

**Dr. Zakir Hussain College of Education**

Mhaismal Road, Khulatabad, Dist - Aurangabad, (M.S)

(Affiliated to Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.)

College Code - EA340908

NCTE Code-123119

Principal

Dr. Shaikh Firoj

M.A., M.Ed., M.Phil. (Edu), Ph.D. (Edu.)

Mob: 9326069915

Web-<https://drzhedu.in>

Date:

**Report on Academic Transparency**

- Teaching and learning scenario of any institution relies totally on the strength of the curriculum and its execution with vigilant care.
- Holistic growth of the pupils is largely ensured while teaching or practicing this framework. Every year, the time table committee of the institution prepares timetable as per the guidelines of academic calendar.
- The time table is prepared much prior to the commencement of classes and it is communicated to the concerned teachers to give them time to plan and execute the syllabi with utmost perfection.
- After the allotment, the faculty diligently makes a comprehensive teaching plan considering the competencies and learning outcomes of students.
- Subject allotment to the faculty is done as per their qualification and subject specialization, faculty delivers the curriculum using different techniques like team teaching, role – playing project method, ICT-based teaching and flipped classroom through well- equipped classrooms and laboratories.
- Beside these strategies, students are also acquainted with seminars, workshop, extension lectures, orientation programs, morning assemblies, celebration of national and international days, quiz competitions, excursions other techniques; to provide exposure, wisdom and life skills training.
- The locus of control remains on using appropriate teaching strategies to ensure completion of the course well in time.
- The role of teacher is not just to organize formative and summative assessments from time to time but also to conduct diagnostic assessment to provide remedial teaching for the weak students.
- Students provide written as well as oral feedback for improved and quality teaching.
- Feedback system is the vital component for development of an institution. It requires a comprehensive plan to initiate, deploy and execute.
- Feedback is obtained at institutional level regarding the teaching schedules, teaching methods and student assessment, which is required to take suitable steps for improvement in teaching - learning procedure.
- Student Mentoring System is adopted in the Institution. This put emphasis on the inculcation of intellectual, social, moral, aesthetic, cultural and spiritual values.
- This enables bridging gap between the Teachers and Students.
- This helps to create a better environment in the college, where students can approach teachers for both educational and personal guidance.
- It provides guidance as well as suggestions for the slow learners. The mentor displays punctuality, sincerity and devotion to his work while monitoring the mentee. Mentors are required to monitor students and keep track of mentee's performance.
- The institution leaves no stone unturned to create equality and equity in terms of creating holistically developed and well adjusted individuals.

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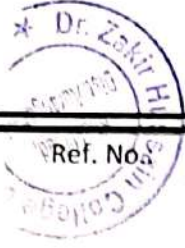
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## Report on Financial Transparency

- Internal and External financial audits conduct by the institutions regularly.
- Audit conducts at the end of each financial year.
- It also includes assessing the accounting principles used, management estimates and evaluate overall financial statements.
- Based on such audit, auditors issue audit report to the college.
- Bursar is responsible for all the expenditure related with the purchase material of the institutions. Quotations are taken from numerous distributors.
- Records for the same are also maintained manually.
- Hence every income and expenditure has an internal check and internal audit.
- Periodical internal auditors do internal audit verifying the related receipts, vouchers, ledger postings etc. and the external audit is also done by auditors by an authorized C.A Anand Periwal and associates.
- The system of maintaining accounts except petty cash is done by bank transactions thus ensures internal check and balance of accounts.

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EVEREST EDUCATIONAL SOCIETY'S

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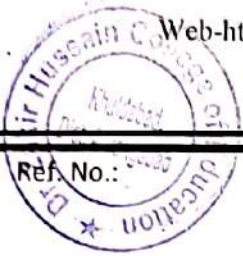
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## Report on Administration Transparency

- Overall administrations of institutions which includes establishment, account, security and maintenance services, all supervised by the head of the institutions.
- Administration also responsible for the maintenance of student admission work, examination work, purchase activities, accounts and establishment activities.
- Under administration, there is an exam coordinator who takes the responsibility of submitting the student applications for the exams, prepare date sheet, manage seating arrangement, maintain the records of absentees and also prepare the question papers.
- College of helps the students to apply online for various scholarships under different welfare schemes.
- Admission process is fair which is based upon merit and entrance test taken by affiliating university.
- Research development cell identifies the innovative ideas from students and guides them to conduct research work and preparing project report.
- They also involve in arranging skill development programs, guest lecturers to promote self-employment.
- The infrastructure pertaining to physical, academic and support facilities in college are regularly maintained to ensure maximum benefit of the students as well as teaching and non teaching staff. Suitable budget is allocated every year by the management for the maintenance of various facilities.
- The college principal forms various committees to ensure the maintenance of the infrastructure. It is a common practice to receive suggestions and demands regarding infrastructure maintenance.
- A hierarchical system with clearly defined duties and responsibilities is set up.
- All the teaching blocks are under a senior teacher who acts as the coordinator, looking after the maintenance and cleanliness affairs of the block.
- The coordinators are free to form teams from faculty members for effective functioning of the system.
- The campus maintenance is monitored through surveillance cameras.
- The college campus is maintained by the various committees of the college which looks after general cleanliness, support facilities like notice boards, drinking water, waste management and other facilities for students.
- Sanitary disposal & vending machine for personal hygiene
- Every department maintains a stock register for the available equipment's. Proper inspection is done verification of stock takes place at the end.

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