



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

RIZVI EDUCATION COMPLEX, OFF. CARTER ROAD, BANDRA (WEST), MUMBAI - 400 050
e-mail: principal.asc@rizvicollege.edu.in • Website: www.rizvicollege.edu.in • Phone: 2600 4245 • Fax: 2649 7448

Date: 13/11/2017

NOTICE
(DEGREE COLLEGE)

An IQAC meeting will be held on Wednesday, the 15th November 2017 at 8.00 am in the IQAC Room. All Criterion Incharges are requested to be present.

IQAC:

Dr. Ashfaq Khan. – **Coordinator**

Criterion I

Mrs. Mehjabeen Khan – Incharge
(Mrs. Swati Vora)

Criterion II

Mr. N. A. Jaffery. – Incharge
(Mr. Furqan Shaikh)/(Mr. Vishwas Deshmukh.)

Criterion III

Mrs. Mariyah G. Ghorī – Incharge

Criterion IV

Dr. Rajesh Masurkar – Incharge

Criterion V

Dr. Parhad D. – Incharge
(Preeti Bambolkar)

Criterion VI

Mrs. Farhana K. Wali – Incharge

Criterion VII

Dr. Abhay Ranade – Incharge

The following agenda will be discussed in the meeting:

1. To appoint dedicated IT backup team solely for NAAC purpose.
2. Brain storming for New NAAC.
3. To propose a Workshop on new guidelines.
4. Any other matter with the permission of the Chair.

(DR. ASHFAQ KHAN)
VP&IQAC Coordinator

(PAUL R P.)
Principal /C



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OF ARTS, SCIENCE & COMMERCE


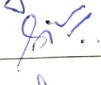
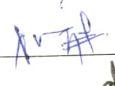

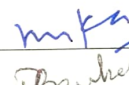
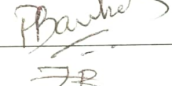
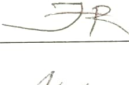

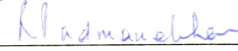
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A preliminary meeting of Criterion In-charges of IQAC was held on 15th Nov 2017 at 8.00 am in the Vice-Principal's cabin of Rizvi college of Arts, Science & Commerce Bandra (west) Mumbai -400050. The meeting was presided over by the Principal Mr. Paul Raj P. and IQAC Coordinator, Dr. Ashfaq Khan.

Following members attended the meeting:

Principal i/c : Prof. Paul Raj P.

Vice Principal & IQAC Coordinator : Dr. Ashfaq Khan


Criterion I	i) Mrs. Mehjabeen Khan	: 
	ii) Mrs. Swati Vora	: 
Criterion II	Mr. Furqan Shaikh	: 
Criterion III	Mrs. Mariyah G. Ghori	: 
Criterion IV	Dr. Rajesh Masurkar	: 
Criterion V	Mrs. Preeti Bambolkar	: 
Criterion VI	Mrs. Farhana K. Wali	: 
Criterion VII	Dr. Abhay Ranade	: 
Invitees	Rajeshwari Padmanabhan	: 

Following Business were transected:

- Mrs. Rajeshwari Padmanabhan briefed the team about the new guidelines and procedure for application for NAAC Accreditation.
- Final team members of IQAC have been selected.
- Brain storming session for New NAAC guideline was held.
- It was proposed to conduct a Workshop for new guidelines of NAAC in the near future.
- Individual copies of Instructions and guidelines for each criterion were handed to the respective in-charges.

The meeting was adjourned at 9.30 am.


(DR. ASHFAQ KHAN)
VP&IQAC Coordinator


(PAUL R P.)
Principal i/c



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2nd December, 2017

Action Taken Report (For 15th November, 2017 Meeting)

1. A workshop on the 'New Guidelines of the NAAC' is scheduled to be organized in the Month of January 2018.
2. IQAC was revamped with new members.


(DR. ASHFAQ AHMAD KHAN)
Coordinator, IQAC


(MR. PAUL.R.P.)
Principal I/C



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Date: 01/02/2018

NOTICE
(DEGREE COLLEGE)

An IQAC meeting will be held on Monday, the 2nd February 2018 at 11.00 am in the IQAC Room. Criterion In-charges & Members of Criterion II, IV, VI, are requested to be present.

IQAC:

Dr. Ashfaq Khan. – **Coordinator**

Mrs. Rajeshwari P. – **Co-coordinator**

Criterion II

Mr. N. A. Jaffery – **In-charge**

Mr. Furqan Shaikh Mr. Vishwas Deshmukh.

Criterion IV

Dr. Rajesh Masurkar – **In-charge**

Mrs. Rafat Khan Mrs. Suma Thomas

Mrs. Akalpita G. Mrs. Supriya P

Criterion VI

Mrs. Farhana K. Wali – **In-charge**

Dr. (Ms.) Ansariya Rana Mr. Khan Moharram Ali

Dr. Atikah M. Ms. Sabiha Shaikh

Mrs. Salma Pathan

The following agenda will be discussed in the meeting:

- Distribution of work to team members by Criterion in-charges.
- Discussion on new Guidelines of NAAC.

(DR. ASHFAQ KHAN)
VP&IQAC Coordinator

(PAUL R.P.)
Principal VC



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Date: 02/02/2018

NOTICE
(DEGREE COLLEGE)

An IQAC meeting held on Monday, the 2nd February 2018 at 11.00 am in the IQAC Room. Criterion In-charges & Members of Criterion II, IV, VI, who attended the same.

IQAC:

Dr. Ashfaq Khan. – Coordinator

Mrs. Rajeshwari P. – Co-coordinator

Criterion II

Mr. N. A. Jaffery – In-charge

Mr. Furqan Shaikh

Mr. Vishwas Deshmukh.

Criterion IV

Dr. Rajesh Masurkar – In-charge

Mrs. Rafat Khan

Mrs. Suma Thomas

Mrs. Akalpita G.

Mrs. Supriya P.

Criterion VI

Mrs. Farhana K. Wali – In-charge

Dr. (Ms.) Ansariya Rana

Mr. Khan Moharram Ali

Dr. Atikah M.

Ms. Sabiha Shaikh

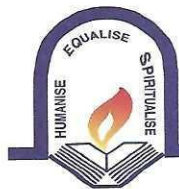
Mrs. Salma Pathan

Following Business was transacted:

- Discussed the distribution of work to the Members.
- Members should start working on the new guidelines.
- Highlight any doubts pertaining to their Criterion.


(DR. ASHFAQ KHAN)
VP&IQAC Coordinator


(PAUL R P.)
Principal i/c



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8th February, 2017

Action Taken Report (For 2nd February, 2018 Meeting)

1. Criterion In - Charges and Members of Criteria II, IV and VI are assigned IQAC work according to the New Guidelines of NAAC.
2. All Criterion In-charges and Members were instructed to begin the assigned work and complete it before the agreed deadline.


(DR. ASHFAQ AHMAD KHAN)
Coordinator, IQAC


(MR. PAUL.R.P.)
Principal I/C



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Date: 03/02/2018

NOTICE
(DEGREE COLLEGE)

An IQAC meeting will be held on Tuesday, the 6th February 2018 at 11.00 am in the IQAC Room. Criterion In-charges & Members of Criterion I, V, VII, are requested to be present.

IQAC:

Dr. Ashfaq Khan. – **Coordinator**

Mrs. Rajeshwari P. – **Co-coordinator**

Criterion I

Mrs. Swati Vora

– **In-charge**

Mrs. Mr. Pradnyesh Waghmare

Mrs. Mehjabeen Khan

Mr. Qamar Haider

Criterion V

Dr. Parhad Dattatraya – **In-charge**

Mrs. Preeti Bambolkar

Mrs. Shaikh Shahida

Mr. Mustaq Karim

Criterion VII

Dr. Abhay Ranade

– **In-charge**

Dr. Alkama Faqih

Mrs. Shenaz Khan

Mr. Arun Bhosle

Mr. R.D. Sonawane :Sports

The following agenda will be discussed in the meeting:

- Distribution of work to team members by Criterion in-charges.
- Discussion on new Guidelines of NAAC.

(DR. ASHFAQ KHAN)
VP&IQAC Coordinator

(PAUL R P.)
Principal VC



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Date: 06/02/2018

NOTICE
(DEGREE COLLEGE)

An IQAC meeting held on Tuesday, the 6th February 2018 at 11.00 am in the IQAC Room. Criterion In-charges & Members of Criterion I, V, VII, who attended the same.

IQAC:

Dr. Ashfaq Khan. – **Coordinator**

Mrs. Rajeshwari P. – **Co-coordinator**

Criterion I

Mrs. Swati Vora – **In-charge**

Mrs. Mr. Pradnyesh Waghmare

Mr. Qamar Haider

Mrs. Mehjabeen Khan

Criterion V

Dr. Parhad Dattatraya – **In-charge**

Mrs. Preeti Bambolkar

Mr. Mustaq Karim

Mrs. Shaikh Shahida

Criterion VII

Dr. Abhay Ranade – **In-charge**

Dr. Alkama Faqih

Mr. Arun Bhosle

Mrs. Shenaz Khan

Mr. R.D. Sonawane :Sports

Following Business was transacted:

- Discussed the distribution of work to the Members.
- Members should start working on the new guidelines.
- Highlight any doubts pertaining to their Criterion.

(DR. ASHFAQ KHAN)
VP&IQAC Coordinator

(PAUL R P.)
Principal



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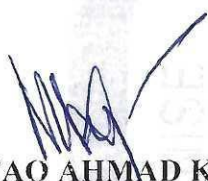


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15th February, 2018

Action Taken Report
(For 6th February, 2018 Meeting)

1. Criterion In - Charges and Members of Criteria I, V, and VII are assigned IQAC work according to the New Guidelines of NAAC.
2. All Criterion In-charges and Members were instructed to begin the assigned work and complete it before the agreed deadline.


(DR. ASHFAQ AHMAD KHAN)
Coordinator, IQAC


(MR. PAUL.R.P.)
Principal I/C



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Date: 05/02/2018

NOTICE
(DEGREE COLLEGE)

An IQAC meeting will be held on Wednesday, the 7th February 2018 at 11.00 am in the IQAC Room. Criterion In-charges & Members of Criterion III are requested to be present.

IQAC:

Dr. Ashfaq Khan. – **Coordinator**

Mrs. Rajeshwari P. – **Co-coordinator** U

Criterion III

Mrs. Mariyah Ghori

– In-charge

Mrs. Bhaswati Prasar

Mr. Anand Deshpande

Dr. (Mrs.) Syed Shadab

Mrs. Salma Pathan

The following agenda will be discussed in the meeting:

- Distribution of work to team members by Criterion in-charges.
- Discussion on new Guidelines of NAAC.


(DR. ASHFAQ KHAN)
VP&IQAC Coordinator


(PAUL R.R.)
Principal I/C



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Date: 07/02/2018

NOTICE
(DEGREE COLLEGE)

An IQAC meeting held on Wednesday, the 7th February 2018 at 11.00 am in the IQAC Room. Criterion In-charges & Members of Criterion III who attended the same.

IQAC:

Dr. Ashfaq Khan. – Coordinator

Mrs. Rajeshwari P. – Co-coordinator

Criterion III

Mrs. Mariyah Ghori – In-charge

Mrs. Bhaswati Parasar

Mr. Anand Deshpande

Dr. (Mrs.) Syed Shadab

Mrs. Salma Pathan

Following Business was transacted:

- Discussed all the points relating to Criterion III.
- Any doubt should be raised and suitable solutions should be found.
- Since all Question in the SSR relates to last 5 years a question was raised whether the assessment year will change from 2011-12, 2015-16 to 2013-14, 2017-18
- Members were also informed that AQAR 2016-17 was finalised and we should start working on AQAR 2017-18 by the end of the academic year.

(DR. ASHFAQ KHAN)
VP&IQAC Coordinator

(PAUL R P.)
Principal LC



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15th February, 2018

Action Taken Report **(For 7th February, 2018 Meeting)**

1. Criterion In-Charge and Members of Criteria III are assigned IQAC work according to the New Guidelines of NAAC.
2. All Criterion In-charge and Members were instructed to begin the assigned work and complete it before the agreed deadline.
3. All present for the meeting to begin the first draft of AQAR 2017 – 18.


(DR. ASHFAQ AHMAD KHAN)
Coordinator, IQAC


(MR. PAUL R.P.)
Principal I/C

Date: 23/02/2018

NOTICE

(DEGREE COLLEGE)

An IQAC meeting will be held on Monday, the 6th March 2018 at 10.00 am in the Vice-Principal Cabin. All Criterion Heads with one member and all HOD's are requested to attend the same to discuss the following agendas.

- Discuss the assessment period.
- Discuss Criterion wise requirements as per the new guidelines.
- Departmental Heads responsibilities.
- Best practices to the selected /workshops /Seminars / Visit /etc.
- Documentation Procedure to be followed – presentation by Prof. Mrs. Farhana K. Wali.
- Brief presentation by Criterion in-charges.



(DR. ASHFAQ KHAN)
VP&IQAC Coordinator



(PAUL R P.)
Principal I/C



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Date: 06/03/2018 ✓

An IQAC meeting held on Tuesday, the 6th March 2018 at 10.30 am in the Vice-Principal Cabin. Following criterion In-charges & Members attended the same.

Internal Quality Assurance Cell	Dr.Ashfaq Khan Mrs.Rajeshwari P	: Co-ordinator : Co-Coordinator
Criterion I	Mrs.Swati Vora : Incharge Mrs. Mehjabeen Khan	Mrs. Mr.Pradnyesh Waghmare Mr. Qamar Haider
Criterion II	Dr.N.A.Jafry : Incharge Mr.Vishwas Deshmukh Mr. Furqan Shaikh	
Criterion III	Mrs. Mariyah Ghorri : Incharge Dr. (Mrs.) Syed Shadab Mrs.Salma Pathan	Mrs.Bhaswati Parasar Mr.Anand Deshpande
Criterion IV	Dr. Rajesh Masurkar : Incharge Mrs. Suma Thomas Ms.Supriya	Ms. Rafat Khan Mrs.Akalpita G
Criterion V	Dr.Parhad Dattatraya : Incharge Mrs.Shaikh Shahida	Ms. Preeti Bambolkar Mr.Mustaq Karim
Criterion VI	Mrs. Farhana K. Wali : Incharge Mr. Khan Moharram Ali Ms.Sabiha Shaikh	Dr. (Ms.) Ansariya Rana Dr.Atikah M. Mrs.Salma Pathan
Criterion VII	Dr.Abhay Ranade : Incharge Ms.Shenaz Khan Mr. R.D. Sonawane :Sports	Dr. Alkama Faqih Mr.Arun Bhosle Mr. Mohd. Arif : Sec. Assistance

Following Business was transacted:

- The Meeting was chaired by the Principal Prof. Paul Raj & IQAC Coordinator and Vice Principal Dr. Ashfaq Khan
- The Principal brief the attendees about the seminar on new NAAC Guidelines that was attended by him and most of the Criterion Heads
- IQAC Co-coordinator Mrs. Rajeshwari Padmanabhan briefed the team about detailed plans of action and documentation requirements from every HOD and Criterion In-charge
- Each of the Criterion Head made brief presentation about the new requirements in their criteria and the progress so far.
- There were detail discussions about the following:

Committee List for the Academic Year, 2017-18
(DEGREE / JUNIOR COLLEGE)

Internal Quality Assurance Cell	Dr.Ashfaq Khan Mrs.Rajeshwari P	: Coordinator : Co-Coordinator
Criterion I	Mrs.Swati Vora : Incharge Mrs. Mehjabeen Khan	Mrs. Mr.Pradnyesh Waghmare Mr. Qamar Haider
Criterion II	Dr.N.A.Jafry : Incharge Mr. Vishwas Deshmukh Mr. Furqan Shaikh	
Criterion III	Mrs. Mariyah Ghorri : Incharge Dr. (Mrs.) Syed Shadab Mrs.Salma Pathan	Mrs.Bhaswati Parasar Mr.Anand Deshpande
Criterion IV	Dr. Rajesh Masurkar : Incharge Mrs. Suma Thomas Ms.Supriya	Ms. Rafat Khan Mrs.Akalpita G
Criterion V	Dr.Parhad Dattatraya : Incharge Mrs.Shaikh Shahida	Ms. Preeti Bambolkar Mr.Mustaq Karim
Criterion VI	Mrs. Farhana K. Wali : Incharge Mr. Khan Moharram Ali Ms.Sabiha Shaikh	Dr. (Ms.) Ansariya Rana Dr.Atikah M. Mrs.Salma Pathan
Criterion VII	Dr.Abhay Ranade : Incharge Ms.Shenaz Khan Mr. R.D. Sonawane : Sports	Dr. Alkama Faqih Mr.Arun Bhosle Mr. Mohd. Arif : Sec. Assistance
Attendance & Mentoring	<p>Mrs.Shailaja Shetty : Convenor</p> <p>Class Incharges:</p> <p>Ms.Pankti Surve : F.Y.B.A</p> <p>Mrs.Shailaja Shetty : SYBA</p> <p>Dr. Abbas Alam Rizvi : T.Y.B.A.</p> <p>Mr. Damarwala Abbas : F.Y.B.Sc.</p> <p>Mr.Pradnyesh R. Waghmare : S.Y.B.Sc.</p> <p>Dr. (Ms.) Ansariya Rana : T.Y.B.Sc.</p> <p>Dr. N.P. Srivastava : F.Y.B.Com.</p> <p>(A)</p> <p>Dr. Parhad Dattatraya : F.Y.B.Com.</p> <p>(B)</p> <p>Ms.Bhaswati Parasar : F.Y.B.Com.(C)</p> <p>Ms. Preeti Bambolkar : F.Y.B.Com</p> <p>(D)</p> <p>Ms. Malan Zardi : FYBCom (E)</p> <p>Mr.Roshan Khobragade : SYBCom(A)</p> <p>CA Ashfaq Karim : S.Y.B.Com.</p> <p>(B)</p> <p>Dr(Mrs)Syed : Shadab</p> <p>:S.Y.B.Com.(C)</p> <p>Mr. Mukhtar Khan : S.Y.B.Com</p> <p>(D)</p> <p>Mrs. Swati Vora : T.Y.B.Com(A)</p> <p>Mr Manoj K. : T.Y.B.Com. (B)</p> <p>Ms. Seha Dange : TYBCom.(C)</p>	



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- i) Registration of the Alumni Association, the role and involvement of the alumni
 - ii) Setting up of a Campus Recruitment Training Centre
 - iii) Conducting of departmental social responsibilities and ISRs by every department
 - iv) Academic Audits to be conducted
 - v) Submission of Google forms at the entry level such that it includes their Aadhaar Number, Email, And Contact Details which can be later use for students feedback survey
 - vi) Encouraging and Enrolling students for MOOCs.
 - vii) Maintenance of individual personal file by every staff member for documentation purpose
 - viii) Setting up of personal email IDs for every staff members on Rizvi Domain
 - ix) Setting up of a Faculty Contribution Fund where in students with single parent would be given financial assistance. Mentors have been instructed to provide the list of such Students from their Class
- HODs were instructed to initiate, maintain and submit records for the following:
 - i) Activities conducted under departmental social responsibility
 - ii) Workshops / Seminars and Field trips conducted
 - iii) Student centric activities conducted for student development and Employability
 - iv) Add-on courses conducted and MOOC registrations
 - v) Faculty Development Programmes
 - vi) MOUs and Industry Linkages of the departments
 - After discussion the following has been proposed to be implemented :
 - i) "Training the Trainer" a workshop for mentors to be organized by the EVS department in collaboration with the college counselors
 - ii) A computer literacy program for Non-Teaching Staff to be conducted by the II Department
 - iii) Soft Skills training programme for the administrative staff to be conducted by English Department
 - iv) A workshop on "How to Make Classrooms more Interesting" to be conducted by department of Sociology in collaboration with BMM Department
 - v) IT & Financial Literacy programme for parents to be conducted by PTA in collaboration with IT Department

(DR. ASHFAQ KHAN)
VP&IQAC Coordinator

(PAUL R P.)
Principal /C



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10th March, 2018

Action Taken Report (For 6th March, 2018 Meeting)

1. Principal I/C instructed Criterion – V to initiate the process of the Alumni Association of the college.
2. All HODs were instructed to increase the number of Add On Courses. Certificate Courses, MOOCs, Workshops, Seminars and ISR activities in the Academic Year 2018 -19.
3. The Teaching Staff was instructed to maintain and preserve all the required files appropriately.
4. A workshop on 'How To Make Classroom More Interesting' was scheduled to be held in the Month of April, 2018.
5. Mr. Kalpesh Soni was instructed to make personalised official e-mail ids for the staff, departments and committees.
6. An IT and Financial Literacy Programme for Parents is also scheduled to be organised in the Month of June, 2018.


(DR. ASHFAQ AHMAD KHAN)
Coordinator, IQAC


(MR. PAUL R.P.)
Principal I/C



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Date: 15/03/2018

NOTICE
(DEGREE COLLEGE)

An IQAC meeting will be held on Friday, the 16th March 2018 at 10.00 am in the Vice-Principal Cabin. All Criterion Heads are requested to attend the same to discuss the following agendas.

- Criterion wise requirement from
 - a) Faculty
 - b) Departments
 - c) Committees
- AQAR Dead line for Submission

(DR. ASHFAQ KHAN)
VP&IQAC Coordinator

(PAUL R.P.)
Principal /C



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Date: 16/03/2018

An IQAC meeting held on Friday, the 16th March 2018 at 10.00 am in the Vice-Principal Cabin. Following criterion In-charges attended the same.

Internal Quality Assurance Cell	Dr.Ashfaq Khan Mrs.Rajeshwari P	: Co-ordinator : Co-Coordinator
Criterion I	Mrs.Swati Vora	
Criterion II	Dr.N.A.Jafry	
Criterion III	Mrs. Mariyah Ghorl	
Criterion IV	Dr. Rajesh Masurkar	
Criterion V	Dr.Parhad Dattatray	
Criterion VI	Mrs. Farhana K. Wali	
Criterion VII	Dr.Abhay Ranade	
Sec. Assistance	Mr. Mohd. Arif :	

Following Business was transacted:

- For SSR after every 15days have to arrange a meeting with all Criterion in-charges
- 1st week of April 2018 completing AQAR 2017-18
- Scholarship contribution from staff towards single parents students
- Preparing consolidated office requirement criterion wise file and to be kept Mr. Mohammad Arif
- Preparing consolidated Staff/ Department/ Committee requirement criterion wise file and to be kept Dr. Ashfaq Khan


(DR. ASHFAQ KHAN)
VP&IQAC Coordinator


(PAUL R.P.)
Principal I/C



RIZVI COLLEGE

OF ARTS, SCIENCE & COMMERCE

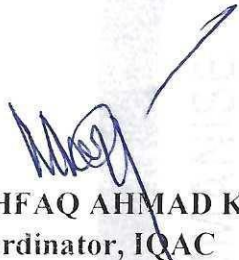


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22nd March, 2018

Action Taken Report **(For 16th March, 2018 Meeting)**

1. Criterion In-Charge and Members were instructed to complete the First Draft of AQAR 2017 - 18 by the First Week of April 2018.
2. Instructions were given to prepare consolidated files of Staff, Department, Committee and Office.
3. All present for the meeting to begin the first draft of AQAR 2017 - 18.


(DR. ASHFAQ AHMAD KHAN)
Coordinator, IQAC


(MR. PAUL.R.P.)
Principal I/C