

Rizvi College of Arts, Science and Commerce
Off Carter Road, Bandra (West), Mumbai 400 050

STRATEGIC PLAN

INTRODUCTION - OVERVIEW OF THE INSTITUTION

Rizvi College of Arts, Science and Commerce has completed 37 years of Academic Excellence spreading quality education and making a remarkable contribution in the field of Education as one of the most sought-after colleges in Mumbai city. The college has kept pace with the changing world and has been the pioneering spirit behind many innovations in the field of education thus acquiring a well-deserved reputation in academics, sports and co-curricular activities.

ABOUT THE COLLEGE

The Rizvi Education Society was established by Dr. AKHTAR HASAN RIZVI in the year 1982, who set his heart on the realization of a dream "the establishment of a mini university", catering to a variety of educational interests and aspirations.

The Rizvi College of Arts, Science & Commerce was started in the academic year 1985-86. This was just the beginning of a line of successful ventures that were to follow. The amazing speed with which one professional institute followed another was awe-inspiring. Today, the Rizvi Educational Empire has expanded to unimaginable dimensions. As of now, we have twenty two institutes in all, not only in Mumbai but in Jaunpur, Allahabad (Kaushambi, Karari) as well.

Senior College is affiliated to the University of Mumbai for teaching courses leading to B.A., B.Sc., B.Com. B.M.M., B.M.S., B.B.I., B.A.F., B.Sc. (Computer Science), B.Sc. (I.T.), B.Sc. (Hospitality Studies), and M.Com. Degrees.

Junior College is recognised by the Education Department, Govt. of Maharashtra and H.S.C. Board to conduct classes of F.Y.J.C. and S.Y.J.C along with vocational courses in Electronics, Computer Science and Information Technology.

College has a Research Centers affiliated to University of Mumbai with M.Sc. in Chemistry (By Research), Ph.D. in Zoology, Chemistry, Botany and Commerce.

Because of the college's comprehensive offerings, its excellent programs, its uniquely talented faculty, and its support services, Rizvi College enjoys one of the highest numbers of students in Bandra (West), Mumbai area.

Rizvi College provides extensive collegiate and co-curricular experiences for students, including such opportunities as student men's intercollegiate cricket team; performance groups; a Degree Program; and a host of activities in which students learn leadership skills, expand their academic horizons and celebrate cultural diversity.

As you move through the college website pages, you will also find information about the college's the academic, administrative & extracurricular activities of the college for e.g. Examination, Unfair Means Inquiry, Attendance, Cultural, Career & Counseling Cell, Library, Women Development Cell, Grievance Redressal Cell, Discipline, etc. Other services as Gymkhana, NSS, NCC, financial aid, health services just to name a few.

The college achieved permanent affiliation from the Mumbai University. The constant dynamics of globalization, technological revolution, knowledge explosion and fast-growing needs of industry, the purpose and scope of higher education has been redefined to include components of employability, research, innovation and social relevance, whereby 'academic flexibility' has come to be an integral part of the quality education.

It was something exciting and rewarding, long-awaited by all the stakeholders of the institution after tasting the success of accreditation by National Assessment Accreditation Council (NAAC) in 2004 with B Grade. The Quality enhancement & Sustenance of Rizvi College of Arts, Science and Commerce are envisaged through its Re-accreditation by NAAC in September 2011 with CGPA 2.84.

The college has engaged itself in the process of curriculum enrichment and enhancement through a wide range of academic programs including certificate courses and publishing research papers to make education more relevant and job-oriented. The college has completed three decades with a focus to march with academic excellence on one hand and to drive towards techno-savvy societal transformation on the other hand.

VISION

The upliftment of minority students through quality education

MISSION

Education for all

MOTTO

The Insignia symbolizes HUMANIZE, EQUALIZE & SPIRITUALIZE.

- **Humanize:** Treat all living beings equally.
- **Equalize:** Respect each other, observe and practise the value of co-existence.
- **Spiritualize:** Purify and strengthen minds against corruption

MILESTONES ACHIEVED BY THE COLLEGE

- University of Mumbai conferred on us the prestigious **Guru Nanak Trophy** for securing maximum points in sports competitions among 770 colleges for the year 2009-2010.
- We also received the **Best Liked College Award** with a Cash Prize of **Rs. 5 Lac** from Channel V and Face book sponsored by Nokia.

WORKPLACE VALUES

Workplace values act as a set of guiding principles describing general code of conduct for moral and ethical behavior of faculty, staff and students in all endeavors.

- **Accountability** - Being responsible and answerable for all accomplishments.
- **Transparency** - Visibility and accessibility of information and practices to all concerned.
- **Discipline** - Being sincere, regular, punctual and rule abiding.
- **Just** - Being honest, fair and righteous, guided by conscience and wisdom
- **Perseverance** - Putting continuous and sincere efforts to achieve targets despite all challenges
- **Competency** – Acquiring knowledge and skills for doing things efficiently and successfully.
- **Empathy** - Being humane and treating each individual with dignity and respect
- **Teamwork** - Working together to achieve a common goal in *all ebbs and tides*.
- **Conservation** - Optimal utilization of resources and energy so as to reduce, reuse,

recreate, rethink and recycle entirety in best possible way.

SWOC - ANALYSIS

STRENGTHS

- Pro-active visionary leadership and supportive management.
- Qualified and experienced teachers who are not only teachers but mentors as well.
- Welfare measures for retiring employees (both teaching and non-teaching staff) through felicitation and befitting farewell. Financial Inclusion efforts by formation of credit co-operative society for personal loans.
- Highly inclusive educational environment. Free-ships/fifty percent fee waiver/scholarships for sports students, wards of staff and for needy students are provided by the management.
- Almost all classrooms are equipped with LCD projectors and white screens in order to facilitate use of modern teaching aids.
- Provision of opportunities to student to excel in the field of media, fine arts, cultural, sports, co- curricular activities as well as academics.
- College was awarded the Guru Nanak Dev Champions Trophy for the seventh consecutive year amongst 750 colleges of University of Mumbai in the year 2015-16.
- Workshops, training programmes on quality enhancement organised for teaching as well as non- teaching staff.
- Teachers and students are given every opportunity to excel in their respective field, providing them a highly research oriented environment.

WEAKNESSES

- Constraints of space coming in the way of add-on courses and laboratory expansion plans.
- Being grant-in colleges, funds are always limited and have to be mobilised through other sources.

OPPORTUNITIES

- To encourage students to reorient learning to meet the new system through intensive coaching and remedial classes for the weaker students.

- Certificate / Add-on courses are to be strengthened to channel the gap between academics and industry and also to enhance self-employable skills among students.
- To introduce students to international education through tie-ups with foreign institutions.

CHALLENGES

- Due to a large number of self-financing courses takers for humanities and science stream has been dwindling
- Adapting students to the frequently changing pattern of examination and evaluation system.
- Skewed teacher: student ratio.
- To improve consultancy services.

STRATEGIC GOALS

In the technology-enabled world, the Strategic goals of the Institution are dynamically revised. In the coming years we envisage the following major Strategic Goals:

1. ACADEMIC EXCELLENCE

Institution, as a seat of learning, exists for providing quality education by creating, advancing and disseminating knowledge with collective wisdom. It is a premier higher learning institution engaged in fulfilling educational requirement of diverse sections of the society in the core and applied academic disciplines. It aims at achieving academic excellence through its course curriculum, blended teaching methods and technology enabled joyful learning environment. In addition to acquire subject knowledge and required skills, the students will be groomed to think, perform, and communicate in a critical, creative and effective manner.

Objectives

- To provide quality education at all levels.
- To initiate multidisciplinary courses for emerging needs of stakeholders including industries, research institutions, government organizations and society.
- To innovate and adopt technology enabled pedagogy.
- To chalk out scholastic and co-scholastic activities to make the Institution

educational environment more lively, vibrant, congenial and conducive

Strategies

- Strengthening existing academic programs by enriching course curriculum in the light of global standards, theoretical advancements and industry requirements.
- Providing academic freedom and flexibility in teaching learning processes.
- Use of blended teaching methodology involving traditional, interactive, and ICT enabled pedagogical techniques.
- Bringing rigour to teaching-learning processes through carefully designed session plans, student assignments, regularity, participation and involvement.
- Incorporating Learning Management System : Digital Edu
- Enriching our Library resources
- Well-designed examination systems with transparent evaluation processes.
- Developing quality study material available as e-content on website as well as hard copy in the libraries.
- Regular student feedback on teaching-learning process, curriculum and administrative facilities to ensure quality control and regular updating.
- Designing and introducing Job oriented professional Certificate courses.

2. RESEARCH AND INNOVATION

The Institution is committed to high quality research and innovation. In order to facilitate research activities, the Institution has a Research Cell to guide, encourage, support and monitor core and interdisciplinary research. Individuals and students are encouraged to achieve and sustain the research excellence.

Objectives

- To promote multidisciplinary research in new, emerging and thrust areas.
- To create environment and facilities for interdisciplinary research.

Strategies

- Creating and supporting a research environment for high quality research by students and faculty.
- Encouraging quality research by motivating staff to apply for minor and major

research in intra disciplinary and interdisciplinary areas.

- Promoting highest ethical standards in research.
- Facilitating and supporting research funding process at departmental and University level.
- Supporting faculty and student participation in research related events such as paper presentation in seminars, conferences, workshops, training programs, and faculty development programs.
- Conducting Webinars on Research methodology for students and faculty
- Encouraging faculty and scholars to publish in high quality peer reviewed journals with impact factor and high ratings.
- Recognizing and felicitating good publications and contributions of faculty members and scholars in academic publications and events.
- Facilitating faculty publications as books, monographs, working papers, case studies, study material and other academic literature through **in house publication facilities** i.e. **International Journal of Research**.
- Arranging for infrastructural support including buildings, equipment, well equipped laboratories, databases, books, journals and other facilities as required for pursuing research on campus.

3. COLLABORATIONS

The Institution shall promote collaborations in research, teaching and employment at National as well as international level. The partnerships with different organizations will contribute towards achieving objectives of the Institution

Objectives

- To identify opportunities and create facilities for attracting foreign students, researcher and teachers to the Institution
- To identify opportunities for the students and teachers of the Institution to get exposed to international teaching and research.

Strategies

- Entering into collaborative arrangements with reputed academic institutions, research institutions and industry forums for creating opportunities for students and

faculty

- Exploring the possibilities of collaborations with Companies for training and employment opportunities for students.
- Promoting the work of its students and teachers on academically important platforms and forums.
- Developing research collaborations with foreign universities, agencies, and industries.
- Attracting foreign students for University programs.
- Developing a facility for “One Point Communication” between foreign nationals and Institution.
- Creating opportunities for exchange programs of students and teachers with foreign universities. Developing online course content and modules and making it available at international level for opensource sharing.
- Forming strategic alliances with prominent universities / eminent professors for Virtual Lectures.
- Developing Tie-ups with apex and regulatory bodies for grants/funds, policy guidelines, developmental programs and Other resources

4. CAPACITY BUILDING

Excellence is achieved through outstanding performance by competent and committed people. The Institution is committed to provide culture, facilities, support and freedom to its faculty and staff for unleashing their talents.

Objectives

- To benchmark and develop world class competencies for academic and administrative excellence.
- To attract, develop, reward and retain academic and administrative staff of high caliber and make Rizvi College of Arts, Science and Commerce a most sought after University for employment

Strategies

- Attracting, rewarding and retaining talented faculty and staff to ensure quality in academics as well as administration.

- Providing opportunities and facilities for developing teaching and research skills of faculty members.
- Developing IT skills of its faculty and staff members.
- Organizing staff training for behavioral modifications and developing technical skills.
- Promoting its faculty members to participate in conferences and publish in journals.
- Encouraging contribution to knowledge by developing new content and making it available in the form of books, e-content and other learning resources.
- Providing opportunities to faculty and staff for updating themselves on a regular basis.
- Organizing social and cultural events for faculty and staff to cultivate a sense of belongingness to the Institution.

5. SELF RELIANCE

Indian government over last two decades has changed its method of regulation from, management by control to management by exception and subsequently withdrawing financial support in a gradual manner to make institutions and entities self-reliant. Also, in the light of increasing competition and growing expenses it is required to generate additional revenues, manage expenses and adopt cost saving measures to be self-reliant.

Objectives

- To explore newer avenues for generating revenues from internal and external sources.
- To improve financial planning and control systems for better resource mobilization.
- To develop and optimize utilization of human and physical resources for being self-reliant

Strategies

- Making Institution self-sufficient in terms of financial resources to meet its current and future requirements.
- Improving financial planning and resource allocation to achieve Institution objectives.
- Generating required funds through internal sources (student fee and charges) and external sources (grants, funds, donations, consultancies, sponsorships, fellowships,

scholarships etc.).

- Introducing more Industry oriented, short and long term self-finance programs
- Revising fees of professional and vocational courses in the light of growing expenditures
- Training programmes and consultancy to be encouraged for revenue generation.
- Making efforts for donations from Alumni and other sources
- Cost saving measures (such as paperless communication for inter and intra departments, energy savings options, better capacity utilization of existing infrastructure and resources)
- Improving financial systems and strengthen the internal control environment in order to ensure good governance and support better decision making.
- Developing and maintaining the existing infrastructure for hosting various levels of co-curricular and extra-curricular activities
- Utilizing auditoriums for promotion of art and culture and revenue generation

6. GOVERNANCE AND INTEGRATION

The Institution envisions the seamless integration of all processes with a systems perspective. It is achieved by the improvement in the existing systems and laying-down of advanced systems as per requirements of time. It shall result in optimal sharing of resources and speedy accomplishments of the administrative and academic processes. The philosophy of '*Systems Approach*' shall be the central to the work culture of the Institution.

Objectives

- To ensure academic, financial and administrative autonomy in the Institution.
- To ensure participatory, transparent and good governance at all level of Institution.

Strategies

- Joining all the academic and administrative departments seamlessly
- Integrating the students' evaluation and assessment centrally for quick disposal of results
- Integrating training modules, lecture and knowledge expertise of resource persons for the benefit of all the stakeholders.
- Adhering to establish statutes, ordinances, regulations, policies and procedures of the

University

- Specifying process details and checklist of documents for activity completion
- Bringing improvement and reforms in procedures, process and policies for increasing efficiency and effectiveness.
- Developing integrated facilities for sharing intellectual and physical resources.
- Developing file movement and document tracing system.
- Maintaining a central electronic database of faculty, staff and students.

7. INFRASTRUCTURE

The Institution strives to become and to sustain the status of '*Centre of Excellence*' for higher learning. It shall require instructional and research facilities to accomplish this and at the same time comply with its Research and Green policy. It shall address the needs of infrastructure development and regular maintenance of new and existing facilities attuned with all other themes. The global trends and philosophies on infrastructure development and maintenance shall be complied with as and when applicable.

Objectives

- To create state of the art learning center's with eco-friendly design and modern amenities.
- To develop aesthetically appealing clean and green campus.
- To adopt regular and preventive maintenance practices for civil, electrical and mechanical utilities.

Strategies

- Providing state of art centers of learning by providing ICT enabled classrooms library facilities, laboratories, Wi-Fi connectivity.
- Adapting total preventive maintenance for electrical, mechanical and civil utilities.
- Maintaining and renovating Institution Infrastructure.
- Landscaping and Beautification of campus for better utility to stake holders
- Practicing cleanliness of facilities and amenities across the campus.

8. HOLISTIC DEVELOPMENT

This is a trait required at all level of education and profession for every entity of the

Institution. It is an umbrella which develops and promotes growth of every stakeholder in integrity. Our approach towards all stakeholders is holistic as well as inclusive. Holistic refers to student growth and development is fostered intellectually, socially, physically and spiritually. Inclusive implies that all members of the campus are encouraged to become actively engaged in the teaching and learning process. Based on the positive youth development approach, it is argued that promotion of psychosocial competencies and positive mental health attributes such as resilience, emotional competence, self-understanding, and interpersonal skills is an important strategy to facilitate holistic development of students of the institution.

Objectives

- To design multifarious activities viz. Academic, Cultural, Environmental, Sports and others for holistic development of the stakeholders
- To inculcate values along with professional and leadership qualities among faculty, staff and students

Strategies

- Mentoring students for academic, social and career prospects.
- Organizing intellectual, academic, creative, literary, communication, presentation competitions at inter and intra departmental level.
- Making athletics, indoor and outdoor sports, a regular feature for students of the Institution.
- Innovating programs and festivals for social and cultural development.
- Easy and regular access to yoga and meditation, self-management related activities.
- Organizing expert lectures on contemporary issues.
- Conducting student enrichment activities by assessing their individual requirements.

8. SUSTAINABILITY

The Institution upholds the value of sustainability in all its endeavors. It shall serve as the means of promoting the practices of sustainable development right from local to global levels. It shall adopt simple four-steps to align itself with the globally adopted practices of sustainable development. It will work towards achieving sustainability by creating awareness, orienting courses, instituting training and facilitating research to imbue the spirit of sustainability in individuals associated with it.

Objectives

- To practice the principle of recycle, reduce, rethink, reuse and recreate for the sustainable development
- To promote energy efficient and eco friendly practices for infrastructure and systems development.
- To maintain and promote clean and green surroundings.

Strategies

- Popularizing, implementing and monitoring Institution green policy
- Motivating individuals and communities with environment conservation initiatives
- Co-ordinating with public transport authorities for providing subsidised/ monthly travel passes for students.
- Conserving energy by digitization of database and all processes.
- Encouraging use of green /eco-friendly products
- Developing and promoting energy saving habits such as switch off electrical devices when not in use
- Developing infrastructure and systems in accordance with prevailing energy efficiency/ green standards

9. SERVICE

The Institution has a prime motive of developing people for humanity and social welfare. It is responsive and proactive to the social, regional and local requirements, problems and other issues of relevance. Service to society holds major place in University planning and activities. It is further aiming at connect with society through various outreach programs and extension activities.

Objectives

- To develop a sense of social responsibility among faculty staff and students
- To galvanize the activities for sensitization, awareness and active participation of various stakeholders
- To locate and identify the local/regional talent, issue and priorities for development
- To ensure involvement and training of local community for their empowerment with a national and global perspective

Strategies

- Establishing relationship with local and regional bodies to assess their requirements and issues.
- Encouraging faculty and students to undertake socially relevant projects in their academic pursuits.
- Motivating faculty, staff and students to get associated with NGOs and support their activities.
- To sensitize all stakeholders about issues of local and regional areas and work for their resolution.
- Organizing extension activities through WDC and DLLE in the areas of education, health, hygiene, child and women welfare, local governance, and national social service.
- Strengthening NSS and NCC wing of the Institution for ensuring greater contribution to society and nation.
- Contributing to cultural development of society by promoting and celebrating important days, occasions, festivals and events.
- Developing entrepreneurial skills for managing small and medium enterprises of the region.
- Popularizing the contributions of local and regional personalities who have served for promotion of art, culture, heritage, governance, welfare or any other dimensions of human life.
- Ensuring greater participation and involvement of local bodies' developmental programmes of the University through activities of WDC and DLLE.

10. BRANDING AND COMMUNICATION

The College has a glorious history and heritage of 37 years of contribution to creating, advancing and disseminating knowledge with collective wisdom. In order to create international visibility, strengthen its image and establish a widespread presence of the College in academics, industry and society, there is a need to undertake well planned brand building efforts. This can be achieved by using all communication tools in an integrated manner.

Objectives

- To establish a widespread visibility of the College in academics, industry and society.

- To enhance interactivity of Institution with internal and external publics.
- To ensure consistency and clarity in all elements of communication

Strategies

- Popularizing College values, vision and mission statements by highlighting them on boards in all the departments, offices, brochures and other places of strategic importance.
- Prominently placing College logo at important places such as buildings, gates, stationery, and souvenirs
- Publishing College brochure both in hard copy and soft copy available on the website.
- Setting up College map and direction marks for the various departments and Admin offices. and other facilities to guide visitors.
- Becoming member of all important institutions and associations of academic interest.
- Developing souvenirs with College name and logo for guests, visitors, alumni and stakeholders of the College.
- Setting up a College information centre at the campus to help and facilitate students and visitors
- Effective designing, updating and maintenance of College website for complete information, smooth navigation and operations.
- Effective use of social media such as face book, blogs, You- tube for increased interaction.
- Uniformity in design of identity card, stationery and other communication material used by the College such as letterheads, envelopes, visiting cards, brochures etc in order to communicate a clear and consistent image.
- Making available Monogram for the coat which can be worn on formal functions, ceremonies and official visits to other places.
- In a world where technology, teaching pedagogy, sophistication of equipment etc keeps on changing
 - / improving rapidly, the strategic plan of the College needs to be a dynamic one. Therefore, we shall be updating this document every three years.



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email : principal.asc@rizvicollege.edu.in • Website : www.rizvicollege.edu.in
Phone : 90048 34583 / 96533 56852


12.10.2022

CONSTITUTION OF COLLEGE DEVELOPMENT COMMITTEE

As per Maharashtra Public Universities Act, 2016 Chapter IX para 97 that "The College Development Committee of Rizvi College of Arts, Science and Commerce" is constituted as under.

- 1 Dr. Akhtar Hasan Rizvi : Chairperson of the Management
- 2 Adv.(Mrs.) Rubina Akhtar Hasan Rizvi : Nominee of the Management
- 3 Dr. (Mrs.) Mariyah Ghori : HOD, Nominated by Principal
- 4 Dr. Rajesh Masurkar : Teachers' Representative
- 5 Dr. (Mrs.) Anjum Ara Ahmad : Teachers' Representative (Women)
- 6 Dr. Dattatraya Parhad : Teachers' Representative
- 7 Dr. Sharique Nisar : Local Member
- 8 Mr. Padmakumar Nair : Local Member
- 9 Mr. Aijaz Khan : Local Member
- 10 Mr. Anwar Ali Khatri : Local Member
- 11 Mrs. Shweta Dubey : Coordinator, IQAC
- 12 Mr. Saquib Mohd. Siddik Shaikh : President, College Students' Council
- 13 Ms. Sana Usman Dhamaskar : Secretary, College Students' Council
- 14 Dr. Ashfaq Ahmad Khan : Principal I/C, Member Secretary
- 15 Mr. Atul Railkar : Non-Teaching Employee's Representative

for Rizvi College of Arts, Science & Commerce


DR. AKHTAR HASAN RIZVI
PRESIDENT
Rizvi Education Society





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10th October 2022

CDC MEETING NOTICE

As per the Maharashtra Public Universities Act 2016 U/S 97, a meeting of the CDC of our college is scheduled on 20th October 2022 at 1.30 pm in Principal Cabin.

Agenda: -

- 1) To discuss the Repair and Maintenance work of the College Building.
- 2) To take the review of the admissions done in the AY 2022-23.
- 3) To discuss the NAAC Accreditation status and preparation for applying for NAAC in the AY 2022-23.
- 4) To discuss and plan all extra-curricular activities for the second half of the AY 2022-23.
- 5) To approve the AQAR report of 2021-22.
- 6) To approve the Annual Financial Statements of the College which is to be sent to the Management for approval.

All the Honourable members of the committee are invited for the meeting.

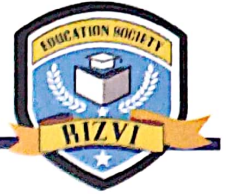
For Rizvi College of Arts, Science & Commerce


DR. KHAN ASHFAQ AHMAD
Principal I/C





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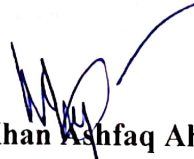
MINUTES OF CDC MEETING (A.Y.2022-2023)

A meeting of CDC of our college was held on 20th October, 2022 at 1.30 pm in Principal cabin in the presence of the following members:

| | | |
|--------------------------------|---|--|
| Dr. Khan Ashfaq Ahmad | : | Principal I/c, Member Secretary |
| Dr.(Mrs.) Mariyah Ghori | : | HOD Nominated by Principal |
| Dr. Rajesh Masurkar | : | Teachers' Representative |
| Dr. (Mrs.) Anjum Ara Ahmad | : | Teachers' Representative (Women) |
| Dr. Dattatraya Parhad | : | Teachers' Representative |
| Dr. Sharique Nisar | : | Local Member |
| Mr Padmakumar Nair | : | Local Member |
| Mr. Aijaz Khan | : | Local Member |
| Mr. Anwar Ali Khatri | : | Local Member |
| Mrs. Shweta Dubey | : | Coordinator, IQAC |
| Mr. Saquib Mohd. Siddik Shaikh | : | President, College Students' Council |
| Ms. Sana Dhamaskar | : | Secretary, College Student's Council |
| Mr. Atul Railkar | : | Non-Teaching Employee's Representative |

Following business was transacted as per the agenda mentioned in the Notice for CDC meeting, dated 20.10.2022.

1. Principal welcomed all the members present for the meeting.
2. Principal explained the emergency of the structural repair and Maintenance of college building.
3. Hon. President Sir assured immediate attention of management for structural repair.
4. The committee has taken a review of the admissions done in AY 2022-23 and asked for the detailed report of the courses offered by the college in respect of the adequate space for conducting the lectures and availability of faculties to teach such courses.
5. It was suggested that by the committee to organise the annual sport and cultural events at Intra College level for the AY 2022-23.
6. It was also proposed to apply for NAAC Re-Accreditation third cycle in the academic year 2022-23.
7. The annual financial statement was approved by the committee and the committee advised principal to send it for the approval of the Management.
8. The meeting ended with the thanking speech by the Principal


Dr. Khan Ashfaq Ahmad
PRINCIPAL I/C



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15th April 2023

CDC MEETING NOTICE

As per the Maharashtra Public Universities Act 2016 U/S 97, a meeting of the CDC of our college is scheduled on 24th April 2023 at 11.30 am in Principal Cabin.

Agenda: -

- 1) To discuss the Academic Calendar for AY 2023-24
- 2) To discuss the admission procedure for the AY 2023-24.
- 3) To discuss the status of NAAC Accreditation application.
- 4) To discuss the issues of Appointments of teaching and non-teaching staff in Aided and Aided Sections.
- 5) To discuss the matters of cleaning and security services required for the college campus.
- 6) To know the status of balance sheets for the FY 2022-23.
- 7) To discuss the instruction of Add on courses from the A.Y.2023-2024 and obtaining the approval for the same Management.

All the Honourable members of the committee are invited for the meeting.

For Rizvi College of Arts, Science & Commerce


DR. KHAN ASHFAQ AHMAD
Principal I/C



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MINUTES OF CDC MEETING (A.Y.2022-2023)

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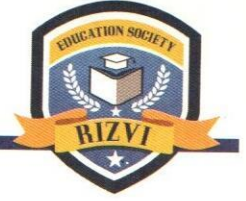
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| Dr. (Mrs.) Anjum Ara Ahmad | : | Teachers' Representative (Women) |
| Dr. Dattatraya Parhad | : | Teachers' Representative |
| Dr. Sharique Nisar | : | Local Member |
| Mr Padmakumar Nair | : | Local Member |
| Mr. Aijaz Khan | : | Local Member |
| Mr. Anwar Ali Khatri | : | Local Member |
| Mrs. Shweta Dubey | : | Coordinator, IQAC |
| Mr. Saquib Mohd. Siddik Shaikh | : | President, College Students' Council |
| Ms. Sana Dhamaskar | : | Secretary, College Student's Council |
| Mr. Atul Railkar | : | Non-Teaching Employee's Representative |

Following business was transacted as per the agenda mentioned in the Notice for CDC meeting, dated 24.04.2023.

1. Principal welcomed all the members present for the meeting.
2. Principal explained the tentative draft of Academic calendar for AY 2023-24 and it has been approved after some suggestions from the committee members.
3. Hon. President sir gave the guidelines for the Admission procedure for new Academic Year and suggested to give more priority to admit the in-house students.
4. The committee has taken a review of the appointments of the teaching and non-teaching staff and has been decided to do maximum full time appointments and reduce the number of visiting faculty for the smooth conduct of Extra-curricular and Co-curricular activities.
5. It was suggested by the committee to give the Cleaning services to any external cleaning service provider from the AY 2023-24.
6. Committee took the review of the progress of the NAAC accreditation application and suggested to complete it before the Vacation.
7. The annual financial budget is prepared by the committee and the same is sent to the management for their approval
8. The meeting ended with the thanking speech by the Principal.


Dr. Khan Ashfaq Ahmad
PRINCIPAL I/C





Date: 17th August, 2022

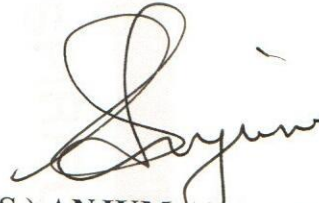
NOTICE
(DEGREE COLLEGE)

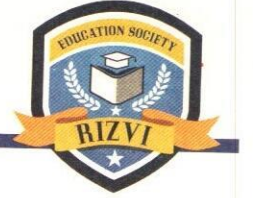
This to inform that Criterion In charges with One member should attend a meeting on Thursday, 18th August, 2022 at 12.00 pm in the Principal Cabin.

Agenda

1. Requirements as per latest NAAC Templates
2. AQAR 2021 - 22
3. SSR to be submitted to NAAC


MRS. SHWETA DUBEY
(Coordinator, IQAC)


DR. (MRS.) ANJUM ARA AHMAD
(Principal I/C)



Date: 18/08/2022

A meeting of IQAC, of all the In-charges / Convener and one members of each Criterion held on Thursday, 18th August, 2022 at 12.00 pm in the Principal Cabin.

Following in-charges and members attended the same.

Dr. (Mrs.) Anjum Ara Ahmad I/C Principal

Internal Quality Assurance Cell:

Dr. Ashfaq Khan : Coordinator *V.P.*

Mrs. Shweta Dubey : Co-Coordinator *Shweta*

Criterion I

Mrs. Swati Vora : Incharge *SV*

1. Khan Zulfia

Criterion II

Dr. N.A. Jafry : Incharge *N.A.*

1.

Criterion III

Mrs. Shahida Shaikh : Incharge *SS*

1.

Criterion IV

Dr. Rajesh Masurkar : Incharge *RM*

1.

Criterion V

Dr. Parhad Dattatraya : Incharge *PD*

1. Dr. Shilpa Shrivastava *SS*

Criterion VI

Mrs. Farhana K. Wali : Incharge *FR*

1. Khan Moharram Ali *MA*

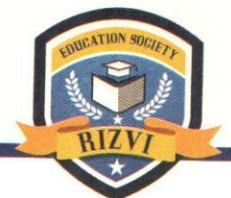
Criterion VII

Dr. Abhay Ranade : Incharge *AR*

1. Javed Pathan *JP*

Mr. Mohammad Arif - Sec. Assistance

Following Business was transacted:



Date: 18/08/2022

A Meeting of IQAC Criterion In charges with One respective member is held in the Principal Cabin on 18th August, 2022 at 12.00 pm.

Following Business was transacted:

1. Mrs. Shweta Dubey, IQAC Coordinator and Dr. Abhay Ranade, In - Charge, Criterion VII emphasised on the need of ISR activities in the vicinity of the college through informative and skill based talks, lectures for the residents and academic help to the needy and weak students by faculty and students.
The suggestion is unanimously accepted.
Principal Dr. Anjum Ara Ahmad agreed to the decision and instructed Mrs. Shweta Dubey, IQAC Coordinator to take the needed initiatives.
2. Principal Dr. Anjum Ara Ahmad instructed to incorporate the college initiative to increase and enhance the ground water table during the monsoon in AQAR 2021 - 22.
3. Principal Dr. Anjum Ara Ahmad emphasised on the need to increase the number of Add On Courses/Short Term Courses/Skill Based Courses, Activities on Cross - Cutting Issues and Skill Development which comes under Criterion - I. She said every Department and Committee should organise Add On Courses/Short Term Courses/Skill Based Courses, Activities on Cross - Cutting Issues and Skill Development.
4. Dr. Nazar Abbas Jafry, In - Charge, Criterion - II proposed to organise a workshop on Academic Outcome Mapping which is accepted by the Principal Dr. Anjum Ara Ahmad. Principal asked him to plan out the required strategy to improve the results and performance of the slow learners.
5. For Criterion II, Principal Dr. Anjum Ara Ahmad instructed Dr. Nazar Abbas Jafry, In - Charge, Criterion - II to take appropriate measures for the effective implementation of Advanced Learner and Slow Learners Policy of the college.
6. Mr. Moharram Ali Khan suggested revamping the SMS system of the college for effective and speedy communication with the students/parents/guardians which is unanimously accepted.
7. Dr. Rajesh Masurkar, In - Charge, Criterion IV, emphasised the need of effective steps to be undertaken for the maintenance of Dead Stock Register with the detailed information of the transaction and counterfeited signature along with Timely availability of Audited Financial Statements.



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8. Dr. Parhad Dattatreya, In - Charge, Criterion V, requested to increase the current number and amount of the scholarships given by the management. He suggested atleast 100 students in every academic year should be offered scholarship with enhanced amount to improve the performance of the college in Criterion V.
By analysing his suggestion Principal Dr. Anjum Ara Ahmad explained the need of creating awareness amongst the students regarding Government Scholarships through appropriate measures and guide them to apply for the same as management is already offering significant amount of scholarships with its limited resources.
9. For, Criterion III, Principal Dr. Anjum Ara Ahmad also raised her concern over the Research Publication/Presentation by the faculty members. While discussing the issue she said faculties should publish their research papers only in agreed UGC-CARE Listed Journals and not in Peer Reviewed Journals. She was of the view that college may consider reimbursing one research paper per academic year of the concerned faculty member if paper is published in the UGC-CARE Listed Journals.
10. Criterion Incharge - VI, Mrs. Farhana Wali also raised her concern about timely unavailability of Audited Financial Statements. She requested the Principal to reimburse the fee to faculties if they attend any Faculty Improvement Course and if possible then implement some welfare schemes for the faculty.

She also requested to the Principal to make a team/committee for College Annual Report 2021 - 22 to which Principal suggested that Magazine Committee should prepare the same as its their responsibility so there is no requirement of any additional team/committee and agreed to instruct the Magazine Committee to prepare the College Annual Report 2021 - 22 with the assistance of IQAC.

Regarding Perspective Plan, Principal instructed IQAC to prepare the same for five years.

As suggested by Criterion Incharge - VI, Mrs. Farhana Wali Principal said The Feedback Report on Curriculum, Teachers Performance and Administration should be generated by Mr. Kalpesh Solanki for all concerned stakeholders i.e. Students, Parents and Employers.

11. As a conclusion, the unanimous decision was taken to schedule a staff meeting with the Faculty Members to incorporate the decisions and suggestions made/proposed during the meeting.
Thus IQAC Meeting with the Teaching Staff is scheduled on Monday, 29th August, 2022 at 11.00 am in the Staff Room.

The Meeting was concluded at 1.45 pm.





Rizvi Education Society's

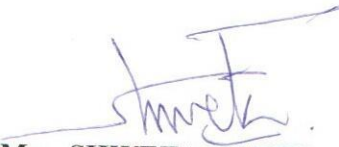
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Proposed by


Seconded by


Mrs. SHWETA DUBEY
(Co-ordinator, IQAC)


Dr. (Mrs.) ANJUMARA AHMAD
(Principal I/C)



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23rd August, 2022

Notice (Sr. College)

IQAC Meeting with Teaching Staff is scheduled on **Monday, 29th August, 2022** at **11.00 am** in the **Staff Room, First Floor.**


All Teaching Staff should be present for the same.

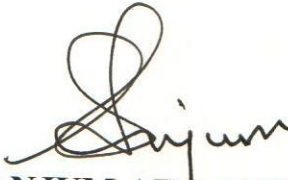
Agenda:

- AQAR 2021 - 22
- Academic Plan 2022 - 23
- SSR

Special Invitee:

1. Dr. Ashfaq Khan, Vice Principal


(MRS. SHWETA DUBEY)
Coordinator, IQAC


(DR.) MRS. ANJUM ARA AHMAD M.K.)
Principal I/C

Rizvi Education Society's
Rizvi College of Arts, Science & Commerce
Off Carter Road, Bandra (W), Mumbai-400 050.

List of Teaching Staff in Degree College for the Academic Year 2021-2022

PRINCIPAL : DR. ANJUM ARA AHMAD

INCHARGE PRINCIPAL

VICE-PRINCIPAL : DR. ASHFAQ KHAN

| S. N. | Name of the Staff Member | Department | S. N. | Name of the Staff Member | Department |
|---------------------|----------------------------------|-------------|-------------------------|------------------------------|-----------------------|
| ARTS FACULTY | | | COMMERCE FACULTY | | |
| 1 | Mrs. Bhaswati Parasar | English | 28 | Dr. Ashfaq Khan | Commerce |
| 2 | Mrs. Preeti Bambolkar | English | 29 | Mrs. Swati Vora | Commerce |
| 3 | Ms. Mehvish Shaikh | English | 30 | Mr. Mukhtar Khan | Commerce |
| 4 | Mrs. Shweta Dubey | Economics | 31 | Ms. Mumtaz Shaikh | Commerce |
| 5 | Dr. Shaikh Ansarpasha Abdulrajak | Hindi | 32 | Dr. Malan Zardi | Business Economics |
| 6 | Dr. Abbas Alam Rizvi | Urdu | 33 | Ms. Tabassum Shaikh | Business Economics |
| | Mrs. Shailaja Shetty | Philosophy | 34 | Mr. Ashfaque Karim | Accountancy |
| 8 | Dr. (Mrs.) Mariyah Ghori | Sociology | 35 | Mr. Salim Kantawala | Accountancy |
| 9 | Mrs. Shaikh Shahida | Sociology | 36 | Ms. Shehnaz Khan | Accountancy |
| 10 | Dr. (Mrs.) Syed Shadab Akhtar | F.C. | 37 | Mr. Nadeem Parve | Accountancy |
| | | | 38 | Mr. Roshan Khobragade | Business Law |
| | | | 39 | Ms. Sujata Kharat | Environmental Studies |
| 11 | Mrs. Farhana Khalid Wali | Chemistry | | LIBRARIAN | |
| 12 | Dr. Rajesh Masurkar | Chemistry | 40 | Mrs. Suma Thomas | |
| 13 | Mr. Damarwala Oan Abbas | Chemistry | | | |
| 14 | Dr. Nazar Abbas Jafry | Chemistry | | | |
| 15 | Dr. Abhay J Ranade | Physics | | | |
| 16 | Mr. Vishwas Deshmukh | Physics | | | |
| 17 | Mr. Khan Moharram Ali | Physics | | | |
| 18 | Mr. Pradnyesh R Waghmare | Physics | | | |
| 19 | Dr. (Ms.) Ansariya Rana Montazir | Zoology | | | |
| 20 | Mrs. Saba Shadab Rais | Zoology | | | |
| 21 | Ms. Saima Khan | Zoology | | | |
| 22 | Mrs. Neha Nangia | Botany | | | |
| 23 | Dr. Nitesh Joshi | Botany | | | |
| 24 | Dr. Alkama Faqih | Botany | | | |
| 25 | Dr. Arunachalam S. | Mathematics | | | |
| 26 | Dr. (Mrs.) Anjum Ara M.K. Ahmad | Mathematics | | | |
| 27 | Dr. Parhad Dattatraya V. | Mathematics | | | |

UNIDED SECTION TEACHING STAFF LIST

| Sr. No. | Name of the Staff Member | Designation | Signature |
|---------|----------------------------------|-------------------|-----------|
| 1 | Mr. Arif Patel | Coordinator in CS | |
| 2 | Ms. Rafat Khan | Coordinator in IT | |
| 3 | Ms. Najmunnisa Saydu Shaikh | Co-ordinator BBI | |
| 4 | Mr.Subhash Shobhnath Gupta | Co-ordinator BAF | |
| 5 | Mr.Amir Ahmed Khan | Co-ordinator BMM | |
| 6 | Mr. Mohd Mukhtar Khan | Asst.Professor | |
| 7 | Mr.Sameer Hasan Shaikh | Asst.Professor | |
| 8 | Dr. Alkama Faqih | Asst.Professor | |
| 9 | Ms.Hina Mahmood | Asst.Professor | |
| 10 | Mr. Zaidi Zari Haider Zaidi | Asst.Professor | |
| 11 | Ms.Saba Parveen Shadab Rais | Asst.Professor | |
| 12 | Dr.Suhana Khan | Asst.Professor | |
| 13 | Ms.Zahra Dehghani | Asst.Professor | |
| 14 | Ms.Bushra MD Hanif Qureshi | Asst.Professor | |
| 15 | Ms.Shabnam Amin Sheikh | Asst.Professor | |
| 16 | Mr.Javedkha Asifkha Pathan | Asst.Professor | |
| 18 | Dr.Ruchi Gupta | Asst.Professor | |
| 19 | Ms. Mumtaz Rafique Shaikh | Asst.Professor | |
| 20 | Mr. Nadeem Abdul Sattar Parve | Asst.Professor | |
| 21 | Mr. Pankaj Laljibhai Shrivastava | Asst.Professor | |
| 22 | Ms. Shabana Ansari | Teacher | |
| 23 | Mr. Hasan Zameer Shaikh | Teacher | |
| 24 | Mr. Safdar Ulde | Teacher | |
| 25 | Mr.Navneet Hirdaynarayan Mishra | Asst.Professor | |
| 26 | Ms. Mehvash Zubair Shaikh | Asst.Professor | |
| 27 | Ms.Aiman Akbar Ali Peerzade | Asst.Professor | |
| 28 | Ms.Zulfa Khan | Asst.Professor | |
| 29 | Ms.Gauri | Asst.Professor | |
| 30 | Mr. Syed Mahe Zafar | Librarian | |

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LIST OF TEACHING STAFF IN SENIOR COLLEGE
PRINCIPAL : Dr. (Mrs.) Anjum Ara Ahmad (Principal I/C)
Vice Principal : Dr. Ashfaq Khan

Notice Reg.:

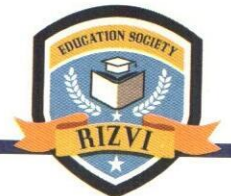
IPAC Meeting with Teaching Staff

dt.: 29/08/22

| Aided | | Unaided | |
|-------------------------------|----------------------------|------------------------------|-----------------------------|
| Name | Signature | Name | Signature |
| Ms. Preeti Bambolkar | AB | Mr. Arif Patel | |
| Mrs. Shweta Dubey | <i>[Signature]</i> | Ms. Rafat Khan | <i>[Signature]</i> 29/8/22 |
| Dr. Ansarpasha Shaikh | <i>[Signature]</i> | Dr. Mohammad Mukhtar Khan | <i>[Signature]</i> |
| Mrs. Shailaja Shetty | AB | Dr. Zardi Malan | <i>[Signature]</i> |
| Dr. Abbas Alam Rizvi | <i>[Signature]</i> | Mr. Subhash Gupta | <i>[Signature]</i> |
| Mrs. Mariyah Ghori | AB | Dr. Alkama Faqih | <i>[Signature]</i> |
| Mrs. Shaikh Shahida | AB | Mr. Amir Ahmed Khan | <i>[Signature]</i> |
| Dr. (Mrs.) Syed Shadab Akhtar | <i>[Signature]</i> | Ms. Hina Mahmood | <i>[Signature]</i> 29/8 |
| Mrs. Farhana Khalid Wali | <i>[Signature]</i> | Mr. Sameer Hasan Shaikh | <i>[Signature]</i> 29/8/22 |
| Dr. Rajesh Masurkar | <i>[Signature]</i> | Mr. Zaidi Zari Haider Zaidi | <i>[Signature]</i> 29/8/22 |
| Mr. Damarwala Oan Abbas | <i>[Signature]</i> | Ms. Saba Parveen Shadab Rais | <i>[Signature]</i> 29/8/22 |
| Dr. Nazar Abbas Jafry | <i>[Signature]</i> | Dr. Suhana Khan | <i>[Signature]</i> 29/08/22 |
| Dr. Abhay J. Ranade | <i>[Signature]</i> | Ms. Zahra Dehghani | <i>[Signature]</i> |
| Mr. Vishwas Deshmukh | <i>[Signature]</i> | Ms. Najmunnisa Shaikh | <i>[Signature]</i> 29/08/22 |
| Mr. Khan Moharram Ali | <i>[Signature]</i> | Ms. Bushra Qureshi | <i>[Signature]</i> |
| Mr. Pradnyesh Ramesh W. | <i>[Signature]</i> | Ms. Shabnam Sheikh | <i>[Signature]</i> 29/8/22 |
| Dr. Nitesh Joshi | AB | Mr. Pathan Javedkha Asifkha | <i>[Signature]</i> |
| Dr. Ansariya Rana Muntazir | <i>[Signature]</i> | Dr. Ruchi Gupta | AB |
| Dr. Arunachalam S. | <i>[Signature]</i> | Ms. Tabbassum Shaikh | AD |
| Dr. Parhad Dattatraya V. | <i>[Signature]</i> | Ms. Mumtaz Shaikh | <i>[Signature]</i> |
| Dr. Ashfaq Khan | <i>[Signature]</i> | Mr. Nadeem Parve | <i>[Signature]</i> 29/8/22 |
| Mrs. Swati Vora | <i>[Signature]</i> 29/8/22 | Dr. Pankaj Shrivastava | <i>[Signature]</i> |
| Mr. Roshan Khobragade | <i>[Signature]</i> 29/8/22 | Ms. Mehwish Shaikh | <i>[Signature]</i> 29/8/22 |
| Mr. Ashfaque Karim | <i>[Signature]</i> | Ms. Aiman Peerzade | <i>[Signature]</i> 29/8/22 |
| Mr. Salim Kantawalla | <i>[Signature]</i> | Ms. Zulfa Khan | <i>[Signature]</i> 29/08/22 |
| Mrs. Shehnaz Khan | <i>[Signature]</i> | Mr. Navneet Mishra | <i>[Signature]</i> |
| Ms. Dipti Ghadge | <i>[Signature]</i> | Ms. Gauri K. | <i>[Signature]</i> 29/8 |
| | | Mr. Mohammad Shahil H. | <i>[Signature]</i> |
| | | Ms. Shilpa Serigar | AR |
| Mrs. Suma Thomas | <i>[Signature]</i> | Mr. Syed Mahe Zafar | <i>[Signature]</i> |

Dr. Anjali V. Bondre
 Dr. Deepika W. Chaudhari
 Mr. Mohammad Saif
 Mrs. Mehjabeen Khan
 Mr. Syed *[Signature]* Haider

Anjali
 Chaudhari
[Signature]
 Jey



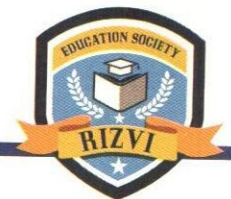
A Meeting of IQAC with Teaching Staff is held in the Staff Room, First Floor on 29th August, 2022 at 11.00 am.

Following Business was transacted:

1. Principal Dr. Anjum Ara Ahmad gave the opening remarks though briefing the gathering about the NAAC Accreditation and SSR. After her address she requested the faculty in - charges to brief the faculties about the requirements of their respective criterion.
2. Criterion I Incharge Mrs. Swati Vora briefed the faculties about Criterion I, details are as follows:
 - a. Formats of various reports to be submitted by the staff should be emailed by the IQAC on the onset of Summer Vacation so that Criterion In - charges get the data to prepare the AQAR in the month of June which will help to submit the AQAR before Diwali Vacation.
 - b. Efforts should be undertaken to increase the number of the enrollment of the students for Add - On/Value Added/Skill Enhancement/Certificate/Short Term Courses.
 - c. Instead of Annual Feedback System, Bi - Annual Feedback System should be implemented.
3. Criterion II Incharge Dr. Nazar Abbas Jafry briefed the faculties about Criterion I, details are as follows:
 - a. Every Class Mentor should classify the students into Slow Learners, Moderate Learners and Advanced Learners and take appropriate measures to help Slow Learners.
 - b. As a measure to improve the performance of Slow Learners, Principal instructed to conduct regular Remedial Lectures/Bridge Courses/Tutorials.
 - c. Experiential Learning, Use of ICT, Preliminary Examinations and Regular Class Tests should be encouraged.
 - d. A workshop on 'Academic Planning' should be conducted.
 - e. Class Mentors should maintain a proper record and documentation of mentoring.
 - f. IQAC should be informed about the Awards/Recognition received regularly.
4. Criterion III Incharge Mrs. Shahida Shaikh was on a Duty Leave for Arts' Students' Excursion and had emailed her requirements which were briefed by Mrs. Shweta Dubey, Coordinator, IQAC. Details are as follows:
 - a. Proper Reports should be submitted along with all supporting documents.
 - b. Efforts should be enhanced to increase the number of collaborations and MOUs.



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- c. Social Outreach Programmes should be conducted by Departments and Committees also which are found to be mostly organised by NSS/NCC only.
5. Criterion IV Incharge Dr. Rajesh Masurkar briefed the faculties about Criterion IV, details are as follows:
- a. Office and CS/IT Department should maintain updated Dead Stock Register.
 - b. Efforts should be taken to increase the number of textbooks, books and journals in the library to improve their respective ratios in relation to the students.
 - c. Departments should organise Library Sessions to increase the students' frequency of library visits.
 - d. Faculties should access Delnet and N-list regularly.
 - e. IQAC should visit CS/IT Department on 10th September, 2022 to assess the Dead Stock Register.
 - f. All Computers should be regularly checked by Technicians and reports should be submitted to the CS/IT HODs.
 - g. Principal and Superintendents (Aided & Unaided) will hold a separate meeting with CS/IT HODs and Technicians to resolve the technical issues related to computers and technical facilities available.
6. Criterion V Incharge Dr. Dattatraya Parhad briefed the faculties about Criterion V, details are as follows:
- a. Class Mentors should be trained about various available Government/Non - Government Scholarships so that they can communicate it effectively to the students and convince them to apply for the same.
 - b. Efforts should be undertaken to improve the contribution of Alumni towards the institution.
 - c. Audit of Alumni Fund/Association should be done at the earliest.
7. Criterion VI Incharge Mrs. Farhana Wali briefed the faculties about Criterion V, details are as follows:
- a. All the reports should be emailed with supporting documents at the earliest to prepare the first draft of AQAR 2021 - 22.
 - b. Provision should be made for the Welfare Schemes for Chemistry Lab Assistants and Staff as they are continuously exposed to hazardous chemicals during most of their duty hours.
 - c. Number of Skill Based Activities should be increased for the Non - Teaching Staff.
8. Criterion VII Incharge Dr. Abhay Ranade was absent.




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The Meeting was adjourned at 1.25 pm with concluding remarks by the Principal Dr. Anjum Ara Ahmad.

Proposed by *Dr. Dattatraya Pashad* 

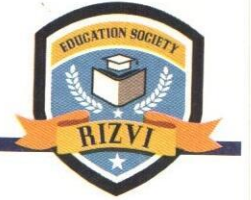
Seconded by *Bambah*


Mrs. Shweta Dubey
Co-ordinator, IQAC


Dr. (Mrs.) Anjum Ara Ahmad
Principal I/C



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15th October, 2022

Notice (IQAC)

3rd Meeting of **Internal Quality Assurance Cell (IQAC)** is scheduled to be held on **Tuesday, 18th October, 2022 at 9.30 am in Principal's Cabin.**
All Criterion In- charges are requested to attend the same.

Agenda

1. To approve the minutes of the 2nd Meeting held on 29th August, 2022.
2. To discuss and finalize the schedule of Academic & Administrative Audit and Green Audit.
3. To discuss the First Draft of AQAR 2021 - 22 of respective criterion.
4. Any other matter


(MRS. SHWETA DUBEY)
Coordinator, IQAC

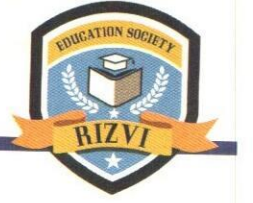

(DR. PARHAD DATTATRAYA)
Vice Principal


(DR. ASHFAQ KHAN)
Principal I/C



Rizvi Education Society's

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Date: 18/10/2022

3rd Meeting of Internal Quality Assurance Cell (IQAC) is held on Tuesday, 18th October, 2022 at 9.30 am in Principal's Cabin.

Following in-charges and members attended the same.

Dr. Ashfaq Khan I/C Principal

Dr. Parhad Dattatraya Vice-Principal

Internal Quality Assurance Cell:

Mrs. Shweta Dubey : Coordinator

Criterion I

Mrs. Swati Vora : Incharge

Criterion II

Dr. N.A.Jafry : Incharge

Vishwan Deshmukh :

Criterion III

Mrs. Shahida Shaikh : Incharge

Criterion IV

Dr. Rajesh Masurkar : Incharge

Criterion V

Ms. Preeti Bambolkar : Incharge

Criterion VI

Mrs. Farhana K. Wali : Incharge

Criterion VII

Dr. Abhay Fanade : Incharge

Mr. Mohammad. Arif -Sec. Assistance

Following Business was transacted:



RIZVI COLLEGE OF ARTS, SCIENCE & COMMERCE



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1. Principal I/C Dr. Ashfaq Ahmad Khan gave the opening remarks though briefing the gathering about agenda of the meeting. After his address he requested IQAC Coordinator, Mrs. Shweta Dubey to brief the gathering.
2. Minutes of the second meeting held on Monday, 29th August, 2022 was approved.
3. Academic Audit and Green Audit was decided to be conducted in the First Week of March, 2023.
4. First Draft of AQAR 2021 - 22 was discussed and suggested modifications/corrections were noted down by the concerned Criterion In - charges.

The Meeting was adjourned at 10.30 am with concluding remarks by Vice Principal Dr. Parhad Dattatraya.

Proposed by

Bansal

Seconded by

Dr. Dattatraya Parhad

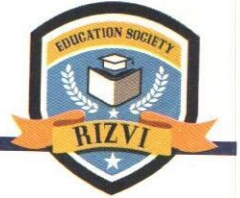
Shweta Dubey
Mrs. SHWETA DUBEY
Coordinator, IQAC

May
Dr. ASHFAQ KHAN
Principal I/C



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RIZVI COLLEGE OF ARTS, SCIENCE & COMMERCE



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24th November, 2022

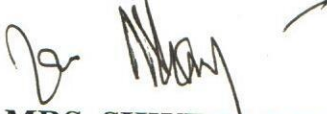
NOTICE (IQAC DEGREE COLLEGE)

4th Meeting of **Internal Quality Assurance Cell (IQAC)** is scheduled to be held on **Saturday, 26th November, 2022 at 11.00 am in Principal's Cabin.**


All Criterion In- charges are requested to attend the same.

Agenda

- Status of AQAR 2021 - 22 First Draft


MRS. SHWETA DUBEY
Coordinator, IQAC

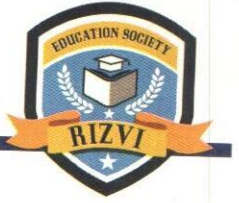

DR. PARHAD DATTATRAYA
Vice Principal


DR. ASHFAQ KHAN
Principal I/C



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Date: 25/11/2022

4th Meeting of Internal Quality Assurance Cell (IQAC) is held on Saturday 25th November, 2022 at 11.00 am in Principal's Cabin.

Following in-charges and members attended the same.

Dr. Ashfaq Khan : I/C Principal
Dr. Parhad Dattatraya : Vice-Principal

Internal Quality Assurance Cell:

Mrs. Shweta Dubey : Coordinator

Criterion I
Mrs. Swati Vora : Incharge

Criterion II
Dr. N.A.Jafry : Incharge

Criterion III
Mrs. Shahida Shaikh : Incharge

Criterion IV
Dr. Rajesh Masurkar : Incharge

Criterion V
Ms. Preeti Bambolkar : Incharge

Criterion VI
Mrs. Farhana K. Wali : Incharge

Criterion VII
Dr. Abhay Ranade : Incharge

Mr. Mohammad. Arif -Sec. Assistance

Following Business was transacted:



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1. Principal I/C Dr. Ashfaq Ahmad Khan gave the opening remarks though briefing the gathering about agenda of the meeting. After his address he requested IQAC Coordinator, Mrs. Shweta Dubey to brief the gathering.
2. Status of AQAR 2021 - 22 was discussed which is as follows:
 - The second draft of AQAR 2021 - 22 was in process. Thus instruction was given to IQAC Criterion In - charges to complete the Second draft and finalize it on/ before Thursday, 15th December, 2022.


The Meeting was adjourned at 11.30 am with concluding remarks by Vice Principal Dr. Parhad Dattatraya.

Proposed by

Dr. Dattatraya Parhad

Seconded by

Bambah


Mrs. SHWETA DUBEY
Coordinator, IQAC


Dr. ASHFAQ KHAN
Principal I/C



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9th March, 2023

NOTICE

There will be urgent meeting of IQAC, tomorrow 10th March 2023 at 9:30 am in Principal cabin. Mastersoft ERP Solutions Pvt. Ltd. is giving presentation on "Use of software for Preparing SSR".

All criterion in-charges and members must attend the same.

Agenda :

- Mastersoft ERP Solutions Pvt. Ltd. is giving presentation on "Use of software for preparing SSR".

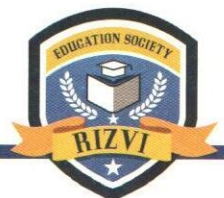

Dr. (Mrs.) Mariyah Ghori
IQAC Co-ordinator


Dr. Parhad Dattatraya
Vice Principal


Dr. Ashfaq Ahmad Khan
Principal I/C



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9th March, 2023

A meeting of IQAC is schedule to be held on 10th March 2023 at 9:30 am in Principal cabin. Mastersoft ERP Solutions Pvt. Ltd. is giving presentation on "Use of software for Preparing SSR".

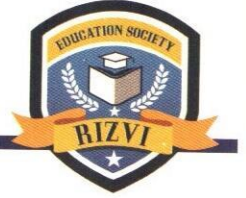
Following In-charges and members attended the same.

1. Principal - Dr. Ashfaq Khan
2. Vice Principal - Dr. Barkhad
3. IQAC Co-ordinator - Dr. Mangal
4. Dr. Malan Zaidi - Criterion II
5. Dr. Sheikh Ansarpasha - Criterion III
6. Pradyumn Waghmare - Criterion I
7. S. Dilwan Hasder - Adm. Officer
8. Arif Patel - Adm. Officer
9. Javed Pathan
10. Sayad Masoom Ali
11. Dr. Ansar Raza
12. Preeti Bumbalkar
13. Dr. Ruchi Gupta
14. Mr. Shamsuddin
15. Dr. N. A. Jafry
16. S. Shahida
17. Mrs. Bushra
18. Ms. Meryam Khan
19. Vishwas Dashmule
20. Khan Mohd. Ali



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Following Business was transacted:

- Mr. Deepak Singh from Masatersoft was available for a detail explanation through presentation about use of ADMS software for preparing the SSR.
- The presentation was put before the Principal, Vice Principal and IQAC team for the reviews and suggestion.
- It was decided to go with ADMS on trial basis from academic year 2023-24 while having the earlier system in place.
- Once the system is implemented it can aid IQAC towards preparation of AQAR subsequently SSR..
- It was decided to send the proposal to management for approval..

Proposed by

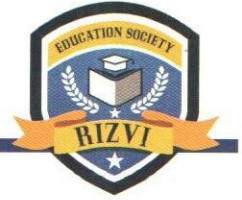
Seconded by

Dr. (Mrs.) Mariyah Ghori
Coordinator, IQAC

Dr. ASHFAQ KHAN
Principal I/C



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16th March, 2023

NOTICE

A meeting of IQAC is schedule to be held on Thursday, 16th March 2023 at 11:00 am in Principal cabin, to discuss submission of IIQA followed by preparation of SSR.

All criterion in-charges and members must attend the same.

Agenda :

- To discuss submission of IIQA.
- Preparation of SSR.


Dr. (Mrs.) Mariyah Ghori
IQAC Co-ordinator


Dr. Parhad Dattatraya
Vice Principal


Dr. Ashfaq Ahmad Khan
Principal I/C



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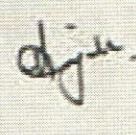
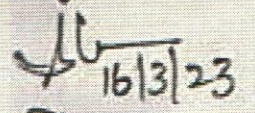
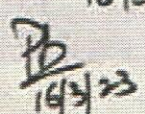
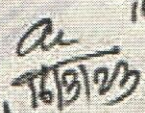
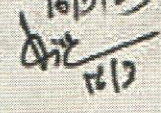
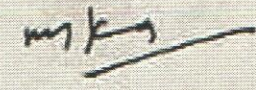
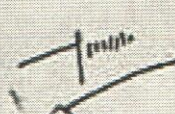



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16th March, 2023

A meeting of IQAC is schedule to be held on Thursday, 16th March 2023 at 11:00 am in Principal cabin, to discuss submission of IQA followed by preparation of SSR.

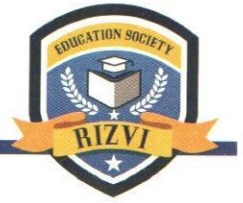
Following In-charges and members attended the same.

1. Principal - Dr. Ashfaq Khan 
2. Vice Principal - Dr. Parhad. 
3. IQAC Co-ordinator - Dr. Manjula 
4. Shaikh Shahida. Criteria (III)  16/3/23.
5. Preeti Bambolken Criterion 6  16/3/23
6. Dr. Ranada A.J. (crit-7)  16/3/23
7. Vishwas Deshmukh (crit-7)  16/3
8. Dr. R. M. Masurkar 
9. Khan Mohusam Ali 
10. Dr. N. A. Jafry 



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16th March, 2023

A meeting of IQAC is schedule to be held on Thursday, 16th March 2023 at 11:00 am in Principal cabin, to discuss submission of IIQA followed by preparation of SSR.

Following Business was transacted :

- Deciding on deadlines for submission of AQAR and SSR.
- Criterion in-charges requested for extra staff.
- For missing document data should be arranged.
- Mrs. Preeti Bambolkar asked for changed in data template in last 2 years.
- Including Suhana for incorporating the documentation of Criteria VI.
- All staff will have to provide support to complete the SSR within stipulated time.
- A separate committee for preparation of SSR should be formed.
- Former IQAC committee members should be part of including.
- Ex- Principal, IQAC co-ordinator and Criterion in-charges should be available for the same.
- IIQA to be submitted before 25th March 2023.
- SSR to be submitted between 25th April 2023 to 1st May 2023.

Proposed by :

Seconded by :


Dr. (Mrs.) Mariyah Ghori
IQAC Co-ordinator

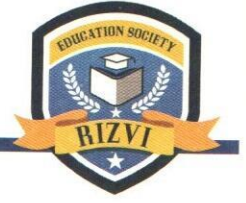

Dr. Parhad Dattatraya
Vice Principal


Dr. Ashfaq Ahmad Khan
Principal I/C



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17th March, 2023

NOTICE

A meeting of IQAC is schedule to be held on Friday, 17th March 2023 at 11:00 am. in staff room, to discuss submission of IIQA and SSR along with academic audit for year 2022-23.

All criterion in-charges and members must attend the same.

Agenda :

- To discuss submission of IIQA and SSR.
- Academic audit for year 2022-23.

Dr. (Mrs.) Mariyah Ghori
IQAC Co-ordinator

Dr. Parhad Dattatraya
Vice Principal

Dr. Ashfaq Ahmad Khan
Principal I/C



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17th March, 2023

A meeting of IQAC is schedule to be held on Friday, 17th March 2023 at 11:00 am. in staff room, to discuss submission of IQA and SSR along with academic audit for year 2022-23.

Following In-charges and members attended the same.

RIZVI COLLEGE OF ARTS, SCIENCE & COMMERCE
 DEGREE COLLEGE
 LIST OF TEACHING STAFF FOR THE A.Y. 2022-2023
 PRINCIPAL: DR. ASHFAQ NURJAD KHAN (INCHARGE PRINCIPAL)
 DR. DATATRAYA PARHAD-VICE PRINCIPAL
 Notice Reg: Academic Audit Date: 17th March 2023

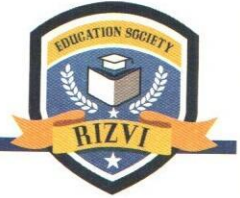
| S.N. | Name of the Staff Member | Designation | Department | Sign |
|------|-------------------------------|---------------------|--------------------|-------------|
| 1 | Ms. Preeti Bamolikar | Assistant Professor | English | [Signature] |
| 2 | Dr. (Mrs.) Deepika Chaudhari | Assistant Professor | English | [Signature] |
| 3 | Dr. Abbas Alam Rizvi | Assistant Professor | Urdu | [Signature] |
| 4 | Dr. Shaikh Anshurajasha A | Assistant Professor | Hindi | [Signature] |
| 5 | Dr. (Ms.) Saeed Shadab Akhtar | Assistant Professor | F.C. | [Signature] |
| 6 | Dr. Maryam Ghori | Associate Professor | Sociology | [Signature] |
| 7 | Mrs. Shaikh Shahida | Assistant Professor | Sociology | [Signature] |
| 8 | Mr. Amosa Shaheed Shaikh | Assistant Professor | Philosophy | [Signature] |
| 9 | Mrs. Sitwaza Dubey | Assistant Professor | Economics | [Signature] |
| 10 | Mrs. Dipati Ghildae | Assistant Professor | EVS | [Signature] |
| 11 | Dr. Anunachalam S. | Associate Professor | Maths & Stats | [Signature] |
| 12 | Dr. (Mrs.) Anjum Aza Ahmad | Professor | Maths & Stats | [Signature] |
| 13 | Dr. Parhad Datatraya | Associate Professor | Maths & Stats | [Signature] |
| 14 | Mrs. Fadhana Khalid Wali | Associate Professor | Chemistry | [Signature] |
| 15 | Dr. Rajesh Masankar | Associate Professor | Chemistry | [Signature] |
| 16 | Mr. Damarwala Oam Abbas | Assistant Professor | Chemistry | [Signature] |
| 17 | Dr. Nazim Abbas Isfah | Assistant Professor | Chemistry | [Signature] |
| 18 | Dr. Akhbar Ramade | Associate Professor | Physics | [Signature] |
| 19 | Mr. Vishwas Deshpande | Assistant Professor | Physics | [Signature] |
| 20 | Mr. Mohararam Ali | Assistant Professor | Physics | [Signature] |
| 21 | Mr. Pradyesh Waghmare | Assistant Professor | Physics | [Signature] |
| 22 | Dr. Alkama Faqih | Assistant Professor | Botany | [Signature] |
| 23 | Dr. (Ms.) Anshirva Rana | Assistant Professor | Zoology | [Signature] |
| 24 | Mrs. Saba Shadab Rais | Assistant Professor | Zoology | [Signature] |
| 25 | Mrs. Swati Vena | Assistant Professor | Commerce | [Signature] |
| 26 | Mr. Mukhtar Khan | Assistant Professor | Commerce | [Signature] |
| 27 | Ms. Muneer Shaikh | Assistant Professor | Commerce | [Signature] |
| 28 | Mr. Ashfaq Karim | Assistant Professor | Accountancy | [Signature] |
| 29 | Ms. Sheraz Khan | Assistant Professor | Accountancy | [Signature] |
| 30 | Mr. Nadeem Parve | Assistant Professor | Accountancy | [Signature] |
| 31 | Dr. Mahan Zaidi | Assistant Professor | Business Economics | [Signature] |
| 32 | Ms. Tabassum Shaikh | Assistant Professor | Business Economics | [Signature] |
| 33 | Mr. Roshan Khatrijagde | Assistant Professor | Business Law | [Signature] |
| 34 | Mrs. Sumta Thomas | Librarian | Library | [Signature] |
| 35 | Dr. Surfarat Shaikh | Assistant Professor | Chemistry | [Signature] |
| 36 | Mr. Mohd Shahid Hasan | Assistant Professor | Chemistry | [Signature] |
| 37 | Ms. Shaikh Amrin Rasheed | Assistant Professor | Chemistry | [Signature] |
| 38 | Ms. Mozanara Shah | Assistant Professor | Chemistry | [Signature] |
| 39 | Ms. Huda Khan | Assistant Professor | Zoology | [Signature] |
| 40 | Dr. Anjali Vinod Bandre | Assistant Professor | Zoology | [Signature] |
| 41 | Dr. Bahana Anjum A Shah | Assistant Professor | Botany | [Signature] |
| 42 | Dr. Sheeba Samson | Assistant Professor | Botany | [Signature] |
| 43 | Ms. Rizwana Abdul S. Khan | Assistant Professor | Hindi | [Signature] |
| 44 | Ms. Vidhi Mehra | Assistant Professor | English | [Signature] |
| 45 | Mr. Mohd Aas Patel | Assistant Professor | Accountancy | [Signature] |
| 46 | Dr. Parhad | | Maths | [Signature] |

RIZVI COLLEGE OF ARTS, SCIENCE & COMMERCE
 DEGREE COLLEGE
 LIST OF TEACHING STAFF FOR THE A.Y. 2022-2023
 PRINCIPAL: DR. ASHFAQ NURJAD KHAN (INCHARGE PRINCIPAL)
 DR. DATATRAYA PARHAD-VICE PRINCIPAL
 Notice Reg: Academic Audit Date: 17th March 2023

| S.N. | Name of the Staff Member | Designation | Department | Sign |
|------|----------------------------------|--------------------|------------|-------------|
| 1 | Mr. Arif Patel | Coordinator IQAC | | [Signature] |
| 2 | Ms. Rafat Khan | Coordinator IQAC | | [Signature] |
| 3 | Ms. Sayed Masooma Zabeer Asad | Coordinator IQAC | | [Signature] |
| 3 | Ms. Najmunnisa Saydu Shaikh | Co-ordinator (BI) | | [Signature] |
| 4 | Mr. Subhash Shobhansh Gupta | Co-ordinator (BAF) | | [Signature] |
| 5 | Mr. Amir Ahmed Khan | Co-ordinator (BMM) | | [Signature] |
| 6 | Mr. Mohd Mukhtar Khan | Asst. Professor | | [Signature] |
| 7 | Mr. Sameer Hasan Shaikh | Asst. Professor | | [Signature] |
| 8 | Dr. Alkama Faqih | Asst. Professor | | [Signature] |
| 9 | Ms. Hina Mahmood | Asst. Professor | | [Signature] |
| 10 | Mr. Zaidi Zari Haider Zaidi | Asst. Professor | | [Signature] |
| 11 | Ms. Saba Farveen Saadab Rais | Asst. Professor | | [Signature] |
| 12 | Dr. Suhana Khan | Asst. Professor | | [Signature] |
| 13 | Ms. Zahra Dehghani | Asst. Professor | | [Signature] |
| 14 | Ms. Bushra MD Hanif Qureshi | Asst. Professor | | [Signature] |
| 15 | Ms. Shabnam Amin Sheikh | Asst. Professor | | [Signature] |
| 16 | Mr. Javedkha Asifkha Pathan | Asst. Professor | | [Signature] |
| 17 | Dr. Ruchi Gupta | Asst. Professor | | [Signature] |
| 18 | Ms. Muneer Fatique Shaikh | Asst. Professor | | [Signature] |
| 19 | Mr. Nadeem Abdul Sattar Parve | Asst. Professor | | [Signature] |
| 20 | Mr. Pankaj Laljibhai Sarivastava | Asst. Professor | | [Signature] |
| 21 | Ms. Shabana Ansari | Teacher | | [Signature] |
| 22 | Mr. Hasan Zameer Shaikh | Teacher | | [Signature] |
| 23 | Mr. Salfar Ullah | Teacher | | [Signature] |
| 24 | Mr. Navneet Hirdaynarayan Mishra | Asst. Prof:SSOI | | [Signature] |
| 25 | Ms. Mehvash Zubair Shaikh | Asst. Professor | | [Signature] |
| 26 | Ms. Aiman Akbar AR Peerzade | Asst. Professor | | [Signature] |
| 27 | Ms. Zulfa Khan | Asst. Professor | | [Signature] |
| 28 | Ms. Geerl Kampekar | Asst. Professor | | [Signature] |
| 29 | Ms. Nazia Zafar Ahsan Siddiqui | Asst. Professor | | [Signature] |
| 30 | Mr. Syed Mahe Zafar | Librarian | | [Signature] |



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17th March, 2023

A meeting of IQAC is schedule to be held on Friday, 17th March 2023 at 11:00 am. in staff room, to discuss submission of IIQA and SSR along with academic audit for year 2022-23.

Following Business was transacted :

- We are going for submission of IIQA on 25th March 2023.
- The earlier IQAC committee will function till submission of SSR.
- It is duty of all staff to make it possible.
- All are expected to work in co-operation taking lecture, exam duty, assessment along with SSR.
- It sanctioned by management, the AQAR will be done through Mastersoft software where each individual staff will enter their data about individual.
- Two non teaching staff will be available for any of the technical support.
- Principal sir said that we need to definately go for NAAC.
- He briefed the new staff about IIQA and SSR.
- The staff should co-operate will all 7 criterion in-charges when and where required.
- AQAR data for 2022-23 will have to be submitted before 1st of May 2023.

Proposed by :

Seconded by :


Dr. (Mrs.) Mariyah Ghori
IQAC Co-ordinator


Dr. Parhad Dattatraya
Vice Principal


Dr. Ashfaq Ahmad Khan
Principal I/C



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27th March, 2023

NOTICE

A meeting of IQAC is schedule to be held on Monday, 27th March 2023 at 11:00 am.
in Principal cabin, for taking update on SSR.

All criterion in-charges and members must attend the same.

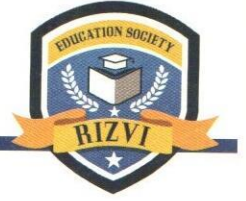
Agenda :

- Taking update on SSR.

Dr. (Mrs.) Mariyah Ghori
IQAC Co-ordinator

Dr. Parhad Dattatraya
Vice Principal

Dr. Ashfaq Ahmad Khan
Principal I/C



27th March, 2023

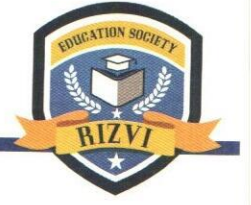
A meeting of IQAC is schedule to be held on Monday, 27th March 2023 at 11:00 am.
in principal cabin, for taking update on SSR.

Following In-charges and members attended the same.

- 1- Principal
- 2- Vice Principal
- 3- IQAC Incharge - Dr. Manjula Singh
- 4- Jyoti Lupta - Mrs. Mehjabeen Khan
- 5- BUSHRA QURESHI
- 6- Dr. N. A. Jafry
- 7- Pradyesh Waghmare
- 8- Sayed Masum Ali
- 9- Mohamed Anif
- 10- Pooja Banbalka
- 11) Mrs. Shehnaaz Khan
- 12) Saba Sheetal Ravis
- 13) Dr. Shadab Syed



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27th March, 2023

A meeting of IQAC is schedule to be held on Monday, 27th March 2023 at 11:00 am.
in Principal cabin, for taking update on SSR.

Following Business was transacted :

- **Criterion I** : Work has been divided. Tentative submission should be done by 29th March 2023.
- **Criterion II** : Prof. Shehnaz should be relieved from NSS work.
- **Criterion III** : Dr. Shadab, Prof. Saba and Prof. Tabassum name to be included
- **Criterion IV** : Dr. Rajesh Masurkar need 5-6 days.
- **Criterion V** : Prof. Moharram Ali remained absent. Mrs. Supriya & Mrs. Aalmeen to be included for student scholarship and progression. Prof. Zahra to be included.
- **Criterion VI** : Discussion needed on strategic planning. Dr. Suhana to be included.
- **Criterion VII** : Prof. Dipti, Dr. Ansar Pasha & Prof. Shabnam to be included. Best practice and Insti – Distinctiveness.

Proposed by : 

Seconded by : 


Dr. (Mrs.) Mariyah Ghori
IQAC Co-ordinator

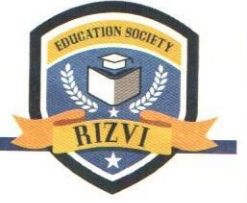

Dr. Parhad Dattatraya
Vice Principal


Dr. Ashfaq Ahmad Khan
Principal I/C



Rizvi Education Society's

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17th April, 2023

NOTICE

(Degree College)
Aided & Self Finance Teaching Staff

A staff meeting will be held on Monday, 17th April, 2023 at 11:00 am in Staff Room.

Attendance is compulsory for all.

Agenda :

- Updates on preparation of SSR

Dr. (Mrs.) Mariyah Ghori
IQAC Co-ordinator

Dr. Ashfaq Ahmad Khan
Principal I/C



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17th April, 2023

A staff meeting is held on Monday, 17th April, 2023 at 11:00 am in Staff Room, for Updates on preparation of SSR.

Following Staff attendant the same.

Rizvi Education Society's
RIZVI COLLEGE OF ARTS, SCIENCE & COMMERCE
DEGREE COLLEGE
LIST OF TEACHING STAFF FOR THE A.Y. 2022-2023
PRINCIPAL : DR. ASHFAQ AHMAD KHAN (INCHARGE PRINCIPAL)
DR. DATTATRAYA PARHAD-VICE PRINCIPAL
Notice Reg: Updates on Preparation of SSR Date: 17 April 2023.

| S.N. | Name of the Staff Member | Designation | Department | Sign |
|------|------------------------------|---------------------|--------------------|-------------|
| 1 | Ms. Preeti Bamolikar | Assistant Professor | English | [Signature] |
| 2 | Dr. (Mrs.) Deepika Chaudhari | Assistant Professor | English | [Signature] |
| 3 | Dr. Abbas Alam Rizvi | Assistant Professor | Urdu | [Signature] |
| 4 | Dr. Shaikh Ansharpusha A | Assistant Professor | Hindi | [Signature] |
| 5 | Dr. (Ms.) Syed Shadab Akhtar | Assistant Professor | F.C. | [Signature] |
| 6 | Dr. Mariyah Ghori | Associate Professor | Sociology | [Signature] |
| 7 | Mrs. Shaikh Shahida | Assistant Professor | Sociology | [Signature] |
| 8 | Mr. Amaan Shakeel Shaikh | Assistant Professor | Philosophy | [Signature] |
| 9 | Mrs. Shweta Dubey | Assistant Professor | Economics | [Signature] |
| 10 | Mrs. Dipti Ghadge | Assistant Professor | EVS | [Signature] |
| 11 | Dr. Arunachalam S. | Associate Professor | Maths & Stats | [Signature] |
| 12 | Dr. (Mrs.) Anjum Ara Ahmad | Professor | Maths & Stats | [Signature] |
| 13 | Dr. Parhad Dattatraya | Associate Professor | Maths & Stats | [Signature] |
| 14 | Mrs. Farhana Khalid Wali | Associate Professor | Chemistry | [Signature] |
| 15 | Dr. Rajesh Masurkar | Associate Professor | Chemistry | [Signature] |
| 16 | Mr. Damarwala Oan Abbas | Assistant Professor | Chemistry | [Signature] |
| 17 | Dr. Nazar Abbas Jafry | Assistant Professor | Chemistry | [Signature] |
| 18 | Dr. Abhay Ranade | Associate Professor | Physics | [Signature] |
| 19 | Mr. Vishwas Deshmukh | Assistant Professor | Physics | [Signature] |
| 20 | Mr. Mohararam Ali | Assistant Professor | Physics | [Signature] |
| 21 | Mr. Pradnyesh Waghmare | Assistant Professor | Physics | [Signature] |
| 22 | Dr. Alkama Faqih | Assistant Professor | Botany | [Signature] |
| 23 | Dr. (Ms.) Ansariya Rana | Assistant Professor | Zoology | [Signature] |
| 24 | Mrs. Saba Shadab Rais | Assistant Professor | Zoology | [Signature] |
| 25 | Mrs. Swati Vora | Assistant Professor | Commerce | [Signature] |
| 26 | Mr. Mukhtar Khan | Assistant Professor | Commerce | [Signature] |
| 27 | Ms. Mumtaz Shaikh | Assistant Professor | Commerce | [Signature] |
| 28 | Mr. Ashfaq Karim | Assistant Professor | Accountancy | [Signature] |
| 29 | Ms. Shehbaz Khan | Assistant Professor | Accountancy | [Signature] |
| 30 | Mr. Nadeem Parve | Assistant Professor | Accountancy | [Signature] |
| 31 | Dr. Malan Zardi | Assistant Professor | Business Economics | [Signature] |
| 32 | Ms. Tabassum Shaikh | Assistant Professor | Business Economics | [Signature] |
| 33 | Mr. Roshan Khobragade | Assistant Professor | Business Law | [Signature] |
| 34 | Mrs. Suma Thomas | Librarian | Library | [Signature] |
| 35 | Dr. Serfaraz Shaikh | Assistant Professor | Chemistry | [Signature] |
| 36 | Mr. Mohd shahil Hasmi | Assistant Professor | Chemistry | [Signature] |
| 37 | Ms. Shaikh Amrin Rashid | Assistant Professor | Chemistry | [Signature] |
| 38 | Ms. Hosanera Shah | Assistant Professor | Chemistry | [Signature] |
| 39 | Ms. Nida Khan | Assistant Professor | Zoology | [Signature] |
| 40 | Dr. Anjali Vinod Bondre | Assistant Professor | Zoology | [Signature] |
| 41 | Dr. Rehana Anjum A Shah | Assistant Professor | Botany | [Signature] |
| 42 | Dr. Sheeba Samson | Assistant Professor | Botany | [Signature] |
| 43 | Ms. Rizwana Abdul S. Khan | Assistant Professor | Hindi | [Signature] |
| 44 | Ms. Vidhi Mehra | Assistant Professor | English | [Signature] |
| 45 | Mr. Moiz Anis Patel | Assistant Professor | Accountancy | [Signature] |

IBMC-NAAC / Meeting held on 17 April 2023 at Staff Room
UNAIDED SECTION TEACHING STAFF LIST

| Sr. No. | Name of the Staff Member | Designation | Signature |
|---------|----------------------------------|-------------------|-------------|
| 1 | Mr. Arif Patel | Coordinator in CS | [Signature] |
| 2 | Ms. Rafat Khan | Coordinator in IT | [Signature] |
| 3 | Ms. Sayed Masooma Zaheer Asad | Chief Coordinator | [Signature] |
| 4 | Ms. Najmunissa Saydu Shaikh | Co-ordinator BBI | [Signature] |
| 5 | Mr. Subhash Shobhnath Gupta | Co-ordinator BAF | [Signature] |
| 6 | Mr. Amir Ahmed Khan | Co-ordinator BMMC | [Signature] |
| 7 | Dr. Suhana Khan | Co-ordinator BMS | [Signature] |
| 8 | Mr. Mohd Mukhtar Khan | Asst. Professor | [Signature] |
| 9 | Mr. Sameer Hasan Shaikh | Asst. Professor | [Signature] |
| 10 | Dr. Alkama Faqih | Asst. Professor | [Signature] |
| 11 | Ms. Hina Mahmood | Asst. Professor | [Signature] |
| 12 | Ms. Saba Parveen Shadab Rais | Asst. Professor | [Signature] |
| 13 | Ms. Zahra Dehghani | Asst. Professor | [Signature] |
| 14 | Ms. Bushra MD Hanif Qureshi | Asst. Professor | [Signature] |
| 15 | Ms. Shabnam Amin Sheikh | Asst. Professor | [Signature] |
| 16 | Mr. Javedkha Asifkha Pathan | Asst. Professor | [Signature] |
| 17 | Dr. Ruchi Gupta | Asst. Professor | [Signature] |
| 18 | Ms. Mumtaz Rafique Shaikh | Asst. Professor | [Signature] |
| 19 | Mr. Nadeem Abdul Sattar Parve | Asst. Professor | [Signature] |
| 20 | Mr. Pankaj Lajibhai Shrivastava | Asst. Professor | [Signature] |
| 21 | Ms. Shabana Ansari | Teacher | [Signature] |
| 22 | Mr. Hasan Zameer Shaikh | Teacher | [Signature] |
| 23 | Mr. Saifdar Ulde | Teacher | [Signature] |
| 24 | Mr. Navneet Hridaynarayan Mishra | Asst. Professor | [Signature] |
| 25 | Ms. Mehvash Zubair Shaikh | Asst. Professor | [Signature] |
| 26 | Ms. Aiman Akbar Ali Peerzade | Asst. Professor | [Signature] |
| 27 | Ms. Zulfa Khan | Asst. Professor | [Signature] |
| 28 | Ms. Gauri Umesh Kangokar | Asst. Professor | [Signature] |
| 29 | Ms. Nazia Zafar Ahsan Siddiqui | Asst. Professor | [Signature] |
| 30 | Mr. Heena Javed Khan | Asst. Professor | [Signature] |
| 31 | Mr. Mohd Adil Mohd Sharif Shaikh | Asst. Professor | [Signature] |
| 32 | Ms. Salmabanu Khan | Asst. Professor | [Signature] |
| 33 | Dr. Blak Kaban Vajum | Asst. Professor | [Signature] |
| 34 | Mrs. Brijith Ghadge | Asst. Prof | [Signature] |
| 35 | Mr. Sayed Masoom Ali | Asst. Clerk | [Signature] |
| 36 | Mr. Sayed Masoom Ali | Asst. Clerk | [Signature] |
| 37 | S. D. Wajid Haider | O.S. | [Signature] |



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17th April, 2023

A staff meeting is held on Monday, 17th April, 2023 at 11:00 am in Staff Room, for Updates on preparation of SSR.

Following Business was transacted :

- Briefing was done on the status of SSR.
- Concerned faculty and departmental head will be responsible for providing the documents.
- Mrs. Saba will provide details for bio-aesthetic course.
- Ms. Mumtaz will co-ordinate with Mr. Vishwas Deshmukh for documentation of Tally course.
- All SFC faculty need to meet Dr. Jafry for submission of CO, PO.
- Dr. Shilpa need to submit the sports data within 3 to 4 days.
- Dr. Rajesh Masurkar needs expense data from Mr. Atul Raikar.
- Criteria – 6 Mrs. Preeti will share the file where the certificates for participation to be updated.
- The FDP mentioned in the AQAR should be marked as mistake.
- Dr. Ansarpasha requested all the departmental and committee head to keep their files and documentation ready.
- All the faculty members will have to work simultaneously for SSR and exam equally.
- Felicitations of staff who have performed well at individual, department and committee level.

Proposed by :

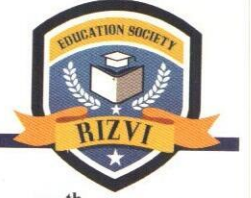
Seconded by :

Dr. (Mrs.) Mariyah Ghori
IQAC Co-ordinator

Dr. Ashfaq Ahmad Khan
Principal I/C



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25th April, 2023

NOTICE
(IQAC DEGREE COLLEGE)

Meeting of **Internal Quality Assurance Cell (IQAC)** is scheduled to be held on
Wednesday, 26th April, 2023 at 11.00 am in Principal's Cabin.


All Criterion In- charges and Members are requested to attend the same.

Includes: Mrs. Mehjabeen Khan
Mr. Qamar Haider


Mr. Sayed Masoom Ali &
Mr. Mohammad Arif

Agenda

- Update / Status on SSR


DR. (MRS.) MARIYAH GHORI
Coordinator, IQAC


DR. PARHAD DATTATRAYA
Vice Principal


DR. ASHFAQ AHMAD KHAN
Principal I/C



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Date: 26/04/2023

Meeting of Internal Quality Assurance Cell (IQAC) is held on Wednesday, 26th April, 2023 at 11.00 am in Principal's Cabin.

Following in-charges and members attended the same.

| | |
|--|---|
| Dr. (Mrs. Mariyah Ghori – Co-ordinator | |
| Criterion I | Mr. Vishwas Deshmukh : Incharge Mr. Pradnyesh Waghmare |
| Criterion II | Dr. N.A. Jafry : Incharge Ms. Shehnaz Khan |
| Criterion III | Mrs. Shahida Shaikh : Incharge Ms. Bushra Qureshi |
| Criterion IV | Dr. Rajesh Masurkar : Incharge Mrs. Suma Thomas |
| Criterion V | Mr. Moharram Ali Khan : Incharge Dr. Malan Zardi |
| Criterion VI | Mrs. Preeti Bambolkar : Incharge Dr. Ansariya Rana |
| Criterion VII | Dr. Abhay Ranade : Incharge Dr. Ansar Pasha Shaikh |
| IT Support | Dr. Ruchi Gupta Mr. Javed Pathan |
| Admin Staff | Mrs. Mehjabeen Khan Mr. Qamar Haider |
| IQAC Clerk | Mr. Sayed Masoom Ali Mr. Mohammed Anif |

Following Business was transacted:



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Criteria I

1.1.1 is remaining

- Mr. Mustaq need to provide the list.
- Dr. Mukhtar's need to provide the documentation.
- Submission of final draft on 28th April 2023.

Criteria II

- Data has been email to Damarwala Sir on 13th April 2023.
- Submission of final draft by 29th April 2023.

Criteria III

- Matrix and Template are almost done.
- Part of Dr. shadab madam and Saba Rais is still pending for 2 years.
- Lt. Roshan Khobragade is creating the documentation for last 5 years.
- Final Submission will be done by 29th April 2023.
- Tabassum madam need to meet Mr. Qamar Sir on urgent basis.

Criteria IV

- Mr. Atul Railkar need to provide the Balance sheet.
- Mr. Amin Mulani said the Bills and Stock register will be submitted by today evening.
- Utilization Certificate is not needed.
- Utilization Certificate from lab should be taken
- We will upload the budget and audited balance sheet
- Budget for Pandemic period is not available.

Criteria V

- Only Progression data is pending.
- Scholarship Committee and the Criterion members need to come together for the meeting.
- Submission on 29th April 2023.

Criteria VI

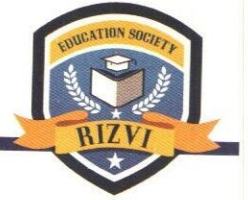
- Matrix and Template are complete.
- 80% documentation is done.
- Final submission on 27th or 28th April 2023.

Criteria VII

- Missing Notices are to be provided by the respective department.
- Institutional distinctiveness has to be reformed as the data from the Sports has been received recently.
- Sports data will be compiled year wise and and will be uploaded with the signature of Mrs. Shilpa and Principal
- Final submission on 29th April 2023.

Rizvi Education Society's

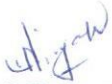
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Proposed by

Seconded by


Dr. (Mrs.) Mariyah Ghori
Coordinator, IQAC


Dr. ASHFAQ KHAN
Principal I/C