



7.2 Best Practices

Describe any two best practices successfully implemented by the institution as per NAAC format in the manual.

Best practices 1

Administrative Skill Development “Computer Applications” For Non-Teaching Staff

Date :- 09/05/2022 – 14/05/2022 Time:- 04:00 – 05:00 p.m. Venue/ online platform : ZITS Building

Number of beneficiaries : 68 Type of activity :Curricular/Cocurricular/ Extracurricular/ Extension

/NSS/College committee activity /Departmental activity/ FDP/Webinar.

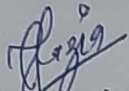
Details of the Programme:

Goals and objectives: The goal of this workshop is to familiarize the non tech staff with handling of computers and MS Office, while learning basic computer, mouse and keyboard skills in a supportive classroom environment.

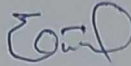
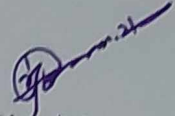
Highlights of the programme (One and half page write up)

The PG Department of Computer Science had organized a one week Skill Development Program on “Computer Applications” for Non – Teaching Staff. The workshop was conducted in a view, that the participants will get computer literate as they will learn to access, create, save and manage documents, spreadsheets and emails and use the Internet effectively. Efforts were made to elucidate the workshop as to impart best practice skills for productive and secure use of various software modules. The target area for this skill development program was non-teaching staff of the campus with less/ no previous computer experience. The workshop commenced with the Inaugural Session on Day 1. Dr. Arif Pathan, Incharge Director, Dr. Rafiq Zakaria Centre for Higher Learning and Advanced Research, highlighted the Objectives of the Program. The Inaugural session was followed by the Training Session. The topic covered on the very first

day was Computer Fundamentals where the participants got acquaintance with the peripherals, their need and handling of the computer system. The session from 2nd day up to 4th was regarding Office Suite which included explanation as well as hands on training. On day 5th, the participants were instructed about web browsing as how to visit government websites, how to download various GR's, how to compose an e-mail.



Criteria in charge

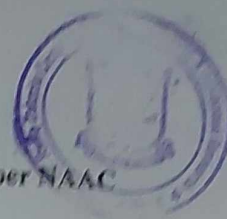

IQAC

Director

Incharge Director
Dr. Rafiq Zakaria Centre for Higher
Learning & Advanced Research
Aurangabad.

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From 09/05/2022 - 14/05/2022

ABOUT INSTITUTES

Rafiq Zakaria Centre for Higher Learning and Advanced Research, Aurangabad.

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

Sr. No	Name	Name of the College	09-05-2022	10-05-2022	11-05-2022	12-05-2022	13-05-2022	14-05-2022	
1	SHAIKH MOEIZ HAMEED	Y.B.Chavan College of Pharmacy, Aurangabad							A
2	MOHAMMED LUQMAN KHAN	Y.B.Chavan College of Pharmacy, Aurangabad							A
3	MOHAMMED SADIQ	Y.B.Chavan College of Pharmacy, Aurangabad							A
4	TAUFEQUE KHAN PATHAN	Y.B.Chavan College of Pharmacy, Aurangabad							B
5	PATHAN MOHSIN AHMED	Y.B.Chavan College of Pharmacy, Aurangabad							B
6	IMTIYAZ AHMED	Marathwada College of Education, Aurangabad							B
7	ABDUL NADEEM ABDUL WAHEED	Marathwada College of Education, Aurangabad							
8	SHAFIQUE BARRA T QURESHI	Marathwada College of Education, Aurangabad							
9	SHARIQ ALI QURAISHI	Marathwada College of Education, Aurangabad							
10	RAVINDRA RAMPRASAD KAMBLE	Marathwada College of Education, Aurangabad							
11	ANSARI KALEEMUDDIN	Marathwada College of Education, Aurangabad							
12	SHAIKH ISHAQ	Marathwada College of Education, Aurangabad							
13	MOHD. RAFIUDDIN	Marathwada College of Education, Aurangabad							
14	SHAIKH NADEEM DADAMIYA	Marathwada College of Education, Aurangabad							
15	TAUHEED QURAISHI	Marathwada College of Education, Aurangabad							
16	SOHAIL KHAN ROUF KHAN	Maulana Azad College, Aurangabad.							
17	SYED ZIA SYED RAUF	Maulana Azad College, Aurangabad.							A
18	SHAIKH UMER	Maulana Azad College, Aurangabad.							A
19	SAYYAD MOHSIN NASIR	Maulana Azad College, Aurangabad.							A
20	MOHD ABDUL RAHMAN MOHAMMAD AHSAN	Maulana Azad College, Aurangabad.							A
21	SHAIKH SALEEM SHAIKH HAMEED	Maulana Azad College, Aurangabad.							A
22	SHAIKH NOOR SHAIKH TAJUDDIN	Maulana Azad College, Aurangabad.							
23	ARBAZ FEROZ KHAN	Maulana Azad College, Aurangabad.							
24	SHAIKH AMER SOHEL	Maulana Azad College, Aurangabad.							
25	FAROOQUI MUQTEDER FAREED	Maulana Azad College, Aurangabad.							
26	SYED MATEEN UL HAQUE	Maulana Azad College, Aurangabad.							
27	MOHAMMAD MUQTADEER	Maulana Azad College, Aurangabad.							



30	SYED ABDUL MAJEED	Maulana Azad College, Aurangabad.								
31	SAIYAD AHAMAD NOOR SAI ISMAIL	Maulana Azad College, Aurangabad.	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	A
32	SAYYED ABDUL JUNED	Maulana Azad College, Aurangabad.	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	A
33	NIYAMATULLAH KHAN	Maulana Azad College, Aurangabad.	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	B
34	SYED ANWAR	Maulana Azad College, Aurangabad.	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	B
35	SHAIKH MUJEEB	Maulana Azad College, Aurangabad.	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	B
36	PATHAN SHAI AT KHAN	Maulana Azad College, Aurangabad.	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	A
37	SUSHMA KALE	Maulana Azad College, Aurangabad.	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	B
38	SUREKHA ARUN SARWADE	Maulana Azad College, Aurangabad.	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	B
39	MOHD FARAZ MOHD FAIZ	Maulana Azad College, Aurangabad.	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	A
40	MOHAMMED MAIZAN	Maulana Azad College, Aurangabad.								C
41	MASIHUDDIN SIDDIQUI	Maulana Azad College, Aurangabad.								C
42	MAJED HUSSAIN	Dr. Rafiq Zakaria Centre for Higher Learning & Advanced Research, Aurangabad.	P							C
43	SHAIKH TANVEER SHAIKH HAMEED	Dr. Rafiq Zakaria Centre for Higher Learning & Advanced Research, Aurangabad.								C
44	MOHAMMED ASAD MOHAMMED ISMAIL	Dr. Rafiq Zakaria Centre for Higher Learning & Advanced Research, Aurangabad.								C
45	PATHAN JALEEL	Dr. Rafiq Zakaria Centre for Higher Learning & Advanced Research, Aurangabad.								C
46	SHAIKH WASEEM NAZIR	Dr. Rafiq Zakaria Centre for Higher Learning & Advanced Research, Aurangabad.	<i>[Signature]</i>	<i>[Signature]</i>						C
47	SHAIKH ABDUL ALIM	Dr. Rafiq Zakaria Centre for Higher Learning & Advanced Research, Aurangabad.	P							C
48	SHAIKH KALEEM	Dr. Rafiq Zakaria Centre for Higher Learning & Advanced Research, Aurangabad.								C
49	IMRAN KHAN AZIZ KHAN	Dr. Rafiq Zakaria Centre for Higher Learning & Advanced Research, Aurangabad.								C
50	SHAIKH TAJAMMUL AHMED	Dr. Rafiq Zakaria Centre for Higher Learning & Advanced Research, Aurangabad.	<i>[Signature]</i>	<i>[Signature]</i>						C
51	PATEL MUKHTAR CHANDBASHA	Dr. Rafiq Zakaria Centre for Higher Learning & Advanced Research, Aurangabad.	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	B



	MAJED KHAN	Dr. Rafiq Zakaria Centre for Higher Learning & Advanced Research, Aurangabad.						
51.	SYED WASEEM AHMED	Dr. Rafiq Zakaria Centre for Higher Learning & Advanced Research, Aurangabad.						
52.	SHAIKH NAEEM	Dr. Rafiq Zakaria Centre for Higher Learning & Advanced Research, Aurangabad.						
53.	MOHAMMED UMAR YUSUF	Dr. Rafiq Zakaria Centre for Higher Learning & Advanced Research, Aurangabad.						
54.	BASALAT NAWAZ KHAN BASHARAT NAWAZ KHAN	Dr. Rafiq Zakaria Centre for Higher Learning & Advanced Research, Aurangabad.						
55.	SYED MUJIBUDDIN	Maulana Azad College, Aurangabad.						
56.	SHAIKH AJAZ SHAIKH ASIF	Maulana Azad College, Aurangabad.						
57.	QUAZI MUZAMMILUDDIN KADIRUDDIN	Maulana Azad College, Aurangabad.						
58.	BURHAN KHAN	Maulana Azad College, Aurangabad.						

59. Mohammed Aman Ullah
60. Pathan Shaheer Khan
61. Gulam Rasool
62. Shah Wasim - Wasfiyah
63. Mohammed Wahajuddin
64. Shaikh Imran Shaikh Chand
65. SHAIKH SALIMUDDIN SK NASEEMUDDIN
66. MOHD MUMTAZ AYAZ
67. MOHD ABDUL ZAID
68. SYED ABDUL IMRAIN


Dr. Rafiq Zakaria Centre For Higher Learning And Advanced Research,
Aurangabad

&


Maulana Azad College Of Arts, Science and Commerce, Aurangabad.

Organizes

Administrative skill Development Program for Non teaching staff
(Handling of Computer and MS Office)

Between 09-05-2022 and 14-05-2022

Programme Copy of Inaugural Function

- | | |
|--|---------------------|
| 1. Objective of the Programme Cum Welcome Speech : | Dr. Arif Pathan |
| 2. Details of the Programme : | Dr. Nazeen Akhtar |
| 3. Introduction of Guest : | Dr. Adiba Madam |
| 4. Felicitation of Guest : | Dr. Mazhar Farooqui |
| 5. Inaugural Speech : | Dr. Kaleemuddin |
| 6. Presidential Address : | Dr. Mazhar Farooqui |
| 7. Vote of Thanks : | Dr. Zeba Syeda |

Valedictory Function of
Administrative Skill Development Program



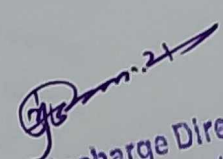
Organized by
Dr. Rafiq Zakaria Centre for Higher Learning & Advanced Research, Aurangabad

And
Maulana Azad College of Arts, Science and Commerce, Aurangabad

On 17-05-2022

Program Copy of Function

1. Welcome Speech and Details of the Program : Dr. Nazneen Akhter
2. Introduction of Guest : Dr. Shaikh Adiba
3. Felicitation of Guest : Dr. Mazahar Farooqui
4. Address by Chief Guest : Dr. Shaikh Kabeer
5. Presidential Address : Dr. Mazahar Farooqui
6. Certification Announcement : Mrs. Syed Zebanaaz
7. Vote of Thanks : Mrs. Syed Zebanaaz


Incharge Director
Dr. Rafiq Zakaria Centre for Higher
Learning & Advanced Research
Aurangabad.

Programme Coordinator: Dr. Mazahar Ahmed Farooqui; Dr. Arif Pathan; Dr. A.R. Khan

Organizing team /committee: Dr. Nazneen Akhter; Dr. Shaikh Adiba; Mrs. Syed Zebanaaz

their need and handling of the computer system. The session from 2nd day up to 4th was regarding Office Suite which included explanation as well as hands on training. On day 5th, the participants were instructed about web browsing as how to visit government websites, how to download various GR's, how to compose an e-mail.

Best Practice 2: "Vehicle free day"

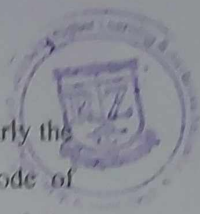
Goal: The main concern, today, has been the increasing pollution in all forms. The vehicles, which are increasing day by day, are contributing much to air and sound pollution. With the aim to reduce carbon emissions and also promote 'walking for better health' For that our Director Prof. Arif pathan of Dr. Rafiq Zakaria centre for higher learning and advanced research have decided to keep the campus vehicle-free for every last day of a month. All the faculty members have agreed to the proposal of not using two-wheelers or four-wheelers on the campus for last day of every month as apart from making the campus pollution-free, it will also promote the habit of walking for better health. Avoiding the use of vehicles is an impossible task. So our institution thought of contributing a little in our own way to reduce pollution. This gave birth to the idea of making the college campus vehicle free zone for a day in a month. To keep the college campus free from sound and smoke at least for a day in a month and thereby to save our environment is the goal of this practice.

Context: Quite a number of students, the teaching and the non teaching staff come to college on scooters, motorbikes and cars. Naturally this adds to sound and air pollution. The institution cannot totally forbid them to bring vehicles into the campus since public transport is not available from all places. So, one way to do something to avoid pollution is to motivate and convince them not to use their own vehicles for a day in a month and to find an alternative way to come to the college and thereby to make their contribution towards reducing pollution.

The Practice: The students and teachers are taken into confidence. Awareness is created about the increasing pollution and the need to control it. They are motivated not to bring their respective vehicles to the college for a day in a month.

Evidence of Success: The institution's efforts in motivating and convincing the students and the staff have been fruitful. They have extended full cooperation and have made the college campus vehicle free zone by not bringing the vehicles on every last day of the month.

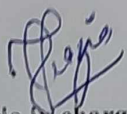
Resources Required: The students and the staff are the human resources. Without any financial and infrastructural resources, this practice could be implemented free of cost.



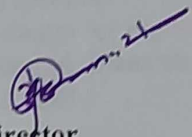
Problems Encountered: Initially, it was a little difficult to convince everyone, particularly the students, since many questions were raised about the availability of alternative mode of transport. But gradually, they were taken into confidence and were made aware of the seriousness of the problem of pollution.

Output of "Vehicle free day"

1. No Vehicle Day helps to avoid air pollution and sound pollution.
2. It also helps to save the excess burning of fossil fuels.
3. It also protects nature from high temperature and minimum release of polluting gases.
4. It also responsible for increase the income of public transport.
5. It saves the consumption petrol and diesel of Nation.
6. It protects environment from air pollution.
7. It maintains free sound pollution and clean College campus.
8. Each staff and student involved in protection of Earth from air pollution.


Criteria in charge


IQAC


Director
Incharge Director
Dr. Rafiq Zakaria Centre for Higher
Learning & Advanced Research
Aurangabad.

20-06-22

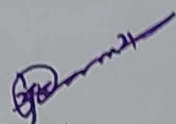


Notice

All the Teaching Non-teaching staff members and students are informed that our institute had declared "**No Vehicle Day**" on last Saturday of every Month as a small contribution to save our earth from vehicle pollution. So all are instructed Not to bring your Vehicle for every Saturday in the institute.

Qazi
Director I/C

Eqid
IPAE


Director
Incharge Director
Dr. Rafiq Zakaria Centre for Higher
Learning & Advanced Research
Aurangabad.

Attendance sheet for "No Vehicle Day"

25/6/22



Sl. No.	Name of the Staff	Designation	By walk	By bicycle	By two wheeler	By Four wheeler	By public transport	By Walking	One way travel distance from their home to the campus	Sign
1	Mohammad Soultane	OS					✓		5.1 km	[Signature]
2	SHAIKH WASSEM	Clerk					✓		12.1 km	[Signature]
3	MAJED HUSSAIN	SR. CLERK			✓		✓		10.1 km	[Signature]
4	Siddique mohammed	Jr. Clerk			✓		✓		4.1 km	[Signature]
5	Sharikh Tajammur	librarian			✓		✓	✓	1 km	[Signature]
6	Abdul Mutallib	accountant			✓		✓		4 km	[Signature]
7	Syed Wassim	Jr. Clerk			✓		✓		4 km	[Signature]
8	Sharikh Naeem	Lab Attendant			✓		✓		6.1 km	[Signature]
9	Sharfuddin Farooqui mohammed	Lab Attendant			✓		✓		4.1 km	[Signature]
10	Asad	Lab Attendant					✓		5.1 km	[Signature]
11	Shaikh Tanveer	Lab Attendant						✓	1 km	[Signature]

Attendance sheet for "No Vehicle Day"

Date:

25/6/22



Name	Designation	By walk	By bicycle	By two wheeler	By Four wheeler	By public transport	By Walking	One way travel distance from their home to the campus
1. Dr. Arif Pathan	IC Director					✓		9.5 km
2. Dr. Fayaz Farooqui	CRAC co-ord.						✓	2 km.
3. Dr. Shazia Khanum	Assist prof.					✓		2 km.
4. Dr. Waheed Khan	Asst. prof.					✓		7. km
5. Dr. Rehana Begum	Asst. prof.						✓	1.5 km
6. Shaeista Parveen	Asst Prof.					✓		3. km
7. Dr. Nazim Parveen	Asst Prof.					✓		3 km
8. Dr. Mohd. Aziz	Asst prof.						✓	2.0 km
9. Anveen Bano	Assist prof.					✓		5.0 km
10. Farheen	Assist prof.					✓		6.0 km
11. Dr. Insaaz Pathan	Asst prof.						✓	1 km
12. Zeba Zarg	Asst prof.						✓	1 km