

Maulana Azad Education Society's
Maulana Azad College of Arts, Science & Commerce

Dr. Rafiq Zakaria Campus-I

Dr. Rafiq Zakaria Marg, Rauza Bagh, Aurangabad- 431001 Maharashtra



NAAC Re-accredited Grade “A” (2015)



Est. 1963

Affiliated to

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

AQAR- 2017-18

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

**MAULANA AZAD COLLEGE OF ARTS, SCIENCE
AND COMMERCE**

1.2 Address Line 1

**Dr. RAFIQ ZAKARIA CAMPUS,
AURANGABAD**

Address Line 2

Dr. RAFIQ ZAKARIA MARG

City/Town

AURANGABAD

State

MAHARASHTRA

Pin Code

431001

Institution e-mail address

macprincipal@gmail.com

Contact Nos.

0240 2381102 0240 2390388

Name of the Head of the Institution :

Dr. M. Razaullah Khan

Tel. No. with STD Code:

0240 2381102

Mobile:

09404485477

Name of the IQAC Co-ordinator:

Dr. Aditi Bhattacharya

Mobile:

09823581884

IQAC e-mail address:

aditimaca@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879) MHCOGN 10798

1.4 Website address:

<http://maca.ac.in>

Web-link of the AQAR:

http://maca.ac.in/AQAR_2015-16.html

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A		2004	5 Years
2	2 nd Cycle	A		2015	5 Years
3	3 rd Cycle				
4	4 th Cycle				

1.6 Date of Establishment of IQAC : DD/MM/YYYY

06/09/2005

1.7 AQAR for the year (for example 2010-11)

2017-18

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR _____ 2015-16 _____ (29/09/2016)
 ii. AQAR _____ 2016-17 _____ (12/02/2018)
 iii. AQAR _____ 2017-18 _____ (18/12/2018)
 iv. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

University State ☐ Central ☐ Deemed ☐ Private ☒

Affiliated College Yes ☒ No ☐

Constituent College ☐ Yes ☒ No ☐

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☐ No ☒

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☒ Rural ☐ Tribal ☐

Financial Status Grant-in-aid ☒ UGC 2(f) ☒ UGC 12B ☒

Grant-in-aid + Self Financing ☒ Totally Self-financing ☐

1.10 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☒

Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

NO

University with Potential for Excellence

No

UGC-CPE

YES

DST Star Scheme

NO

UGC-CE

NO

UGC-Special Assistance Programme

NO

DST-FIST

NO

UGC-Innovative PG programmes

YES

Any other (*Specify*)

UGC-COP Programmes

YES

2. IQAC Composition and Activities

2.1 No. of Teachers

8

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

1

2.4 No. of Management representatives

2

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and
community representatives

1

2.7 No. of Employers/ Industrialists

1

2.8 No. of other External Experts

2.9 Total No. of members

15

2.10 No. of IQAC meetings held

3

2.11 No. of meetings with various stakeholders:

7

No.

4

Faculty

Non-Teaching Staff Students

2

Alumni

1

Others

1

2.12 Has IQAC received any funding from UGC during the year? Yes

☐

No

☒

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.

0

International

0

National

0

State

1

Institution

1

Level

(ii) Themes

Technological advances and challenges in teaching and learning (Institution level)

New API for performance based appraisal system (Regional /Dr. BAMU sponsored)

2.14 Significant Activities and contributions made by IQAC

IQAC has promoted the following activities:

- 1) Facilitated CSR activities conducted by Infosys and earn and learn scheme by Quick Heal foundation.
- 2) Strengthening of books and infrastructural facilities for the career counseling and guidance cell.
- 3) Teachers have been deputed to participate in intensive orientation on NAAC's revised accreditation framework.
- 4) IQAC has arranged lectures on "Discovering e-learning using LMS-Moodle" ; "Technological challenges in higher education"
- 5) IQAC through its members has arranged a regional workshop on "New API for performance based appraisal system" sponsored by Dr. BAMU.
- 6) ICT based learning is being promoted by IQAC through demonstrations of new techniques such as Google classroom as well as virtual learning.
- 7) The College has been accorded CPE Status by UGC.
- 8) The IQAC has provided its inputs for NIRF ranking, swacchta ranking.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Providing books for competitive learning and placement readiness.	33 books have been procured for the placement and guidance cell along with a book shelf.
IQAC had planned a lecture series on “Technological advances and challenges in teaching and learning” (Institution level)	Two lectures on “Discovering e-learning using LMS-Moodle” and “Technological challenges in higher education” were arranged on 10-04-2018.
An overview of new API for performance based appraisal system planned either through workshops or seminars.	A regional workshop sponsored by the University for “New API for performance based appraisal system” was taken on 02-05-2018.

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body ☒ No ☐

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

The management through the General Secretary has appreciated the achievements of the IQAC as has been highlighted in the AQAR.

Part – B Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	06			
PG	12		12	
UG	08		05	06
PG Diploma	--		01	
Advanced Diploma				

Diploma				
Certificate				
Others				
Total	26		18	06

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: ~~CBCS/Core/~~ **✓ Elective option** / ~~Open options~~

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	24
Trimester	
Annual	1

1.3 Feedback from stakeholders*Alumni ☒ Parents ☐ Employers ☐ Students ☒
(On all aspects)

Mode of feedback: Online ☐ Manual ☒ Co-operating schools (for PEI) ☐

****Please provide an analysis of the feedback in the Annexure***

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

CBCS has been introduced at P.G. level from 2015-16

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
39	22	17	--	--

2.2 No. of permanent faculty with Ph.D.

33

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
--	19	--	--	--	--	--	--	--	19

2.4 No. of Guest and Visiting faculty and Temporary faculty

08

18

19

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	22	17	03
Presented	22	17	03
Resource Persons	--	15	--

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Orientation of students is arranged in the beginning of first term. Students are regularly evaluated through tests, tutorials, seminars, class activities, flip class etc. ICT based learning is actively propagated along with rote learning. The college also provides the required books and journals, competitive coaching and hosts a number of competitions that brings out the best in them. Peer interactions, discussions with alumni help them to be focused and understand the industrial applications of the subject. They are encouraged to carry out experiments beyond the scope of the syllabus so as to extend their knowledge horizon beyond the expected output.

2.7 Total No. of actual teaching days

during this academic year

190

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

University level exams conducted as per University rules

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

5

-

2.10 Average percentage of attendance of students

80%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com.	88	--	29	15	---	50
B.A.	54	01	13	26	---	74.07
B.Sc.	202	10	56	25	---	45.05
B.Com. E-Commerce	11	05	06	----	---	100
BCS	36	05	10	---	---	41.67
B.Sc. Bio. Tech.	06	01	02	01	----	66.67
BCA	46	08	17	---	----	54.35
BBA	46	07	11	09	---	58.70
M.Sc. Analytical Chem.	31	---	16	03	---	61.29
M.Sc. Gen. Chem.	28	01	17	01	----	67.85
M.Sc. Ind. Chem.	25	----	16	----	-----	64
M.Sc. Maths	26	-----	06	13	----	73.07
M.Sc. Computer Science	16	01	08	----	----	56.25
M.Sc. Microbiology	13	----	05	02	-----	53.84
M.Com.	22	----	08	06	----	63.63
MPM	06	02	03	----	-----	83.33

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

Departmental annual plans are taken for co-curricular activities. Attendance records of students are taken after the start of semester teaching. Teaching diaries are stamped on a half yearly basis. Tests are announced before the semester exams and student performance records are monitored through the inputs from the Heads of Departments. Innovative teaching methods are discussed through seminars and workshops. Feedback from students are taken as per standard norms. All meritorious students are felicitated by the College. The ultimate outcome of teaching & learning process is reflected in terms of achievements by the students in university examination.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	--
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	02
Others (STC)	02

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	18	05	---	--
Technical Staff	54	05	---	--

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- IQAC takes the initiative in disseminating information about seminars, conferences, workshops etc through social media and mails.
- Interdisciplinary research work is also encouraged to widen the horizons of research.
- Research committee has been constituted by IQAC to meet periodically to discuss current research trends and issues.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	1	1,648652	1
Outlay in Rs. Lakhs			1,620652	

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1 UGC 4 BAMU	65000 90000	
Outlay in Rs. Lakhs			44500	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	54	8	54
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:

Range 0.684- 4.894 Average **3.131** h-index **8** Nos. in SCOPUS ---

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major Projects	3	UGC Delhi	1648652	1620652
Minor Projects	1 4	UGC Delhi Dr BAMU	65000 90000	52500 44500
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research	-	-	-	-

projects (other than compulsory by the University)				
Any other(Specify)	-	-	-	-
Total			18,03,652	17,17,652

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN

3.8 No. of University Departments receiving funds from

UGC-SA CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE ☒ DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number				1	1
Sponsoring agencies				Dr. BAMU	Institution sponsored

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations: International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

21

82

3.19 No. of Ph.D. awarded by faculty from the Institution

10

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF

4

SRF

Project Fellows

Any other

-

3.21 No. of students Participated in NSS events:

University level

60

State level

135

National level

2

International level

-

3.22 No. of students participated in NCC events:

University level

74

State level

8

National level

11

International level

-

3.23 No. of Awards won in NSS:

University level

-

State level

-

National level

-

International level

-

3.24 No. of Awards won in NCC:

University level

-

State level

-

National level

-

International level

-

3.25 No. of Extension activities organized

University forum	-	College forum	-	
NCC	2	NSS	6	Any other 3

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- A lecture on herbal medicine was arranged on 21st Feb, 2018.
- Cleanliness drive was initiated by NSS students at Bharat Mata Nagar on 22nd Feb, 2018.
- College cleanliness activity was done at Dr. Rafiq Zakaria Campus on 23rd Feb, 2018.
- A Blood Group determination camp was taken on 24th Feb, 2018.
- A lecture on “Youth for Environmental Conservation” was arranged on 26th Feb, 2018.
- A lecture on “Stress Management” was arranged on 26th Feb, 2018.
- An ICT Lecture on “Save river” was taken on 30th Aug, 2017.
- Students participated in the earn and learn scheme on cyber security awareness by Quick Heal foundation. Twenty student volunteers visited 59 schools and gave 120 presentations that covered 23,918 school students.
- Soft skill development workshop was arranged by Infosys in which 59 students had participated.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1,09,265.56 Sq. M.			1,09,265.56 Sq. M.
Class rooms	35	Smart class room	CPE	4,87860
Laboratories	21			21
Seminar Halls	01	Renovation of seminar hall	CPE	9,48,532

No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

Fully computerized library

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	67,963	70,48,577	577	1,80,743	68,540	72,29,320
Reference Books						
e-Books	N-List	5,000	NIL	Nil	N-List	
Journals	50	Nil	35	72,649	85	72,649
e-Journals	N-List				N-List	
Digital Database						
CD & Video	185	-	NIL	-	185	-
Others (MAPS)	11	1,440	NIL	-	11	1,440

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	213	6	Yes	04	2	-	-	-
Added	--	--	--	--	--	--	--	--
Total	213	6	Yes	04	2			

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Computerization of administration and library has been completed. IT zone has been established in library.

4.6 Amount spent on maintenance in lakhs:

i) ICT	1, 06,067/-
ii) Campus Infrastructure and facilities	6, 19,514/-
iii) Equipments	1, 97,000/-
iv) Others	3, 09,410/-
Total:	12, 31,991/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Committees have been constituted to look after the students support and progression. Regular meetings and feedback is reviewed.

5.2 Efforts made by the institution for tracking the progression

Various departments maintain record of student progression .The College has several PG courses in which students of the college as well as students from other colleges enroll as per seat allotted by the University. Around 30% of our students enroll for PG courses in the campus.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1822	373	82	

(b) No. of students outside the state

24

(c) No. of international students

36

Men	No	%	Women	No	%
	29	80.6		7	19.4

Last Year (2016-17)						This Year (2017-18)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
2309	71	10	174	01	2565	1975	86	14	200	----	2276

Demand ratio **1:1** Dropout 28.6%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

The college has a separate Competitive exams coaching cell. It provides coaching for various competitive examinations. There is a 24x7 library subsection that provides the students with books and learning resources for competitive exams. Motivational lectures are arranged featuring students who have qualified in IAS/IPS/IRS exams. Competitive coaching for Maharashtra public service commission is imparted in the college along with campus IAS coaching.

No. of students beneficiaries

84

5.5 No. of students qualified in these examinations

NET	01	SET/SLET	02	GATE	---	CAT	---
IAS/IPS etc	---	State PSC	---	UPSC	---	Others	---

5.6 Details of student counselling and career guidance

The college has a separate Career Counselling and Guidance Cell which fulfills the training and placement needs of the students.

- Infosys skill development programme was arranged on 7th of July to 2nd of August 2017.
- Quick Heal foundation through CSR has conducted an earn and learn scheme based on cyber security awareness. 59 schools have been visited, 120 presentations have been given and 23,918 students have been sensitised. Project started on 13-09-2017 and ended on 4-10-2017.

No. of students benefitted

79

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
--	--	--	02

5.8 Details of gender sensitization programmes

On 08-12-2017 articles on equal opportunities, women empowerment, eminent social workers has been displayed as posters on notice boards.
A lecture on women's rights in Islam was conducted on 12-09-17.
International Women's day was celebrated on 8th March 2018 with tree plantation at the hands of the Principal.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level **10** National level **05** International level **---**

No. of students participated in cultural events

State/ University level **21** National level **03** International level **--**

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level **2** National level **1** International level **--**

Cultural: State/ University level **10** National level **3** International level **--**

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	05	67,234
Financial support from government	639	15,65,248
Financial support from other sources	06	41045
Number of students who received International/ National recognitions		---

5.11 Student organised / initiatives

Fairs :State/ University level **--** National level **---** International level **---**

Exhibition: State/ University level **02** National level **--** International level **---**

5.12 No. of social initiatives undertaken by the students

50 students participated in the cleanliness programme at Rouza Bagh, N12 on 10-8-2017.
70 students participated in the rally for river from Himayat bagh to Taj Hotel on 01-09-2017.
15 students participated in cleanathon programme at Shahi Mahal , A'bad on 10-09-2017.
15 students participated in Heritage walk at Shahi Masjid , Adil Darwaza on 10-09-2017.
A camp was arranged at Rasoolpura village with regards to cleanliness, health and hygiene.

5.13 Major grievances of students (if any) redressed: **NONE**

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

“The college visualizes the academic and intellectual development, moral uplift, social commitment, cultural refinement, spiritual and emotional maturity of the future generation of India. The vision also includes the holistic improvement in the realm of higher education in the jurisdiction of the institute”

Mission:

To shape its vision into concrete reality the institution has the following mission.

- To impart education at reasonable and affordable fees.
- To cultivate quality of excellence in education.
- To promote value based and socially committed human resource.
- To boost scientific and technological temperament.
- To provide ample opportunities of improvement to educationally and economically disadvantaged societies in general and minorities in particular.

6.2 Does the Institution has a management Information System

Yes, we have a hierarchy to carry out management information system

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Suggestions are provided by teachers to the faculty participating in curriculum design .

Four of our faculty members are actively involved in syllabus framing. Five of our staff members are in the board of studies of Dr. Babasaheb Ambedkar Marathwada university, Aurangabad for different subjects. They are also involved in designing CBCS curriculum for under graduate courses to be implemented in colleges from academic year 2018-19.

6.3.2 Teaching and Learning

The college has implemented an effective system of teaching and learning. As per changing requirement the process is enriched by adopting new methods of learning, e-learning tools are being effectively implemented. Teachers are encouraged to adopt modern e-learning methods to supplement the core teaching. College has two Smart Classrooms which are used by teachers for showing short movies, PPT and online lectures to the students. The college has a language laboratory for developing communication skill among the students. Staff members of the college are using recent android based apps such as Google classroom, LMS, Swayam portal , MOOC etc. for lecturing as well as for short term courses.

6.3.3 Examination and Evaluation

- Internal evaluation is done in the form of periodic tests. Internal tests as part of the curriculum is also conducted for some courses. Assignments and projects are given to final year UG & PG students.
- Teachers are actively involved in Invigilation, Paper setting, paper assessment, Redressal, vigilance squad, JCS etc. for University level examinations.
- The teachers also attend District Central Assessment Scheme at our college as well as elsewhere for assessment of UG as well as PG papers.
- College is University Examination Centre for UG & PG Courses

6.3.4 Research and Development

Fifteen teachers of our College are Research Guides of Dr. Babasaheb Ambedkar Marathwada University Aurangabad in their respective subjects. Teachers are actively involved in research activities. The current focus is on quality research publications, as recommended by UGC. The quality of research is reflected in publications in high impact factor journals. The citation index also increased in last two years.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The college library has a good collection of books .The library also has INFLIBNET, OPAC, N-list facilities. The LIBMAN software is operative in the library. The number of books added during the year is 775.

6.3.6 Human Resource Management

Appointment of teaching and non –teaching staffs is made as per government rule and as and when new vacancies arise.
Proper care is taken in the selection process for keeping quality in the appointments. During the ban on regular appointment of Govt of Maharashtra, the excess workload was given to teachers on clock hour basis, as per Govt. directives.

6.3.7 Faculty and Staff Recruitment

The faculty and staff recruitment is done on the basis of approved qualifications as prescribed by UGC and Govt. of Maharashtra. Advertisements are placed in leading national and local newspapers. Screening process is transparent and interviews are conducted through a duly constituted committee of Minority Institutions as per rules of the University.

6.3.8 Industry Interaction / Collaboration

Study tours are arranged to different industries as per permission received from them. Alumni of the departments hold discussions with students briefing them of industry readiness.

In project placement the industrial units are approached and students are placed as per available vacancies. Guest lectures of resource persons from the industry are arranged by various departments.

6.3.9 Admission of Students

Admissions are given according to norms of Dr. BAMU. Aurangabad

Students opting for general courses like B.A., B.Sc. and B.Com., B.Com (ecommerce) BBA, BCA, BCS are selected on basis of merit through a registration process followed by display of merit lists. The student counselling sessions helps the aspirants to opt for a proper choice of subjects according to their inclination, aptitude and ability.

The admissions to PG courses are made through separate CET (Common Entrance Test) for each subject conducted by Dr. B. A. M university and admissions are solely on the basis of merit.

The college being a minority institution, 51 % seats are filled from minority

6.

Teaching	College employees Credit Society, Gratuity, Pension.
Non teaching	Credit society, Gratuity, Pension, non-teaching welfare soc
Students	Govt. Scholarship, Minority scholarship, Basic medical facility, health camps, Counselling, Career guidance and placements, remedial and bridge courses, skill development courses through CSR.

6.5. Total corpus fund generated

6.6 Whether annual financial audit has been done ☒ Yes ☐ No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	---	----	Yes	IQAC
Administrative	Yes	Senior Auditor Govt. Maharashtra	Yes	IQAC

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes ☒ No ☐

For PG Programmes Yes ☒ No ☐

6.9 What efforts are made by the University/ Autonomous College for Examination reforms?

University adopted the method of uploading the question papers online one hour before schedule time of commencement of paper from academic year 2015-16. Practical examination mark lists also are uploaded by the college within the stipulated time.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

6.11 Activities and support from the Alumni Association

Alumni visit the respective departments as and when they find time and also when alumni meets are held. Our Alumni from the industry provide suggestions for curriculum restructuring. They are also helping college in various activities ranging from training and coaching of students to donation of books and equipment.

6.12 Activities and support from the Parent – Teacher Association

Parent teacher meet is arranged once in a year to discuss their attendance , progress of the students, different career prospects available .The departments also take their inputs for the impart of knowledge and day to day functioning of the college.

6.13 Development programmes for support staff

Supporting staff is deputed for skill based training like computer software training, data handling, documentations, accounting software, online admission, examination software training etc. conducted by the university or different agencies.

6.14 Initiatives taken by the institution to make the campus eco-friendly

Tree plantation drives have been taken to maintain the greenery of the campus. Maintenance of rain water harvesting facilities as well as desilting of wells on the campus have been done from time to time. All trees and lawns on the campus are regularly watered, leaf litter is converted into vermicompost and used for the plants. Plastic use is discouraged and the making of ecofriendly paper bags has been taught to the students. There is car pooling and vehicle entry is restricted to only the parking space. Campus is a vehicle free zone.

Criterion – VII

7. Innovations and Best Practices (2016-17)

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

The department of Physics and Electronics work in tandem so as to use the individual resources more effectively, thereby facilitating a better academic deliverance. As a strategy to impart effective teaching and learning, an extensive training camp, study tours , lecture cum demonstrations, interdepartmental activities are conducted every year. “Maha Agri expo” was visited by students of the Botany department. Wild life sanctuary visit was conducted by the Zoology department. Students of Microbiology participated in ‘Microbiophyllics’ and awareness on Genetically modified products which was an initiative by senior students to introduce the subject from close quarters. ‘Tourism’ club was functional in the department of History and several visits to historical sites were arranged for students by them. The students of the department of Sociology visited ‘Remand and Observation homes” to apprise the students of the problems of Juvenile delinquency. Conduct of Microscale practicals at UG level was

undertaken by Chemistry department keeping in mind the pollution aspect and also as a cost cutting measure.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year.

Two wells (Naval Tata Stadium and Padegaon) have been rejuvenated and water is available for public use.

Rainwater harvesting model designed by us is functional in Aurangabad Municipal Corporation. The area has suffered water scarcity for long and thus such designs are being made compulsory for all buildings coming under the Municipal Jurisdiction.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

BEST PRACTICE: ‘From connecting circuits to designing circuits’

Goal: The aim of this practice was to form self help groups amongst students to clear concepts and understand the practical aspects of Physics in a better manner by performing different experiments in the laboratory with all the required support given by teachers.

The Relevance: It was observed that within the allotted time for conduct of practical's, only the experiments prescribed in the syllabus could be taken up. Thus the idea took shape so as to arrange an extensive training camp for all the Physics students from all three years of study. The activity spanning three weeks was planned, keeping in mind the queries and confusion that the student may be accosted with, in the course of the study and which requires a proper platform to be addressed to his or her satisfaction.

The Practice: The workshop was basically divided in three weeks period as follows:

1st week - Basic requirement for performing electrical experiments

2nd week - Optical alignments needed in experiments of interference, diffraction and resolving power.

3rd week- Measurements and calibration of instruments in experiments for studying general properties of matter.

For each of the experiments, the working principle, laws and the application of the law has been considered in the study. Optical alignment of source object and image, Measurements

with optical instruments, primary adjustments of optical instruments were all studied in detail. General properties of matter including the least count of all measuring instruments from Micrometer screw to scale, stop clocks, different thermometers and electrical instruments (Voltage meters, current meters and multimeters) have all been covered in the study. Additionally calculation using log tables, calculators, plotting and calculations based on graphs have also been revised. A number of experiments were performed that were out of syllabus. A manual for reference purpose has also been prepared. The valedictory programme was conducted under the presence of the Principal.

Evidence of success:

Students trained under this programme were expert in handling instruments like 'Moving coil Galvanometer'. They were able to do primary adjustments of instruments such as Spectrometers. They could also deftly find out the least count of all instruments. The self help groups took care of those lagging behind and served our very purpose of arranging the training sessions. They have helped in maintaining all equipments in working condition by repairing them of simple errors. Regulated power supplies fabricated by these students are being used in laboratory.

Problems encountered and resources required:

More funds will be needed to purchase the raw materials for the training. The time frame can be increased which calls for the need of more manpower. If sponsorships are received from training centres then these students can also be given certificates.

BEST PRACTICE II:

Goal: Preparing of 3D Geomorphologic models of various landforms using clay, plaster of Paris, cardboards etc.

The Relevance: The subject of Geology involves the study of various geomorphologic landforms as a consequence of geological effects of River, Glacier, Winds etc. which due to weathering, erosion and depositions, modifies the surface of the earth. The study would be interesting and easy to understand with the help of suggestive models. The idea thus originated to depict the landforms in three dimensional view so that the students would understand and relate to the external as well as the internal distinctiveness of the earth. It

would also empower them to visualize through imagination the landforms as practically observed in fields.

The Practice: The Geomorphologic models are being prepared showing various landforms with the help of Clay, plaster of Paris, cardboards, etc. They will also be prepared using clay or plaster of Paris blocks. This is being followed by Carving and painting of the different units that would help in highlighting the different features of the land forms. Recycled plastic waste to prepare these structures is also being tried out. This will be followed by suggestive labelling along with legends to describe the properties and features of the land forms. The features that are being covered are the rivers and their tributaries, deltas, lakes, wind, glaciers, erosional and depositional features, internal structure of the earth , folds and faults, mantle, core, crust etc.

Evidence of success: Such geomorphologic models have been kept in Geology Laboratory for demonstration to the students. New models are being added every year. The students are able to understand the concepts as well as answer subjective and objective questions in a better manner.

Problems encountered and resources required:

Metals sheets, wooden boards, Aluminium tin sheets, spray paints etc can also be used , but are not being used on account of their cost. More funds will be needed to purchase the raw and finishing materials. Some additional training for moulding and casting these materials will also be of use in preparing these models.

7.4 Contribution to environmental awareness/protection. Several rounds of tree plantation have been done along with follow-ups and routine watering. A tally of trees, plants and fauna was undertaken under green audit of the campus by a third party auditor. A green cover assessment was also done and submitted under ‘Swachta’ ranking of Colleges. There is a green house in the botanical garden that houses the medicinal plants and herbs. Compost out of leaf litter and Vermicompost is being produced in the college and used for the plants. This year too some novel resting places for birds have come up on the trees in the campus along with feed and water in

them. The staff and student of the college have participated in the cleanliness drives initiated by the University and the Government from time to time.

7.5 Whether environmental audit was conducted? **Yes** **No**

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

8.0 Plan of Institution for next year:

“From Newtonian mechanics to Quantum mechanics” – A doubt clearing workshop in Physics has been planned out for students.

Commencement of soft Skills development course for UG Students (80 Hours Duration)

Commencement of Entrepreneurship skills development programme in collaboration with Maharashtra Centre for Entrepreneurship Development (MCED) (40 Hours Duration)

Introduction of Course on instrument handling. (80 Hours)

Commencement of sports club for coaching of Cricket , Judo and Taekwondo for 6 Months. Up gradation of Science and language laboratories- Physics, Chemistry, Botany, Computer Science, Geology, Microbiology, English Language Lab strengthening of Administration by improving Internet / Internet connectivity in all the building through Centralized Server, fibre optic will be strengthened with Port to Multiport Wireless System between buildings.

Library Automation will be further supported with RFID.

The Library will be further strengthened by procuring latest books and subscribing Print journals.

Name <u>Dr. Aditi Bhattacharya</u>	Name <u>Dr. Mohd. Razauddin Khan</u>
<u>@hairschay</u>	<u>[Signature]</u>
Signature of the Coordinator, IQAC	Signature of the Chairperson, IQAC
_____ *** _____	I/c. Principal Maulana Azad College Aurangabad
_____ *** _____	

ANNEXURE
ACADEMIC CALENDAR (2017-18)

DATE	PROGRAMME
JUNE	Admission Committee Start Functioning for B.A./B.Sc./ B.Com./ B.B.A. / B.C.A./ B.C.S., Counselling for XII pass students about higher education
	Reopening of College, Principal's Address to staff, Admissions in Progress, Annual teaching Plan, Formation of Various Committees and meeting of all committees formed, Preparation of Time-Table.
	Display of Time-Table, Commencement of theory Classes for standard 12 th and III and V semester of senior college, Departmental meeting for teaching assignment, Meeting of IQAC, Meeting of Discipline Committee.
	Monthly Meeting of Heads of the Department, Meeting of Anti ragging cell & discipline committee.
	Meeting of Academic Interaction Committee.
JULY	Special programme on occasion of Agricultural Day.
	Display of Notices for NCC & NSS Enrolment.
	Death Anniversary of the founder, the late Dr. Rafiq Zakaria on 9th July.
	Lecture on the occasion of World Population Day.
	Commencement of theory Classes for 1 semester, Meeting of Library Committee, Meeting of Research Advisory Committee.
	NCC & NSS Enrolment Completed and List of Selected Students Displayed.
	Monthly Meeting of Heads of Departments, Meeting of Women's grievance cell, Principal's Address-First year graduation students.
AUGUST	Medical Check-up Camp.
	Monthly Meeting of Heads of Departments, Meeting of Competitive examinations & guidance centre, Test for Advanced Learners.
	Tagore Smriti Din, Distribution of National Anthem Pamphlets.
	Book Bank Day for B.A. I, II, & III Year Students.
	Book Bank Day for B.Com. I, II, & III Year Students.
	One day NSS Camp and selection of Students for "Earn & Learn" Scheme.
	Independence Day, Flag Hoisting followed by ceremonial parade by NCC & NSS students on August 15th
	Book Bank Day for B.Sc. I, II, & III year Students, Meeting of Career Guidance and Placement Cell, Meeting of Examination Committee.
	Inauguration of Social Science Forum, Meeting of Students Election Committee.
	Constitution of Students Council.
	University Foundation Day Programme on 23rd August.
	Competitive Exam Preparatory Test, Inauguration of Science Forum.
	Display of list of Selected Students for Bridge / Remedial Coaching.
SEPTEMBER	Monthly Meeting of Heads of Departments, Meeting of career guidance & counselling cell.
	Celebration of Teacher's Day by Students On 5 th September.
	Meeting of Academic Interaction Committee, Inauguration of Student Council as per University Notification.
	Marathwada Muktisangram Din on 17 th September.
	Internal Examination of B.A./ B.Sc./ B.Com. III, IV, V, and VI Semester and Submission of Assignments.
	Meeting of Workload Analysis Committee, Meeting of Discipline Committee.

OCTOBER	Monthly Meeting of Heads of Departments, Meeting of Equal opportunity cell.
	Mahatma Gandhi Jayanti Programme on 2nd October
	Meeting of Career Guidance and Placement Cell and Probable dates of University Final Examination of II & III Year (III, IV, V, & VI Semester)
	Last working day of first term as per University Circular, Staff Meeting.
	Winter Vacations, Educational / Study Tours
NOVEMBER	Reopening of College, Staff Meeting, Address by Principal.
	Canteen Day Celebration.
	Celebration of Education Day (Birth Anniversary of Maulana Azad) on 11 th November.
DECEMBER	Founder's day Celebration, Monthly Meeting of Heads of Departments and Probable dates of University Final Examination of I year (I & II Semester).
	Meeting of Academic Interaction & Planning Committee.
	Meeting of NSS Advisory Committee.
	Guest Lectures for Science, Commerce & Social Science, Meeting Library Committee.
	Seminar on Communal Harmony National Integration and Human Rights.
JANUARY	Monthly Meeting of Heads of Departments.
	Health Awareness & Check-up Camp.
	Environment Awareness Rally by Students, National Youth Day Celebration.
	University Naamvistar Diwas Celebration, Lecture on Thoughts of Dr. Bababsaheb Ambedkar on 14 th January.
	Army Day Celebration, Finance Committee Meeting.
	NSS Camp (Probable dates).
	Republic Day, Flag Hoisting Followed by Ceremonial Parade by NCC & NSS Students on 26th January.
	College Annual Day Celebration and Prize Distribution.
FEBRUARY	III & V Semester Internal Examination, Meeting of Cleanliness Committee.
	Monthly Meeting of Heads of Departments, Meeting of Discipline Committee.
	II, IV & VI Semester Internal Examination, Meeting Magazine Committee.
	Science Day Programmes (Exhibition, Essay Competition etc.).
MARCH	University Practical Examinations (Probable), Monthly Meeting of Heads of Departments.
	Probable dates of University Final Theory Examinations.
APRIL	Founder's Birth Anniversary on 5 th April.
	Last Working Day and Staff Meeting.
MAY	Maharashtra Day Celebration-1st May

Actual dates of events shall be notified from time to time