



**Maulana Azad College of Arts, Science & Commerce**

**Dr. Rafiq Zakaria Campus**

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**MINORITY INSTITUTE**

NAAC Re Accredited Grade 'A'

UGC'S status of "COLLEGE WITH POTENTIAL FOR EXCELLENCE"

## **INSTITUTIONAL BEST PRACTICES 2019-20**

### **BEST PRACTICE :**

**Title of the practice :** "Augmentation of skills for faculty, students and nonteaching staff".

**Goal:** Hands on training /Orientation /Training camps were taken to train and augment the required skills for the faculty, students and administrative staff so as to be adept to face the changing education scenario.

**The Relevance:** The augmentation of skills is a mechanism of the college to empower the faculty, students and nonteaching staff with the upgraded skills to overcome the challenges posed by an ever changing education scenario. As the college moves from an offline to an online and a blended teaching pattern, the sharpening of skills and knowledge of learning management systems becomes imperative and the need of the hour. "Hands on training programmes" enables a teacher to become a co-explorer rather than an information dispenser. Students, being the biggest stakeholders have been attended to, in every way. Training camps, soft skill development, hands on training equips the student with the additional skills and be ready for selecting preferences before entering into a business or a job. A day long orientation of the office staff was conducted to upgrade their existing knowledge so as to boost their performance in the work that is being done for the college office.

### **The Practice:**

The IQAC has conducted a "Hands on training in e-learning" for faculty in which 34 faculty members have participated and gained knowledge about SWAYAM- study web of active e-learning for young aspiring minds, SWAYAMPRAKASHA -DTH project for educational excellence, components of MOOC, NPTEL online certification, other courses with free enrolments etc. Details have been provided by the resource person, Dr. Sadikali Shaikh. The scope of study, subjects and topics covered, mode of study, online exams, teachers journey map, satellite uplinking have been extensively discussed and training in registering of self as well as

students for the courses was given by the trainer . Faculty were also guided with respect to the floating of MOOC courses, content development , aesthetic presentations etc.

Students have been trained in BSE sponsored training programme- “Certificate course in financial marketing –sales and operations” keeping in mind the availability of jobs in these sectors and the scope for research too. A seminar on Securities markets and career opportunities in securities markets was organized by Commerce & Management association of Dept. of Commerce & Mgt.Science in collaboration with the National Institute of Securities Markets, Mumbai, to create an understanding in this regard amongst the students. Ms.Harshita Pant was the resource person for the seminar. She discussed with the students the fundamentals of securities markets focusing on both primary & secondary markets. She elaborated on various certifications provided by NISM and necessary as per SEBI regulations. Students were introduced to various career openings in the field of securities markets and the skills needed thereof. She also acquainted the students with various regulatory bodies and redressal agencies strengthening the financial markets. A workshop in financial literacy in association with NSE was also conducted for the students to understand and effectively use a variety of financial skills together with personal financial skills, budgeting and capital outlay. It also created investor awareness amongst the young generation. Mr.Pratyush Bhaskar was the resource person for the workshop. He emphasized on understanding the financial products and then investing in them. Students were introduced to various financial investment avenues, the parameters to be considered while investing. He also acquainted the students with various regulatory bodies and redressal agencies that help in strengthening the financial markets.

Hands on training in mushroom cultivation was conducted by the science forum wherein the entrepreneur Rameshwar Shewale spoke on nutritive value of mushrooms, types of products that can be prepared from mushrooms , packaging , advertising and marketing of Mushrooms and its products, besides applying for loans, govt incentives, prospective buyers etc.

An exhaustive fire drill by a stationed fire brigade was demonstrated by the Fire station, Aurangabad along with fire safety lecture .This was arranged by the disaster management cell in association with the NSS. Students who were eager to pursue a career in fire fighting were counselled in this regard. Department of Management Science & Computer studies in collaboration with ‘ROBOSOL’- For a Cause , in association with “AAKAAR IIT Bombay, arranged a two day workshop on Programming in Python. In addition to these workshops , a

corporate training , aptitude test and managing of personal finances was conducted by the Career counselling and guidance cell for the students of the college.

An orientation for the non teaching staff , with respect to “New University Act” was conducted by the college. This covered methodical filing of documents, easy retrieval of data, drafting of official letters, communicating with other colleges and offices, alertness in dispensation of work, avoidance of work piling which have all been explained deftly by some of the senior most staff of the University as well as senate member.

<b>Sr. No.</b>	<b>Title of the quality initiative</b>	<b>Date</b>	<b>Duration in days</b>	<b>Number of participants /beneficiaries</b>
1	Hands on training in e-learning	05.09.2019	One day	34
2	Orientation for the office staff with respect to “New University act “	14.12.2019	One day	125
3	Commerce and Management association in association with NISM arranged a “Workshop on career opportunities in the secondary market “	16.01.2020	One day	106
4	BSE Training programme- “Certificate course in financial marketing –sales and operations”	16.09.2019 to 05.11.2019	50 DAYS Part time course	23
5	Two days national level workshop on python programming in collaboration with ‘ROBOSOL’- For a Cause , in association with “AAKAAR IIT Bombay.	17 & 18 february 2020	Two days	103
5	Fire drill and training	20.01.2020-21.01.2020	Two days	102
6	Financial literacy workshop in association with NSE	11.01.2020	One day	71
7	Hands on training in Mushroom cultivation	25.02.2020	One day	52
8	Corporate training , aptitude test and managing personal finances was conducted by the Career counselling and guidance cell	25.02.2020	One day	23

**Evidence of success:**

The participation and enthusiastic inputs of the faculty, students and non teaching staff indicated that these were a success as envisaged in our expected outcomes. The participants in each of these programmes were given a learning opportunity that was put to full use as seen in the attendance of all the sessions covered in the programmes. Participants freely interacted with the resource persons and put across their questions which were ably handled by the speakers. Faculty, students and non teaching staff have urged the authorities to conduct several of these programmes as the benefits are far-reaching.

**BEST PRACTICE II:**

**Title of the practice :** Preparations for facing the challenges of COVID19

**Goal:** The unprecedented situation arising out of COVID 19 has shaken the entire world, considering the sheer magnitude of the mortality that it has brought with it. Our aim is thus to extend a helping hand, disseminate scientifically correct information about the virus, treatment strategies, seriousness of the disease, urge the society to stay indoors, follow the COVID guidelines and above all prevent economic chaos, panic and stress induced by long periods of lockdown.

**The Relevance:** The idea of being proactive and ready in such situations would help us to foresee the future and be prepared to tackle the pandemic. Though the district administration has done its best, there is still a lot that can be done by each one of us.

**The Practice:**

The NSS started very early in this regard and prepared pamphlets that explained the outbreak of the pandemic in simple language. These were distributed in different localities and also in Rasoolpura, our adopted village. The students through an NSS camp, apart from health and hygiene initiatives, spread awareness about the airborne spread of the COVID infection and the use of masks to control its spread.

The college appointed volunteers and committees to collect medicines to be given to an NGO, Medicine baba.

The Microbiology department held a Science day activity in which several microbiological aspects of the virus were presented by the students. The factually correct information was then

disseminated to the family members by these students. NSS and different departments of the college have also participated in spreading awareness through posters, slogans etc.

Digitally printed posters as per the guidelines of the AMC, that explained the do's and don'ts were put up in the Campus. Our faculty in spite of being at a serious risk joined in the survey work by the Aurangabad Municipal Corporation, where they convinced the locals to stay indoors, took the health details from every household, checked body temperatures and the oxygen saturation.

Masks were distributed in vegetable markets, fruit vendors, near hospital premises and to anybody who needed it.

The College specially constituted a counselling cell for the Campus that attended calls from hostel students as well as locals who needed help.

Messages giving the names of dedicated COVID hospitals, helpline numbers, availability of beds, medicines were circulated amongst the students for passing it on to the general public. The NSS program officers have also managed the helpline set-up by the district administration.

Looking at the gravity of the situation, the college had earlier on, arranged a special lecture on stress management by an eminent Psychiatrist, Dr. Faisal Khilji.

The faculty kept in touch with students and counselled them to be patient and positive throughout the lockdown period.


Our students have worked in dedicated COVID labs, in GMCH Aurangabad, helping out with the paramedical procedures, and in the process have done their bit in this pandemic. The management has distributed ration amongst the needy people as well as the non-teaching staff of the college and faculty have also contributed their bit in Chief Minister's relief fund as well as in other social endeavours.

All norms to be followed such as physical distancing, mandatory recording of body temperatures, sanitization of the campus, use of hand sanitizers, wearing of masks have been adhered to by the college so as to make it a routine practice in future too.

**Evidence of success:** The awareness campaign at Rasoolpura was so effective that there were no reported cases of Corona virus in the village, for which the village received a certificate of "Zero Corona village". The psychological counselling cell was also a successful effort which was lauded in the newspaper reports. The distribution of masks in crowded locality as well as the surveys carried out by the faculty helped in creating awareness and preventing the spread of the

disease. This was also reflected in newspaper reports acknowledging such efforts. The network of hospitals and medical stores created by some of the faculty members helped in providing solace to those in need. A continued practice of maintaining distance, wearing masks and sanitising the premises as well as the use of hand sanitisers has gradually resulted in a reduction of COVID cases in Aurangabad.

  
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