



*Rizvi Education Society's*

# **RIZVI COLLEGE**

## **OF ARTS, SCIENCE & COMMERCE**



RIZVI EDUCATIONAL COMPLEX, OFF. CARTER ROAD, BANDRA (W), MUMBAI - 400 050  
email : principal.asc@rizvicollege.edu.in • Website : www.rizvicollege.edu.in  
Phone : 90048 34583 / 96533 56852

8<sup>th</sup> June, 2023


### NOTICE


A meeting of IQAC is schedule to be held on Friday, 9<sup>th</sup> June 2023 at 9:30 am.  
in Principal cabin, for taking update on SSR.


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

#### **Agenda :**

- To take update on submission of SSR.
- To receive finalise executive summary from the criterion in-charge.
- To check the status of link uploaded.
- To cross check the documents uploaded.

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

  
**Dr. Parhad Dattatraya**  
Vice Principal

  
**Dr. Ashfaq Ahmad Khan**  
Principal I/C

**\*\*Note: Attendance is compulsory for all the members and the criterion Heads.**



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9<sup>th</sup> June 2023

A meeting of IQAC is held on Friday, 9<sup>th</sup> June 2023 at 9:30 am. in Principal cabin, for taking update on SSR.

Following Staff attended the same

Dr. (Mrs.) Mariyah Ghori IQAC Co-ordinator	Dr. Parhad Dattatraya Vice Principal
Criterion I	Mr. Vishwas Deshmukh : Incharge Mr. Pradnyesh Waghmare Dr. Mohammed Mukhtar Khan
Criterion II	Dr. Nazar Abbas Jafry : Incharge Mrs. Shehnaz Khan
Criterion III	Mrs. Shahida Shaikh : Incharge Mrs. Bushra Qureshi Roshan
Criterion IV	Dr. Rajesh Masurkar : Incharge Mrs. Suma Thomas
Criterion V	Mr. Moharram Ali Khan : Incharge Dr. Malan Zardi Dr. Deepika Chaudhary
Criterion VI	Mrs. Preeti Bambolkar : Incharge Dr. Ansariya Rana
Criterion VII	Dr. Abhay Ranade : Incharge Dr. AnsarPasha Shaikh Aiman Peerzade
IT Support	Dr. Ruchi Gupta Mr. Javed Pathan
Admin Staff	Mr. Syed Qamar Haider
IQAC Clerk	Mr. Sayed Masoom Ali Mr. Mohammed Ali

Dr. Ashfaq Ahmad Khan  
Principal I/C



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9<sup>th</sup> June, 2023

A meeting of IQAC is held on Friday, 9<sup>th</sup> June 2023 at 9:30 am. in Principal cabin, for taking update on SSR.

Following Business was transacted :

1. Criteria III is finalized and uploaded.
2. Executive Summary from criteria III received other need to submit urgently.
3. Criteria I will be uploaded on Tuesday 13<sup>th</sup> June at 9:00 am.
4. Criteria II will be uploaded on Wednesday 14<sup>th</sup> June.
5. Criteria IV will be uploaded on Monday 12<sup>th</sup> June.
6. Criteria V scholarship data is to be finalized by Mrs. Aalmeen and Mr. Atul.
7. Criteria VI will be done today 9<sup>th</sup> June.
8. Criteria VII will be uploaded on Tuesday 13<sup>th</sup> June.
9. Next meeting will be held on Thursday 15<sup>th</sup> June at 8:30 am.
10. Criterion incharges should review the data received, cross check and then only finalize for uploading.
11. Data should be studied thoroughly. Criterion incharges will be responsible for their entire criterion matrix, template and documents.
12. The staff leaving college on any account will have to submit the personal achievement, departmental input and committee report to obtain relieving letter.
13. The update about the uploading should be update on IQAC group.

Proposed by : 

Seconded by : 

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

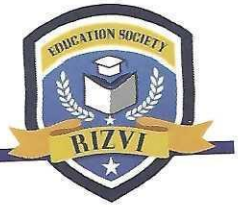
  
Dr. Parhad Dattatraya  
Vice Principal

  
Dr. Ashfaq Ahmad Khan  
Principal I/C





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15<sup>th</sup> June, 2023

## NOTICE


A meeting of IQAC is schedule to be held on Friday, 16<sup>th</sup> June 2023, at 9:00 am.  
in Principal cabin, for taking update on SSR.

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

### Agenda :

- To take update on submission of SSR.
- To receive finalise executive summary from the criterion in-charge.
- To check the status of link uploaded.
- To cross check the documents uploaded.

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

  
Dr. Parhad Dattatraya  
Vice Principal

  
Dr. Ashfaq Ahmad Khan  
Principal I/C





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16<sup>th</sup> June 2023

A meeting of IQAC is held on Friday, 16<sup>th</sup> June 2023 at 9:00 am. in Principal cabin, for taking update on SSR.

Following Staff attended the same

Dr. (Mrs.) Mariyah Ghori IQAC Co-ordinator	Dr. Parhad Dattatraya Vice Principal
Criterion I	Mr. Vishwas Deshmukh : Incharge Mr. Pradnyesh Waghmare
Criterion II	Dr. Nazar Abbas Jafry : Incharge Mrs. Shehnaz Khan
Criterion III	Mrs. Shahida Shaikh : Incharge Mrs. 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. AnsarPasha Shaikh
IT Support	Dr. Ruchi Gupta Mr. Javed Pathan
Admin Staff	Mr. Syed Qamar Haider
IQAC Clerk	Mr. Sayed Masoom Ali

Dr. Ashfaq Ahmad Khan  
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A meeting of IQAC is held on Friday, 16<sup>th</sup> June 2023 at 9:00 am. in Principal cabin, for taking update on SSR.

## Following Points were discussed:

- I. Principal and IQAC Co-ordinator of HMCT to be called.
- II. Mr. Moharram Ali remained absent.
- III. Mr. Nadeem Parve and Dr. Ansar pasha are to be reminded for efficiency of work.
- IV. Dr. Mukhtar also need to be reminded for completing the task in time.
- V. Dead stock register in office, IT, and Hotel Management to be update and kept ready.
- VI. Criteria I, II, and V to be uploaded today.

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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23<sup>rd</sup> June, 2023


## NOTICE


A meeting of IQAC is schedule to be held on Saturday, 24<sup>th</sup> June 2023, at 8:30 am. in Principal cabin, to take update on review reports of criteria and to decide strategies to implant the same while uploading the SSR.

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

### Agenda :

- To take update on review reports of criteria.
- To decide strategies to implant the same while uploading the SSR.
- To take action on assessment reports.

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

  
Dr. Parhad Dattatraya  
Vice Principal

  
Dr. Ashfaq Ahmad Khan  
Principal I/C





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24<sup>th</sup> June, 2023

A meeting of IQAC is held on Saturday, 24<sup>th</sup> June 2023, at 8:30 am. in Principal cabin, to take update on review reports of criteria and to decide strategies to implant the same while uploading the SSR.

Following staff attended the same.

Dr. (Mrs.) Mariyah Ghori – Co-ordinator	
Criterion I	Mr. Vishwas Deshmukh : Incharge Mr. Pradnyesh Waghmare
Criterion II	Dr. Nazar Abbas Jafry : Incharge Mrs. Shehnaz Khan
Criterion III	Mrs. Shahida Shaikh : Incharge Mrs. 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. AnsarPasha Shaikh
IT Support	Dr. Ruchi Gupta Mr. Javed Pathan
Admin Staff	Mr. Syed Qamar Haider
IQAC Clerk	Mr. Sayed Masoom Ali Mr. Mohammad Ali

Dr. Ashfaq Ahmad Khan  
Principal I/C



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24<sup>th</sup> June 2023.

A meeting of IQAC is held on Saturday, 24<sup>th</sup> June 2023, at 8:30 am. in Principal cabin, to take update on review reports of criteria and to decide strategies to implant the same while uploading the SSR.

## Following Points were discussed:

- I. Criteria I & II to be finalized today on 24<sup>th</sup> June 2023.
- II. Dr. Parhad emphasized on importance of documentation to support the claim. So that we can assure better grades.
- III. We have to look into feasibility and possibility of creating the documents wherever needed.
- IV. Hence forth the committee list and notices of junior and degree college will be separated.
- V. For SSS email id and contact number should be ensured that it is functional.
- VI. All the expert reviews about criteria to be incorporated and the same should be change on website and the files (less than 5MB) to be submitted to IQAC in person for replacing in SSR.
- VII. The final date for submission of file for uploading is Wednesday 28<sup>th</sup> June 2023.

Proposed by :

Seconded by :

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

Dr. Parhad Dattatraya  
Vice Principal

Dr. Ashfaq Ahmad Khan  
Principal IQAC



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24<sup>th</sup> July, 2023


### NOTICE

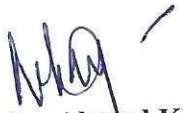
A meeting of Internal Quality Assurance Cell (IQAC) Criterion Incharges and documentation committee is scheduled to be held on Tuesday, 25<sup>th</sup> July 2023 at 11.00am in Principal's cabin to discuss the DVV queries regarding SSR. Attendance is compulsory for all.

#### Agenda:

- To discuss the DVV queries
- SSR Documentation

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

  
**Dr. Parhad Dattatraya**  
Vice Principal

  
**Dr. Ashfaq Ahmad Khan**  
Principal I/C





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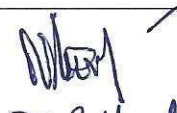


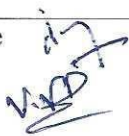





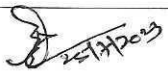


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A meeting of IQAC is held on Tuesday, 25<sup>th</sup> July 2023 at 11.00am in Principal's cabin to discuss the DVV queries and documentation committee regarding SSR.

<b>Dr. Ashfaq Ahmed Khan</b>	<b>I/C Principal</b>	
<b>Dr. Parhad Dattatraya</b>	<b>Vice Principal</b>	
<b>Dr. (Mrs.) Mariyah Ghori</b>	<b>Co-ordinator</b>	
<b>Criterion I</b>	Mr. Pradnyesh Waghmare: <b>Incharge</b>	
	Mrs. Parveen Ansari	
<b>Criterion II</b>	Dr. Nazar Abbas Jafry : <b>Incharge</b>	
	Mr. Vishwas Deshmukh	
<b>Criterion III</b>	Mrs. Shahida Shaikh : <b>Incharge</b>	
	Mrs. Bushra Qureshi	
<b>Criterion IV</b>	Dr. Rajesh Masurkar : <b>Incharge</b>	
	Mrs. Suma Thomas	
<b>Criterion V</b>	Mr. Moharram Ali Khan : <b>Incharge</b>	
	Dr. Malan Zardi	
<b>Criterion VI</b>	Mrs. Preeti Bambolkar : <b>Incharge</b>	
	Dr. Ansariya Rana	
<b>Criterion VII</b>	Dr. Abhay Ranade : <b>Incharge</b>	
	Ms. Shehnaz Khan	
<b>IQAC Clerk</b>	Mr. Mohammad Arif	

Following Points were discussed:



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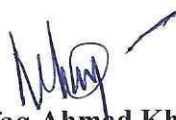
- Discussion on DVV queries took place.
- Each criterion queries were dealt in detail.
- Criterion incharges to submit the clarifications for uploading latest by Monday 31<sup>st</sup> July 2023.
- Each criterion incharges to submit the requirement as per NAAC for next AQAR.

Proposed by : Shahida

Seconded by : Shan

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

  
Dr. Parhad Dattatraya  
Vice Principal

  
Dr. Ashfaq Ahmad Khan  
Principal I/C



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05<sup>th</sup> August, 2023


## NOTICE

A meeting of Internal Quality Assurance Cell (IQAC) is scheduled on Monday, 07<sup>th</sup> August, 2023 Principal's cabin at 12.00noon to discuss the SOP's for documentation.

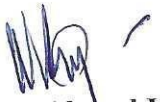
All the Criterion Incharges should attend the same.

### Agenda:

- To discuss the SOP's for documentation.
- To create login credential for ADMS Software

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

  
Dr. Parhad Dattatraya  
Vice Principal

  
Dr. Ashfaq Ahmad Khan  
Principal I/C








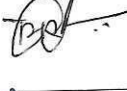


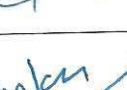



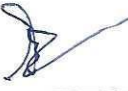
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A meeting of IQAC is held on Monday, 07<sup>th</sup> August, 2023 in Principal's cabin at 12.00 noon to discuss the SOP's for documentation and create login for ADMS Software.

Following staff attended the same.

<b>Dr. Ashfaq Ahmed Khan</b>	<b>I/C Principal</b>	
<b>Dr. Parhad Dattatraya</b>	<b>Vice Principal</b>	
<b>Dr. (Mrs.) Mariyah Ghor</b>	<b>Co-ordinator</b>	
<b>Criterion I</b>	Mr. Pradnyesh Waghmare: <b>Incharge</b>	
<b>Criterion II</b>	Dr. Nazar Abbas Jafry : <b>Incharge</b>	
<b>Criterion III</b>	Mrs. Shahida Shaikh : <b>Incharge</b>	
<b>Criterion IV</b>	Dr. Rajesh Masurkar : <b>Incharge</b>	
<b>Criterion V</b>	Mr. Moharram Ali Khan : <b>Incharge</b>	
<b>Criterion VI</b>	Mrs. Preeti Bambolkar : <b>Incharge</b>	
<b>Criterion VII</b>	Dr. Abhay Ranade : <b>Incharge</b>	
<b>IQAC Clerk</b>	Mr. Mohammad Arif	

Following Business was transacted:



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- Criterion Incharges are required to Submit the name of the concerned faculty who should be given access to which criteria for uploading the AQAR
- HMCT Staff to be called for meeting on 9<sup>th</sup> August 12.00 noon
- Criterion incharges to prepare the list of documents and its availability with the concerned staff duplication of work.
- Workshop for ADMS to be arranged for all staff members to facilitate preparation of AQAR.

Proposed by : 

Seconded by : 

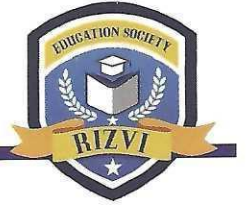
  
Dr. (Mrs.) Mariyah Ghori  
IQAC Co-ordinator

  
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Vice Principal

  
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07<sup>th</sup> August, 2023

**NOTICE**

A meeting of Internal Quality Assurance Cell (IQAC) will be held on Wednesday, 09<sup>th</sup> August, 2023 in Principal's cabin at 12.00 noon to finalize the login credentials for the criterion wise data templates.

All are expected to bring the details of criteria templates and name of the person to whom the access is to be allotted


All the Criterion Incharges should attend the same.

**Agenda:**

- To finalize the login credentials for the criterion wise data templates.

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

  
**Dr. Parhad Dattatraya**  
Vice Principal

  
**Dr. Ashfaq Ahmad Khan**  
Principal /C





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A meeting of Internal Quality Assurance Cell (IQAC) is held on Wednesday, 09<sup>th</sup> August, 2023 in Principal's cabin at 12.00 noon to finalize the login credentials for the criterion wise data templates.

Following staff attended the same.

<b>Dr. Ashfaq Ahmed Khan</b> I/C Principal <b>Mr. PADMAKUMAR NAIR</b> Chief Coordinator (HS) <b>Dr. Parhad Dattatraya</b> Vice Principal <b>Dr. (Mrs.) Mariyah Ghorl</b> Co-ordinator	
<b>Criterion I</b>	HMCT Mr. Pradnyesh Waghmare: Incharge Sadhana R. Kharkar
<b>Criterion II</b>	HMCT Dr. Nazar Abbas Jafry : Incharge Faiyaz A. Mansuri
<b>Criterion III</b>	HMCT Mrs. Shahida Shaikh : Incharge MS. TRUPTI LAGHATE
<b>Criterion IV</b>	HMCT Dr. Rajesh Masurkar : Incharge AKLESH S. YADAV
<b>Criterion V</b>	HMCT Mr. Moharram Ali Khan : Incharge Ms Colette Noronha
<b>Criterion VI</b>	HMCT Mrs. Preeti Bambolkar : Incharge MR. AMEET NAZARE
<b>Criterion VII</b>	HMCT Dr. Abhay Ranade : Incharge PRITESH V. DHIMAR
<b>IQAC Clerk</b>	Mr. Mohammad Arif MS. Simran S.

Following Business was transacted:



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- Briefing was given on documentation
- HMCT criterion incharges were briefed about Mastersoft.
- HMCT Staff will be added in WhatsApp group for better communication.
- All staff are required to keep their documents for SSR ready.
- AQAR 2022-23 to be submitted before 31<sup>st</sup> December 2023.

Proposed by : Shahida

Seconded by : Shan

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

  
Dr. Parhad Dattatraya  
Vice Principal

  
Dr. Ashfaq Ahmad Khan  
Principal I/C



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07<sup>th</sup> December, 2023

## NOTICE

A meeting of IQAC committee will be held on Friday, 8<sup>th</sup> December 2023, in Principal's cabin at 11.00 am. Attendance is compulsory for all.

### Agenda:

- Uploading of AQAR
- Preparation for Peer Team visit.

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

Dr. Parhad Dattatraya  
Vice Principal

Dr. Ashfaq Ahmad Khan  
Principal





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A meeting of Internal Quality Assurance Cell(IQAC) is held on Friday, 7<sup>th</sup> July 2023, in Principal's cabin at 11.00 am to Uploading of AQAR & Preparation for Peer Team visit.

Following Staff Attended the same.

<b>Dr. Ashfaq Ahmed Khan</b>	<b>Principal</b>	
<b>Mr. Padmakumar Nair</b>	<b>Chief Coordinator</b>	
<b>Dr. Parhad Dattatraya</b>	<b>Vice Principal</b>	
<b>Dr. (Mrs.) Mariyah Ghori</b>	<b>Co-ordinator</b>	
<b>Criterion I</b>	Mr. Pradnyesh Waghmare: <b>Incharge</b> Ms. Mehvish Shaikh Mrs. Parveen Ansari Ms. Sadhna R. Kharkar	
<b>Criterion II</b>	Dr. Nazar Abbas Jafry : <b>Incharge</b> Mr. Vishwas Deshmukh Mr. Faiyaz A. Mansuri	
<b>Criterion III</b>	Mrs. Shahida Shaikh : <b>Incharge</b> Mrs. Bushra Qureshi Ms. Trupti Laghate	
<b>Criterion IV</b>	Dr. Rajesh Masurkar : <b>Incharge</b> Mrs. Suma Thomas Mr. Aklesh S. Yadav	
<b>Criterion V</b>	Mr. Moharram Ali Khan : <b>Incharge</b> Dr. Malan Zardi Ms. Colette Noronha	
<b>Criterion VI</b>	Mrs. Preeti Bambolkar : <b>Incharge</b> Dr. Ansariya Rana Mr. Ameet Nazare	
<b>Criterion VII</b>	Dr. Abhay Ranade : <b>Incharge</b> Mr. Javed Pathan Mr. Pritesh V. Dhimar	
<b>IQAC Clerk</b>	Mr. Mohammad Arif Ms. Simran S.	

S. Samay

Following Business was transacted:



# RIZVI COLLEGE OF ARTS, SCIENCE & COMMERCE



RIZVI EDUCATIONAL COMPLEX, OFF. CARTER ROAD, BANDRA (W), MUMBAI - 400 050  
email : principal.asc@rizvicollege.edu.in • Website : www.rizvicollege.edu.in  
Phone : 90048 34583 / 96533 56852

- NAAC dates were communicated.
- Uploading of AQAR to be completed by 20<sup>th</sup> December 2023.
- NRIF Registration to be completed by 1<sup>st</sup> week of January 2024.
- Departmental files and PPT's to be prepared and presented on 16<sup>th</sup> December 2023.
- Inviting the experts to see the documentation process at office, departments and committees.

Following update were taken on AQAR 2022-23.

- Criteria – I feedback pending from Kalpesh  
1.1 – 1 Mehvish to be inducted our special request – 14<sup>th</sup> December 2023, 18<sup>th</sup> December 2023
- Criteria – II 18<sup>th</sup> December 2023
- Criteria – III 18<sup>th</sup> December 2023
- Criteria – IV 13<sup>th</sup> December 2023
- Criteria – V 16<sup>th</sup> December 2023

Following reports are pending:

Placement  
Anti-Ragging  
Cultural  
Sports  
Progression

- Criteria – VI 19<sup>th</sup> December 2023
- Criteria – VII Mr. Javed Pathan will meet Principal with Dr. Abhay Ranade to discuss best practices.

Proposed by:

Seconded by:

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

Dr. Parhad Dattatraya  
Vice Principal

Dr. Ashfaq Ahmad Khan  
Principal



Rizvi Education Society's

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15<sup>th</sup> January, 2024

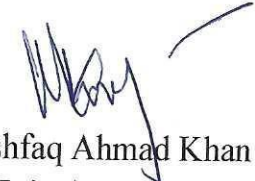
## NOTICE

A meeting of IQAC committee will be held on Friday, 19<sup>th</sup> January 2024, in Principal's cabin at 11.00 am. Attendance is compulsory for all.

### Agenda:

- NAAC Visit

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

  
Dr. Ashfaq Ahmad Khan  
Principal





Rizvi Education Society's

# RIZVI COLLEGE OF ARTS, SCIENCE & COMMERCE



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Phone : 90048 34583

A meeting of Internal Quality Assurance Cell (IQAC) is held on Friday, 11<sup>th</sup> January 2024, in Principal's cabin at 11.00 am to discuss about NAAC Peer Team visit.

Following Staff Attended the same.

<b>Dr. Ashfaq Ahmed Khan</b>	<b>Principal</b>
<b>Mr. Padmakumar Nair</b>	<b>Chief Coordinator</b>
<b>Dr. Parhad Dattatraya</b>	<b>Vice Principal</b>
<b>Dr. (Mrs.) Mariyah Ghor</b>	<b>Co-ordinator</b>
<b>Criterion I</b>	Mr. Pradnyesh Waghmare: <b>Incharge</b> Ms. MEHNASH SHAIKH Mrs. Parveen Ansari Ms. Sadhna R. Kharkar
<b>Criterion II</b>	Dr. Nazar Abbas Jafry : <b>Incharge</b> Mr. Vishwas Deshmukh Mr. Faiyaz A. Mansuri
<b>Criterion III</b>	Mrs. Shahida Shaikh : <b>Incharge</b> Mrs. Bushra Qureshi Ms. Tupti Laghate FOR: <b>Shahida</b>
<b>Criterion IV</b>	Dr. Rajesh Masurkar : <b>Incharge</b> Mrs. Suma Thomas Mr. Aklesh S. Yadav
<b>Criterion V</b>	Mr. Moharram Ali Khan : <b>Incharge</b> Dr. Malan Zardi Ms. Colette Noronha
<b>Criterion VI</b>	Mrs. Preeti Bambolkar : <b>Incharge</b> Dr. Ansariya Rana Mr. Ameet Nazare
<b>Criterion VII</b>	Dr. Abhay Ranade : <b>Incharge</b> Mr. Javed Pathan Mr. Pritesh V. Dhimar
<b>IQAC Clerk</b>	Mr. Mohammad Arif Ms. Simran S.

Following Business was transacted:

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

Rizvi Complex, Off Carter Road, Bandra (West), Mumbai - 400 050.

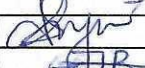


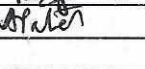
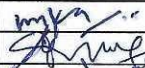
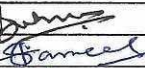

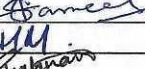
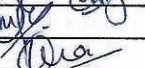
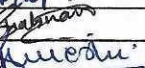
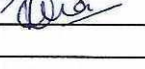

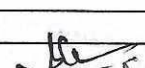
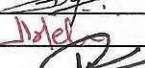
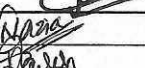

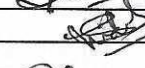
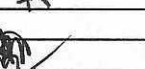

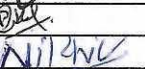


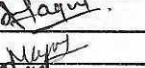

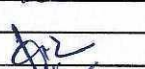

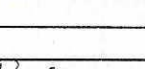
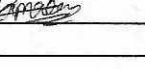
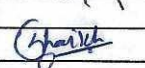
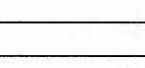

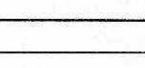

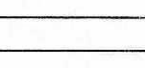
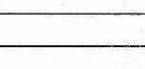

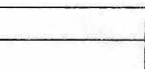
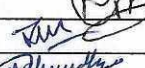
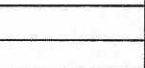
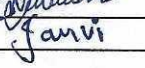
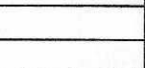
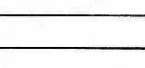
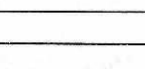
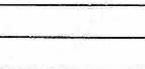
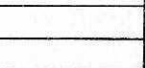
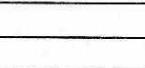
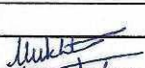
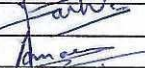
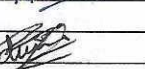





**LIST OF TEACHING STAFF IN SENIOR COLLEGE**

**PRINCIPAL : Dr. Ashfaq Khan (Principal I/C)**

**Vice Principal : Dr. Parhad Dattatraya V.**

Notice Reg.: NAAC PEER TEAM VISIT.

dt.: 19/11/2024

Name	Signature	Name	Signature
<b>Aided</b>		<b>Self Finance Course (SFC)</b>	
Dr. (Mrs.) Anjum Ara Ahmad		Ms. Najmunnisa Saydu Shaikh	
Mrs. Farhana Khalid Wali		Mr. Arif Patel	
Dr. Abhay Ranade		Ms. Rafat Khan	
Dr. Rajesh Masurkar		Mr. Subhash Shobhnath Gupta	
Dr. Arunachalam S.		Mr. Sameer Hasan Shaikh	
Dr. Mariyah Ghorri		Ms. Hina Mahmood	
Mr. Ashfaq Karim		Ms. Shabnam Amin Sheikh	
Dr. (Ms.) Ansariya Rana		Ms. Bushra MD Hanif Qureshi	
Dr. Parhad Dattatraya		Mr. Javedkha Asifkha Pathan	
Mr. Damarwala Oan Abbas		Ms. Mehvash Zubair Shaikh	
Mrs. Shaikh Shahida		Ms. Aiman Akbar Ali Peerzade	
Dr. (Ms.) Syed Shadab Akhtar		Ms. Siddiqui Nazia	
Mrs. Shweta Dubey		Mr. Mohd Adil Shaikh	
Mr. Pradnyesh Waghmare		Ms. Salma Bano Khan	
Mr. Roshan Khobragade		Mr. Navneet Hirdaynarayan Mishra	
Ms. Preeti Bambolkar		Mr. Samiullah Shaikh	
Ms. Shehnaz Khan		Ms. Tabassum Shaikh	
Mrs. Swati Vora		Mr. Prabhat K. Singh	
Mr. Vishwas Deshmukh		Mr. Nikhil R. Mane	
Mr. Moharram Ali		Mr. Anshuman Chaudhary	
Dr. Nazar Abbas Jafry		Mrs. Fatma Zahra Gour	
<b>CHB / Full Time</b>		Mr. Mir. Riyazul Haque	
Dr. Shaikh Ansarpasha		Ms. Masoom Zehra	
Dr. Sarfaraz Shaikh		Ms. Nasreen Shaikh	
Mrs. Deepa Nitin Rangadal		Mr. Mois Ahmed Patel	
Dr. Alkama Faqih		Ms. Shabana Ansari	
Dr. Rehana Anjum A Shah		Ms. Zaiba Qureshi	
Mrs. Rais Saba Parveen Shadab		Ms. Samreen Bano	
Dr. Masooma Zaheer Asad Sayed			
Mr. Nadeem Parve			
Dr. Malan Zardi			
Dr. Deepika Chaudhari			
Ms. Janvi Prajapat			
Mrs. Sujata Kharat			
<b>CHB</b>			
Mrs. Poonam Milind Sakpal			
Dr. Sheeba Samson			
Dr. Anjali V Bondre			
Ms. Hemali Vyas			
<b>CHB + VF</b>			
Ms. Khan Farhin Bano			
Mr. Anand Prajapati			
<b>Unaided FT</b>			
Mr. Mohd Mukhtar Khan			
Mrs. Farhat Hasan			
Mr. Amaan Shakeel Shaikh			
<b>Visiting Faculty</b>			
Ms. Khan Huamira			
Mrs. Suma Thomas			

Shaikh Luwariya

Qureshi





# RIZVI COLLEGE OF ARTS, SCIENCE & COMMERCE



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Phone : 90048 34583

- NAAC visit dates were informed tentatively 23<sup>rd</sup> & 24<sup>th</sup>, 26<sup>th</sup> & 27<sup>th</sup> and 28<sup>th</sup> & 29<sup>th</sup> February, 2024.
- Some suggestions / recommendations were given by IQAC coordinator on all Criteria's & Departments.

Criterion –I Teaching Learning methods

Criterion –II Documentation for every point

- All departments should have departmental plan along with some proof
- Slow and Advance learner – action taken report (Remedial Lectures Mentors Book)
- Class Test – Documentation

Criterion –III Research Publication details should be kept with the department

- Flex can be prepared for 5 years by WDC, DLLE, NSS, NCC

Criterion –V Scholarship data & Progression data needs to be kept along with supporting documents.

Criterion –VI Policy documents need to be uploaded on the website

- All departments are required to post their activities report on website
- HR policy by Salma madam
- Gymkhana policy by Nasreen Madam
- Infrastructure policy by Atul R. & Mukhtar khan Sir
- ICT policy by Arif Patel Sir
- Differently abled policy by Shahida madam in consultation with exam committee
- E–Governance policy by Preeti B. madam
- Green Space by Ansariya Rana madam
- Admission policy by Dr. Arunachlam , Qamar Haider & Atul R. Sir
- Mentoring policy by Ashfaque Karim sir
- Leave policy by Atul R. & Dr. Arunachlam Sir
- Students and Staff Welfare policy
- Website posting will be done by Arif patel, Javed P., Samreen madam & Amin M.
- Code of conduct by Moharram Ali Sir
- Corner in the premises need to be setup by 15<sup>th</sup> February 2024
- White wash of walls in the premises
- Social Media platform will be updated by Anshuman Sir

Criterion –VII Best practices needs to cross verify in the premises





# RIZVI COLLEGE OF ARTS, SCIENCE & COMMERCE



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Phone : 90048 34583

- Good posters can be put up in classroom – responsibility had been given to Aman S. & Ansarpasha S. Sir
- Policy by 22<sup>nd</sup> January 2024
- Inter departmental checking by 25<sup>th</sup> January 2024
- Mock visit on 30<sup>th</sup> January 2024
- Paper selection policy by Dr. Anjum Ara madam
- Seminar / Workshop conduct by departments need to have separate file
- CO, PO academic calendars need to be posted on website.

Proposed by:

Seconded by:

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

Dr. Ashfaq Ahmad Khan  
Principal



Rizvi Education Society's

# RIZVI COLLEGE OF ARTS, SCIENCE & COMMERCE



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30<sup>th</sup> January, 2024

## NOTICE

A meeting of Internal Quality Assurance Cell (IQAC) will be held on Wednesday, 31<sup>st</sup> January 2024, in Principal's cabin at 11.15 am. All the criterion in-charges and HOD's are request to attend the same.

### Agenda:

- To discuss submission of AQAR
- Documentation of SSR
- Updates of website.

*f. Mariyah*

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

*Ashfaq*

Dr. Ashfaq Ahmad Khan  
Principal



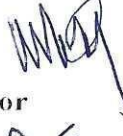












*Rizvi Education Society's*  
**RIZVI COLLEGE**  
**OF ARTS, SCIENCE & COMMERCE**



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A meeting of Internal Quality Assurance Cell (IQAC) is held on Wednesday, 31<sup>st</sup> January 2024, in Principal's cabin at 11.15 am to discuss about QAR Submission, Documentation of SSR & Updates of website.

Following Staff Attended the same.

<b>Dr. Ashfaq Ahmed Khan</b>	<b>Principal</b>	
<b>Mr. Padmakumar Nair</b>	<b>Chief Coordinator</b>	
<b>Dr. Arunachlam S.</b>	<b>Vice Principal</b>	
<b>Dr. (Mrs.) Mariyah Ghori</b>	<b>Co-ordinator</b>	
<b>Criterion I</b>	Mr. Pradnyesh Waghmare: <b>Incharge</b>	
	Mrs. Parveen Ansari Ms. Sadhna R. Kharkar	
<b>Criterion II</b>	Dr. Nazar Abbas Jafry : <b>Incharge</b>	
	Mr. Vishwas Deshmukh Mr. Faiyaz A. Mansuri	
<b>Criterion III</b>	Mrs. Shahida Shaikh : <b>Incharge</b>	
	Mrs. Bushra Qureshi Ms. Trupti Laghate	
<b>Criterion IV</b>	Dr. Rajesh Masurkar : <b>Incharge</b>	
	Mrs. Suma Thomas  Mr. Aklesh S. Yadav	
<b>Criterion V</b>	Mr. Moharram Ali Khan : <b>Incharge</b>	
	Dr. Malan Zardi  Ms. Colette Noronha	
<b>Criterion VI</b>	Mrs. Preeti Bambolkar : <b>Incharge</b>	
	Dr. Ansariya Rana  Mr. Ameer Nazare	
<b>Criterion VII</b>	Dr. Abhay Ranade : <b>Incharge</b>	
	Mr. Javed Pathan Mr. Pritesh V. Dhimar	
<b>IQAC Clerk</b>	Mr. Mohammad Arif Ms. Simran S.	

Following Business was transacted:



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

Rizvi Complex, Off Carter Road, Bandra (West), Mumbai – 400 050.

**LIST OF TEACHING STAFF IN SENIOR COLLEGE**

**PRINCIPAL : Dr. Ashfaq Khan (Principal I/C)**

**Vice Principal : Dr. Parhad Dattatraya V.**

Notice Reg.: IQA meeting for AQAR Submission, SSR documents dt: 31/1/2024  
Website Updates.

Name	Signature	Name	Signature
<b>Aided</b>		<b>Self Finance Course (SFC)</b>	
Dr. (Mrs.) Anjum Ara Ahmad		Ms. Najmunnisa Saydu Shaikh	<u>Najm</u>
Mrs. Farhana Khalid Wali	<u>FR</u>	Mr. Arif Patel	
Dr. Abhay Ranade	<u>AR</u>	Ms. Rafat Khan	
Dr. Rajesh Masurkar	<u>RM</u>	Mr. Subhash Shobhnath Gupta	
Dr. Arunachalam S.	<u>AS</u>	Mr. Sameer Hasan Shaikh	
Dr. Mariyah Ghorri	<u>MG</u>	Ms. Hina Mahmood	
Mr. Ashfaq Karim	<u>AK</u>	Ms. Shabnam Amin Sheikh	
Dr. (Ms.) Ansariya Rana	<u>AR</u>	Ms. Bushra MD Hanif Qureshi	
Dr. Parhad Dattatraya	<u>PD</u>	Mr. Javedkha Asifkha Pathan	
Mr. Damarwala Oan Abbas		Ms. Mehvash Zubair Shaikh	
Mrs. Shaikh Shahida	<u>SS</u>	Ms. Aiman Akbar Ali Peerzade	
Dr. (Ms.) Syed Shadab Akhtar	<u>SA</u>	Ms. Siddiqui Nazia	
Mrs. Shweta Dubey	<u>SD</u>	Mr. Mohd Adil Shaikh	
Mr. Pradnyesh Waghmare		Ms. Salma Bano Khan	
Mr. Roshan Khobragade	<u>RR</u>	Mr. Navneet Hirdaynarayan Mishra	
Ms. Preeti Bambolkar	<u>PB</u>	Mr. Samiullah Shaikh	
Ms. Shehnaz Khan		Ms. Tabassum Shaikh	
Mrs. Swati Vora		Mr. Prabhat K. Singh	
Mr. Vishwas Deshmukh		Mr. Nikhil R. Mane	
Mr. Moharram Ali	<u>MA</u>	Mr. Anshuman Chaudhary	<u>AC</u>
Dr. Nazar Abbas Jafry	<u>NJ</u>	Mrs. Fatma Zahra Gour	
<b>CHB / Full Time</b>		Mr. Mir. Riyazul Haque	
Dr. Shaikh Ansarpasha	<u>SA</u>	Ms. Masoom Zehra	
Dr. Sarfaraz Shaikh		Ms. Nasreen Shaikh	
Mrs. Deepa Nitin Rangadal		Mr. Mois Ahmed Patel	
Dr. Alkama Faqih		Ms. Shabana Ansari	
Dr. Rehana Anjum A Shah		Ms. Zaiba Qureshi	
Mrs. Rais Saba Parveen Shadab		Ms. Samreen Bano	
Dr. Masooma Zaheer Asad Sayed			
Mr. Nadeem Parve		<u>Atul m Railkar</u>	<u>AmRail</u>
Dr. Malan Zardi	<u>MZ</u>		
Dr. Deepika Chaudhari			
Ms. Janvi Prajapat			
Mrs. Sujata Kharat	<u>SK</u>		
<b>CHB</b>			
Mrs. Poonam Milind Sakpal			
Dr. Sheeba Samson			
Dr. Anjali V Bondre			
Ms. Hemali Vyas			
<b>CHB + VF</b>			
Ms. Khan Farhin Bano			
Mr. Anand Prajapati			
<b>Unaided FT</b>			
Dr. Mr. Mohd Mukhtar Khan	<u>MM</u>		
Mrs. Farhat Hasan			
Mr. Amaan Shakeel Shaikh	<u>AS</u>		
<b>Visiting Faculty</b>			
Ms. Khan Huamira			
Mrs. Suma Thomas (Librarian)	<u>ST</u>		



Rizvi Education Society's

# RIZVI COLLEGE OF ARTS, SCIENCE & COMMERCE



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Phone : 90048 34583

- Mrs. Shweta Dubey has to prepare Action taken report for the previous years.
- Informed about the AQAR submission (we want be able to submit as are in the assessment process).
- Criterion In-charges are supposed to submit PPT by Friday.
- Cleanliness is required in the premises.
- AQAR will be submitted under UG instead of PG as discussed by the entire staff.
- Website needs to be updated by all the departments, Heads are require to send the data year wise and the same should be uploaded on the website latest by 5<sup>th</sup> February, 2024
- Tentative dates for Mock NAAC – 07<sup>th</sup> or 8<sup>th</sup> February, 2024.

Proposed by:

Seconded by:

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

Dr. Ashfaq Ahmad Khan  
Principal





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01<sup>st</sup> February, 2024

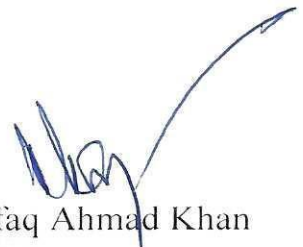
## NOTICE

A meeting of Internal Quality Assurance Cell (IQAC) with all staff members will be held on Friday, 02<sup>nd</sup> February 2024, in 6<sup>th</sup> Floor Seminar Room at 11.00 am. Attendance is compulsory for all.

### Agenda:

- To discuss Peer Team visit requirement.
- To Explain the process

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

  
Dr. Ashfaq Ahmad Khan  
Principal



**RIZVI COLLEGE OF ARTS, SCIENCE & COMMERCE**

Rizvi Complex, Off Carter Road, Bandra (West), Mumbai - 400 050.

**LIST OF TEACHING STAFF IN SENIOR COLLEGE****PRINCIPAL : Dr. Ashfaq Khan (Principal I/C)****Vice Principal : Dr. Parhad Dattatraya V.****Dr. ARUNACHALAM S.**

Notice Reg.:

**IGAC meeting regarding NAC Peer Team**

dt: 02/02/2024

Name	Signature	Name	Signature
<b>Aided</b>		<b>Self Finance Course (SFC)</b>	
Dr. (Mrs.) Anjum Ara Ahmad		Ms. Najmunnisa Saydu Shaikh	
Mrs. Farhana Khalid Wali		Mr. Arif Patel	
Dr. Abhay Ranade		Ms. Rafat Khan	
Dr. Rajesh Masurkar		Mr. Subhash Shobhnath Gupta	
Dr. Arunachalam S.		Mr. Sameer Hasan Shaikh	
Dr. Mariyah Ghorri		Ms. Hina Mahmood	
Mr. Ashfaq Karim		Ms. Shabnam Amin Sheikh	
Dr. (Ms.) Ansariya Rana		Ms. Bushra MD Hanif Qureshi	
Dr. Parhad Dattatraya		Mr. Javedkha Asifkha Pathan	
Mr. Damarwala Oan Abbas		Ms. Mehvash Zubair Shaikh	
Mrs. Shaikh Shanida		Ms. Aiman Akbar Ali Peerzade	
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Mrs. Shweta Dubey		Mr. Mohd Adil Shaikh	
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Mrs. Swati Vora		Mr. Prabhat K. Singh	
Mr. Vishwas Deshmukh		Mr. Nikhil R. Mane	
Mr. Moharram Ali		Mr. Anshuman Chaudhary	
Dr. Nazar Abbas Jafry		Mrs. Fatma Zahra Gour	
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Dr. Shaikh Ansarpasha		Ms. Masoom Zehra	
Dr. Sarfaraz Shaikh		Ms. Nasreen Shaikh	
Mrs. Deepa Nitin Rangadal		Mr. Mois Ahmed Patel	
Dr. Alkama Faqih		Ms. Shabana Ansari	
Dr. Rehana Anjum A Shah		Ms. Zaiba Qureshi	
Mrs. Rais Saba Parveen Shadab		Ms. Samreen Rano	
Dr. Masooma Zaheer Asad Sayed			
Mr. Nadeem Parve			
Dr. Malan Zardi			
Dr. Deepika Chaudhari			
Ms. Janvi Prajapat			
Mrs. Sujata Kharat			
<b>CHB</b>			
Mrs. Poonam Milind Sakpai			
Dr. Sheeba Samson			
Dr. Anjali V Bondre			
Ms. Hemali Vyas			
<b>CHB + VF</b>			
Ms. Khan Farhin Bano			
Mr. Anand Prajapati			
<b>Unaided FT</b>			
Mr. Mohd Mukhtar Khan			
Mrs. Farhat Hasan			
Mr. Amaan Shakeel Shaikh			
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## Following Business was transacted:

- Declaration of NAAC Peer Team Visit date
- Preparation of department files and uploading the data.
- Mock NAAC Date: 08<sup>th</sup> February, 2024.
- Discussion on the various corners and updates were taken regarding the same from the In-charges.
- Focusing on Teaching & Learning process in the departments file.
- HOD's are required to force on compiling the data.
- Taking the publication data and compiling it in departments file.
- Documents of outreach events.
- Updating the NSS room First Aid Boxes.
- In-charges for supervision of Departments: Dr. Anjum Ara Mam and Rajesh Sir.
- In-charges of Committees : Preeti and Shehnaz Ma'am
- Research centre In-charge: Mukhtar Sir.
- In-charge of M.Sc : Damkarwala Sir
- In-charge of Floor wise cleanliness: Dr. Parhad Sir (entire College) Ms. Najmunnisa Ma'am
- Charts will be prepared under Ms. Salma ma'am & Nasreen Ma'am
- Ground floor will be taken care by Dr. Arunachalam & Dr. Parhad Sir
- Checking the classrooms
- Tagging chairs & tables
- Presentation Room.  
609 SFC  
209 Commerce  
110 IT & CS  
104 Arts
- Dr. Arunachalam, Dr. Rajesh & Dr. Ansarpasha sir will be with the team.
- NAAC would like to communicate with the Students.
- Mentors should give suggestions.
- A team of around 100 alumni to be invited.



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Proposed by: *Dr. Ranade* 

Seconded by: *Dr. Rajesh Masurkar* 

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

Dr. Ashfaq Ahmad Khan  
Principal