

## **Dr. Rafiq Zakaria Campus**

Maulana Azad Education Society's

# **MARATHWADA COLLEGE OF EDUCATION AURANGABAD**



**EN ISO 9001:2008 Certified**

Affiliated To

**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY  
AURANGABAD**

**SUPPLEMENTARY SAR**

**2015-2016**

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**23<sup>rd</sup> March, 2016**

**To,**  
**The Director,**  
National Assessment and Accreditation Council (NAAC),  
Bengaluru.

**Subject: Submission of Supplementary SAR**

Respected Sir,

This is to bring to your kind notice that our institution Marathwada College of Education Aurangabad had submitted an SAR to your esteemed office on 10.03.2015.

Subsequently, the NCTE introduced new regulations under which the duration of the course was extended to two years. As per the new regulations of the NCTE, the University revised the syllabus of the course. The intake capacity of the students increased and therefore the institution has made changes in its infrastructure. A new building has been incorporated to accommodate the additional students and NCTE requirements. Further, the supplementary report also contains information about the infrastructure and services that the institution has established with its own initiative, to promote the educational environment as per the requirements of the institution and welfare of the students.

We are forwarding to you a supplementary SAR, which contains updates to the original SAR, for your kind perusal.

Thanking you,

Yours faithfully,

Dr. Suhail Ahmed Khan

Principal

**1.2 Criterion – I : Curricular Aspects**

Are these programmes with semester system?

**B.Ed.** Yes  No

**M.Ed.** Yes  No

**1.2 Criterion – II : Teaching Learning and Evaluation**

3. Total number of students admitted: (2015-16)

Programme	Number of students			Reserved			Open		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
B.Ed.	81	162	243	21	32	53	60	130	190
M.Ed. (Full Time)	21	16	37	07	03	10	14	13	27

6. Highest and Lowest percentage marks at the qualifying examination considered for admission during the previous academic session (2014-15).

Programme	Open		Reserved	
	Highest (%)	Lowest (%)	Highest (%)	Lowest (%)
B.Ed.	86%	47%	87%	45.5%
M.Ed.	86%	54%	82%	56%

10. Pre-practice teaching at the institution

- (a) Number of pre-practice teaching days 40
- (b) Minimum number of pre-practice teaching lesson given by each student 36

11. Practice teaching at school

- (a) Number of schools identified for practice teaching and internship. 27
- (b) Total number of practice teaching days 10
- (c) Minimum number of practice teaching lesson given by each student 10

## **2.2 CRITERION II: TEACHING-LEARNING AND EVALUATION:**

### **2.1.4. Strategies adopted by the institution to retain the diverse teacher trainee's population admitted to the institution.**

- Assistance of peons and peers is provided to differently able trainees.
- Ramp facility is provided.
- Payment of fees in instalments is allowed to the needy and awareness about various scholarship schemes are provided to the students.
- Curriculum transaction involves three languages (English, Marathi, and Urdu) and sometimes Hindi as needed.
- Medium wise (English, Marathi, Urdu) tutorials and learning materials.
- High percentage enrolment of female trainees.

## **2.2 CATERING TO DIVERSE NEEDS:**

**2.2.2.** Trainees are made to access online English Language learning tools in Language lab to improve their English language skills as most of the trainees are from Non English medium background.

**Gender:** Most of the trainees are female so special facilities like ladies' common room and in-house canteen are provided.

**Economically Backward trainees:** Installment facility is provided to trainees in payment of fees.

## **2.3 TEACHING-LEARNING PROCESS**

**2.3.2** Some of the participatory activities followed by the college are:

- Language Lab
- Computer Assisted presentations in practice teaching programmes
- Mentor–Mentee System

**2.3.7.** As per the New Syllabus prescribed by the University **the duration of Internship is one month in first year and four months in second year** including practice teaching.

## **2.5 EVALUATION PROCESS AND REFORMS**

**2.5.4** Use of ICT in assessment and evaluation processes:

- Online test and assignments through Learning Management System

## 1.2 Criteria- III: Research, Consultancy and Extension

1. Number of teachers with Ph.D. and their percentage

Number	12	Percentage	71%
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2. Ongoing Research Projects 03

Sr. No.	Funding Agency	Amount Sanctioned	Amount Received	Duration
1.	ICSSR	Rs. 7 lakhs	Rs. 2.80 lakhs	2 years
2.	Dr. BAMU	Rs. 25,000	Rs. 12500	2 years
3.	Dr. BAMU	Rs. 22,000	Rs. 11000	2 years

2. Number of research projects completed (last 3 years) 12
5. Ph.D. completed from Research Centre (last 5 years) 29

## 2.3 Criterion III: Research, Consultancy and Extension

- 3.1.1. Faculty with Ph.D. 12 Ph.D. Guides 07

### 3.2.1 Details of material developed:

(1) SDTD - Tool used to screen out dyslexic children.

(2) Yes I Can (Read & Write): Remediation Kit.

- 3.2.4 Three members of the Faculty attended Orientation & Refresher Courses organized by HRDC, Dr. B.A.M. University, Aurangabad.

3.2.6 Details of Minor/ Major Research Projects completed

16

3.3.2

- Honorary consultancy for dyslexic children.
- Adoption of school student for education from poor economic background.

3.4.1 Survey by trainee teachers in the neighborhood slum area (economically weaker section) to collect information of children under the age group 6-14 for admitting them in their desired schools according to **RTE Act 2009**.

3.4.3 School Assessment and Evaluation Cell (SAEC)

3.4.4 Knowledge Dissemination Cell (KDC)

3.4.5 Development of Social and Citizenship Values:

- (1) Swachh Bharat Abhiyan
- (2) Birth Anniversary of APJ Abdul Kalam- Purna Diwas.
- (3) Birth Anniversary of Dr. B.R. Ambedkar – Sanvidhan Diwas.
- (4) Blood Donation Camp
- (5) Balika Diwas
- (6) Women Awareness Program
- (7) Participation in World record of singing “Saare Jahan Se Accha”
- (8) Health Check-up Camp



## 1.2 Criterion - IV: Infrastructure and Learning resources

### 1. Built up Area (in Sq. Mts.)

Building – I	5519.18	Sq. Mts.
Building – II	2982.36	Sq. Mts.
Total Area	8501.5	Sq. Mts.

### 3. What is the budget allotted for computers (purchase and maintenance) during previous academic year?

2014-2015	2015-2016
--	Rs. 4,50,000.00

### 4. What is the amount spent on maintenance of computer facilities during the previous academic year?

2014-2015	2015-2016
--	Rs. 9,916

### 5. What is the amount spent on maintenance and upgrading of laboratories facilities during the previous academic year?

2014-2015	2015-2016
Rs.4,250.00	Rs. 4,875

7. What is the budget allocated for campus expansion (building) and upkeep for the current academic session / financial year?

2014-2015	2015-2016
Rs.12,344.00	Rs.1,94,042.00

18. Does the library have an open access facility?

Yes  No

19. Total collection of the following in the library:

Sr. No	Books/Magazines/Journals/ Encyclopaedia etc.	Quantity
1.	Total No. of Books	17,202
2.	Total No of Titles	7300
3.	Reference Books	1500
4.	Sets of Encyclopaedia	27
5.	Research and educational Journals	26
6.	Other Magazines	18
7.	E-Books (N-LIST/DOAJ)	1,38,521
8.	e-Journals (N-LIST/DOAJ)	6328
9.	News Papers	11
	English = 03	
	Marathi = 04	
	Urdu = 03	
	Hindi =01	
10.	Books added – 2013-14	140
11.	Books added – 2014-15	540

20. Mention the

**Building I:**

Total carpet area of the Library

Seating capacity of the Reading room

**Building II:**

Total carpet area of the Library

Seating capacity of the Reading room

21. Status of automation of Library

Yet to intimate

Partially automated

Fully automated

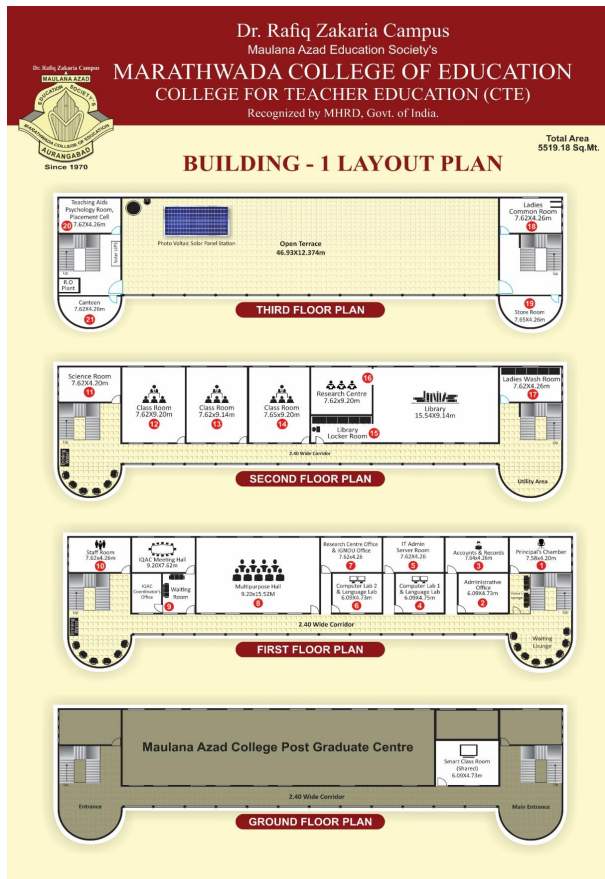
26. Provide the number of books / journals / periodicals that have been added to the library after submission of SAR

Year	2014-15	
	Number	Total Cost (In Rupees)
Books	540	Rs. 13,979.00
Journals / Periodicals	03	Rs. 17,220.00
Any others	--	Rs. 14,264.00

## 2.4 CRITERION – IV: INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 PHYSICAL FACILITIES

4.1.1. The college has fulfilled the infrastructure requirements in accordance to the NCTE norms.



**4.1.2** To fulfill the requirement as per new norms NCTE for two years B.Ed. & M.Ed. course college has made provision and added building II.

**4.1.5** Sufficient infrastructure facilities to ensure health and hygiene of the staff and students are available. The facilities provided are

- **Ladies common room-** ladies common room is available in both the buildings with wash room facility. It also has facilities for rest and formal discussion. It also provides all necessary facilities.
- **Separate washrooms** – separate washroom facility is provided for ladies and gent. Cleaning and maintenance of which is done by annual maintenance contract (AMC) with outsource service
- **Hygienic canteen facility in the campus-** A full-fledged canteen facility is available in the campus itself having separate provision for girls, boys and staff.
- **Separate canteen facility for girls in the Building-I** – on demand from girls and ladies staff provision for canteen is made available in the building itself.
- **Drinking water facility-** There is a facility of R.O Plant in both the buildings for providing pure drinking water. Its maintenance and cleaning done through AMC
- **First aid** - First aid is readily available in the office and ladies common room
- **Health aid centre:** - Qualified and trained physicians are available in the health centre of the campus, the health centre is available for all the students and staff. The Centre organizes health camp of all students and staff.

#### **4.2.3. Institution considers the environmental issues:**

- SOLAR ENERGY POWER PLANT is installed as non-conventional source of energy, spot inspection was conducted by Maharashtra State Electrical Distribution for load reduction. Electricity consumption initially was 50 KW. With the installation of the solar energy power plant the electricity consumption from MAHADISCOM reduced to almost 80%. All the Computers and LEDs of the institution are provided with Backup of solar energy.
- Green Audit is conducted to assess the condition of flora & fauna of the campus. The college has Go Green Club. The Club organizes various programmes like tree plantation, clean-up drives, celebration of environment day, etc.
- College has a Pakshi Mitra Mandal and the student members provide the food to the birds through bird feeders.
- College took a step ahead toward automation of water pump to control wastage of water. Water pump automatically switch ON or OFF depending on the water level in the tank.

#### **4.3 LIBRARY AS A LEARNING RESOURCE:**

**4.3.2.** Library is named as Padmashree FATMA ZAKARIA RESEARCH CENTRE & LIBRARY. Library is fully automated by **E-library Management system**, N-List Programme (INFLIBNET), Remote Access designed by Dr. B.A.M. University, OPAC and web OPAC services, transaction of books through Biometric device, photo copy service (outsourced). Library & Reading Room facility is provided in building II.

**24 x 7 Reading Room:** 24x 7 reading room facility is available in the campus.

#### **4.4 ICT AS LEARNING RESOURCE:**

##### **Innovative practices related to the use of ICT**

- Language lab.
- Virtual Modules
- Automation software
- Task manager android app is available
- Entry card reader and notifications through SMS service

#### **CRITERION - V**

##### **STUDENTS SUPPORT AND PROGRESSION**

From the Research Centre of the college, 117 students have completed their research work and obtained Ph.D. degree.

#### **CRITERION – VI**

##### **GOVERNANCE AND LEADERSHIP**

###### **6.1.2.**

- The Institution is registered in National Institutional Ranking Framework (NIRF) of MHRD, New Delhi.
- This Institution has been certified by ISO 9001:2008 in the year 2015 and has completed the first Surveillance Audit in February 2016.

## COMMITTEE ORIENTED GOVERNANCE

### VARIOUS COMMITTEES OF THE COLLEGE.

Sr. No.	Name of Committee	Name of the Coordinator	Members	Meetings Held	Functioning
I	Admission Committee	AKA	All teachers	3	<ul style="list-style-type: none"> <li>➤ Downloading the admission process procedure.</li> <li>➤ Formatting of different committees during the admission</li> <li>➤ Downloading of list of allotted students during admission rounds</li> <li>➤ Verification of original documents and admitting the students</li> <li>➤ Guidance and counselling regarding filling up the admission forms</li> </ul>
II	Planning and Academic Committee	SAK	KF STN SIU	2	<ul style="list-style-type: none"> <li>➤ Planning for the academic calendar for the first session</li> <li>➤ Planning for the academic calendar for the second session</li> <li>➤ Making the necessary changes (if required in the academic calendar)</li> </ul>
III	Finance and Purchase Committee	Shaikh Ahmed	SIU SIR KZM KTH MAR SFS JGS	2	<ul style="list-style-type: none"> <li>➤ Preparing the budget for academic year</li> <li>➤ Planning for the requirements from ICT, Science Lab, Psychology Lab, teaching aids etc</li> <li>➤ Planning for the maintenance of infrastructural facilities</li> <li>➤ Library software to be purchased</li> <li>➤ Books and teaching aids should be purchased</li> <li>➤ Computer Accessories like printer, scanner, pen drive, etc</li> </ul>
IV	Examination Committee	MAB	SIR MDA AKA SHA KTH SKA	4	<ul style="list-style-type: none"> <li>➤ Provision in the timetable for special guidance sessions for preparing teacher trainees for complete syllabus based exam.</li> <li>➤ Preparation and display of timetable for examination.</li> <li>➤ Planning for seating arrangement. Placing roll nos. on desk and on blackboard.</li> <li>➤ Instructions to all teacher trainees regarding maintaining discipline during exam.</li> <li>➤ Supervisor's timetable for both internal exam.</li> <li>➤ Meeting of peonsto assign duties related to exam.</li> <li>➤ Instruction to the teacher trainees regarding preparation of content test in second term.</li> <li>➤ Preparation of display of content test timetable and its supervision.</li> <li>➤ Instructions to the teachers for preparation of question paper of the content test.</li> </ul>



					<ul style="list-style-type: none"> <li>➤ Invigilation of the content test.</li> <li>➤ To arrange practice teaching programme and observation activity in proper format as set out by Dr. Babasaheb Ambedkar Marathwada University, Aurangabad University</li> <li>➤ To decide sub skills of observation,</li> <li>➤ To consider time and weightage.</li> <li>➤ It was decided to plan the tutorials, term and prelim programme</li> <li>➤ The schedule to be provided to the teacher trainees and teacher educators.</li> </ul> <p>The follow up to be taken for the whole programme.</p>
V	Library Committee	Ishrat Ali Khan	SIR SIU SKA MAB SS	2	<ul style="list-style-type: none"> <li>➤ Books on changed syllabus to be purchased on priority, copies of most demanded books to be increase.</li> <li>➤ Subscription of National and International periodical journal.</li> <li>➤ Digitalization of library.</li> <li>➤ No. of research methodology books in English are to be purchased.</li> <li>➤ Decision regarding purchase of library software should be taken at the earliest.</li> <li>➤ Discussion Regarding purchase of books periodicals, etc.</li> <li>➤ Decision regarding administrative issues like library timing, discipline of the teacher trainee, repair work in the library.</li> <li>➤ Review of library purchase and the budget allocation.</li> <li>➤ Review regarding teacher trainee demands, problems, in all meetings and its solutions.</li> </ul>
VI	Discipline Committee	SIU	KAR MDA SIR MAB SHA	2	<ul style="list-style-type: none"> <li>➤ Maintaining the discipline in the college building</li> <li>➤ Monitoring the students to maintain the college decorum</li> </ul>
VII	Research and Publication Committee	KF	STN DSF NT SKA KTH MAB SHA MDA	2	<ul style="list-style-type: none"> <li>➤ Motivating the staff for research work</li> <li>➤ Maintain the staff profile along with their papers published and presented</li> <li>➤ Planning for a research magazine to be sponsored by the college</li> <li>➤ Planning for an annual college magazine</li> <li>➤ Monitoring the UGC/University sponsored minor and major projects notification</li> </ul>
VIII	Seminar and Workshop Committee	STN	KF AKA SH SFS SIR	2	<ul style="list-style-type: none"> <li>➤ Planning for the schedules of lesson planning, teaching aids, ICT, drawing, craft, SUPW &amp; evaluation workshop.</li> <li>➤ Discussions regarding the seating arrangements for the workshop,</li> <li>➤ Discussions regarding the content of the sessions in the workshops,</li> <li>➤ Planning for the format for submission of the</li> </ul>

					workshop reports. ➤ Monitoring the UGC/University sponsored workshop/conference / seminars
IX	Grievance and redressal Cell	KF	SFS MDA	2	➤ Addressing the grievances from faculty / students
X	Internal Complaint Committee	STN	KF SIR AKA SIU SKA KTH MDA SFS SHA SSH Advocate Renuka Ghule		➤ Addressing the grievances from the female faculty and trainees ➤ Providing protection and security to female faculty and trainees
XI	Anti-ragging Committee	KF	STN AKA SHA	2	➤ Addressing the ragging grievances ➤ Taking action against the guilty ➤ Providing protection and security to all the trainees
XII	Educational tour and excursion Committee	KZM	SIR MAB SFS	2	➤ Planning for the educational tour ➤ Planning for the excursions related to different practicum ➤ Maintenance of budget ➤ Maintenance of records
XIII	Cultural Committee	AKA	KZM SKA NT	2	➤ Planning and organizing the guidance session ➤ Planning and conducting cultural programmes on various occasions ➤ Motivating the students to participate in different cultural programmes
XIV	Games and Sports Committee	SIR	MAB MDA SFS	2	➤ Planning two days sports activities (indoor and outdoor games) ➤ Motivating the students to participate in inter collegiate sports competition
XV	Distribution of learning resources Committee	MAB	KZM KTH SIR MDA SFS	3	➤ Maintaining the learning resources of the college ➤ Providing the students with learning resources like science material / LCD / maps / charts / specimens etc.
XVI	IQAC	SIU	SIR KF AKA STN KZM MAB SHA KAR	2	➤ Planning for the activities to be held in academic year. ➤ Maintaining record and units of the meetings ➤ Organizing programmes and activities other than the curricular activities ➤ Preparing AQAR report annually ➤ Analysing the activities organized in the college ➤ Organizing various committee and extension services committees ➤ Motivating the faculty for research work

					<ul style="list-style-type: none"> <li>➤ Planning for digitalization of library</li> <li>➤ Maintaining the quality and excellence</li> <li>➤ Planning for the feedback of various activities conducted</li> </ul>
XXVII	Alumni and Placement Committee	SKA	MF SIR MAB SFS NT	2	<ul style="list-style-type: none"> <li>➤ To arrange Alumni get together and to collect data of all in proper format.</li> <li>➤ To run placement service more effectively.</li> <li>➤ To interact and share innovative ideas with present teacher trainee and faculty.</li> </ul>
XXVIII	Extension	SIR	AKA SKA MDA NT	2	<ul style="list-style-type: none"> <li>➤ Organizes committee awareness programmes</li> <li>➤ Organize the working with community activity</li> <li>➤ Conducting various environmental awareness programmes</li> <li>➤ Teacher trainees will be divided into groups.</li> <li>➤ Decision was taken regarding instruction to be given to the teacher trainees.</li> <li>➤ Equal distribution of teacher trainees in each group.</li> <li>➤ Professors will help the teacher trainees to survey the village during the working with committee.</li> </ul>
XXIX	Subject Committee	Paper Coordinator	All teachers	4	<ul style="list-style-type: none"> <li>➤ Planning for units to be taught,</li> <li>➤ Discussion of the practical regarding the subject,</li> <li>➤ Discussion regarding the question papers for tutorials,</li> <li>➤ Discussion regarding the syllabus progression.</li> <li>➤ Discussion regarding the question papers for prelims exams.</li> </ul>
XX	Health Aid Centre Committee	KZM	MAB MDA SSH	2	<ul style="list-style-type: none"> <li>➤ Planning of the health related activities to be conducted in a year.</li> <li>➤ Requisition of medicine in the health aid centre</li> <li>➤ Planning to invite the experts of doctors for the activities</li> </ul>
XXI	Go Green Club	KZM	KF SIU SFS	2	<ul style="list-style-type: none"> <li>➤ Planning of the activities to be conducted in the academic year</li> <li>➤ Documentaries to be shown was decided.</li> <li>➤ Requisition for the material for cleanliness</li> </ul>
XXII	Hostel Vigilance committee	SIR	AKA MAB MDA	2	<ul style="list-style-type: none"> <li>➤ Formation of committee</li> <li>➤ Timetable for visiting the hostel</li> <li>➤ Submission of reports if any unwanted activity happen in the class.</li> </ul>
XXIII	Right to Information	SAK	SIR AQ	2	<ul style="list-style-type: none"> <li>➤ Formation of Committee</li> <li>➤ Planning of addressing the client</li> </ul>
XXIV	RTE Help Desk	SIU	SIR SKA MDA SSH SHA	2	<ul style="list-style-type: none"> <li>➤ Planning the schedule of visit in slum areas for acquainting the weaker sections of the society with the RTE Act 2009.</li> <li>➤ Counselling schedule regarding the educational provision of RTE .</li> <li>➤ Data collection from the slum areas.</li> <li>➤ Planning for the admission procedure</li> </ul>

## CRITERION - VII

### INNOVATIVE PRACTICES IN INTERNAL QUALITY ASSURANCE SYSTEM

#### Innovative Practices:

Marathwada College of Education's RTE Helpdesk

## 6.2 ORGANIZATIONAL ARRANGEMENTS

### 6.2.1. List the different committees:

#### Right To Education (RTE) Help Desk:

Sr. No.	Name of Committee	Name of the Coordinator	Members
XIV	RTE Help Desk	Dr. Shaikh Imran Usman	Dr. Shaikh Imran Ramzan
			Dr. Manerao D.A.
			Mrs. Shaikh Kashefa Anjum
			Ms. Syeda Humera Anjum

# BUILDING – I

Dr. Rafiq Zakaria Campus  
Maulana Azad Education Society's

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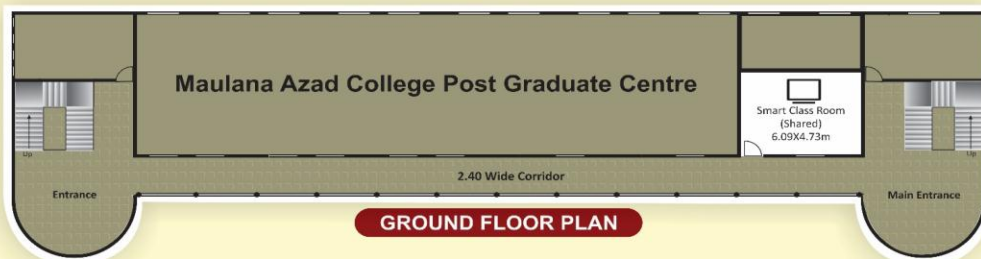
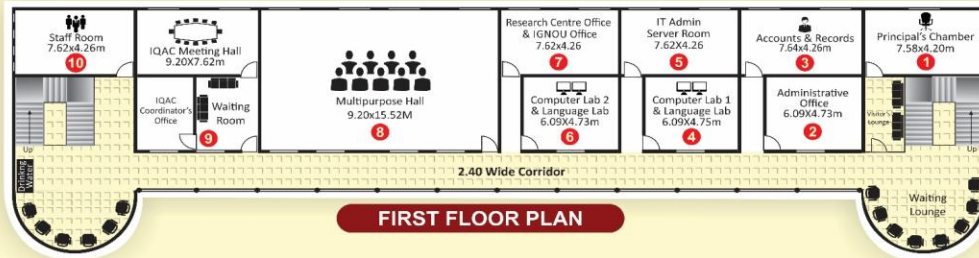
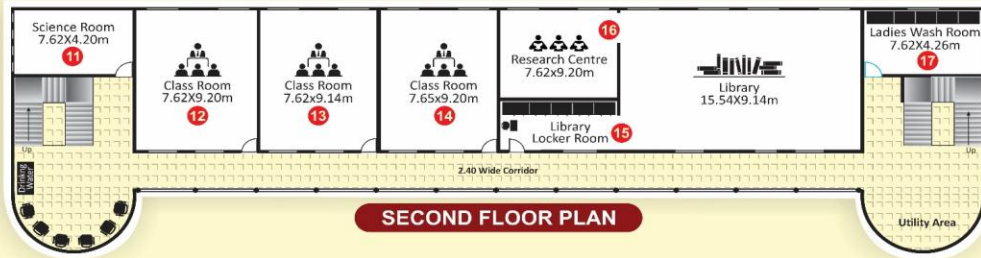
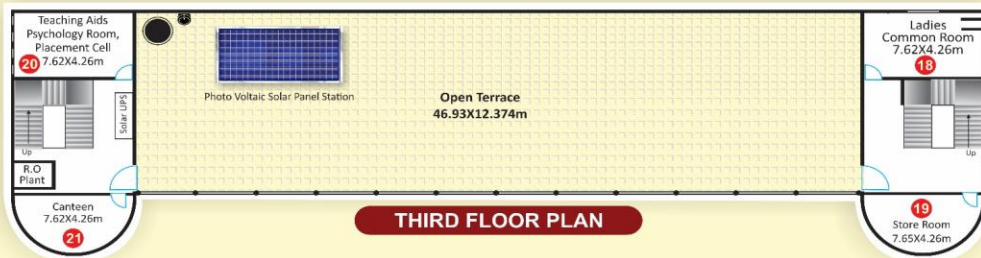


## MARATHWADA COLLEGE OF EDUCATION COLLEGE FOR TEACHER EDUCATION (CTE)

Recognized by MHRD, Govt. of India.

Total Area  
5519.18 Sq.Mt.

### BUILDING - 1 LAYOUT PLAN



# BUILDING – II

