

CONFIDENTIAL
FORM NO. 6 (SEE RULE 12)

University or College: Rizvi Education Society's
RIZVI COLLEGE OF ARTS, SCIENEC & COMMERCE
OFF CARTER ROAD, BANDRA (WEST), MUMBAI - 400 050.

CONFIDENTIAL ASSESSMENT AND SELF ASSESSMENT REPORT OF NON-TEACHING
Serial No.: _____ File No.: _____ Year ending 31st March 2023

Name: ~~Shri/Smt./Kum.~~ ANSARI PARVEEN BANU SAJID AKHTAR
(Department or Office including Section)

PERSONAL INFORMATION

Name: PARVEEN BANU ^{Husband's} Father's Name: SAJID AKHTAR Surname: ANSARI

Date of Birth as recorded in the Service Book /
S.S.C. Certificate/School Leave Certificate : 17th July, 1974.

Place of Birth : MUMBAI.
(Village / Town / Taluka / District / State)

Nationality and Religion : INDIAN. MUSLIM.

Whether belongs to Scheduled Castes/
Scheduled Tribes/Nomadic Tribes/Other
Backward Classes, etc. : _____

Home Town (with residential address) : _____

Permanent Address (Local) : D-004, Geeta Ratna C.H.S. Ltd.
Geeta Nagar, Phase-V, Naya Nagar,
Mira Road (East), Dist Thane-401107.

Date of joining University Services and
Designation at the time of first appointment : Junior-Steno-Typist 05th March, 1997

Intermediary positions held between Initial
Appointment and Present, if any : Junior Stenographer- 05th March, 2000.
Positions Period from

- 1.
- 2.
- 3.

Name: Sr-
(Depart

: 2 :

URDU.

Mother Tongue

URDU, HINDI, MARATHI, ENGLISH

Language Known

Qualifications and Degree

English Stenography 120 wpm. G.C.C.E. 2000	B.Com. Mumbai 1997	English Typing (Gowpm) G.C.C.E. 1996	Marathi Typing (Howpm) G.C.C.E. 1996	Hindi Comp Typing (Howpm) G.C.C.E. 1996	199
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University

Year

CONFIDENTIAL ASSESSMENT REPORT REGARDING ABILITY AND CHARACTER

Name

Mrs. Ansari Parveen Banu Sajida.

Period of Report

2022-23.

Post or posts held during the period of Report

Jr. Stenographer.

Department / Office / Section

Admin office.

Leave taken during the period E.L./
C.L./Other Leave

PERFORMANCE ASSESSMENT

Sr. No.	Item	Very Good (A)	Good (B)	Fair (C)	Average (D)	Below Average (E)
I. TECHNICAL ADEQUACY						
01.	Industry		✓			
02.	Application	✓				
03.	Initiative	✓				
04.	Neatness	✓				
05.	Accuracy	✓				
06.	Punctuality in Work		✓			
07.	Methodical and Systematic Working	✓				
08.	Promptness in Disposal		✓			
09.	Regularity in Attendance	✓				
10.	Relations with Superiors		✓			
11.	Relations with Colleagues		✓			
12.	Relations with Members of Public		✓			
13.	Dependability		✓			
14.	Capacity to work done	✓				
II. GENERAL IMPRESSION						
01.	General Impression and Grasp		✓			
02.	Leadership Qualities		✓			
03.	Leave of Knowledge (related to the Section / Dept.)	✓				
04.	Technical Ability (wherever relevant)		✓			
05.	Special Complementary (Aptitude qualities, etc. other than Job requirements)					

Item	Very Good (A)	Good (B)	Fair (C)	Average (D)	Below Average (E)
III. Recommendations					
1. Administrative ability including judgement, Initiative, Promptness and drive	✓				
2. Fitness to continue in the present post		✓			
3. Fitness for Promotion		✓			
4. Any other item not covered but which you would like to record, please specify the aspect		Sincere, Hardworking,			
5. Recommendation – Observation of the Reporting					

Date: 15/5/2023

Signature: _____

Place: Bandra (W)

Name and Designation of the Reporting Officer

Note: Items covered by I, II and III may not be applicable to all categories of employees and in all cases. Where assessment in respect of particular item is not necessary, the Reporting Officer should state in the column NT (Not Applicable). Assessment has to be done in five points i.e. Very Good, Good, Fair, Average, Below Average. Please mark "3" in appropriate columns to arrive final assessment.

OBSERVATION OF REVIEWING OFFICER IN THE REPORT
(To be filled in by the Reviewing Officer)

5. Length of Service under Reviewing Officer during the period under report.
6. Do you agree with the Reporting Officer or do you wish to modify or add to his Assessment?
7. Observation of remarks to the employees and clarification from the Reporting Officer sought, if any.
8. Communication of remarks to the employees and clarification from the Reporting Officer sought, if any.

Date: _____

Signature: _____

Place: _____

Name and Designation of the Reviewing Officer

I/c. PRINCIPAL
Rizvi Education Society's
RIZVI COLLEGE
OF ARTS, SCI. & COM.
Bandra (W), Mumbai-400 050.

CONFIDENTIAL
FORM NO. 6 (SEE RULE 12)

University or College: Rizvi Education Society's
RIZVI COLLEGE OF ARTS, SCIENEC & COMMERCE
OFF CARTER ROAD, BANDRA (WEST), MUMBAI - 400 050.

CONFIDENTIAL ASSESSMENT AND SELF ASSESSMENT REPORT OF NON-TEACHING

Serial No.: _____ File No.: _____ Year ending 31st March 2023

Name: Shri/Smt./Kum. Apaena - S. Ghandade
(Department or Office including Section)

PERSONAL INFORMATION

Name: Apaena Husband
Father's Name: Suryakant Surname: Ghandade

Date of Birth as recorded in the Service Book /
S.S.C. Certificate/School Leave Certificate : 09.05.1969

Place of Birth : Chandrapur, Maharashtra
(Village / Town / Taluka / District / State)

Nationality and Religion : Indian - Hindu

Whether belongs to Scheduled Castes/
Scheduled Tribes/Nomadic Tribes/Other
Backward Classes, etc. : -

Home Town (with residential address) : At post Nemaoule,
Tal. vaibhav wadi, Dist Solapur
-durg, Maharashtra

Permanent Address (Local) : Ganesh Krupa CHS, plot no. 115
R No A 11, Gora 2 Borivali (W)
Mumbai - 91.

Date of joining University Services and
Designation at the time of first appointment : 20.1.1997

Intermediary positions held between Initial
Appointment and Present, if any : Asst. Librarian

Positions Period from

- 1.
- 2.
- 3.

Mother Tongue : Marathi
 Language Known : English, Marathi, Hindi
 Qualifications and Degree : B. Lib M. Lib. Sc.
 University : Mumbai, J. G. N. U.
 Year : 2010

CONFIDENTIAL ASSESSMENT REPORT REGARDING ABILITY AND CHARACTER

Name : Ms. Aparna Shandade
 Period of Report : 2022-23
 Post or posts held during the period of Report : Assistant Librarian
 Department / Office / Section : Library
 Leave taken during the period E.L./C.L./Other Leave : —————

PERFORMANCE ASSESSMENT

Sr. No.	Item	Very Good (A)	Good (B)	Fair (C)	Average (D)	Below Average (E)
I. TECHNICAL ADEQUACY						
01.	Industry	✓				
02.	Application	✓				
03.	Initiative	✓				
04.	Neatness	✓				
05.	Accuracy	✓				
06.	Punctuality in Work	✓				
07.	Methodical and Systematic Working	✓				
08.	Promptness in Disposal	✓				
09.	Regularity in Attendance	✓				
10.	Relations with Superiors	✓				
11.	Relations with Colleagues	✓				
12.	Relations with Members of Public	✓				
13.	Dependability	✓				
14.	Capacity to work done	✓				
II. GENERAL IMPRESSION						
01.	General Impression and Grasp	✓				
02.	Leadership Qualities	✓				
03.	Level of Knowledge (related to the Section / Dept.)	✓				
04.	Technical Ability (wherever relevant)	✓				
05.	Special Complementary (Aptitude qualities, etc. other than Job requirements)	✓				

Sr. No.	Item	Very Good (A)	Good (B)	Fair (C)	Average (D)	Below Average (E)
III. Recommendations						
01.	Administrative ability including judgement, Initiative, Promptness and drive	✓	✓	✓		
02.	Fitness to continue in the present post	✓	✓	✓		
03.	Fitness for Promotion	✓	✓	✓		
04.	Any other item not covered but which you would like to record, please specify the aspect	✓	✓	✓		
05.	Recommendation – Observation of the Reporting	✓	✓	✓		

Date: 28/4/23
 Place: Mumbai

Signature: [Signature]
 Name and Designation of the Reporting Officer
Mrs. Jume. S. Thomas
Librarian

Note: Items covered by I, II and III may not be applicable to all categories of employees and in all cases. Where assessment in respect of particular item is not necessary, the Reporting Officer should state in the column NT (Not Applicable). Assessment has to be done in five points i.e. Very Good, Good, Fair, Average, Below Average. Please mark "3" in appropriate columns to arrive final assessment.

OBSERVATION OF REVIEWING OFFICER IN THE REPORT
 (To be filled in by the Reviewing Officer)

5. Length of Service under Reviewing Officer during the period under report.
6. Do you agree with the Reporting Officer or do you wish to modify or add to his Assessment?
7. Observation of remarks to the employees and clarification from the Reporting Officer sought, if any.
8. Communication of remarks to the employees and clarification from the Reporting Officer sought, if any.

Date: _____
 Place: _____

Signature: [Signature]
 Name and Designation of the Reviewing Officer
Vc. PRINCIPAL
Rizvi Education Society's
RIZVI COLLEGE
COM
Barur
730 930



Rizvi Education Society's
RIZVI COLLEGE
OF ARTS, SCIENCE & COMMERCE

RIZVI EDUCATION COMPLEX, OFF. CARTER ROAD, BANDRA (WEST) MUMBAI - 400050
email: principal.asc@rizvicollege.edu.in Website: www.rizvicollege.edu.in
Phone: 26480348 / 26004245 - Fax: 26497448



SELF APPRAISAL FORM

Name of the Faculty: **Dr. Nazar Abbas Jafry**
Designation : **Assistant Professor**

Following details need to be submitted for the academic year 2022 - 23 with documentary evidence (e copy).
Mention whether appointment is Temporary / Permanent: **Permanent**

Holding PhD Degree: **YES**

Years of the service in the organization: **25**

Total Years of experience: **25**

Aided/Unaided: **Aided**

1.1.3
Participation in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year
a. Academic council/BoS of Affiliating university
b. Setting of question papers for UG/PG programs
c. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
d. Assessment /evaluation process of the affiliating University

Name of teacher participated	Name of the body in which full time teacher participated
Dr. Nazar Abbas Jafry	1) Setting of question papers for UG programs FY/SYBSc at College Level TYBSc University of Mumbai Question Papers for Sem V & Sem VI 2) Assessment /evaluation process of the affiliating University FY/SYBSc at College Level TYBSc University of Mumbai Question Papers for Sem V & Sem VI

3.1.1.1
Grants received from Government and non-governmental agencies for Major and Minor Research projects, endowments in the institution during the year (INR in Lakhs)

Name of the Project/ Endowments, Chairs	Name of the Principal Investigator/Co-investigator	Department of Principal Investigator	Year of Award	Amount Sanctioned	Duration of the project	Name of the Funding Agency	Type (Government/ non-Government)

* **Documents:** Copies of the grant award letters for research projects sponsored by non-government agencies. E-Copies of the grant award letters for research projects sponsored by government

3.2.1.1
Papers published per teacher in the Journals notified on UGC website during the year

Title of paper	Name of the author/s	Department of the teacher	Name of journal	Year of publication	ISSN number	Link to the recognition in UGC enlistment of the Journal	D.O.I
Synthesis, Spectral and Antibacterial Studies of Fe(III), Cr(III), Mn(III), Ti(III) and Pt(IV) complexes derived from benzilmonoximethiocarbohydrazide and bromobenzaldehyde	Dr. Uttam Yadav, Dr. Nazar Abbas Jafry, Dr. Sharad Sankhe, Dr. Prashant Kamble	Dr. Nazar Abbas Jafry	Journal of Emerging Technologies and Innovative Research	July 2022, Volume 9, Issue 7	ISSN-2349-5162	https://www.jetir.org/view?paper=JETIR2207167	
Synthesis and Spectral Characterization and antimicrobial studies of Yb(III), Lu(III), Er(III) and Ce(III) complexes derived from benzilmonoximethiocarbohydrazide	Dr. Uttam Yadav, Dr. Nazar Abbas Jafry, Dr. Sharad Sankhe, Dr. Prashant Kamble	Dr. Nazar Abbas Jafry	International Journal of Current Science	Volume 12, Issue 3 July 2022	ISSN: 2250-1770	http://ijcspublication.org/viewfull.php?&p_id=IJCS22C1047.pdf	

3.2.2.1

Books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

Sr. No.	Name of the teacher	Title of the book/ chapters published	Title of the paper	Title of the proceedings of the conference	Name of the conference	National / International	Year of publication	ISBN/ISSN number of the proceeding	Affiliating Institute at the time of publication	Name of the publisher

6.3.2.1

Details of financial support received to attend Conferences/Workshops/ Symposia/ Orientation Programme/Induction Programme/Refresher Course/FDP/Short Term Course/ Professional Development Programme and towards membership fee of professional bodies during the year

Sr. No.	Name of the Conferences/Workshops/Symposia/ Orientation Programme/Induction Programme/ Refresher Course/FDP/Short Term Course/ Professional Development Programme attended for which financial support provided	Name of the Professional Body for which membership fee is provided	Amount of Support	International/National State University

6.3.4

Online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

Name of teacher who attended	Title of the program	Duration (from – to) (DD-MM-YYYY)

Note: Classify the data and provide during the year

1.
Invited lectures / Resource Person/ Expert

Sr. No.	Title of Academic Session	Name of Organization	Mode of Presentation: Invited lectures / Resource Person / Paper presentation	Status	Whether International (Abroad) / International (within Country) / National / State / University Level

2.
E - content developed by teachers such as a-PG-Pathshala, CEC (under a-PG-Pathshala), CEC (Under Graduate), SWAYAM other MOOCs platform NPTEL/NMEICT/any other government initiatives and institutional Learning Management System (LMS) etc.

Name of the teacher	Name of the module	Platform on which the module is developed	Date of launching e content

3.
Faculty participation in Conference/ Seminar/Workshop and Symposia.

Sr. No.	Programme	Title of the Programme	Name of the Organising Institute/ Organisation/University/ Agency Organising Institute/ Organisation	Duration From(DD-MM-YYYY)	Duration To (DD-MM-YYYY)	International/ National/State/University/ Local
	Refresher Course	Advanced Research Methodology	Ramanujan College, University of Delhi	27 th October 2022	10 th November 2022	National

4. State whether using ICT for effective teaching with Learning Management System (LMS), ELearning Resources etc.
YES, Power Point Presentations, Youtube Videos

5. In brief provide details of your contribution towards Students /Department/ College etc.
NAAC Committee
Class Mentor
Discipline Committee
Admission Committee
Incubation Committee

6. Teachers use ICT enabled tools for effective teaching-learning process. (Describe in 100 words)

The institute follows ICT enabled teaching in addition to traditional class room education/ teaching - learning. In addition to chalk and board method of teaching the faculty members using the IT enabled learning tools such as PPT, Video clipping to expose students for advanced knowledge and practical learning. Classrooms are fully equipped with LCD projector and computer with Wi-Fi facilities.

***Note:**

- All data should be supported by documentary evidences.
- All the information required is for the purpose of evaluation by management and NAAC documentation.
- Participant wherever applicable should be mentioned with male / Female & Staff
- The deadline for submission of above documents is 25th September, 2023
(mail soft copy on iqac@rizvicollege.edu.in).

RIZVI COLLEGE OF ARTS, SCIENCE & COMMERCE
(HOSPITALITY STUDIES)
FACULTY LESSON OBSERVATION FOR YEAR 2022-23

Faculty Name: VISHVATI MEHEA Department: RDM

Appraisal Conducted by: Tejvati L Date: 16/01/23

Year: Ty BSC Batch: IT Subject: Front office

Class Duration: 45-50 min

❖ **Organization and use of time**

		Max	Score
A1	Class was started on time	3	3
A2	Class ended on time	3	3
A3	Free time during the session	-2	
	TOTAL A	6	6
	Comments:		

❖ **Communication during class**

		Max	Score
B1	language expressive enough to explain topic	8	7
B2	Audibility to the entire class	2	2
B3	Eye contact with the entire class	3	3
B4	Lack of fluency, pitch, tone, speed and pronunciation	-4	
B5	Confidence perceived and command over the topic	6	6
B6	Body Language- enthusiasm and energy displayed	4	3
B7	Sense of humor	2	1
B8	Undesirable Facial expressions and gestures	-2	
	TOTAL B	25	22
	Comments:		



❖ **Subject Matter**

		Max	Score
C1	Depth of the subject matter and correctness	10	9
C2	Interactive activities during the class	4	4
C3	Class interaction- Questions and discussions	2	2
C4	Student Interest maintained during the session	4	3
	TOTAL C	20	18
	Comments:		

❖ **Teaching Skills**

		Max	Score
D1	Previous class topic reviewed	2	2
D2	Introduction of topic	2	2
D3	Use of Support media - Slides, power-point pres., etc.	5	4
D4	Stress on key points and concepts with examples	5	4
D5	Sequence of lecture- methodical, logical progressive	6	5
D6	Was the lecture summarized	2	1
D7	Class Control	2	2
D8	Too much reference on handouts and text books	-5	0
	TOTAL D	24	20
	Comments:		

TOTAL= (A) 06 + (B) 22 + (C) 18 + (D) 20 = 66 (75)

Signature of Appraiser _____

Signature of Faculty _____



Chief Coordinator
Rizvi College of Arts, Science & Commerce
Hospitality Studies
Bandra (West), Mumbai - 400 060

RIZVI COLLEGE OF ARTS, SCIENCE & COMMERCE
(HOSPITALITY STUDIES)
FACULTY LESSON OBSERVATION FOR YEAR 2022-23

Faculty Name: Ms. Colette Noronha Department: HOD - Bakery
 Appraisal Conducted by: Mr. Kumar Nair Date: 24/01/2023
 Year: 2022-23 Batch: TYBSC Subject: Bakery
 Class Duration: 40 mins.

❖ **Organization and use of time**

		Max	Score
A1	Class was started on time	3	3
A2	Class ended on time	3	3
A3	Free time during the session	-2	0
	TOTAL A	6	06
	Comments:		

❖ **Communication during class**

		Max	Score
B1	language expressive enough to explain topic	8	7
B2	Audibility to the entire class	2	1
B3	Eye contact with the entire class	3	3
B4	Lack of fluency, pitch, tone, speed and pronunciation	-4	0
B5	Confidence perceived and command over the topic	6	6
B6	Body Language- enthusiasm and energy displayed	4	4
B7	Sense of humor	2	2
B8	Undesirable Facial expressions and gestures	-2	0
	TOTAL B	25	22
	Comments:		



❖ **Subject Matter**

		Max	Score
C1	Depth of the subject matter and correctness	10	9
C2	Interactive activities during the class	4	3
C3	Class interaction- Questions and discussions	2	2
C4	Student Interest maintained during the session	4	3
	TOTAL C	20	17
	Comments:		

❖ **Teaching Skills**

		Max	Score
D1	Previous class topic reviewed	2	2
D2	Introduction of topic	2	2
D3	Use of Support media - Slides, power-point pres., etc.	5	3
D4	Stress on key points and concepts with examples	5	4
D5	Sequence of lecture- methodical, logical progressive	6	5
D6	Was the lecture summarized	2	2
D7	Class Control	2	2
D8	Too much reference on handouts and text books	-5	0
	TOTAL D	24	20
	Comments:		

TOTAL= (A) 04 + (B) 20 + (C) 17 + (D) 20 = 61 (75)

Signature of Appraiser _____

Signature of Faculty _____



Chief Coordinator
Rizvi College of Arts, Science & Commerce
Hospitality
Bandra (West), Mumbai - 400 050

CONFIDENTIAL
PART - II

RIZVI COLLEGE OF ARTS, SCIENCE & COMMERCE
(HOSPITALITY STUDIES)
CONFIDENTIAL SELF-ASSESSMENT REPORT REGARDING
ABILITY AND CHARACTER FOR YEAR 2022-23
(FOR THE OFFICERS AND SUPRINTENDANTS)

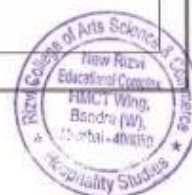
1	Name	MR. AKLESH S. YADAV
2	Department/ Office / Post	ADMINISTRATIVE OFFICE
3	Period of report	2022-23
4	Leave taken during period C.L / E.L / Other Leave	C.L- 4 E.L.-25 C.O.-5
5	Additional Qualification / Training, etc. Earned undergone during the period	MUMBAI UNIVERSITY EXAM APPEARED FOR LL.M Sem-I COURSE
6	Promotion / Rewards / appreciation, if any	APPRECIATION LETTER RECEIVED FROM HEAD OF INSTITUTE ON COMPLETION OF 25 YEAR OF SERVICE
7	Length of Services in the present or similar post	25 YEARS
8	Brief description of your duties indicating the norms, standards, target to be observed	AS PER THE DUTY CHART ISSUED
9	Supervisory ability (capacity to get work done)	GOOD
10	Relations with staff / Members of Public/ Superiors	GOOD
11	have you imparted any training guidance to your staff	WHENEVER REQUIRED, ALWAYS ASSISTANCE PROVIDE GUIDANCE
12	Were you required to take any disciplinary actions against any of your subordinated, If so state the number of cases reported	NIL
13	Could you maintain Cordial atmosphere in your department. If 'YES' state whether the following method as adopted (a) Welfare activity (b) by your own hard work (c) Accommodativeness and (d) impartiality and just method	IMPARTIALITY & JUST METHOD.
14	How would you rank your leadership ability	GOOD
15	What efforts were made by you to acquire or promote the quality of leadership	i) Respect ii) Learning Agility iii) Communication iv) Gratitude



16	The Quality and Quantity of work done during the period of report as compared with the prescribed norms standard or targets of the previous year	TO COMPLETE THE ASSIGNED WORK ON TIME WITH EXTRA EFFORTS & PERIOD.
17	Details of any specific item(s) of work done by you which to think especially noteworthy / innovative / economical	-
18	Are you aware of the opinion of the public / Teachers / employees, etc. about your section, state what it is	GOOD.
19	Do you think that there is scope for improvement	YES
20	If in your own opinion you were unable to maintain the expected quality or quantity of performance indicate briefly your reasons for the same and the action you propose to take. What measure would you suggest / intent to take to step up the present performance	ALL STAFF SHOULD FOLLOW THE COLLEGE CODE OF CONDUCT & DO THE ASSIGNED WORK WITH ECO-FRIENDLY TEAM WORK WITH HELP EACH OTHER AS & WHEN NEEDED WITH HONESTY.
21	State what special difficulty did you experience were there beyond your control	ACTION / SUGGESTION TRY TO IGNORE
22	State whether you could get guidance from your superior/ you could have done better with better guidance / adequate guidance and assistance were provided	YES
23	state whether you could derive 'job satisfaction from your work during the period of reports	YES
24	Your general assessment: Very good/ good/fair/ average/ below average	VERY GOOD.

OBSERVATION OF THE REPORTING OFFICER

1	State whether the facts stated above are correct. If not, state the corrects facts.	
2	Do you agree that the self-assessment in the honest and based on rational and impartial self-observation. If not, give reasons Why you do not agree	
3	State whether the performance of officer during the period of self-assessment can be rated as (1) Very good (2) Good (3) fair (4) average (5) below average	
4	Whether in your opinion the Officer has (i) Potentiality to develop (ii) Desire to develop (iii) Capability of making adequate efforts to develop	



Any other Remark:

Date:

June 2023

Place:

Mumbai


Chief Coordinator
Rizvi College of Arts, Science & Commerce
Hospitality Studies
Bandra (West), Mumbai - 400 050

