the college's outreach initiatives, including those run by the NSS, NCC, committees, and departments, should be thoughtfully planned to support social change and community improvement, which will ultimately promote the holistic development of students.

2. In all available sectors, including need-based training programmes and consulting, the departments are urged to carry out extension operations either alone or jointly with other entities in cooperation with government or non-government organisations.

3. The college shall priorities community improvement initiatives and schoolchildren's educational enrichment whenever and wherever practicable.

4. Science popularization, social justice groups, mock parliaments, mock UN bodies, one-act plays, theatre productions, debating, public speaking, and entrepreneurial development are a few examples of enrichment activities.

5. Achievement of hands-on experience in specific areas by the college students may be targeted by the extension and outreach activities.

6. Students can use these activities as a platform to showcase their talents and use their knowledge and skills to the advancement of society.

7. The college must, if possible, integrate government agencies and local organisations in its extension operations in order to focus on national integration and racial and ethnic harmony.

8. The college's outreach programmes also act as a direct line of communication between the college and businesses, the public sector, nonprofits, social welfare organisations, governmental departments, the media, and other educational institutions.



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- * Unnat Bharat Abhiyan
- * District Green Champion Award (MGNCRE)
- * UGC's Status "COLLEGE WITH POTENTIAL FOR EXCELLENCE"

Standard Operating Procedure For Budget and Purchases

- The IQAC through the interaction with departments and college accounts section plans out an annual budget .
- The Heads of departments and the Purchase committee of the College works in close coordination with the CPE grants coordinating committee.
- The committee floats the notices, call for quotations and places the orders centrally.
- Comparative quotation statements are prepared by the departments / college office.
- Lowest rates quoted are selected without compromising on the required specifications.
- A clear justification has to be given for purchases that are not at lowest rates.
- The purchase committee then places the comparative statements and purchase lists in front of the Finance committee for approval.
- The College is maintaining absolute transparency in all its purchases.
- The CPE committee monitors the mobilization of funds and make sure that the funds are spent for the purpose for which they have been allotted for, in the proposal of CPE.
- Stock register entries are checked by the College office and also by the auditors.
- A review of the purchases is taken by the CDC.
- Regular internal audits from the Chartered accountant and external audits from the government make sure that the mobilization of the resources is being done properly.
- The college management additionally conducts an internal audit.
- The timetable committee looks after the proper allocation of classrooms and laboratories.
- The college library in charge along with the members of the Knowledge resource centre committee take care that the resources in the library are utilized optimally along with a review of library occupancy.

Campus cleanliness and its utilization is maintained by the dedicated cleaning staff and gardeners and is monitored by the College office as per Principal's directives.


Dr. Aditi Bhattacharya
IQAC Coordinator


(Dr. Mazhar Ahmed Farooqui)
Principal
Maulana Azad College of Arts,
Science & Commerce,
Rauza Bagh, Aurangabad.

COORDINATOR
Internal Quality Assurance Cell
Maulana Azad College of Arts,
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Maulana Azad College of Arts, Science & Commerce

Dr. Rafiq Zakaria Campus, Rauza Baugh, Aurangabad.

College Internal Assessment (CIA)

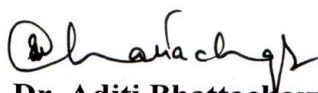
CBCS pattern: Plan for College Internal Assessment, Academic Year 21-22

1. As per the Babasaheb Ambedkar Marathwada University affiliated colleges should conduct College Internal Assessment (CIA) from the academic year 2022-23.
2. Teacher should be conduct CIA for first semester of undergraduate level and successively it will be implemented for IInd to VIth semester.
3. Internal assessment for each course is (Paper) for 10 marks (05 marks for test & 5 marks for assignment)
4. Teacher should conduct two tests, five marks each and average marks of the tests should be given to the student.
5. First test should be conducted before 27th September 2022 and question paper should be submitted to the library and HOD of the concerned department.
6. Second test should be conducted before 15th October 2022 and question paper of the same should submit to the concerned subject HOD and library.
7. Similarly, two assignments of five marks each should be conducted and best of the marks should be given to the student.
8. First assignment shall be conducted before 27th September 2022 and second assignment before 15th October 2022.
9. Teacher should keep the attendance record of both tests and tutorials in the given format in the form of softcopy and hardcopy.
10. Mark list of tests& tutorials signed by the concerned course (Paper) teacher and head of the department and shall be displayed on the notice board before ten days of the University Examination.
11. Finally marks of the student's internal assessment (test and tutorial) should be submitted to the Dr. Ashfaque Khan, Department of Botany in the University mark list.
12. Hard and soft copy of test question paper and assignment questions should be framed in the given format and the same should be submitted to the concern head of department and Library.
13. Questions of the tests and tutorials should be descriptive and not MCQs.
14. Test question paper and the assignment questions should be given to the student in the prescribed format only.
15. Assignment questions should be maximum so that student should get adequate practice of writing.
16. To avoid the fine of the university, teacher should maintain the attendance of students conduct of the test and tutorials and prepare mark lists within the given time frame.
17. College Internal Assessment (CIA) is in addition to the Continuous Internal Evaluation (CIE) to be taken every week for all semesters.



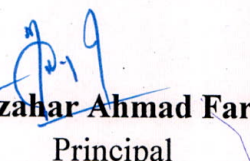
Dr. Prashant Netankar
Member (CIA)

Dr. PRASHANT D. NETANKAR
Professor of Chemistry
Maulana Azad College of Arts,
Science & Commerce, Aurangabad.



Dr. Aditi Bhattacharya
IQAC Coordinator

COORDINATOR
Internal Quality Assurance Cell
Maulana Azad College of Arts,
Science & Commerce, Aurangabad.



Dr. Mazahar Ahmad Farooqui
Principal

Principal
Maulana Azad College
Aurangabad

Maulana Azad College of Arts, Science & Commerce

Dr. Rafiq Zakaria Campus, Rauza Baugh, Aurangabad.

Continuous Internal Evaluation (CIE) 2019-20

Plan for CIE under the aegis of IQAC

- 1. Faculty shall conduct two MCQs test on each paper of each semester.**
 - a. Minimum 20 MCQs must be asked in the test.
 - b. After evaluation of answer paper, the question paper should be discussed with students.
 - c. Soft copy of question paper and mark list should be submitted through the Head of the department to the CIE committee.
 - d. The records should be kept in soft copy and hard copy in the department also.
 - e. If the performance of the students is not satisfactory in the tests taken, the faculty can take additional tests to ensure an improvement in their performance.
- 2. Faculty shall assign tutorials to the students for each course/paper of each semester.**
 - a. There should be five descriptive and five short answer questions. (Faculty can change the format of the question paper given here as per requirement)
 - b. Instead of tutorials, the faculty can conduct an open book test also.
 - c. After evaluation of tutorial/open book test, the same must be discussed with the students.
 - d. Soft copy of question papers and mark lists in the given format should be submitted through Head of the department to the CIE committee.
 - e. The records should be kept in soft copy and hard copy in the respective departments also.
- 3. Project work / assignment /surveys should be given to the advanced learners, adequate learners and students having interest in research work.**
 - a. The concerned faculty should submit the detailed report which should include the name of student, title of project work etc. as per the attached format. The report should be routed through the Head of the department to the CIE committee.
- 4. Every faculty will be submitting 50 MCQs on each paper as per the attached format.**
 - a. These MCQs will be further uploaded on our college website.
 - b. The records should be kept in soft copy and hard copy in the respective departments.
- 5. Faculty shall conduct the viva of students twice in a every semester.**
 - a. Two to five questions should be asked to the student.
 - b. Date of viva, photos should be documented.
 - c. Provide a document of any ten significant questions pertaining to that topic that was asked to the students.

d. The records should be kept in soft copy and hard copy in the respective departments.

6. Faculty should conduct the group discussion of students in every semester on subject being taught, applied aspects etc. preferably under an external observer (college faculty/ external faculty)

a. Record of participants in the attached format should be submitted to CIE committee through the Head of the department.

b. Documentary evidence in the form of title of the group discussion, inputs of students/ faculty / final observation of the observer should be submitted to CIE committee.

c. The records should be kept in soft copy and hard copy in the respective departments.

7. Learning levels evaluation

a. Learning levels evaluation (LLE) will be conducted by the faculties for every paper/semester before the commencement of teaching, so as to plan the conceptual teaching for each paper.

b. 10-20 MCQs may be taken for each test.

c. After evaluation of test, the topics of conceptual teaching along with analysis of the questions should be submitted to IQAC with soft copy to iqac.maca@gmail.com

8. Course attainment test

a. Faculty shall conduct course attainment test of each paper of every semester.

b. Course attainment test should be conducted after completion of syllabus but prior to the university examinations of every semester or as given in academic calendar.


c. Minimum three questions should be asked for each CO.

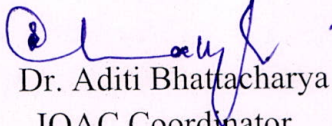
d. Soft copy of question paper and mark list should be submitted through the Head of the department to the CIE committee.

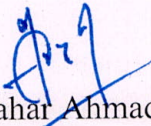
e. The records should be kept in soft copy and hard copy in the department also.

Note: Any one activity out of the (1, 2, 3, 5, 6) activities given in the plan has to be taken every week by the faculties.

Mail id CIE committee: nc2maca@gmail.com


Dr. Prashant Netankar
In charge
Continuous Internal
Evaluation (CIE)


Dr. Aditi Bhattacharya
IQAC Coordinator


Dr. Mazahar Ahmad Farooqui
Principal

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SOP for Programme Outcomes (POs) & Course Outcome (COs)

Maulana Azad College of Arts Science and Commerce, Aurangabad offers variety of UG and PG as well as research programmes. The quality of education that is offered by the college is measured through the learning outcomes in adherence to the university guidelines and the UGC LOCF directives.

1. Programme Outcomes (POs) & Course Outcome (COs) will be formulated taking into consideration the Vision, Mission, objectives and perspective plan of the College as well as the UGC guidelines on Graduate Attributes.
2. While preparing the POs & COs, factors such as academic excellence, research potential, scope of extension activities, human values, employability and recent trends in the job market will be considered.
3. The students will be briefed in the beginning of session about the COs & POs by the faculties, in the student induction programme, through the College Website, Notices and CLMS.
4. QR codes of COs & POs will be displayed in the departments.
5. Attainment of COs and POs will be measured at different stages of the programme.
6. The Course Outcomes will be assessed at the completion of course.
7. Programme Outcomes will be measured at the time of completion of the programme.
8. Measurement involves communication and evaluation of COs & POs.
9. COs & POs are evaluated by direct method and indirect method.
10. For direct method internal examination, term end examinations and/or CO attainment test will be considered.
11. For indirect method student progression to higher study, achievement in competitive examinations, placements, awards, university rank will be considered.

12. Attainment levels for COs by direct method.

For University Examinations	
Level 1	Below 45 % of students scoring more than 60% marks
Level 2	45-60 % of students scoring more than 60% marks
Level 3	Above 60% of students scoring more than 60% marks
For Internal Examinations	
Level 1	Below 60 % of students scoring more than 60% marks
Level 2	60-70.% of students scoring more than 60% marks
Level 3	Above 70% of students scoring more than 60% marks

Correlation level	
Correlation level 1	Small (Low)
Correlation level 2	Average (Medium)
Correlation level 3	Good (High)

13. Attainment levels for POs

PO Level	Target attainment
Level 1	0.5 – 1.0
Level 2	1.1 - 1.5
Level 3	1.6 – 2.0
Level 4	2.1 – 2.5
Level 5	2.6 – 3.0

14. Attainment Level Calculation for Program Outcome Calculation by Direct & Indirect Method,

60% Average Course Outcome Attainment by Direct Method	+	40% Average Course Outcome Attainment by Indirect Method
--	---	--

15. Program and Course outcome Mapping

Operating Procedure developed to validate POs for some courses Assessment Method


Program Outcomes	Courses Considered	Method of Assessment	Source file
Described POs	The Attainment for each PO is obtained by mapping POs with Corresponding COs	Direct Assessment 1) Internal Evaluation <ul style="list-style-type: none"> • Tests • Assignments • Seminars • Presentation 2) External Evaluation <ul style="list-style-type: none"> • Term end Semester Exam 	Result analysis

16. Calculation for Program Outcome Attainment

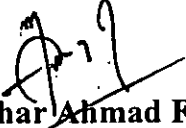
COs and POs will be mapped by prescribed correlation level.

Course Outcomes	PO1	PO2	PO3	PO4	PO5	PO6
CO1						
CO2						
CO3						
CO4						
Average						

17. Feedback Survey on the Attainment of COs and POs will be taken.
18. Action taken report for Feedback Analysis of Survey on the Attainment of COs and POs will be prepared by the committee under the guidance of IQAC.
19. IQAC will submit the Feedback analysis survey to the affiliating university, i.e. Dr. BAMU, Aurangabad.

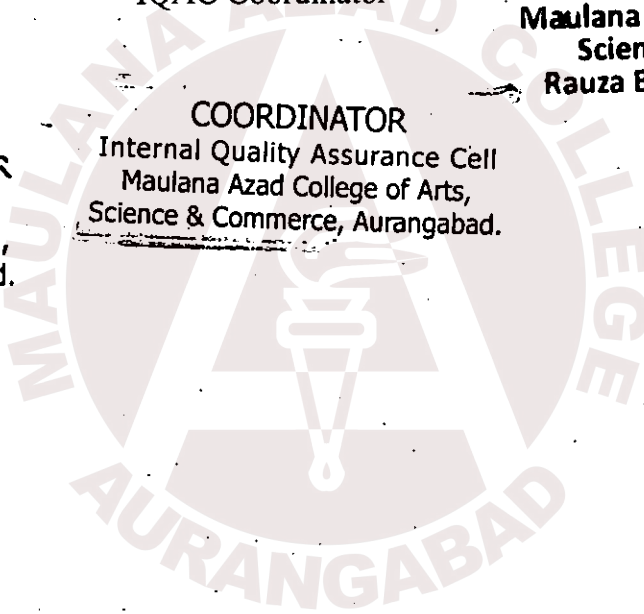

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RESEARCH POLICY OF MAULANA AZAD COLLEGE OF ARTS , SCIENCE AND COMMERCE, AURANGABAD

INTRODUCTION :

Maulana Azad College of Arts, Commerce and Science is committed to reach out for excellence in research and endeavors to imbibe the directives of the National education policy in all disciplines (Science and Technology, Social Sciences, Business and Management and Interdisciplinary Studies) so as to be at the helm of all disciplines of study.

Our focus on interdisciplinary research and academic activity is reflected in the content of both applied and basic research, which will be sustainable in the near future .

The college ensures that all the streams of study, develop in research, following the highest standards and ethics of research.

These documents provide a detailed overview of the research policy and advocacy activities of Maulana Azad college of Arts, Science and Commerce, Aurangabad..

This document also outlines the principles that should be considered during planning of research work.Emphasis is placed on the principles strictly followed in the recording, reporting and implementation of results.

Maulana Azad college of Arts, Science and Commerce, Aurangabad. believes that research, consultancy and extension activities are an integral part of academic programs and the advancement of research is in synchrony with its vision and mission statements.

OPERATING PROCEDURES REGARDING RESEARCH :

- Research and development along with innovations hold a vital position as a central theme of the vision and mission statements of the college and an integral part of quality policies and objectives.
- The faculty is familiarized with the initiatives of the research committee as well as all the research promotions of the college along with the dissemination of the information for accessing the research grants of the University as well as the UGC/DST/DBT etc which is to be done through the IQAC.
- The committee under the aegis of IQAC pays particular attention to quality research , sustenance of research quality and creating quality bench marks in research.
- The operating procedure entails that faculties apply for Minor and Major research projects which will be scrutinised before submission by the Research committee.
- The research papers that are to be published with college affiliations will be duly scrutinized by the research committee before publication.
- Career advancement research scores will be verified by Research committee as well as by the IQAC.



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- These longstanding efforts will result in an ambient research environment conducive for research among students and teachers.

Guidelines on Authorship in Scholarly or Scientific Publications of the College:

- The College departments will facilitate the research needs of the faculties in terms of human resource, stocks, equipments, administrative support and provide assistance for special facilities for research available within the departments or with the affiliating University.
- All the documentation should be readied for preparing a research report right from topic selection, informed consent, plagiarism checks, scientific validity, commercial applications either by self or under the supervision of the guide and submitted to the research committee for approval.
- Research collaborations if any should be on bond paper duly signed by the consenting parties. Minimum of one to two activities should be undertaken under the MoU.
- The College departments will set aside an amount in the departmental budget that will be allotted for research in consultation with the Principal that will be considered as the seed money for research.
- The purchase committee will take the recommendations from the Research committee for additional research budget if necessary.

ROLE OF RESEARCH COMMITTEE:

- Research committee promotes awareness about quality research, UGC care listed journals, impact factor, h-index etc.
- Identify the areas in which a research aspect can be included.
- Encourage the faculties for research and motivate the students to be involved in student research projects.
- Motivate faculties to apply for research fellowships/ grants through various funding agencies and facilitate and guide in submission of the project.
- All procedural norms for Research centres and their compliances are strictly monitored by the Research committee in association with respective departments and the college office.
- Departments (HODs and Research guides) will provide all possible assistance to Research Students (Ph.D students, Project fellows) with reference to facilities, submission of reports and any issue related to accounts and finance.
- The Research committee should conduct timely meetings and document its minutes/ proceedings and upload it on college website.

GUIDELINES FOR RESEARCHERS/ FACULTIES OF THE COLLEGE:

- Faculties / Researchers doing research and publishing papers need to publish their research only in peer reviewed and UGC listed journals.
- It is obligatory for a faculty / researcher to mention the approved and full name of college in the author(s) affiliation.



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- If the research project is duly supported with grants from UGC/DST/DBT, the name of the funding agency has to be mentioned in the acknowledgment.
- Faculties should not publish in cloned or predatory journals or journals that show a distorted impact factor. If done, the same will not be included in the research score that will be given by IQAC for CAS approvals.
- Researchers should uphold the global research ethics, practice integrity and professionalism, as well as fairness and equity, and work with utmost intellectual righteousness.
- Researchers should effectively and transparently manage and resolve ambivalence if any.
- College will provide the researchers an optimally equipped laboratory as well as library facilities that is ambient for research and promotes a healthy exchange of views and ideas.
- The laboratories are equipped with fire extinguishers and safe, non-polluting and hazard-free laboratory procedures should be followed by the researchers. Researchers should not harm the biodiversity by release of hazardous wastes without pretreatment into soak pits or municipal sewerage.
- Effluent treatment will be done in the common effluent treatment plant of the campus.
- Guidance from Policy Statement on Dissemination and Evaluation of Research Output in India 2018 by the Indian National Science Academy and resources from UGC-CARE website may also be referred for this purpose.
- College is committed to health, safety and environmental protection in all its various programs and activities.
- All members of the college community (including research students, researchers from other colleges sharing our lab facilities as well as faculty and staff) share responsibility for safety, and shall comply with established governmental environmental health and safety policies norms and procedures.
- Wherever animal experimentation is involved or maintaining laboratory animals is needed, the permission of Research Committee is to be taken which will then direct the samples to the authorized labs of sister institution in the campus.

GUIDELINES ON AUTHORSHIP IN SCHOLARLY OR SCIENTIFIC PUBLICATIONS :

Researchers have the freedom to choose their own topics of research; it is highly desirable to make research multi-disciplinary and socially relevant.

- Research must be peer reviewed prior to it being published.
- Results of research should be published in an appropriate form as per the requirements of the publishers.
- Anyone listed as an author on a paper should accept responsibility for ensuring that he or she is familiar with the contents of the paper and can identify his or her contribution to it.
- Individuals who do not meet the requirements for authorship but who have provided a valuable contribution to the work should be acknowledged for their contribution in the said publication.
- Funding sources should normally be acknowledged in any publication.
- Authors should comply with the disclosure requirements on the Conflict of Interest.



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- Lead Author-This has to be agreed upon by the team of researchers in case of multiple authors. The first author is usually the person who has ideated and performed the important experiments of the project. This individual is also the person who has prepared the first draft of the manuscript. The lead author is ultimately responsible for ensuring that all other authors meet the requirements for authorship as well as ensuring the integrity of the work itself. The lead author will usually serve as the corresponding author.
- Co-Author(s)- Each co-author is responsible for analysing his or her role in the project and whether that role should translate into an authorship or not.
- External Collaborators, including Sponsor or industry representatives and individuals who meet the criteria for authorship should be included as authors irrespective of their institutional affiliations.
- Researchers who have contributed to important and notable portions of the text should be named as authors or acknowledged in the final publication.

(Dr. Arif Pathan
I/C Research Committee

Dr. Aditi Bhattacharya
(IQAC Coordinator)

Dr. Mazahar Ahmed Farooqui
(Principal)

Student Grievance Cell (Policy Document)

Student Grievance Cell is a committee of teachers formed by the institute to look after all the grievances lodged by the student and redress it as per requirement. This committee is basically developed and designed to provide a mechanism to students for redressal of their grievances.

This committee strongly believes in:

“Speak out for your better future.”

Objectives: -

Following are the objectives of this committee: -

- To develop a responsive and accountable attitude among all the stakeholders of the institute, in particular the student community, in order to maintain a harmonious educational atmosphere in the institute.
- To uphold the dignity of the College, by developing a strife free atmosphere in the College by promoting cordial student-teacher relationship and student-student relationship.
- To encourage the students to express their grievances freely and frankly without any fear of being victimized.
- To establish effective solution for the student's grievances with an impartial and fair approach.
- To ensure all the issues raised by the stake holders are dealt with courtesy and are resolved in stipulated time limit.
- To provide easy accessibility to the students for immediate grievance redressal.

Functions: -

This committee redresses student grievances related with the following sections/areas: -

- Academics
- Library
- Curricular
- Co-curricular
- Extra-curricular
- College administration
- Campus cleanliness
- Campus Canteen
- Parking
- Infrastructural facilities
- Examinations

Awareness policy: -

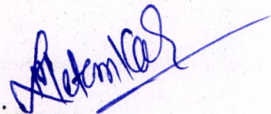
The students are made aware of this committee in the beginning of every academic year. The committee members personally visit the class and educate the students about this committee. Students are encouraged to express their grievances freely and frankly. By making use of notice board, the students are introduced with the committee objectives and members. Also, every year the students are made aware of this committee by introducing the goals of the committee in induction program organised by the institute at the beginning of the academic year.

Procedure for lodging complaint: -

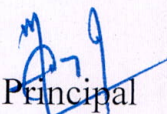
Any student can submit a complaint for redressal to committee members of the "Grievance Redressal Cell". The complaints can be verbal or written. A student having any grievance can communicate with the committee member directly or students will have to write letter and put in the complaint boxes, which are kept at highly accessible areas of the college. Strict confidentiality is maintained in each case.

Procedure for Redressal of grievance: -

- Every month the complaint boxes are opened, and the complaints being addressed to the grievance committee are selected.
- On receiving the complaint made by the student, the committee will scrutinise, analyse it carefully, and discuss it with the concerned person to get a solution in a justified manner.
- Minor issues will be solved at departmental level itself.
- Issues related to the basic amenities will be resolved of the earliest as possible.
- Issues related with infrastructure facilities will be resolved with the help of college authorities depending upon the financial status of the institute.
- Grievance related to library will be sorted with the help of library committee of the college.
- Grievance related with the quality of food served in the canteen will be resolved with the help of health hygiene committee of college.
- If the aggrieved student is not satisfied with the verdict of the coordinator, then the matter will be placed in the meeting before the committee members, and the matter will be resolved within appropriate time.
- If needed the committee will recommend to the Principal to take necessary and corrective measures to avoid recurrence of the same issue in the institute.
- For internal examinations students are sent to respective departments to redress their grievances under the guidance of the Head of the department.
- University procedures are followed for grievances related to external examination.


Chairman
Student Grievance Cell
Dr Prashant Netankar


IQAC Coordinator
Aditi Bhattacharya


Principal
Dr. Mazahar Ahmed Farooqui

Dr. PRASHANT D. NETANKAR
Professor of Chemistry
Maulana Azad College of Arts,
Science & Commerce, Aurangabad.

COORDINATOR
Internal Quality Assurance Cell
Maulana Azad College of Arts,
Science & Commerce, Aurangabad.

Principal
Maulana Azad College of Arts,
Science & Commerce,
Rauza Baugh, Aurangabad.

Policy for Infrastructure Maintenance (Academic Infrastructure and IT Infrastructure)

Introduction

- **Overview of Infrastructure**

- The College has a sufficient number of classrooms (51) which are very well ventilated with spacious seating arrangements. In many of these classrooms, conventional as well as advanced teaching aids can be used.
- All science departments have separate buildings and laboratories for academics as well as research. There are 09 laboratories for Science faculty and 04 for arts and Commerce. Practical's in Animal Cell Culture and Plant Tissue Culture are housed in the Department of Botany and Biotechnology.
- All science laboratories are ICT supported.
- Departmental labs have high end research equipment like UV-Vis Spectrophotometer, High Performance Liquid Chromatography, Super fluid extractor and Chromatography, Laminar Air Flow & Biosafety Cabinet.
- Other teaching-learning facilities include Language Laboratory, Psychology lab and Computer laboratories.
- There are mobile projectors that can ICT enable each and every hall.
- Two Seminar halls and one open air auditorium is also available for activities.
- The campus also has one botanical garden. There is a additional specimens lab in the Zoology department. Zoology Dept has 4 Aquarium.
- The Department of Geology has a rich collection of rock specimens and scientific models.

- **BUILDINGS:**

Administrative building, Old college building , History museum, New Science building , Departments of Computer and management studies building , PG research and Teaching, Departments of Computer Science, BCA and BCS, Shastri memorial building, Green room, Department of Commerce and management science, Girls room, prayer hall, Competitive studies library building, Naval Tata Stadium and sports complex, TT hall, Canteen, College mess, Boys Hostel.

- **CLASSROOMS: Science Building**

Sr. No.	Classroom number	Area
1	Sc-1	19" x 24"
2	Sc-2	19" x 24"
3	Sc-3	24" x 29"
4	Sc-4	19" x 34"
5	Sc-5	29" x 34"
6	Sc-6	29" x 34"
7	Sc-7	24" x 29"
8	Sc-8	19" x 24"
9	Sc-9	19" x 24"
10	Sc-10	19" x 24"
11	Sc-11	19" x 24"

12	Sc-12	24"x 29"
13	Sc-13	29"x 39"
14	Sc-14	19"x24"
	Commerce & Management Science	
15	Z- 15	25x27
16	Z-16	25x27
17	Z-17	25x27
18	Z- 18	25x36
19	Z-19	26x28
20	Z-20	26x22
21	Z-21	26x51
22	Z-22	26x22
23	Z-23	28x26
24	Z-24	28x26
25	Z-25	22x26
	Tom Patrick Building	
26	T-26	31x37
27	T-27	31x37
28	T-28	31x37
29	T-29	31x37
30	T-30	31x37
31	T-31	31x37
32	T-32	31x37
33	T-33	20x41
34	T-34	21x30
35	T-35	20x30
36	T-36	20x30
37	T-37	31x37
38	T-38	31x37
	HL Building	
39	HL-4	20x27
40	HL-5	20x27
41	HL-6	20x27
42	HL-7	20x27
43	HL-8	20x27
44	HL-9	20x27
45	HL-10	20x27
46	HL-11	20x27
47	HL-12	20x27
48	HL-13	20x27
49	HL-14	20x27
50	HL-15	20x27
51	HL-16	20x27

• **LABORATORIES:**

Sr. No.	Infrastructure	No. of Lab	Dimensions
1	Computer Science Laboratory	02	30x15
2	Botany Lab Laboratory	01	20x30
3	Biotechnology Laboratory	03	25x36
4	Chemistry Laboratory	03	25x30
5	Zoology Laboratory	02	20x35
6	Electronics Laboratory	02	20x30
7	Physics Laboratory	03	33x50
8	Microbiology Laboratory	01	17x25
9	Geology Laboratory	01	20x30
10	Psychology Laboratory (10 Cubicles)	01	20x15
11	Commerce & Management Science Laboratory	01	25x36
12	B.C.A. Laboratory (Tom Patrick Lab 1 & 2)	02	25x25
13	B.C.S. Laboratory (ZITS Lab 1, 2& 3)	03	25x27
14	Analytical Lab (PG)	01	25x30
15	Industrial Lab (PG)	01	25x30
16	Organic Chemistry Lab (PG)	01	25x30
17	Microbiology Lab (PG)	01	25x30
18	Computer Science (PG)	01	25x30
19	Biotechnology Laboratory (PG)	01	25x30

• **ICT FACILITIES:**

Sr. No.	Department	Number of LCD projectors
1	Botany	01
2	Physics	01
3	Zoology	02
4	Microbiology	01
5	Chemistry	01
6	Geology	--
7	Mathematics	--
8	Commerce	01
9	BCA	01
10	BCS	--
11	M.Sc. Computer	01
12	M.Sc. Chemistry	01
13	M.Sc. Biotech	--

- **SEMINAR HALLS/ OPEN AIR AUDITORIUM:**

Sr. No.	Infrastructure	Dimensions
1	Open Auditorium	150x200
2	Seminar Hall	80x100

- **SPORTS COMPLEX/PLAY GROUNDS:**

Sr. No.	Infrastructure	Number
1	Goal posts for Handball, Football, Hockey and Netball	01
2	Cricket (cricket wicket- 33X3m), Football, Volley Ball (40X40m) , Hockey and Kabaddi (20X20m)	01
3	Judo and Taekwondo	01
4	Table tennis hall	
5	Athletics track	01

- **Gymnasium for Boys and Girls:**

There is one gymnasium for boys and girls with separate timings. The details of equipment available in the gymnasium are as follows:

- Equipment for Boys: Eight station multi gym, adjustable bench, dumbbell stand, twister, incline and decline bench press, incline leg press, bar belt, abdominal board, flat bench press, weight plate stand etc.
- Equipment for Girls: Treadmill, twister, cycle, rubber dumbbells.

- **KNOWLEDGE RESOURCE CENTRE:**

The library is a treasure-house of books. There is a biometric entry to the library along with library RFID management system. An online open access catalogue - MOPAC is also in use very old and rare manuscripts have been scanned and maintained properly. The details are as follows:

Sr. No.	Books/ Journals/Manuscripts	Number
P	1.Reference Books 2.Books 3.Text Books:	46018
	Journals	70
	Manuscripts	25

Palm Leaves	--
CDs	249
Sr.No Facilities Details 1 OPAC On Line Public Access Catalogue available for users on College Intranet (Local Server).	Yes
Computers are made available in the library for this purpose.	Yes
Electronic Resource Management package for e- journals.	---
Available through N-LIST INFLIBNET	01
Library tab on website Dedicated web page on the college website	Yes
In-house/remote access to e-publications Available through N-LIST INFLIBNET	01
Library Automation Services fully automated (Bar Code) (RFID)	Yes
Total number of computers for public Access	02

Total numbers of printers for public Access	
Internet band width/ speed Mbps (Lease line- Reliance)	50 MBPS
Institutional Repository On College Intranet (Server)	--
Content management system for e- Learning -----	--
Participation in Resource sharing networks /consortia(like NLIST INFLIBNET) N-LIST INFLIBNET Member	--

- **Details of Hostel facilities :**

Sr. No.	Infrastructure (Boys hostel)	Number
1	Number of Rooms:	35
2	Total intake capacity	105
3	Bathrooms	08
4	Toilets	08
5	Mess	02
6	T.V. Rooms	--
7	Water purifiers and coolers	02

Infrastructure for Special Purpose



MAULANA AZAD COLLEGE OF ARTS, SCIENCE AND COMMERCE

Dr. Rafiq Zakaria Campus, Rauza Bagh, Aurangabad.

SOP FOR LEARNING LEVELS EVALUATION AND CONCEPTUAL TEACHING

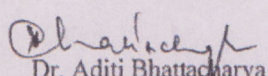
Objectives:

Prior to the commencement of teaching, student is required to know some peripheral and basic concepts which are often found out by asking some questions in the class. To make it more structured, a test on LLE was proposed by the IQAC followed by the conceptual teaching plan.

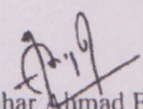
Steps in LLE:

This is to be taken before the start of a semester for each paper. Faculties should find out the points that the student should know before the commencement of teaching. If the concept is new to them, then follow the following procedure:

- Take an overview of the syllabus.
- Now evaluate the students through a Google form with 10 to 20 questions asked related to the basic knowledge of the paper.
- Provide the link of the test on Google classrooms.
- The analysis is generated automatically.
- Communicate the results of LLE to the students.
- Analyse the number of questions that are unattempted or have been wrongly answered.
- Every year change the questions or include new questions in the LLE test.
- Plan the conceptual teaching on these topics and include those that have been correctly attempted if necessary. Submit the analysis, questions asked and conceptual teaching records to IQAC, through the HODs of the departments.


Dr. Aditi Bhattacharya
IQAC Coordinator
COORDINATOR

Internal Quality Assurance Cell
Maulana Azad College of Arts,
Science & Commerce, Aurangabad.


Dr. Mazahar Ahmad Farooqui
Principal
PRINCIPAL
Maulana Azad College
AURANGABAD.



Maulana Azad College of Arts, Science & Commerce,

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Aurangabad – 431001 Maharashtra

Tel.: 0240-2381102, 2381668 | Web: <https://maca.ac.in> | Fax: 0240-2390422 | Email: macprincipal@gmail.com

* Affiliated to Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.


- * Recognized Minority Institute
- * NAAC Re-accredited (Grade A) in two consecutive cycles.
- * Grade A in Academic and Administrative Audit (Dr. BAMU)
- * UGC – 2(f) & 12 (B) Status
- * Unnat Bharat Abhiyan
- * District Green Champion Award (MGNCRE)
- * UGC's Status "COLLEGE WITH POTENTIAL FOR EXCELLENCE"


Ref. No.

Date:

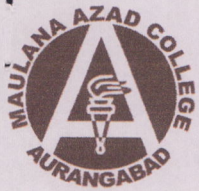
SOP FOR RESOURCE MOBILIZATION

- **Resource mobilization:**
- Maulana Azad College of Arts Science and Commerce, Aurangabad is covered under 2F and 12B provisions of the UGC act. It also has permanent affiliation of the Dr. Babasaheb Ambedkar Marathwada University.
- Therefore the College has received grants from UGC under the CPE scheme for maintenance of infrastructure, upgradation of teaching learning resources.
- The college is proactive on generating funds and initiates different meets to voice its needs to its stakeholders be it financial or resources such as books, journals, water purifiers or saplings for plantations, thus generating funds beyond the salary grant received from the Government of Maharashtra, and revenue generated from the conduct of facilitated courses.
- The College largely depends on the following for generation of funds:
 - Stipulated fees collected from Grant in aid section
 - Stipulated fees collected from the non grant section (PG and UG)
 - Stipulated fees from Ph.D students who use our research labs.
 - Fees collected from additional certificate programmes such as the YCMOU certificate courses.
 - Rentals and FD's, reinvestments, interest from accounts.
 - Rentals from conduct of competitive examinations.
 - Buyback schemes from dealers.
 - Sale of waste paper and stationary material, broken laboratory glass materials, rubber tunings etc.
 - Recycling of wooden furnitures, iron gates.
 - Stipulated Hostel fees.
 - CSR activities such as the one sponsored by Quick heal foundation (Earn and learn scheme) that is given back to students.
 - An amount from Sultanchand Draupadi Devi endowment scholarship for the students of the Commerce department.
 - Apart from this we appeal to social organizations, Alumni and Philanthropists, Corporate houses to provide assistance in whatever way they can or donate to endowments generously.


Dr. Aditi Bhattacharya
IQAC Coordinator


Dr. Mazahar Ahmed Farooqui
Principal

COORDINATOR
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Science & Commerce, Aurangabad.



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STAFF APPRAISAL POLICY

INDEX

Sr. No.	Particulars
1	Staff Appraisal Policy Document
2	Sample Appraisal Format for Teaching Staff
3	Non-Teaching Staff Appraisal System
4	Sample Appraisal Format for Non-Teaching Staff

Staff Appraisal Policy Document

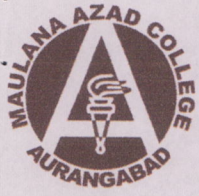
Teaching Staff:

Appraisal under Career Advancement Scheme

1. The institute is transparent and adheres to the guidelines of UGC, State government, and affiliating university for the promotion of teachers under Career Advancement Scheme.
2. IQAC will check the CAS documents and research score and sign on the proposal submitted for CAS.

Appraisal at college level

1. Annual Self Appraisal formats are revised by IQAC to incorporate new parameters as per the directives of UGC, GoM.
3. Self Appraisal: Duly filled in self Appraisal forms from teaching staff are collected online and offline annually by IQAC.
4. Peer Feedback: self appraisal reports filled by individual teachers are endorsed by Head of respective department.
• Role of IQAC: Teachers' advancement is monitored by IQAC, Research Committee, college committees, NAAC steering committee and Principal. IQAC .IQAC has a dedicated mechanism in the form of set format to monitor teachers' academic and research activities.
5. Students' Feedback: Students of the college provide feedback on their teachers which is then complied and analyzed by Feedback committee and submitted to IQAC. The feedback is communicated to staff by the Principal. Suggestions are given to concerned teachers as and when required.
6. Performance of teachers: This is monitored by Head/Principal of the college by visiting classroom for lecture observation that follows individual counselling if needed. Similarly, teachers are also acknowledged for their promising performance and felicitated for outstanding research activities.



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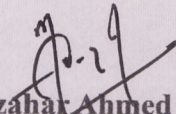
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Non-Teaching Staff:

7. The Self-Appraisal Report of non grant and grant in aid Non-teaching staff is taken on an annual basis using structured questionnaire which is then forwarded by the Registrar to the nonteaching faculty.
8. Their work reports are also taken from the respective incharges/ HODs.
9. Based on the performance and the feedback, the Principal guides and motivates non-teaching Staff.
10. The appraisal reports are analyzed, yearly increments for the nonteaching staff of non aided section is decided.


Dr. Mazahar Ahmed Farooqui
Principal

Principal
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GENDER POLICY

Introduction: -

The Indian Constitution's Preamble, Fundamental Rights, Fundamental Duties, and Directive Principles all explicitly state that gender equality is a fundamental concept. In addition to guaranteeing women's equality, the Constitution gives the State authority to implement measures that positively discriminate in favor of women. Our laws, development strategies, plans, and programs have all been designed to advance women in various fields within the context of a democratic framework. In recent years, it has become clear that the key factor in defining women's position is their empowerment. UGC directs universities to appoint gender champions to increase inclusivity. The University Grants Commission (UGC) has mandated colleges and universities to designate gender champions to promote gender sensitization and equality on campuses. UGC has developed SAKSHAM which is a dynamic portal that aims towards empowerment of women in campuses through creating awareness. We being the key component and contributor of inclusive and sustainable development as well as our vision of a more equitable world, gender equality and the empowerment of all girls and women are crucial issues in themselves. We continue our internal reform in order to become a more gender-equal institution as we work to realize this goal.

Objective: -

- To initiate activities to change the stereotypical mind set of the society.
- Empowerment of women to challenge the social inequality
- Women, especially those from weaker groups like Scheduled Castes, Scheduled Tribes, Other Backward Classes, and Minorities—the majority of whom live in rural areas and work in the informal, unorganized sector, do not have adequate access to resources for education, health among other things. As a result, they continue to be socially and economically deprived section of the society. Our aim is to streamline especially those from weaker groups and minority in particular to take up entrepreneurship, apply for microfinance schemes and become self reliant.
- Zero tolerance for discrimination, sexual exploitation, abuse, and harassment within our College premises.
- To encourage the protection of students, to establish and maintain an environment free from exploitation and abuse, and to conduct prompt, discreet, and efficient investigations while also offering survivors support if needed.



Maulana Azad College of Arts, Science & Commerce,

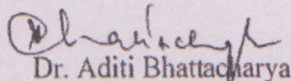
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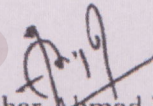
- To promote equal employment opportunities for both genders of staff and foster a workplace culture that is gender-sensitive.
- The active involvement of both men and women can lead to a change in societal perceptions and local customs.
- Women's traditional knowledge of nutrition and health care will be acknowledged through correct documentation, and its application will be promoted.
- Adopt and strengthen sound policies and enforceable legislation for the promotion of gender equality and the empowerment of women and girls at all levels.
- Create awareness through gender-conscious activities or historical occurrences, laws, and cultural shifts, assist students in identifying instances of gender bias.



Dr. Aditi Bhattacharya

IQAC Coordinator
COORDINATOR

Internal Quality Assurance Cell
Maulana Azad College of Arts,
Science & Commerce, Aurangabad.



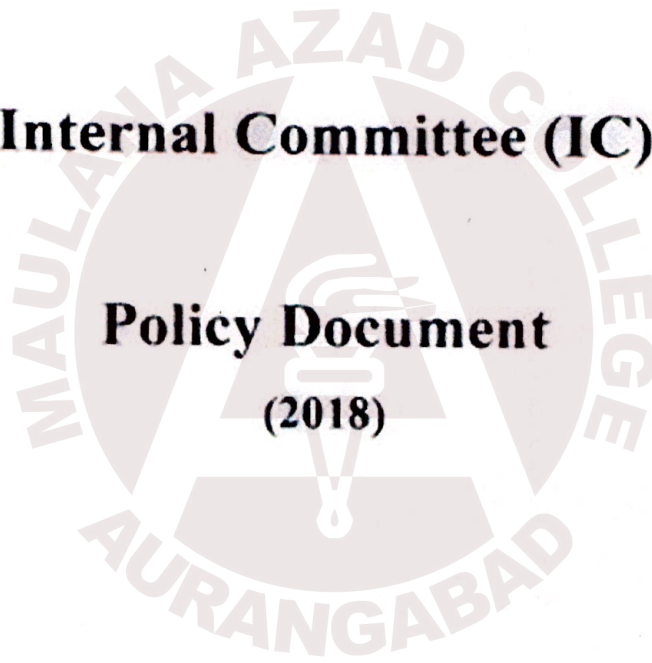
Dr. Mazahar Ahmad Farooqui

Principal
PRINCIPAL
Maulana Azad College
AURANGABAD.

DR. RAFIQ ZAKARIA CAMPUS-I
Maulana Azad College of Arts, Science &
Commerce, Aurangabad

Internal Committee (IC)

**Policy Document
(2018)**



POSH ACT, 2013

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 was endorsed to ensure safe working environment for women and to build empowering work atmospheres that respect women's right to equality of status and opportunity. An effective implementation of the Act will contribute to the realization of their right to gender equality, life and liberty, equality in working conditions everywhere. The sense of security at the workplace will improve women's participation in work, resulting in their economic empowerment and inclusive growth.

Three key obligations were imposed on institutions to meet that standard, namely:

- 1) Prohibition
- 2) Prevention
- 3) Redressal

In 2013, the Government of India notified the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act (referred to as Act hereinafter). Consistent with the Vishaka judgment, the Act aspires to ensure women's right to workplace equality, free from sexual harassment through compliance with the above mentioned three elements.

WHAT IS SEXUAL HARASSMENT AT THE WORKPLACE?

"Sexual Harassment" includes anyone or more of the following unwelcome acts or behaviour (whether directly or by implication), namely:

1. Physical contact or advances;
2. A demand or request for sexual favours;
3. Making sexually coloured remarks;
4. Showing pornography;
5. Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature

INTERNAL COMPLAINT COMMITTEE (ICC)

Maulana Azad College of Arts, Science & Commerce, Aurangabad (hereinafter referred to as MACA) is a college affiliated with Dr. Babasaheb Ambedkar Marathwada University and is recognised by UGC under 2(I) & 12(B).

Established in the year 1963, MACA has worked rigorously for the upliftment of economically stressed sections of the society in general and minorities in particular by providing affordable and quality education. It has provisioned for a safe, secure as well as secular campus for the holistic development of incumbent students.

MACA, as an organization, respects the dignity of all employees working for MACA irrespective of their gender, or position in MACA's hierarchy and expects responsible conduct and behavior on the part of all its employees.

As directed by the act and as per the guidelines issued by UGC vide notification dated 2nd May 2016 entitled as University Grants Commission (Prevention, Prohibition & Redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015; MACA has constituted a Committee called 'Internal Complaint Committee' which was later re-named as 'Internal Committee' (hereinafter referred to as IC) for prevention, prohibition and redressal of sexual harassment of women employees and students at the college. As an organization it is committed to create a healthy, safe and conducive work environment free of harassment, exploitation and intimidation, for all persons associated with MACA, particularly its women employees and students.

At MACA, there is zero-tolerance for sexual harassment. Any form of sexual harassment, particularly against women (employees and students) is not acceptable within the organization, beyond the confines of its offices, and at other locations travelled/visited for MACA's work. The Internal Committee of MACA works to ensure that the female employees and students deliver their best at work, without fear of prejudice, gender bias and sexual harassment. For this the IC of MACA has formulated this policy. The policy described below is based on the Sexual Harassment of Women at the Workplace (Prevention, Prohibition and Redressal) Act, 2013 here after referred to as the 'Act' and Regulations framed there under by the UGC.

This policy is applicable to all MACA employees, students (enrolled for long term and short term courses) volunteers, contract workers and all visitors hereafter referred to as Stakeholders who visit MACA.

MACA may make any alteration or amendment or rescind any of the clauses of this Policy as and when it finds it necessary to do so, as long as it complies with the provisions of the Act. Any such alterations, or amendment, or rescinding, will be intimated to the employees. The new guidelines/orders issued by Government of India regarding the Act also will form part of the policy.

OBJECTIVES OF IC

- To implement the Act, follow the UGC regulations and thereby the Policy in its true spirit.

- To prevent all forms of sexual harassment of women at the work place and to provide a work environment for all women stakeholders free from fear, reprisal, coercion, discrimination and harassment of a sexual nature.
- To prevent discrimination and sexual harassment of women stakeholders by making it clear that such behaviour and conduct is prohibited by and at MACA.
- To encourage the early reporting of any allegations/complaints of sexual harassment of women and to ensure that complaints are dealt with in a sensitive, equitable, fair, timely and confidential manner, as per the principles of natural justice.
- To ensure that all Stakeholders are acquainted with this Policy and are provided the necessary information and training wherever applicable to prevent and to handle complaints of sexual harassment of women.
- To undertake Gender sensitisation activities for provisioning healthy and safe environment.

SCOPE OF FUNCTIONING OF IC

- The POSH Act and IC applies to all Stakeholders.
- The Stakeholders may be appointed either directly, or through an agent, including a contractor. The terms of employment may be expressed or implied.
- The application of and adherence to this Policy shall be incorporated in the service conditions/contracts/registrations of all Stakeholders, explicitly or by inference.
- All parties connected with MACA are mandated to follow this Policy and to work collaboratively to prevent sexual harassment of women at MACA.

COMPOSITION AND TENURE OF IC MEMBERS

The IC shall comprise of members sensitive towards women issues and or social cause:

Presiding Officer as a Chairwoman (Female- HOD/Senior officer of MACA)

Member (A female faculty of MACA)

Member (A male faculty of MACA)

Member (A male non-teaching staff member of MACA)

Member (A UG student of MACA)

Member (A PG Student of MACA)

A member of an NGO working/ experienced in dealing issues of sexual harassment of women preferably with a social work and or legal background.

- Not less than half of its members shall be women.
- An IC member shall hold office for period not exceeding 3 years from the date of nomination.
- In the event of any proven complaint against any member of the IC, the concerned member shall be removed from the IC and the vacancy shall be filled by a fresh nomination.

ROLE OF THE IC

- To create and ensure a safe work environment that is free of sexual harassment, particularly of women employees students
- To maintain an atmosphere of equality and gender justice
- To publicize sexual harassment policy with the names of members of MACA's IC and contact number.
- To take note of complaints of sexual harassment of women employees, to conduct enquiries, and to provide assistance
- To redress complaints of sexual harassment of women employees, recommend penalties and action against the accused, if necessary
- To recommend to the concerned authorities, follow-up action and to monitor the same
- To prepare Annual Reports

THE GRIEVANCE RESOLUTION MECHANISM

MACA has established the following process to ensure that any incidence of sexual harassment is dealt with appropriately, sensitively and expeditiously.

- Complaint boxes shall be kept at various convenient locations within the premises for collecting the complaints.
- Additionally the Internal Committee shall float an earmarked email id for receipt of online complaints.
- Any woman or girl student who wants to file a complaint can do so by either sending an email to members of Internal Committee or file the written complaint .
- Written or signed complaint addressed to the Presiding officer of the cell.
- In case of sexual harassment the complaint shall include the specific nature of the incident, date and the place of the incident, name of all parties involved as well as a detailed report of all pertinent facts.
- A member who feels that he or she has been harassed is strongly urged to immediately bring the subject to the attention of a member of the steering committee. Inquiries and/or complaints will be investigated as quickly as possible.
- Any investigation will be conducted in confidential manner with a thorough investigation of the complaints.

COMPLAINT FILING PROCEDURE

- Any aggrieved woman stakeholder may make a complaint of sexual harassment at her workplace, to the IC in writing, within a period of 3 months from the date of the incident and in case of a series of incidents, within a period of 3 months from the date of last incident.
- The IC may for reasons to be recorded in writing, extend the time limit for a further period of 3 months, if in the opinion of the IC, circumstances existed which prevented the aggrieved woman stakeholder from filing her complaint.

- Where an aggrieved woman stakeholder is unable to make a complaint in writing, the Presiding Officer, or any Member of the IC shall render all reasonable assistance to the woman stakeholder to make her complaint in writing.
- Where the aggrieved woman stakeholder is unable to make a complaint on account of her physical incapacity, a complaint may be filed by a relative or friend, or a co-worker, or any person who has knowledge of the incident, with the written consent of the aggrieved woman stakeholder.
- Where the aggrieved woman stakeholder is unable to make a complaint on account of her mental incapacity, a complaint may be filed by a relative or friend, or a special educator, or a qualified psychiatrist or psychologist, or the guardian, or the authority under whose care she is receiving treatment or care, or any person who has knowledge of the incident, jointly with any of the above.
- Where the aggrieved woman stakeholder for any other reason is unable to make a complaint, a complaint may be filed by any person who has knowledge of the incident, with her written consent.
- Where the aggrieved woman stakeholder is dead, a complaint may be filed by any person who has knowledge of the incident, with the written consent of her legal heir.

PROCEDURE FOR CONDUCT OF INQUIRY

- On receipt of a complaint from an aggrieved woman stakeholder (Complainant), the IC shall intimate the date, time and place of the hearing of the complaint to the Complainant and the Respondent.
- At the time of filing the complaint, the Complainant shall submit to the IC six copies of the complaint, along with supporting documents and names and addresses of witnesses, if any.
- On receipt of such complaint, the IC shall provide one copy of such complaint to the Respondent within 7 working days of its receipt of the complaint (with the consent of the Complainant)
- If the Complainant fears victimization and does not want to disclose her identity, then on the request of the Complainant, the IC Presiding Officer may frame charges in writing, based on the complaint letter received from the Complainant and send the same to the Respondent.
- The Respondent shall file his reply along with a list of documents, names and addresses of witnesses, within 10 working days of receipt of the complaint.
- The IC shall investigate a complaint in detail, using procedures in conformity with the principles of natural justice.
- The IC shall provide reasonable opportunity to the Complainant and the Respondent to present and defend her/his case, respectively.

- The IC shall have the right to summon as many times the Complainant, or the Respondent, or witnesses for the purpose of supplementary testimony or any clarification
- The IC shall have the right to terminate the enquiry or to give an ex-parte decision on a complaint, if the Respondent or Complainant fails to be present for 3 consecutive hearings, without sufficient cause. Such termination or ex-parte order may not be passed without giving a notice in writing 15 days in advance to the concerned party.
- A quorum of 3 members is required to be present for an IC proceeding to take place. Additionally, the IC shall meet every quarter to ensure effective implementation of the Policy and to monitor effective/timely redressal of complaints, if any.
- Neither the Complainant nor the Respondent shall be allowed to bring any legal practitioner to represent them in their case at any stage of the proceedings before the IC.
- The IC must complete its investigation within a period of 90 days.

Timelines as per the Act

<i>Submission of Complaint</i>	Within 3 months of the last incident
<i>Notice to the Respondent</i>	Within 7 days of receiving copy of the complaint
<i>Completion of Inquiry</i>	Within 90 days
<i>Submission of Report by IC to management</i>	Within 10 days of completion of the inquiry
<i>Implementation of Recommendations</i>	Within 60 days
<i>Appeal</i>	Within 90 days of the recommendations

PENDENCY OF ENQUIRY

During the pendency of an IC enquiry, upon written request by the Complainant, the IC may at its discretion recommend:

- The transfer of the Complainant or the Respondent to any other workplace;
- Grant leave to the Complainant of upto three months which is in addition to any leave to which she is otherwise entitled, provided, the Complainant tenders a justified reason for such transfer or leave, such as threat to her work, in the workplace;

- Issue a restraint order to warn the Respondent that any attempt on his part, or by person(s) acting on his behalf, to contact or influence, or intimidate, or exert pressure on the Complainant or witnesses may prove prejudicial to his case;
- Restrain the Respondent from reporting on the work performance or confidential report of the Complainant and assign the same to another officer;

CONCILIATION

- At the request of the Complainant, the IC, before initiating an enquiry, shall take steps to assist the parties settle the matter through conciliation, provided that no monetary settlement shall be made a basis of such conciliation.
- Where the parties have arrived at a settlement, the IC shall record the settlement so arrived and forward the same to the management of MACA.
- The IC shall also provide a copy of the same to the Complainant and the Respondent and no further enquiry shall be conducted by the IC.

DISCIPLINARY ACTION

On arriving at a conclusion that the allegation against the Respondent is true, the IC shall make recommendations to the management of MACA to take either one or combined action as given below, based on the impact of the harassment on the Complainant:

- Obtain a written apology from the Respondent
- Warn, reprimand or censure the Respondent
- Withhold promotion of the Respondent
- Withhold increments of pay of the Respondent
- Terminate the services of the Respondent at MACA
- Compel the Respondent to pay a reasonable amount of compensation to the Complainant, and in case the Respondent fails to pay the amount, the same may be deducted from his salary every month

In case of contractual employees, the IC may recommend:

- Termination of contractual services of the Respondent and that the contracting agency replace the employee
- Warning and taking a written bond of good conduct from the Respondent and the contracting agency

- Compel the Respondent to pay a reasonable amount of compensation to the Complainant

Where an outsider or visitor is the perpetrator of sexual harassment on a woman employee, in addition to assisting the Complainant to initiate action under the Indian Penal Code of 1860, or any other law for the time being in force, the management of MACA may pass and implement necessary orders restricting the perpetrator's entry into MACA's premises and forewarn him of criminal/legal action in case any trauma is caused to the Complainant, then or thereafter.

Special provisions to deal with threats or intimidation

With the recommendation of IC, the disciplinary authority may also dispense with inquiry and action may be taken without the inquiry when the disciplinary authority concludes that it is not reasonably practicable to hold such an inquiry due to threat or intimidation.

DETERMINATION OF COMPENSATION

Compensation to the Complainant shall be based on the following:

- Mental trauma, pain, suffering and emotional distress caused to the Complainant;
- Loss in career opportunity due to the incident/s of sexual harassment;
- Medical expenses incurred by the Complainant for physical and psychiatric treatment;
- Income and financial status of the Respondent;
- Feasibility of such payment in lump sum or in installments.
- The management of MACA shall act upon the final recommendations of the IC, within 60 days of its receipt of the recommendation.

FALSE AND MALICIOUS COMPLAINT

If the IC finds that the allegation against the Respondent is done with malicious intent by the Complainant/witnesses respectively, or if the Complainant/witnesses produced forged or misleading documents, the IC shall recommend to the management MACA to take suitable action to prevent recurrence and to ensure that others are dissuaded from raising such false complaints.

Provided, that mere inability to substantiate a complaint, or to provide adequate proof of sexual harassment, need not attract action against the Complainant and further, that the malicious intent of the Complainant shall be established after an inquiry in accordance with the procedure prescribed above.

APPEALS

In case any decision by the IC is not acceptable to the Complainant and / or Respondent, they could further appeal to a court or tribunal as per the law within a period of 90 days.

CONFIDENTIALITY


The contents of the complaint made, the identity and address of the Complainant, the Respondent and any witnesses, any information relating to the conciliation and inquiry proceedings, recommendations of the IC, and the action taken by the employer, shall not be published, communicated or made known to the public, press or media in any manner, provided that information may be disseminated regarding the justice secured by any victim of sexual harassment.

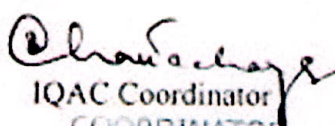
MACA shall recover a sum of Rs. 5000.00 (Five thousand rupees) as penalty from any person who violates the confidentiality obligation under this Policy, apart from other disciplinary action.


NO RETALIATION

Appropriate steps shall be taken to ensure that there shall be no retaliation against any Complainant or person who, in good faith, has participated in or provided information pertaining to incident/s of sexual harassment of women employees students, regardless of whether the complaint was upheld.

Individuals engaging in retaliatory conduct will be subject to disciplinary action by the MACA.


Presiding Officer, IC


IQAC Coordinator
COORDINATOR
Internal Quality Assurance Cell
Maulana Azad College of Arts,
Science & Commerce, Aurangabad.


Principal
Maulana Azad College
Aurangabad



Dr. Rafiq Zakaria Campus-I

Maulana Azad College of Arts, Science and Commerce,

Rauza Bagh, P.O. Box 27, Aurangabad 431001

NAAC Re Accredited Grade 'A' UGC's Status: COLLEGE WITH POTENTIAL FOR EXCELLENCE



**Policy Document on
the Green Campus**

Policy Document on the Green Campus

Introduction: -

In 1963 the Maulana Azad College of Arts and Science a mother institute of Maulana Azad Education Society was established. The founder chairman late Dr. **Rafiq Zakaria** was an Indian politician and Islamic religious cleric. He was closely associated with the Indian independence movement and Indian National Congress party. He was known for his advocacy of conservative and old minded Islam. A pioneering institute that brought the degree course to the doorstep of the people of Marathwada was started. This institute was established for educationally deprived students of this region in general and Minorities in particular. Maulana Azad College of Arts, Science and Commerce, is a bubbling campus of 27 acres situated on the sprawling, lush green Dr. Rafiq Zakaria Campus-I, Aurangabad. The College is affiliated to Dr. Babasaheb Ambedkar Marathwada University, Aurangabad. More than 50 years of its inception, the College today symbolizes quality education and professional achievement.

Objectives: -

A nation's growth starts from its educational institutions, where the ecology is thought as a prime factor of development associated with environment. A clean and healthy environment aids effective learning and provides a conducive learning environment. Educational institutions now a day are becoming more sensitive to environmental factors and more concepts are being introduced to make them eco-friendly. To preserve the environment within the campus, various viewpoints are being formulated and implemented to solve environmental problems such as promotion of the energy savings, recycle of

waste, water reduction, water harvesting etc. The activity pursued by college is to create variety of adverse environmental impacts. Environmental auditing is a process whereby our organizations environmental performance is tested against its environmental policies and objectives. Green audit is defined as an official examination of the effects a college has on the environment. As a part of such practice, internal environmental audit (Green Audit) is conducted to evaluate the actual scenario at the campus.

Composition of the Green Audit Committee

1. Principal of the college- Chairperson
2. Faculty Representative nominated by the Principal
4. Student Representative- General Secretary of the college
5. Non-Teaching Staff Representative- Office Superintendent

Role of the Green Audit Committee: -

1. Seek views of all the Stakeholders to make the Go Green Campus initiative functional throughout the year.
2. Conduct the Campus' environmental impacts to identify the targets for improvements.
3. Establish a Green Campus Environmental Ethic Awareness campaigns.
4. Set forth a Green Campus Mission and a Statement of Principles.
5. Link Green-Campus activities to Academics in the Institute.
6. Organize Awareness Programs for the students, faculty and society.
7. Chart out a yearly planner for the Institute, local community and Stakeholders.

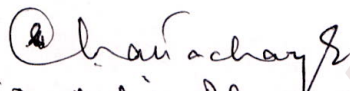
8. Develop a strategic plan and create student teams to carry out specific tasks of the strategic plan.
9. Phase out the CFL and conventional light source such as bulbs and tube lights, halogen and mercury street/campus lights and get them replaced by the LEDs.
10. Conduct an Annual Green, Environment and Energy Audit.
11. Purchase only Energy Efficient Computers
12. Establish public/private partnerships with personnel from federal, state, and local environmental agencies, utilities, and the business community.
13. Evaluate daily operations in terms of pollution prevention, waste stream management, and energy efficiency reducing, reusing, recycling, and repairing wherever possible.
14. Secure a commitment up front from the people in charge that well-founded recommendations will be acted upon once audits are completed.

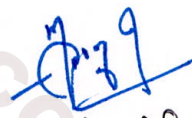
Major Green Campus Initiatives: -

1. Participation in District Green Championship award, Ministry of Education (GoI).
2. Awareness of Environmental Science course to all students.
3. Conduct of seminars and group discussions on environmental education.
4. Energy audit done each year with record of flora and fauna.
5. Notified and established water, waste and energy management systems.
6. Leakages in taps corrected.
7. Manual sprinkle irrigation for gardens initiated.
8. Awareness programs on water conservation.
9. Display boards to control over exploitation of water.

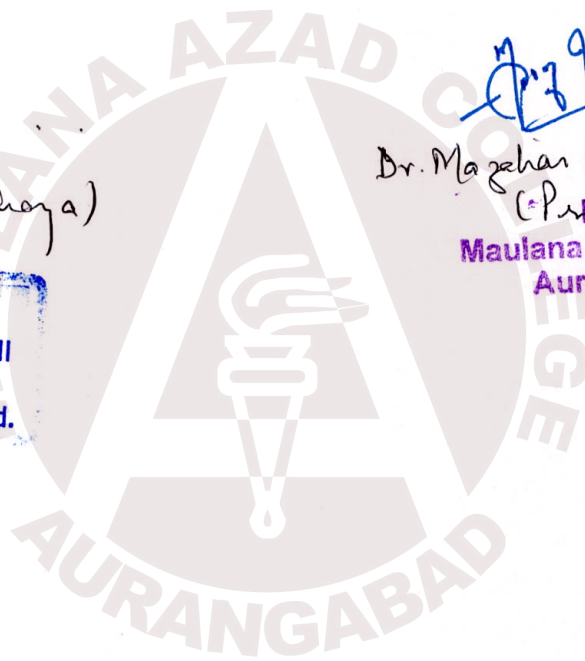
10. Conduct more save energy awareness programs for students and staff.
11. Observe a power saving day every year.
12. A model solid waste treatment system is to be established.
13. Enhance regular practice of waste segregation.
14. A model Vermi-composting plant is set up in the college campus.
15. A plastic free campus.
16. All trees in the campus are named scientifically.
17. Marked and Created more space for tree plantation.
18. Not just celebrating environment day but making it a daily habit to maintain and conserve green campus.
19. Beautify the college building with indoor plants.
20. Encouraging students not just through words, but through action for making the campus green.
21. Conducting competitions among departments for making students more interested in making the campus green.
22. Carbon footprint
 - a) Establish a system of car pooling among the staff to reduce the number of four wheelers coming to the college.
 - b) Encourage students and staff to use cycles.
 - c) Reduction in Carbon -di-oxide emission due to centralized parking.
23. Tree Plantation drive from time to time
24. Cleanliness program under Swacch Bharat Mission.

Maulana Azad college of Arts, Science and Commerce, Dr, Rafiq Zakaria campus-I, Aurangabad understands the Legal requirements and risk assessment in environment protection. College is committed for Environmental management system from time to time. It follows all rules for Solid and hazardous waste management if any. The management, staff and students are all involved water conservation and understands the need and importance of water for human life. Administration of college monitors air emission quality in parking area of college. College is devoted and committed for Energy use, water use and take care CO2 emissions by planting more trees each year.


(Dr. Aditi Bhattacharya)


Dr. Mazhar Ahmad Farooqui
(Principal)
Maulana Azad College
Aurangabad

COORDINATOR
Internal Quality Assurance Cell
Maulana Azad College of Arts,
Science & Commerce, Aurangabad.



Dr. Rafiq Zakaria Campus

Maulana Azad College of Arts, Science and Commerce

Rouza Bagh, Aurangabad.

Sports Policy

Brief: - Sports improve the physical & mental wellbeing, builds confidence and imparts leadership qualities.

The college has done exceptionally well in sports competition at distinct as well as National level. The college has encouraged sports and has a well maintained gymnasium and sports complex.

A week long sports festival is held every year, international yoga day is observed as well as yoga and meditation lectures are engaged every year.

Sports coaching for Judo, Taekwondo, Cricket, Football is provided by the college.

Intercollegiate tournaments are held at our sports complex.

Indoor games conducted by the college:

Table tennis, Chess, Judo, Taekwondo, Carrom

Outdoor games conducted by the college:

Kabballi, Basketball, Volleyball, Football, Cricket, Athletics.

Scceening :

- 1) Notice given during induction programme
- 2) Screening from the interested students who have enrolled for sports coaching
- 3) Sports exercises are taken and fitness, stamina is judged.
- 4) Physical examination routine is taken for students.
- 5) Selection based on knowledge and skill about the game
- 6) College level games are conducted in which their performance is monitored
- 7) University level games selected students are sent for university team selection.
- 8) Selection of students in university team : these students play in inter university games or National level sports competition.

Financial assistance :

Financial assistance is provided to the selected students in the form of TA, DA, along with remuneration to teachers/coaches.

Grant of concessions :

Students who have excelled in sports are given relaxation in admission criteria. Students who attend sports competition are given additional time for submission of projects, tutorials etc.

All concessions will be subject to final approval of the Principal.

Sports Week :

Annual sports week celebration is initiated by the department of Physical education. All the faculties of the college are members of different sports committees through which the events are conducted.

- Some eminent sportsman/coaches are called as Judges.
- Wining students are given trophies and certificates

International Yoga day :-

- Every year on 21st of June, the international yoga day is to be celebrated.
- Talks/introduction/lecture cum demonstration are to be taken up; guided by eminent yoga therapists.
- Yoga for health, fitness are to be taken up in a gender generic or gender specific manner.

Sports features and its maintenance :-

- This will be done on a periodic basic as per the requisition for the same is received from the instructors.
- Estimate for repairs/maintenance will be prepared by the office and approved by the finance committee.
- Minor repairs will be initiated by the college office after the approval of the principal.

Roles and responsibilities of the Director, Physical Education

- Maintenance, plans of all sports related activities
- Team selection
- Short listing of coaches
- Arranging intercollegiate sports meets.
- Preparing annual budget for sports activities.
- Responsible for inventory and storage of sports equipments

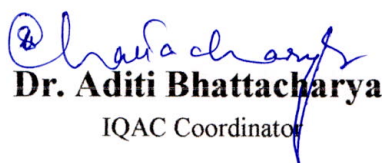
Role of sports person of the college

- Attend the fitness session regularly
- Attend the training session regularly
- Participate in different sports activities/competition
- Participate in health awareness drives, importance of exercise etc.
- Be punctual in reporting at the venue, maintain high standards of sports ethics.
- Involve self in organizational activities such as planning of sports events.
- Be aware of team spirit, team building activities and participate in events with a positive mind frame.



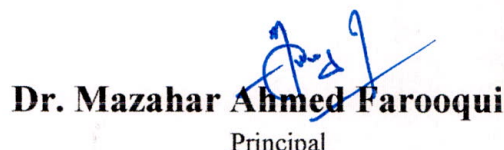
Dr. M.A. Bari

Director, Physical Education.



Dr. Aditi Bhattacharya

IQAC Coordinator



Dr. Mazahar Ahmed Farooqui

Principal

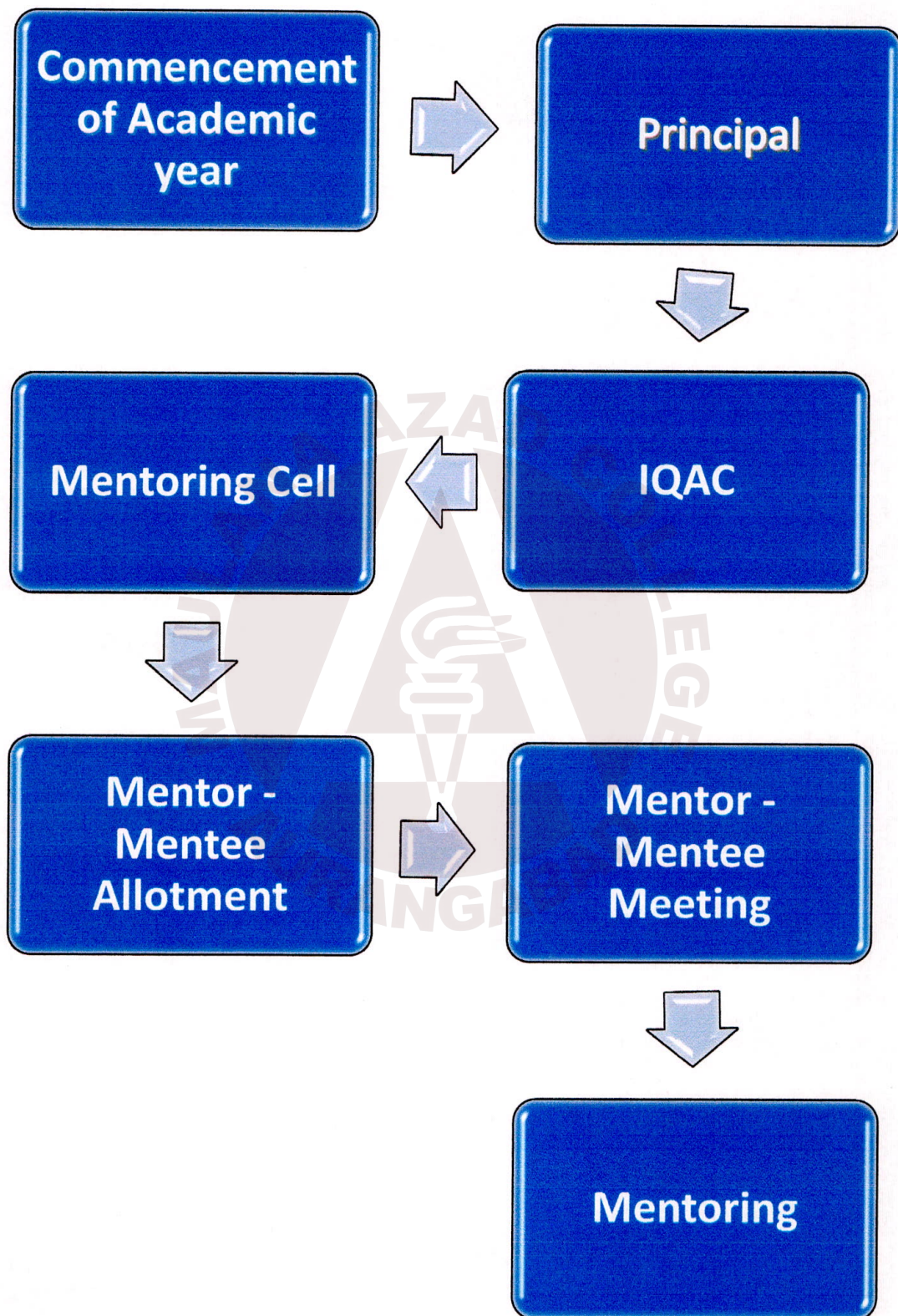
Dr. Rafiq Zakaria Campus
Maulana Azad College of Arts, Science &
Commerce, Aurangabad

MENTORING CELL



**INSTITUTIONAL STUDENT
MENTORING POLICY**

Mechanism of Student mentoring



Mentoring for personality development and creating better citizens

Mentoring is one of the essential parts of student development and accomplishing the educational goals. Mentors provide the solution for the academic, emotional, psychological problems faced by students. Problems encountered by students with respect to academics and performance in examinations as well as personal issues are all addressed by mentors.

It is a strategy which helps to achieve the learning goals and overall development of mentees.

It is aimed to understand and solve the intervening mechanisms in order to assist the learners and improve performance of slow /weak learners and to help the bright students to achieve their goals.

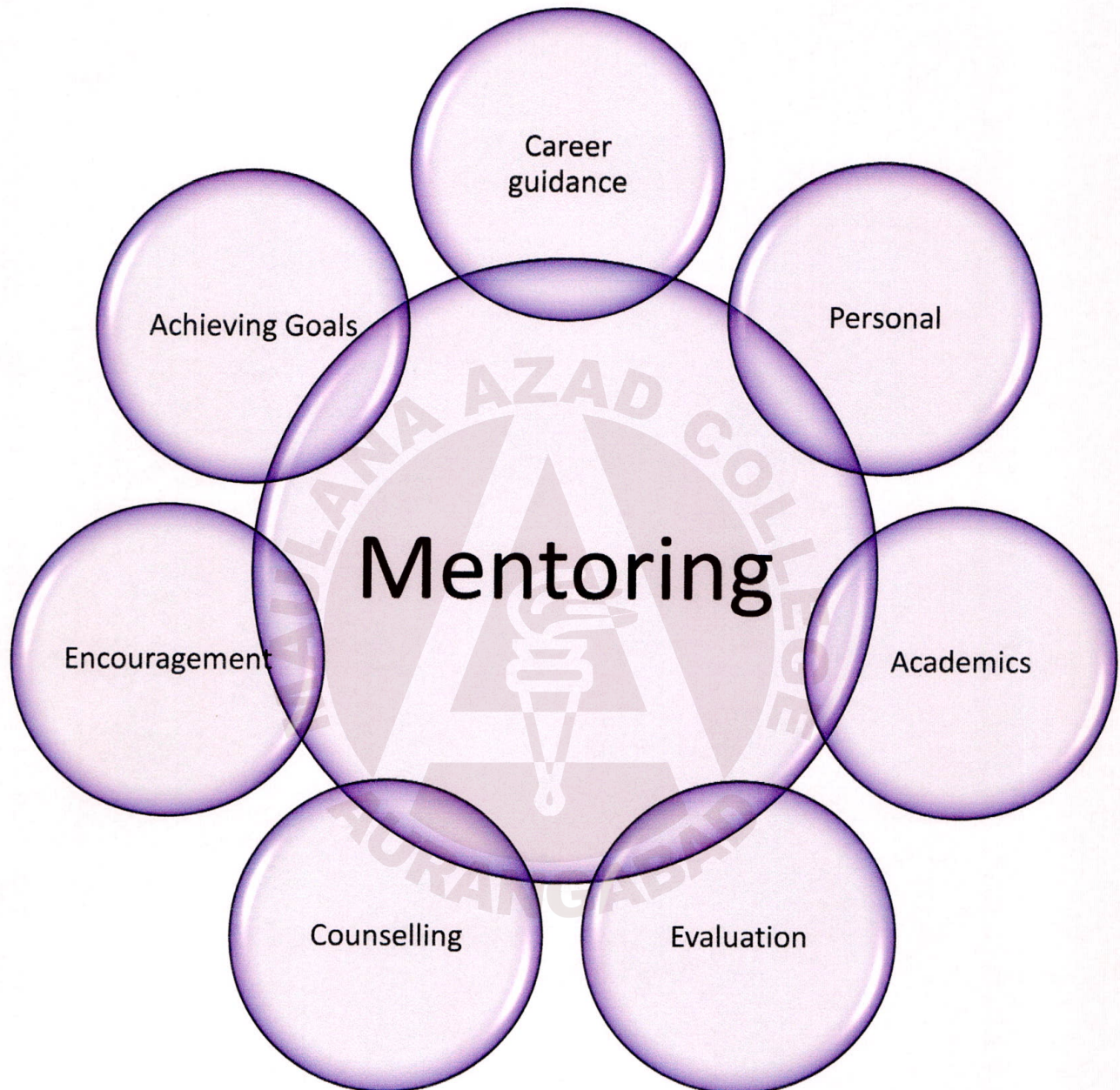
The Mentoring Cell of Maulana Azad College has a well- developed institutional mentoring programme for the overall academic growth and development of the students.

At the commencement of academic year, the Mentoring Cell allots mentees to teachers. A Student Profile form is provided to students through which the mentor collects the mentee's academic, personal and brief family background.

A periodic follow up of mentee is taken up to provide the solution to them.

The IQAC checks, issues and arranges special meetings on effective mentoring mechanism.

Outline of Institutional Mentoring Mechanism



Aims and Objectives

- To provide direction to set realistic goals and achieve highest learning returns.
- To improve co- curricular performances.
- To give mental support through proper counseling and build the focus on skill acquisition and career moves.

- To resolve personal, academic, examination, study material, peer related issues of mentees.
- To facilitate part time earning if the student is financially weak.
- To help in developing problem solving ability and provide tips for a successful life ahead.

Key Factors in Mentoring Programme

- Mentee acquaintance.
- Understanding of the mentee needs.
- Academic, financial and social background of mentees.
- Realizing the serious issues and focus on counseling on issues that need immediate attention.
- To build confidence in them.
- To improve the overall performance and result of the mentees
- To encourage for field and practical training.
- To share the progress report of students to parents in PTA meeting

Roles and Responsibilities of Mentor:

- To collect mentee information.
- Act ethically and with respect towards all mentees.
- Maintain strict confidentiality with the issues of mentees.
- To organize mentor mentee meets.
- To identify and understand the mentee issues/needs.
- To provide educational resources to the mentees.
- To monitor academic progress on mentees.
- To promote mentees for curricular and extracurricular activities.
- To promote mentees for effective use of college educational resources.
- To understand strengths and weaknesses of mentees and motivate them as per their needs.

Roles and Responsibilities of Mentee

- Learn effectively through the mentoring/ suggestions/expert advice of the mentor.
- Discuss and strategically plan for effective course of action.
- Use the said platform to overcome any issues that may be hindering the progress both in personal and academic matters.

Mechanism of Mentoring

- Meetings of committee members
- Allotment process
- Meetings with mentee
- Resolve the issues of mentee
- Redressal report submission to IQAC



Dr. P.D. Netankar

Incharge Student Mentoring



Dr. Aditi Bhattacharya

IQAC Co-ordinator



Dr. Mazahar Ahmed Farooqui

Principal
Principal

Maulana Azad College of Arts,
Science & Commerce,
Rauza Baugh, Aurangabad.