



# Maulana Azad College of Arts, Science & Commerce

## Dr. Rafiq Zakaria Campus

Post Box No. 27, Dr. Rafiq Zakaria Marg, Rauza Bagh, Aurangabad-431001 Maharashtra. (India)  
Tel.: 0240-2381102, 2381668 | Web: <http://maca.ac.in> | Fax: 0240-2390422 | Email: macprincipal@gmail.com

### MINORITY INSTITUTE

NAAC Grade A in two consecutive cycles    Grade-A Academic And Administrative Audit (Dr. BAMU)  
Unnat Bharat Abhiyan, District Green Champion Award (MGNCRE)

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

## 7.2.1 INSTITUTIONAL BEST PRACTICES 2021-2022

**Title of the practice :** “ Expansion of knowledge and skills for the faculty and office staff ; skillful office staff for a competent and reliable discharge of office duties.

**Objectives of the practice :** FDPs are well thought-out tools for gearing up of instructive dynamism through assimilation of skills and develop the aptitude for promoting academic excellence. The aim of the “Faculty Development Programs” (FDP) was to train the teachers such that they become ready to imbibe the reforms in higher education post NEP 2020, understand the challenges, opportunities and the OBE scenario, CBCS system and blended learning.

**Goal :** 2) Skillful office staff for efficient and credible discharge of administrative duties.

**Objectives of the practice :** Skillful office staff make the system more flexible and well-organized and raise their ability to handle and process information and statistics through new softwares. The updating of computer skills, handling of advanced office softwares , documentation , filing etc. will help in facing the challenges post NEP 2020 and increase their adaptability to such changes.

**The context:** Faculty development programs (FDP)/orientations are considered as exclusive aspects of educational pedagogy that can foster knowledge and professional skills in the faculty. These were engaged on a credible level to expand the horizons of teaching and learning. Through these FDP's the institution has offered a wide range of activities that can support the professional and academic growth of faculty members. Workplace orientation necessitates the staff to be acquainted with the work areas. As the process is moving from offline to blended mode, these skills will be put to good use as and when needed.

### **The Practice:**

The challenges and opportunities post NEP2020 and post pandemic gave the college an opportunity to address them through six FDP/orientation / faculty induction programmes. The thrust was on creation of aesthetic and content driven e-content, moving out of the chalk and talk concept, finding out the different facets of teaching platforms, facilities available in basic versions of different software, understanding teaching and learning from NEP 2020 perspective, Gearing up for NAAC inspections-special emphasis on teaching, earning and evaluation etc. Enriching the faculty vitality in key domains of ICT enabled teaching, preparation of effective e-content, blended learning, inputs on resource and knowledge industries, preparation of research proposals, IPR, preparations for inspections, the discharge of administrative duties to the best of one's potential have all been focused upon in these FDP's.

The list of FDP and training for office staff conducted by the college are as mentioned below:

Sr. no.	Title of the quality initiative	Date	Duration in days	Number of participants /beneficiaries
1	Swayam digital initiative	12.01.22	1 day	41
2	Gearing up for NAAC	Span : 13 <sup>th</sup> Jan to 25 <sup>th</sup> Jan 2022.	7 days	37-40
3	CHB faculty orientation	10 <sup>th</sup> Jan 2022.	1 day	14
4	“Overview of NAAC criteria for assessment and accreditation with special reference to teaching, learning and evaluation”	12 <sup>th</sup> Feb 2022.	1 day	27
5	“New faculty induction” and was conducted on 10 <sup>th</sup> and 20 <sup>th</sup> August 2022 respectively.	10 <sup>th</sup> August 2022	1 day	35
6	“New faculty orientation”	20 <sup>th</sup> August 2022	1 day	67
7	Administrative skill development training program for the nonteaching staff	09.05.22 to 14.05.22	6 days	38

Several orientations of the lab staff and office staff have also been conducted by the college to equip the staff with better practical understanding of word processor, spread sheets, print and navigation of operating systems. Lab staff have been given hands on training on practical skills associated with respective courses being taught. The faculties of the Departments of Botany, Zoology, Chemistry and Microbiology have given training on aseptic techniques, microscopy, cleaning and fumigation, specimen collection, maintenance of aquarium and specimens, preparation of solutions, standardization of instruments, disposal of hazardous material along with office administration tips for documentation, sending emails etc.

**Evidence of success:**

The participation of the teachers in these FDP’s as observed in the queries put up by the participants, submission of assignments and the feedback analysis points to the success of these programs. Faculties have developed e-content and gave a hearty feedback on the FDPs conducted by the college.

**Problems encountered:** There are no budgetary provisions for conduct of FDPs ,time allotment and availability of resource persons have to be addressed. In the event of online FDPs introduced by best of colleges being available to the faculties, the additional FDPs conducted by the college must be need based or subject specific for ensuring good participation. Considering the number of courses being conducted by the college, subject specific FDPs would be very time consuming. Semester pattern also leaves very little time for conduct of FDPs.

**BEST PRACTICE II:**

**Title of the practice :** “ Overall progress of students for a resonant future.”

**Goal:** Empower students through skill development, certificate courses, competitive and career guidance, general awareness programmes.

**Objectives of the practice :** The upgrading or sharpening of critical thinking, creative thinking, logical thinking, problem solving ability, communication skills , effective use of gathered information , preparing for competitive exams, professional ethics, mental fitness, handling of finances are some of the objectives that have been targeted. This will result in achieving of the goal.

**The context :** A steady progression in life is not possible without education. It widens the scope and paves the way for thriving future. Students need a mixture of expertise that can help them be victorious in their careers. These have been addressed through the certificate courses, guest lectures, competitive guidance, ICT skills, webinars, quizzes that have been conducted by the college.

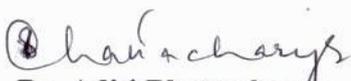
**The practice: Educational** institutions provide a structured environment wherein students acquire knowledge and learn values, skills along with the methods of applying them in their daily life. The aim of organizing academic and competitive guidance webinars is to motivate the students to appear in national level competitive examination. The college has conducted “Dr. Ahmed Zaheer lecture series” comprising of 37 lectures has also been conducted for the students that cover a huge diaspora of topics from all the faculties of study. It is also meant for familiarizing the students with respect to entrepreneurial ideas, socioeconomic issues environment and biodiversity, health and hygiene, Yoga. Additionally, the introduction of 6 certificate conducted by the college along with Infosys spring board, Swayam, Google certification, Be Mahika have been conducted or made available by the college (12 in all). Two courses selected from YCMOU (Certificate course in Bee keeping and Certificate program in farmer produce and company management) are aimed at Entrepreneurship development. The college through the different departments has conducted four quizzes in which basic knowledge of most of the subjects have been covered.

**Number of activities arranged for the students by the college:**

Sr. No.	Particulars of webinars/quizzes	No. of Webinars
01.	Academic and Competitive Guidance- Dr.Ahmed Zaheer lecture series	49
02.	Career Perspective, Skills	25
03.	Certificate courses	12
04.	Health ,Social and Economic	18
05.	Environment / Bio Diversity	11
06	Quizzes	04

**Evidence of success:** Students had expressed their interest in attending lectures for preparations for competitive exams, career prospects, skill development. The participation of the students in all these webinars and certificate courses was spontaneous and in large numbers. Their interest in the topics as observed in the queries put up by the participants, and the positive feedback given by them, gave us the motivation to continue the practice in future also.

**Problems encountered:** The schedule of teaching and learning, semester examinations twice a year, leaves little time for conduct of additional activities. Resource persons may not be available or may back out at the last moment due to some urgent engagements. This calls for immediate substitution of the resource person with faculty of the college. Internet facilities in distant places are not up to the mark and there can be disruption in the session due to power failure. Paid versions of online platforms are costly. The face to face interactions with resource speakers are more impactful, however some grants can be of help in this matter.

  
**Dr. Aditi Bhattacharya**  
 IQAC Coordinator

**COORDINATOR**

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

  
**Dr. Mazahar Ahmed Farooqui**  
**PRINCIPAL**  
 Maulana Azad College  
 AURANGABAD.