Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**RIZVI EDUCATION SOCIETY'S RIZVI COLLEGE OF ARTS, SCIENCE AND COMMERCE**
Name of the head of the Institution	**Dr. (Mrs.) Anjum Ara M. K. Ahmad**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**02226480348**
Mobile no.	**8451046220**
Registered Email	**principal.asc@rizvicollege.edu.in**
Alternate Email	**anjumahmed8@gmail.com**
Address	**Rizvi Complex, Off Carter Road, Bandra (West)**
City/Town	**Mumbai**
State/UT	**Maharashtra**
Pincode	**400050**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr. Ashfaq Khan /Mrs. Shweta Dubey**
Phone no/Alternate Phone no.	**02226480348**
Mobile no.	**9920246341**
Registered Email	**principal.asc@rizvicollege.edu.in**
Alternate Email	**iqac@rizvicollege.edu.in**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://rizvicollege.edu.in/sites/default/files/AQAR-2017-18.pdf

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.rizvicollege.edu.in/pdf/related-document/calender.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	**B**	**2.84**	**2011**	**16-Sep-2011**	**15-Sep-2016**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**20-Apr-2004**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Inculcating right values among students	13-Oct-2018 1	1
Seminar by Cyber gravity IT Company on Ethical Hacking & Cyber Security for non teaching staff	17-Oct-2018 1	50
Annual Prize Distribution	03-Apr-2019 1	56
Induction and Orientation Programme	10-Oct-2018 3	1000
View File		

8. Provide the list of Special Status conferred by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

12. Significant contributions made by IQAC during the current year(maximum five bullets)

Library renovated to digital library

RFID Identity Card for Staff and Students

Electronic Attendance/E Attendance

Promotion of Urdu language and Sufi Culture during College Festival Jashn-e -Rizvi

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
To have comprehensive MIS	The College has signed agreement with Future Tech Partner on 2nd May 2019 for comprehensive MIS in the college.
To have extravagant cultural fest	International Sufi fest was held along with week long Women day celebration was held in the college.
To start add on courses	Some departments have started and continued the course.
To renovate library and make it digital and differently able friendly	Renovation of library was done and it was also made accessible to differently able too.
To have good sound system in Auditorium and Seminar room	Auditorium and Seminar room are equipped with sound system.

14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
College Development Committee	21-Dec-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**

16. Whether institutional data submitted to AISHE:	**Yes**

Year of Submission	**2019**

Date of Submission	**28-Jan-2019**

17. Does the Institution have Management Information System ?	**Yes**

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**The College has signed agreement with Future Tech Partner on 2nd May 2019. We had processed online admission and generation of roll call list for identity card. We had RFID identity cards issued to students and teachers.**

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The institution takes utmost care in effective curriculum delivery. The mechanism for this begins with the distribution of time table before the beginning of the academic year. The time - table committee of the college provides the departmental time-table via email to the departmental heads and the departmental heads prepares the individual time-table and mails it to IQAC. Hard copies of these individual time-tables are submitted to the time-table committee after procuring signatures of the concerned faculty of the department and the Principal. The entire process is done before the academic session begins. The teachers submits teaching plans to IQAC through e - mail for the entire academic year and also submit scan copies of the syllabus completion reports duly signed by the head of the department at the end of the academic term. An Induction cum Orientation Programme is conducted at the beginning of the academic year for all the first year students. The programme is conducted for each division of every class by the teachers assigned for the programme. A Notice with the schedule and the name of the faculty members assigned class-wise for the programme gets circulated among the staff and the students. In the programme, students are introduced to the subject teachers and the details of the facilities available in the college. They are also oriented towards the examination system along with optional/elective subjects available, the attendance rules of the college, facilities available at the college, grievance handling procedures including anti-ragging, code of conduct for discipline and also informed about the important committees of the college. The College has an efficient Lecture Monitoring Committee to see that no class room is going free. The committee provides daily report to the Vice-Principal. The class rooms are well equipped with LCD Projectors and White-Screens to enable teachers to avail ICT in teaching for better comprehension of the subject and also to make learning a pleasurable experience. The class room also has white board for traditional teaching methodology in the case of subjects like Accountancy and Mathematics. To maintain class room discipline, CCTV cameras are installed in all class rooms and are monitored from the Principal's cabin. Many teachers share their Power Point Presentations with students in the students' 'Whatsapp' group for their benefits. Students are encouraged to attend lectures regularly and there is an Attendance and Mentoring Committee to look into the matter of attendance and their difficulties and problems. Every class has one mentor who not only prepares the monthly attendance report but also remains accessible to them so that they can approach in case of any problem-both personal and academic, for guidance or grievances if any. The monthly attendance report is displayed by the mentor in the class and is sent to each student through the college communication system which is really efficient. Remedial lectures are engaged for students who are academically weak and who need extra coaching.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		

No file uploaded.

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
No Data Entered/Not Applicable !!!		

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Bioaesthetics	01/08/2018	12
Spoken English in collaboration with TOI	07/08/2018	23
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		

No file uploaded.

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
There is an active and effective feedback mechanism in the college whereby students and stakeholders provide feedback on the curriculum, performance of teachers and institutional facilities provided. The feedback is obtained from the students and stakeholders for each course towards the end of each academic year and then, an analysis is done by the college. The feedback on the performance of the each individual teacher is taken on ten points relating to the subject knowledge of the teacher, capacity of the teacher to maintain

interest in the topic taught, the hold on the language of the teacher, punctuality, availability, approachability and readiness of the teacher to help the students. The students rate these qualities on a maximum five point scale. This feedback is collated and individual reports are prepared for each faculty member and handed over the same for their own perusal. These reports contain the average points received along with the average of the total points. If the rating of the feedback received by a particular teacher is beyond the desirable average point (below three), then, the management calls for a special meeting only with the concerned faculty member and is advised to improve on the teaching method and demands for strategies to improve on the same. This mechanism provides the teacher ample scope to improve further the delivery of the curriculum. There is a constant effort in improving the institutional facilities and infrastructure of the college and the feedback of the students on the facilities provided help to work efficiently on them. They are also obtained on a ten point scale relating to the functioning of the library, the functioning of the lift, the functioning of the college grievance mechanism and the cooperation of the staff, availability of stationary and xerox facility. All these feedback are then analysed and the average for each question is taken out. If the feedback falls below three, the management calls up a meeting and the method for improving are discussed. Later, action is taken to work on the desired improvement. This constantly help us to improve in our functioning. Feedback from the alumni is also obtained. It is analysed and then we try to improve accordingly.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Economics, Sociology, Philosophy, English, Hindi, Urdu	378	409	276
BSc	Physics, Chemistry, Maths, Botany, Zoology	438	426	275
BCom	Commerce	1490	1492	1263
BMS	Marketing and Finance	414	859	378
BA	Mass Media	216	397	158
BCom	Accounts and Finance	216	308	177
BCom	Banking and Insurance	216	194	128
BSc	Information Technology	216	378	149
BSc	Computer Science	360	342	203
MCom	Accountancy and Management	240	192	150

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	3008	150	52	0	5

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Toolsand resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
52	52	4	23	0	6

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Yes. Mentoring is done at two levels: A. Teacher 1. Each class has a class mentor. 2. College conducts Induction/Orientation Program for 1st year students and cover following areas: ? Introduction of college ? College committees ? Activities ? Examination pattern 3. Teacher guides 3rd year students about specialized subjects during their curriculum and career opportunities related to those subjects. 4. Skilled development workshops are conducted for employability enhancement of the students. 5. Placement Cell conducts various guest lectures and workshops for better career opportunities for the students. 6. Need based mentoring is done related to personal issues of the students. B. Counselling Rizvi College believes in Quality Mentoring. Our administration is structured by class mentor for each division, in all streams. Every mentor is magnanimous, accordingly they train and guide the students, notice the sharp spark of creativity and encourage them in setting goals for their professional career. Importance of Mentoring: Mentoring is the need of hour. Advanced techniques have created a strong and huge i wall in the relationship within the family. It is the mentor who takes personal interest, motivates the students, gives emotional support, develops positive attitude towards life and builds confidence. Effective mentoring : Our college calls for regular meeting of mentors with specific agenda. It sets up a role model. College has appointed a full time counselor. Mentoring committee prepares questionnaire for students to have understanding about them and their needs which is followed by regular followups. Apart from this, the committee synchronizes the students aptitude through activities. Our students fearlessly approach the mentors because they see in them ethics of great responsibility, wisdom and always willingness to share knowledge with them.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3158	52	1 : 61

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
38	31	7	0	11

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from	Designation	Name of the award, fellowship, received from

	state level, national level, international level		Government or recognized bodies
2019	Dr. Anjum Ara M K Ahmad	Principal(in-charge)	Urdu Urdu Markaz – 'Fakhr e Madanpura

<div align="center">

[View File](#)

</div>

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester- end/ year- end examination
BA	A0132	I and II	13/05/2019	13/06/2019
BSc	S0122	I and II	13/05/2019	13/06/2019
BCom	C0142	I and II	13/05/2019	13/06/2019
BA	A0134	III and IV	04/05/2019	13/06/2019
BSc	S0124	III and IV	04/05/2019	13/06/2019
BCom	C0144	III and IV	04/05/2019	13/06/2019
BA	A0136	V and VI	20/05/2019	11/07/2019
BSc	S0126	V and VI	15/05/2019	02/06/2019
BCom	C0146	V and VI	25/05/2019	25/07/2019
BCom	2C00452	II	12/04/2019	06/06/2019
BCom	2C00342	II	12/04/2019	06/06/2019
BA	4O00152	II	11/04/2019	06/06/2019
BMS	2M00152	II	12/04/2019	06/06/2019
BSc	1S00152	II	12/04/2019	06/06/2019
BSc	1S00252	II	10/04/2019	06/06/2019
BCom	2C00454	IV	04/05/2019	06/06/2019
BCom	2C00344	IV	04/05/2019	06/06/2019
BA	4O00154	IV	04/05/2019	06/06/2019
BMS	2M00154	IV	04/05/2019	06/06/2019
BSc	1S00154	IV	04/05/2019	06/06/2019
BSc	1S00254	IV	02/05/2019	06/06/2019
BCom	2C00456	VI	09/05/2019	22/06/2019
BCom	2C00346	VI	09/05/2019	26/06/2019
BA	4O00156	VI	03/05/2019	06/07/2019
BMS	2M00156	VI	09/05/2019	19/06/2019
BSc	1S00156	VI	04/05/2019	19/06/2019
BSc	1S00256	VI	11/05/2019	26/06/2019
MCom	2C00532	II	03/06/2019	01/08/2019
MCom	2C00534	IV	10/06/2019	13/08/2019

<div align="center">

[View File](#)

</div>

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The Orientation Programmes are conducted at the beginning of the semester as per guidelines and also Induction Programms are conducted. The institution conducts Periodic Tests for students undertaking major subjects on behalf of the University. The institution has a reputation of conducting fair examinations, providing strict vigilance and having a transparent system of marking. Teaching plan is made well in advance taking into account the preparation of the students for their final examinations by utilizing the syllabi in such a way that the courses are covered in a planned way and the students are tested consistently throughout the session by holding of periodic major test. Students are evaluated on the basis of performance in the final/semester end examination. However, by taking cognizance of student's participation in various co curricular and community service, they are made to appreciate that success in rote learning is not the only measure of achievement. Emphasis is placed on the all round development of the students personality through active engagement in classroom discussions and extracurricular activities. Remedial classes are conducted for the slow learners and absentees.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

University prepares term dates and holidays and sends it to the college. College plans the Academic Calendar of the Curricular, Co curricular and Extracurricular activities and publishes it in the Prospectus and uploads it on college website before the commencement of academic year. Parents are apprised through Parent Teacher meeting. Academic calendar gives detail schedule of admission, internal and external examination, project and viva submission. It also gives detailed schedule of cultural activities, Industrial Visits, NSS camps and activities of different committees well in advance. It facilitates faculty and students to plan in detail about co curricular and extra curricular activities. Since the academic calendar is published well in advance the continuous internal evaluation is done as per schedule. The process of preparing and execution of academic calendar is as follows: In the staff meetings Examination Schedule is discussed in detail for Internal, Semester, Practical, ATKT and Additional Examinations. At the beginning of the academic year every teacher is assigned the subjects to be taught. The teachers prepare teaching plan of assigned subject. Students are informed about teaching plan and exam dates in the first lecture of the term. Most of the departments in Aided Section are single member whereas in Self Finance are multi member. So for Regular Courses, Principal and for Self Finance Section the coordinators supervise the academic planning and execution.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://www.rizvicollege.edu.in/related-document.html

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
A0136	BA	Economics, Sociology, Philosophy,	73	65	89.04

		English, Hindi, Urdu			
S0124	BSc	Physics, Chemistry, Maths, Botany, Zoology	78	58	74.35
C0146	BCom	Commerce	220	156	70.90
2C00456	BCom	Accounts and Finance	61	49	80.33
2C00346	BCom	Banking and Insurance	46	41	89.13
4O00156	BA	Mass Media	43	36	83.72
2M00156	BMS	Marketing and Finance	125	108	86.40
1S00156	BSc	Computer Science	50	34	68.00
1S00256	BSc	Information Technology	45	36	80.00
2C00534	MCom	Accountancy and Management	62	54	87.10

View File

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

 http://rizvicollege.edu.in/pdf/SSSAnalysis.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Workshop on Intellectual Property Rights	Law and Foundation Course	05/04/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Hindi	1	6.67
International	Economics	1	5.02
International	Foundation Course	1	6.67
International	Zoology	1	5.02
International	Commerce	1	5.26
International	Law	1	7.36
International	BMM	1	7.36
International	BMM	1	7.36
International	BMM	1	6.67
International	BMM	1	6.23
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Sociology	5
Physics	1
Botany	1
CS/IT	3
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						

	No file uploaded.

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	7	24	0	35
Presented papers	3	0	0	0
Resource persons	1	1	1	30
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Road Safety Awareness Program	NSS, Traffic Police Department and Samsung	1	21
National Voters Day	NSS, Election Commission office	2	16
Volunteering at MahimDargahMela	NCC and Mahim Dargah Trust	1	24
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Best Camp Senior	Gold Medal – Julkain Shaikh	Commanding Officer, K.S. Kondal, 1 MahBattallion, TVM Nasik (ATC RDC 1 Camp)	1
Best Camp Senior	Gold Medal – Sameer Khan	Commanding Officer, K.S. Kondal, 1 MahBattallion, TVM Nasik (RDC II Camp)	1
Obstacles	Silver Medal – Sameer Ansari	U.S. Kushwaha, Commanding Officer,7	1

		MahBattallion, TVM Nasik (TSC Camp)		

View File				

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Kargil Diwas	NCC	Kargil Diwas	1	11
SWACHATA ABHIYAN – RAILWAY STATION	MahBattallion	Swacha Bharat Abhiyan	0	22
SWACHATA ABHIYAN – Bus stand	MahBattallion	Swacha Bharat Abhiyan	0	22
SWACHATA ABHIYAN – Mahim Dargah	MahBattallion	Swacha Bharat Abhiyan	0	22
SWACHATA ABHIYAN – Hospital	MahBattallion	Swacha Bharat Abhiyan	0	22
Blind Walk	University of Mumbai	Blind Walk	0	38
SWACHATA ABHIYAN – Garden	MahBattallion	Swacha Bharat Abhiyan	0	13
Salient Walk	Shree Samarth Vidyamandir	Salient Walk	0	19
Road Safety Awareness Program	Traffic Police Department	Ministry of Road Transport and Highways 30th National Road Safety Week	0	22
Mahim Beach Cleanup	Hindustan Uniliver pvt. Limited	Plastic banege Fantastic	2	54
Mangroove cleaning	Neo Acropolis	Carter road Mangroove cleanup	1	17
SWACHH BHARAT COLLEGE	NSS	Cleaning of school, colleges	2	35
SWACHH BHARAT COLLEGE	NSS	Cleaning of hospital / PHCs	1	35
SWACHH BHARAT COLLEGE	NSS	Cleaning of Offices complexes, toilets garbage of District	4	68

		zonal Office		
SWACHH BHARAT COLLEGE	NSS	Cleanliness drive to clean street and common places	2	20
Road Safety Campaign/ Camp	NSS	Road Safety Campaign	1	111
Yoga Training / Demonstration if any	NSS	Yoga Training / Demonstration if any	3	146
Eye checkup camps	NSS	Eye checkup camps	2	222
Health Camps/Diabities	NSS	Health Camps/Diabities	2	77
AIDS AWARENESS WEEK	NSS	AIDS AWARENESS WEEK	2	244
Programmes on Conservation of water/ Water Harvesting/ watershed development	NSS	Programmes on Conservation of water/ Water Harvesting/ watershed development	2	60
Shramadan Programme	NSS	Shramadan Programme	2	102
Gender Sensitization Workshop	Akshara, Sate Law Commission for women	Gender Sensitization Workshop	1	7
Workshop on Self Defense	WDC, Rizvi College	Workshop on Self Defense	4	35
Social Awareness on Gender Issues Talk by Prof Pankti Surve	WDC, Rizvi College	Social Awareness on Gender Issues Talk by Prof Pankti Surve	4	29
Stereotypes Competition,	WDC, Rizvi College	Stereotypes Competition,	2	62
Activity on Breaking the Stereotype	WDC, Rizvi College	Activity on Breaking the Stereotype	2	22
YUVA Yukti Mela	WDCRizvi, Akshara	YUVA Yukti Mela	3	111
Workshop on Wellness and Nutrition	WDC under Help Yourself Foundation	Workshop on Wellness and Nutrition	2	188
Workshop on Legal Rights	WDC under Help Yourself Foundation	Workshop on Legal Rights	1	98
Cancer Awareness Drive	WDC under Help Yourself Foundation	Cancer Awareness Drive	1	170

Mental Health Awareness	WDC under Help Yourself Foundation	Mental Health Awareness	2	138
Cancer Awareness Programme	WDC under Help Yourself Foundation	Cancer Awareness Programme	1	64
Panel Discussion	WDC under Help Yourself Foundation	Panel Discussion	1	338
Self Defence training	WDC under Help Yourself Foundation	Self Defence training	2	103
Poster Making	WDC under Help Yourself Foundation	Poster Making	1	68
Marathon	WDC under Help Yourself Foundation	Marathon	5	2571
Cricket Tournament for Cancer Survivors	WDC under Help Yourself Foundation	Cricket Tournament for Cancer Survivors	2	95
Women's Cricket	WDC under Help Yourself Foundation	Women's Cricket	3	122
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Social Cause	Cloth Bag for Cause	Integrated Development Society (Ekatmik Vikas Sanstha) and Prasang MVK Sanstha, Prashant Aga le8850285177	01/09/2018	31/10/2018	37

| Placement | Training and Placement | Techno serve | 01/08/2018 | 30/03/2019 | 143 |
| Placement | Training and Placement | Bombay Stock Exchange | 01/08/2018 | 30/03/2019 | 52 |

| | | | , 9029850075 | | |

[View File](#)

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Squad InfoTech Pvt. Ltd. (CSIT)	01/08/2018	Training/Guidance/Campus Preparation	20

[View File](#)

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
7500000	7444000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SLIM 21	Fully	3.7	2006

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	28294	2817366	1009	135478	29303	2952844
Reference Books	19776	6514879	123	90700	19899	6605579
Journals	43	819760	0	68239	43	887999

e-Journals	6000	37400	0	5900	6000	43300
Digital Database	1	0	0	0	1	0
CD & Video	105	38194	0	0	105	38194
Library Automation	0	337642	0	0	0	337642
Weeding (hard & soft)	19861	2315817	862	104755	20723	2420572
e-Books	17	66954	0	0	17	66954
Others(specify)	62	771344	0	62447	62	833791

[View File](#)

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platformon which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MGBPS)	Others
Existing	236	127	236	10	0	22	20	50	67
Added	0	0	0	0	0	0	3	0	0
Total	236	127	236	10	0	22	23	50	67

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
420000	414800	150000	140800

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory,

library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Our library encompasses a wide variety of resources for the academic benefit of the students and teachers. From print resources to digital documents, the library caters to the current needs of the readers. To ensure maximum utilization of library resources we have library orientation session in the beginning of the academic year to introduce the students to the working of the library, to guide them to access points of available library resources, hands on training on accessing books through online catalog, searching of e resources for academic work. Library cards are issued to students for accessing library books. Computers are made available to the students for their project and research work. A register is maintained to keep the log of number of times the computers are used. Daily statistics of books issued and returned is maintained. Usage report of NLIST database is recorded. Teachers are encouraged to bring students to the library for making them aware of their respective subject books available. Educational videos are shown to students on television which creates interest among students. The laboratories of Computer Science and Information Technology serve several purposes of diverse groups. The basic purpose is to conduct the practical sessions for the students of first, second and third year of B.Sc. (Computer Science and Information Technology) programmes. The students of the T.Y. B.Com. studying the course of Computer Applications perform the practical sessions. Similarly, students of BMM, BMS, BAF, BBI programmes also avail the use of the computers for their practical sessions. In general, all the degree students avail the facility for making power point presentations for their course work and projects. Apart from this, the laboratory is used for online admissions, where the in house students are given the facility for filling the college and university online forms. They can avail the facility of editing their forms in case of error in filling the form. The faculties of other departments also avail the facilities of the laboratory for academic surfing, setting question papers and printing. The Computer Science department is also a CAP center, where the faculties of the college and other nearby colleges avail the facilities to complete their assessment of the papers. About 15 Desktop computers are loaded with the application for OSM. The desktop computers and laptops are also made available for various college seminars/ workshops conducted by the various departments.

http://www.librarydrdl.com

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Scholarships from Trust (Rizvi Education Society)	102	500321
Financial Support from Other Sources			
a) National	Reserved Category Free ship	13	78445
b)International	NA	0	0
View File

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
MENTORING	02/07/2018	3158	CLASS MENTORS
COUNSELLING	02/07/2018	3158	DR HEMAL BARCHHA DR and TRUPTI BARCHHA
REMEDIAL COACHING	01/10/2018	3158	COLLEGE PROFESSORS
SPOKEN ENGLISH COURSE	06/10/2018	23	TIMES OF INDIA
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
No Data Entered/Not Applicable !!!		

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
00	0	0	TECHNOSERVE, BSE INSTITUTE and SELF PLACED	202	174
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	290	B.COM, BAF,BMS,BBI, BMM, B.SC,B.A.	Commerce and Self Finance Courses	Not Available	M.Com, M.Sc. B.Ed., Etc.
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Late saquib rizvi memorial Cricket trophy	State	38
Jashn e rizvi	Institutional level	1552
Friendship day	Institutional level	3158
Traditional day	Institutional level	3158
Independence day	Institutional level	3158
Republic day	Institutional level	3158
Black and white day	Institutional level	3158
International womens day	Institutional level	3158
Saqib rizvi memorial marathon	Institutional level	3158
View File		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	SHRI SHIV CHATRAPATI AWARD	International	1	0	163	ANIKET POTE
2018	ICC WORLD CUP T20	International	1	0	715	JEMIMAH RODRIQUES
2018	INTER UNIVERSITY LEVEL	National	1	0	15	NIDHI KHARAT
2018	INTER UNIVERSITY LEVEL	National	1	0	251	SANIYA RAUT
2018	NTER UNIVERSITY LEVEL	National	1	0	12	POOJA YADAV
2018	NTER UNIVERSITY LEVEL	National	1	0	661	ARSHI KHAN
2018	INTER UNIVERSITY LEVEL	National	1	0	6	KUNAL CHALKE

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Student Council for the year 201819 comprised of 25 students. 20 were academic toppers from all the classes across the Institution and 5 were student representatives nominated from various student committees and extension activities. On 21st/24th December 2018, the student council in association with True Wings Foundation organized a Talk on Drug Abuse. Drug abuse is a resident evil of current times and students of all ages fall prey to this vice. In an effort to spread an awareness of this vice among the students, this talk was organized. The resource person was Mr Mukesh Vora, President, True Wings Foundation which offers deaddiction and rehabilitation services to clients across Mumbai. Around 128 students attended this guidance session by Mr Vora. Pursuing the same theme, an Intra College poster making competition was also organized on 24th Dec 2018. In order to encourage and motivate students towards academic excellence, the class toppers and best candidates from various extension committees were felicitated in awards function organized by the Students Council on 3rd April 2019. It was an acknowledgement and a celebration of all the hard work, sincere efforts and dedication of students towards their studies and towards the Institution.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

235

5.4.3 – Alumni contribution during the year (in Rupees) :

47100

5.4.4 – Meetings/activities organized by Alumni Association :

1

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Academic Functioning: The College inculcates the culture of collective responsibility among its faculty members and the constitutive departments. The College delegates authority and provides operational autonomy at various levels. Under the supervision of the Principal, the Vice Principals and Heads of the Departments are empowered and the departments are provided with academic autonomy, which is a concrete step towards effective decentralized governing system. Each department is given freedom to prepare its own academic planner and schedule of activities, Timetable, designing and assigning of students projects, to conduct workshop/hands on training programs/guest lectures in areas, prioritized by the departments. Administrative Functioning: The office administrative responsibility, distribution and monitoring are handled by the office superintendent in tandem with the college authorities. Though budget preparation is an administrative responsibility, individual budget is also prepared at the departmental level and the final budget is prepared based on

departmental inputs. Different statutory and non statutory sub committees are formed comprising of representatives from all stakeholders of the college, for coordinating important administrative and academic activities of the college.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	Curriculum Development, which is governed by Mumbai University, is not under the direct control of the Institution. It identifies the educational strategies by which the curricular quality can be improved and objectives will be achieved. While working within the curriculum designed by the University, we give weightage to academic improvement and at the same time give sufficient time for overall development of students by encouraging them to work in various forums of the college such as Student's Council, NSS, NCC, WDC, DLLE, Magazine committee, Cultural committee etc. Many of our teachers are part of Syllabus Formation Committees and Board of Studies. Teachers are allowed to attend various workshops and seminars related to their syllabus.
Teaching and Learning	Institutional Academic Calendar and Teaching Plans are prepared to ensure that academic activities are well planned. The Institutional Academic Calendar is published in college prospectus and displayed on the college website. Apart from the lecture method of teaching, field studies, study tours, group discussions and other interactive methods are also practiced intensively to facilitate better learning. IQAC promotes innovations in teaching learning methods such as using ICT tools and records are maintained. Teachers conduct studies on the growth of students as well. For academically weak students, remedial classes are conducted and for advanced learner students they are assigned extra difficult level problems which are prescribed in Reference books. Science department conducts test series for better performance in exams. Students feedback on teacher is conducted annually based on the Questionnaire

	prepared by Feedback Committee. The feedback, negative or positive, is analysed and communicated to the concerned teacher.
Examination and Evaluation	Principal, Vice Principals and Examination Committee are responsible for preparing the time table for conducting the semester end examinations and announcement of results. The college conducts all the examinations strictly as per the University guidelines. The Principal and Examination Committee conduct the meeting for faculty members and staffs for the smooth functioning of examinations and evaluations process. Information regarding supervision duties, rules of answer sheets evaluation is intimated timely to staff members. University Question papers for each semester exam for each regular class are received through the Principal Email address.
Research and Development	The college and the Principal encourage and promote research among faculty members to participate and present papers in seminars and conferences at National and International levels. The college also motivates teachers to pursue quality research in their respective fields. To create research atmosphere, the college publishes peer reviewed Biannual International Journal titled "International Journal of Research" with ISSN number. Students are motivated to undertake research at college level and also participate in inter college research convention AVISHKAR. The AVISHKAR Research Convention Committee, of the college conducted orientation program for AVISHKAR research convention which was held on 6th October, 2018. Post Graduate students of Master of Commerce participated in the AVISHKAR convention. Most of the faculty members are recognised Post Graduate teachers and Research Guides. Most of the Science Laboratories i.e. the Chemistry,, Zoology and Botany are recognised for M.Sc by Research and Ph.D.
Library, ICT and Physical Infrastructure / Instrumentation	The Institution endeavoured to enhance the quality of library, ICT and physical infrastructure during the academic year 2018 19 in the following manner: Particulars Quantity Amount

(Rs.) Library Text Books 1009 1,35,478/ Reference Books 123 90,700/ Journals 43 68,239/ EJournal NList 5,900/ Magazine 36 23,984/ Newspaper 26 38,463/ ICT The College has two spacious computer laboratories which are used mainly by the Department of Computer Science and Department of Information Technology. Both the labs together have a total of about 222 computers, 15 laptops, interactive white boards and other accessories. All computers have internet connectivity. These laboratories are used by faculty members and students for study and research purpose. These laboratories are also used for online admission purpose. The laboratories are also used for conducting seminars/workshops/conferences by various other Departments. Physical Infrastructure The College has a Seminar room with LED projector where seminars are conducted on a regular basis. All classrooms are spacious, well ventilated and fitted with sufficient number of lights and fans. Each classroom is fitted with three pin electric power supply and has a large size black board. Classrooms have large benches with sufficient leg space and also space for placing bags for students. Almost every classroom is now equipped with LCD projectors, screen and computer set up. Entire college has intercom facilities and huge electronic displays at various strategic locations in the college. The college has gymkhana facility as well. There are CCTVs, intercom systems and internet connections in the administrative office. To improve security in the campus, we have installed CCTV cameras at certain strategic points such as the main gate, near the lift etc. The College has installed a Public Announcement System on every floor, where important notifications are announced by the Principal. A newly renovated Digital Library and Resource Centre for the specially abled. The resource centre for the visually disabled is equipped with facilities like Optelec Clear Reader machine, which reads the scanned pages for the visually impaired. Installation of JAWS and NVDA screen readers for low vision readers to use the computers. Besides,

	the college has the following facilities for students and staff: ? Auditorium. ? Air Conditioned Staff Room. ? Canteen. ? Xerox centre along with Stationery ? Ladies Common Room, with sanitary pads dispensary machine. ? Lifts One Automatic and One Manual. ? Four and two wheeler parking outside the college premises for students and inside the premises for the staff members. ? Clean and hygienic toilets.
Human Resource Management	Staff Development Programme: Faculties are encouraged to participate in various programmes like Orientation, Refresher, Short Term Courses, Workshops, and Conferences to upgrade their knowledge. A number of activities are organized by the IQAC throughout the year. Teachers are encouraged to participate in workshops and seminars organised by other college. Student's feedback: Students give manual feedback for every teacher at the end of each academic year on various parameters. This feedback is perused by the teachers themselves and the data is used by them to make changes in their approach to facilitate them to be better teachers. Student's feedback is also taken on the administrative aspects of the college including facilities like canteen, cleanliness, library facilities. Staff Placement and Promotions: Placements of the faculties are done according to the UGC norms. Promotions of the non teaching staff are done as per the directives of the Government of Maharashtra issued from time to time. Grievance Redressal system: The college has a Grievance Committee to redress various grievances of the staff. For addressing grievances of women, the college has a separate committee, named Mahila Takrar Committee. The college has a provision of addressing issues related to harassment of women at work place through its Women`s Development Cell (WDC).
Industry Interaction / Collaboration	? Department of Self Finance had organized an Industrial Visit to Jaipur for a period of 5 days from 19th February, 2019 till 24th February, 2019. The total strength of students, inclusive of first, second and third year of BMS/ BAF/ BBI and BMM were 91. ? A field visit to Institute of Media

	Arts (ZIMA) was also organised.
Admission of Students	The admission for Under Graduate and Post Graduate classes is given as per the University Rules and Regulations. Online registration for first year under graduate student is compulsory through University of Mumbai portal. The College admission process for all classes is conducted online through AC Admin server. 50 seats are reserved for Muslim Minority Students. First preference is given for in house students at entry level. Admission to Self Finance course is also done as per the University norms. The college's admission process is transparent. Rules and regulations relating to admission are strictly adhered to by the college, as per the university guidelines.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	The college has IBM Zone Server that preserves and provides all academic and official data, under one system. Time table of lectures are prepared and given to staff in advance, recording of lectures and attendance, feedback from students are well monitored. Students are allowed to select the specified subject as per their choice.
Administration	Submission of retirement related documents is done manually, before six months of the retirement. The service record of all the employees is maintained in the service book. Promotional records, seniority and provident fund record are also maintained.
Finance and Accounts	The college has a fully computerized office and financial accounts sections. The maintenance of the college accounts is done through Tally ERP. The salary bills are generated and submitted through HTE Sevaarth portal which is centralized web based integrated system of personal information and payroll for Grant in Aid institutions in Maharashtra.
Student Admission and Support	Students admission is taken through online process. SMS method is used to inform and notify students about different academic and official activities. Most of the Departments have created their own Whatsapp groups to post updates and news related to co

	curricular, extra curricular activities.
Examination	The college conducts semester wise examinations smoothly. The seating arrangements of the students are displayed daily one hour before the start of the examination through the notice board. The college follows a centralised assessment for all semesters. All answer books are masked. Distribution of results and mark sheets is done within the schedule dates.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Dr. Ashfaq Khan	Training Program	University of Mumbai	2500
2018	Dr. Arunachalam	Training Program	University of Mumbai	2500
2018	Dr. Anjum Ara Ahmed	Workshop	Vaze College, Mulund	600
2018	Mrs. Bhaswati Parasar	Workshop on Syllabus Revision of TYBA	St. Andrews College	500
2018	CA. Ashfaque Karim	Workshop on Revised Syllabus of TYB.Com	RJ College, Vashi	550
2018	Dr. D. V. Parhad Prof. Paul Raj	Workshop for IQAC Coordinator's on Training for NAAC	University of Mumbai	4000
2018	Dr. Alkama Faqih	International Conference on Environment Development and Sustainability	Nya Tatya Saheb Athalye College	1450
2018	Prof. Arif Patel	Revised Syllabus, Workshop	University of Mumbai	400
2018	Prof. Muzaffar Palsania	Attending Workshop on Revised Syllabus	Khalsa College	500
2018	Mr. Anand Deshpande	Workshop on Revised	MMK College	300

		Syllabus		
2018	Hina Mahmood	Revised Syllabus Workshop	S.K.Somaiya	1700
2018	Mrs. Rafat Khan	Workshop on the subject of Internet of Things for the revised syllabus of TYBSc IT	SVKM's Usha Parvin Gandhi College, Vile Parle	1800
2018	Ms. Hina Mahmood	Workshop on Revised Syllabus BSc. IEMV	Valia C. L. College of Commerce and Arts	600
2018	Mr. Arif Patel	Workshop on TYBSc Computer Science Semester VI, Revised Syllabus	National College	500
2018	Prof. Muzaffar Palsania	Workshop on Revised SyllabusCS	National College	500
2019	Ms. Hina Mahmood	Workshop on Revised SyllabusTYBSc IT	Vidyalankar School of IT	600
2019	Ms. Hina Mahmood	Workshop on Revised Syllabus TYBSc IT	M. L. Dahanukar College	600
2019	Mr. Zaidi Z. H.	Workshop on Revised Syllabus TYBSc IT	M. L. Dahanukar College	600
2019	Mrs. Rafat Khan	Workshop on Revised Syllabus of Principles of GIS at TYBSc IT Semester VI	K. P. B. Hinduja College	600
2019	Mrs. Rafat Khan	Workshop on Revised Syllabus of Advanced Mobile Programming at TYBSc IT Semester VI	Mulund College of Commerce, Sarojini Naidu Road, Mulund West	1200
2019	Dr. Alkama Faqih	Conference on Challenges in Environment and Management.	Patkar College	800

2019	Dr.N.A.Jafry	Workshop	MMK College	500
2019	Mrs. Shweta Dubey	Revised Syllabus Workshop	Rizvi College of Arts, Science and Commerce	500
2019	Prof. Paul Raj	Workshop on Syllabus Revision	Rizvi College of Arts, Science and Commerce	500
2019	Dr.Anjumara Ahmad	Interactive session	Vaze College, Mulund	400
		[View File](#)		

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Nil	Workshop on Laboratory Safety	30/08/2018	30/08/2018	0	10
2018	Nil	A Workshop on Vermicompost	01/09/2018	01/09/2018	0	6
2018	Seminar by Cyber gravity IT Company on Ethical Hacking Cyber Security	Seminar by Cyber gravity IT Company on Ethical Hacking Cyber Security	17/10/2018	17/10/2018	4	50
		[View File](#)				

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Microsoft's Project Skill Building ProgrameOORJA, at Rizvi College of Arts, Science and Commerce.	1	28/03/2019	31/03/2019	4

Attended a Refresher Course on "Robotics and Internet of Things" conducted under RUSA by UGCHRD, University of Mumbai at Mulund College of Commerce	1	30/05/2019	13/06/2019	15
Participated in "One Day faculty Development Program" organised by the Institute of Chartered Accountants of India	1	12/10/2018	12/10/2019	1
Completed Faculty Development Program on "Innovative Teaching Skills for Mathematics Teachers" Conducted by HRDC at Dept. Of Maths University of Pune	1	12/11/2018	18/11/2018	7
Refresher Program GradeUniversity of Mumbai	1	04/01/2019	24/01/2019	20
Participated in a Workshop on Research Methodology , organised by Western Regional Centre ICSSR	1	11/02/2019	17/02/2019	7
[View File](#)				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
31	31	52	52

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Medical and leave travel reimbursement is provided. A number of programs are organized by the IQAC and various departments of the college to develop the professional skills of the staff. These programs are sponsored by the Management. Staff members avail loan from Junior College Employees Co operative Credit Society Ltd in times of financial emergencies.	Medical and leave travel reimbursement is provided. A number of programs are organized by the IQAC and various departments of the college to develop the professional skills of the staff. These programs are sponsored by the Management. Staff members avail loan from Junior College Employees Co operative Credit Society Ltd in times of financial emergencies.	Scholarships, Free ship, Financial Support, Book Bank facility, Remedial coaching, Counselling by professional counsellors, Health Awareness Programmes, Career Guidance and Placement cell, good number of seminars industrial visits and workshops are conducted by departments to cater to the modern needs of the students.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Institution conducts internal and external financial audits regularly: Yes Institute maintains finance and account management systematically. Management takes periodic review of financial position of the organisation. Institution conducts internal financial audits yearly. External audit is conducted by the office of the Joint Director and Office of the Accountant General. Audit report and audited statements of accounts are discussed in College Development Committee. Queries and suggestions are resolved satisfactorily. The Institute also ensures timely submission of audited utilisation certificate to concerned funding agencies.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Saraswat bank sponsorship, D D Corporation, JBDD Hospitality LLP, Vijaya Bank, ICICI bank	147000	Sponsorship for College Fest Jashn E Rizvi
View File		

6.4.3 – Total corpus fund generated

8298550

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	IQAC
Administrative	No		Yes	Governing Body

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Two meetings of PTA were held in the academic year 2018 19. One in each

semester. 1) Parents accompanied by their children/wards to their respective classes to meet mentors. The feedback forms were filled by the parents and records are maintained by the mentors. Parents provide valuable suggestion for the development of the Institution. Pointing out the weaknesses of the college and related departments, they suggest measure to bring about changes. The parents also communicate views which the students feel shy to communicate directly to the teachers about the college and the department. 2) Parents are made aware of the University Attendance System and efforts put by all the faculties for personality development of the students. The Convenor of the Attendance and Mentoring Committee Mrs. Shaileja Shetty spoke about the new digital attendance system and made parents aware of benefits of the same. 3) For motivation of students, a well known Psychiatrist, Counsellor, the Director of Matcheswalas' "Happy Minds" Organisation was invited as Resource person. His session was quite interactive and got an overwhelming response from the students. He spoke about the overall development of the students, responsibilities of the parents and the factors that are involved in that. He shared his valuable insight with people present over there. He suggested that parents must make their child's potential a reality.

6.5.3 – Development programmes for support staff (at least three)

• A Workshop on Laboratory Safety for all laboratory staff on 31st August, 2018 (Department of Chemistry) • A Workshop on Vermi compost was conducted on 1st September, 2018 in which resource person was Miss. Donna Sequera. 103 students and 6 Lab non teaching staff attended this workshop. (Department of Zoology) Seminar by Cyber Gravity, IT Company on Ethical Hacking and Cyber Security for non teaching staff

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Modern teaching methods using ICT both in aided and self financed courses. 2. Dr. Rizvi Digital Library and Resource Centre for Specially Abled. 3. Feedback is taken from the students, parents and alumni. The same is analysed and used to reorient the teaching learning process.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Induction and Orientation Programme	10/10/2018	10/10/2018	13/10/2018	1000
2018	Inculcating right values among students	13/10/2018	13/10/2018	13/10/2019	1
2018	Seminar by Cyber gravity IT Company on	17/10/2018	17/10/2018	17/10/2018	50

2019	Annual Prize Distribution	03/04/2019	03/04/2019	03/04/2019	56

| | | [View File](#) | | | |

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Poster Competition on Gender Sensitization (150th Birth Anniversary of Mahatma Gandhi)	05/10/2018	05/10/2018	22	25
A Talk on Gender Justice by ANUBHAV (NGO) Mumbai	27/10/2018	27/10/2018	21	10
Social Awareness on Gender Issues (A Talk by Prof. Pankti Surve)	20/01/2019	20/01/2019	22	15
Yuva Yukti Mela (WDC/ Sociology & AKSHARA)	13/02/2019	13/02/2019	21	13
Workshop on Wellness and Nutrition Awareness by Dr. Namita Nanal	05/03/2019	05/03/2019	141	47
Workshop on Legal Rights of Women by Dr. Rajeshree Varhadi	05/03/2019	05/03/2019	88	10
Cancer Awareness Drive (Association with Price Alay Khan Hospital)	06/03/2019	06/03/2019	96	74

by Dr. Kranti Kamayane.				
Workshop on Mental Health Awareness by Dr. Dipti Mankad	07/03/2019	07/03/2019	105	33
Cancer Awareness Talk (Association with TATA Memorial Hospital) by Dr. Sharmila Pimple and Dr. Gauravai Mishra.	07/03/2019	07/03/2019	23	41
Self Defence Training Programmes for Girls By Dr. Sandhya Khedekar and Mr. Kapil Pal	09/03/2019	09/03/2019	103	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

Environmental Consciousness and Sustainability/Alternate Energy initiatives adopted in the college are as following: • A significant percentage of power requirement of the college met by the renewable energy sources. • Tree plantation Drive is held at "Netali Viilage Manor" Palghar District on 22nd July 2018. 400 saplings of Ashoka, Gulmohar, Babul, Neem, Mango and Guava, were planted by 42 Students and 08 Staff. • Department of Botany and Zoology have Setup Medicinal Garden (BioWall) as per the Direction of our Director Adv. (Mrs.) Rubina A. Rizvi in the corridor of first and fourth floors. • To promote Plastic Ban, NSS unit organised inter collegiate "Paper and Cloth Bags Making Activity" on 4th August 2018. • To 25 volunteers participated in Global ReCycling Day on 18th March 2019. • 17 volunteers participated in " Carter Road Mangroove Cleanup Drive" organised by NeoAcropolis on 24th February, 2019.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	No	0
Provision for lift	Yes	3
Ramp/Rails	Yes	0
Braille Software/facilities	Yes	0
Rest Rooms	No	0
Scribes for examination	Yes	0
Special skill development for differently abled students	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	27/01/2019	1	Mangrove Cleaning	Save Seashore34	34
2019	1	1	12/03/2019	15	Street Play on Voters Awarness in Khar Danda Santacruz Slum Areas	Voters Awareness	16
2019	1	1	23/02/2019	1	Mahim Beach Cleaning Drive NSS Unit of Rizvi College	Beach Cleaniness	62

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Prospectus for Students	26/07/2018	Students are given the handbook of code of conduct at the time of admission. According to code of conduct for students, it is mandatory for students to display Identity Card in college premises.It is expected that they maintain decency in attire. Attendance as per the University rules is compulsory. Use of mobile phones is strictly prohibited in Exam Hall, Classrooms, laboratories and Library. If any student is found violating these norms, he/ she is liable disciplinary action.Basic principles are incorporated in The code of conduct, some of them are as follows: Respect

			for laws and regulations, Respect for each other, Consciousness about environment, Transparency and integrity of information.
Code of Conduct for Staff	24/07/2018		The Management of the college has prescribed and given a detailed copy of code of conduct to the staff for smooth functioning of the institution. The code of conduct of the college is a necessary prerequisite for the discharge of Duties and Responsibilities on the part of the staff. The code of conduct also explains functions of departments committees. It is effective from 1st July 2017 and will remain in force till further notification. The main objectives of the same are: 1. To Increase the efficiency of the staff and make their functions cordial and smooth. 2. To develop integrity. 3. To achieve motto of the college. Th code of conduct consists of 1. Rules and Responsibilities of various committees/ mentors. 2. Duties and Responsibilities of college laboratories. 3. A procedure for leave application. 4. Responsibilities of Principal, HOD, Faculties and Flying squad. 5. Staffs discipline 6. Library rules. Various committees are formed in the college for smooth and efficient management of different activities. This provides the opportunity to the faculties to grow and develop student in different extracurricular activities and required

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Swach Bharat Abhiyan (A street play at various public places like Danpada, Khar danda, Gulab nagar etc.	29/09/2018	29/09/2018	16
Swachata Abhiyan at BHABHA Hospital by NSS	29/09/2018	29/09/2018	11
Prayer /Tribute for Stampede Victims (Elphiston Road RLY Station by Dept. of Physics)	01/10/2018	01/10/2018	37
Non Violence Poster Competition (Dept. Sociology, Economics, NSS)	17/10/2018	17/10/2018	25
Street Play on HIV / Aids Awareness near Bandra	31/10/2018	31/10/2018	5
Street Play on HIV / Aids Awareness near Bandra	01/12/2018	01/12/2018	18
Talk on " National Scientific Temper Day" by Dr. V.Mane, conducted by dept. Of physics	21/08/2018	21/08/2018	74
Blood Donation / Health Camp (TATA Hospital Zahan Foundation)	29/08/2018	29/08/2018	82
Essay Competition on NonViolence By NSS	27/09/2018	27/09/2018	24
Cloth Donation Drive (NSS Unit of Rizvi College) 250	02/01/2019	08/01/2019	150

Cloths donated			
Street Play on Voters Awarness in Khar Danda Santacruz Slum Areas	05/01/2019	05/01/2019	16
NonViolane Harmony to celebrat anniversary of M.Gandhi.	20/01/2019	20/01/2019	80
Saquib Rizvi Memorial Cancer Awareness Marathon	10/03/2019	10/03/2019	1206

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Solid waste management and production of Vermi Compost Fertilizer
2. Liquid Base Management
3. Green Land Scaping with Trees and Plants. Nerium Plants have been planted to reduced Air Pollution
4. Use of Bicycles and Public transport.
5. Electricity is Judicially Frugally used in the campus

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practices I Content: Through the NSS unit of our college, we have adopted Manor, a small village in Palaghar Taluka in Maharashtra, It belongs to Kokan region. The total population of the village is 8,345. It has average literacy rate of 68, Marathi is the local language. The village Manor still faces constraints such as access to education, health facilities, drinking water and power, roads etc. We have adopted this village so as to strengthen various developmental processes by bringing attitudinal and behavioral changes among local tribal Community. Although the economic and infrastructural development is not in our hands, we have taken up many issues from last ten years. We have tried our best to improve the health, drinking water issues and have also tried to create awareness among the local people. Practices: The NSS unit coordinators and seventy volunteers this year conducted many activities over the period 201819 for seven days in the Manor village. Under the banner of Swachh Bharat Abhiyan (SBA), Swachhata Abhiyan was carried out which involved cleaning the village mohallas, wells, school, gram panchayat. They also constructed a soak pit and water canals to prevents accumulation of runoff water from domestic activity. Along with the member of gram Panchayat of Manor village and local tribal people our students undertook the task of constructing a 'Vanarai' (Bandhara) across a stream using gunny bags, local soil, solid bricks etc. . The Bandhra has a depth of five feet, length forty feet and width of ten feet. Seventy volunteers worked more than eight hours per day to complete the task. The success and sustainability of any activity would depend upon people's participation hence at very stage people involvement was ensured. Our students have performed street plays at nukkads, mohallas, markets, on topics like " Beti Bachhao, Beti Padhao" , to spread awareness /encourage the female equality and education. This activity was conducted to support "Beti Bachhao , Beti Padhao" (BBBP) Abhiyan. . Although the National AIDS control program has adequately reached the village level through various projects but still basic knowledge of HIV/AIDs is still lacking of 2/5 of rural youth. In efforts to change this student have also performed street play to create

awareness on drug abuse, crimes, mental health, suicide and peer pressure. We also organised group games for village children to build rapport with residents of adopted area. " Tree plantation" was conducted on 22nd July 2018. More than 400 sapling of various native plants like Mango, Peepal, Chikku, Banyan etc. were planted around Netali hamlet in Manor village as guided by villagers. "The vermicompost" prepared in our college was utilized here. Given the problem faced by the villagers and the constraints we face with the help our Management, staff, and students we intend to bring in a few changes in the future for the betterment of Manor. Our plan is to provide books for school or junior college library, donate clothes, provide scholarship to school children etc. Problems encountered and resources required • We face problem like lack of fund • Shortage of man power. Evidence of success • The water from the dam constructed is used for domestic work. Construction of canals has improved hygiene. • Occurrence of water born diseases like dengue, malaria has reduced. Best practice II To develop skills of the students through skill based activities for enhancing their entrepreneurial abilities and employability. Content: Skill based education is form of education that focuses on cultivating personal life skills like self reflection, critical thinking, problem solving and interpersonal skills. Skills based on learning focuses on increasing employability. Apart from achieving excellence in academic the hidden skills and talent of the students need to be captured and also monitored and enhanced further. It becomes very essential to prepare the students to sustain the ever evolving job and entrepreneur market. Every entrepreneur plays a key role in any economy. An effort was made by various departments to provide students with the facility by introducing them to the different skill based activities and workshops. It helps to develop their intellectually Also improving their entrepreneur ability and employability. Practices: • Vocational course on "Bio aesthetics" a course that familiarized with techniques like bonsai, flower arrangement, bird identification and various agriculture aspect was conducted by Biology Department on 1st August 2019. Sixty students participated in the course. • An inter college workshop on entrepreneurship skills titled "Skills for Budding Entrepreneurs" was conducted by Economics department on 2nd August 2018. Seventy five students and eight other colleges participated. • Workshop on "Fruit Carving" by Feroz Khan was held on 7th August 2018, conducted by Biology Department, sixty students participated. • Department of English in association with Times of India conducted a three month course in "Spoken English" for students to enhance their language and communication skills for better employability. Twenty three students received certificate. The course was started on 7th August 2018. • "The Art of Making Soap" a workshop was conducted by Chemistry Department on 25th September 2018 for fifty undergraduate students. • Workshop on "Sales of Goods Act 1930" was held by Prof. Reshama Yadav of K.C. College on 1st October 2018, ninety three students participated. • A workshop on "Japanese Manual resist dying technique shobori" was conducted by Chemistry department on 11th January 2019. Forty five students participated. • A workshop on " Carrier in Health Care Industry" followed by a visit to various labs and departments of P.D. Hinduja National Hospital and Medical Research Center was jointly conducted by department of Physics, Chemistry and Zoology on 20th January 2018. Sixty students participated in the workshop. Problems encountered and resources required A lot of effort is needed to motivate the students so as to participate in various workshops. In the initial stages we suffered due to poor participation. The required resources/ funding were always provided by Management. Evidence of success Our efforts in motivating and encouraging the students to participate in such workshop has resulted in gradual increase in attendance. Also a gradual increase in organizing such events by various department has resulted in gradual rise in participation.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your

institution website, provide the link
http://www.rizvicollege.edu.in/pdf/related-document/InstitutionalBestPractices.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

"One, who can see invisible, can do the impossible." A fit body insure a fit mind. And sports are a fun way of achieving these two. Sport, games and physical fitness have been a vital component of our civilization. when we promise a holistic education, it is impossible without sport. In country like India which in experiencing a sharp rise in their youth population. Youth development through sports assumes immense relevance. Sport contributes to bringing youth together. It ensures overall personality development and produces focused, productive youth conversant with team work. Playing sports in college can be a huge commitment and non negotiable responsibility if the students are fully invested in college sports. Furthermore sports have become a professional career for many students. The college facilitates the student's participation in the following indoor/outdoor games at college/university/state/ national and international level. Indoor games: Table tennis, carom, judo, boxing, chess Outdoor games Hockey, football, kabbadi, khokho, cricket, water polo, baseball, softball To ensure that our students do well and compete state, national and international levels, we have appointed renowned coaches for various games. To name few: Hockey : Ibrahim Mulla (Ex. National Player and Coach) Football : Zakir Hussian (Ex. National Player and Coach) Kabaddi : Vidyut Korgoankar (National Player and Coach) Judo :Mastak Ahmad (Ex. National Player and Coach) Baseball/softball:Gajanan Parab)(Ex. Sate level player and coach) Boxing : Krishna Das)(Ex. Sate level player and coach) KhoKho : Sainath Desai)(Ex. Sate level player and coach) Water polo : Arjun Kawale)(Ex. Sate level player and coach) The following students have made us proud by representing country on International level completion. • Aniket Pote received, Maharashtra State Award Chatrapati Krida Purskar at the age of 23. • Atharva ankolekar was "Man of the Match" of the Test series International player of Rizvi College of A/S/C 201819 Atharva Ankoloekar, Varun Lawande and Suved Parkar represented India in "Youth Asia Cup Cricket Tournament", under 19, held at Shrilanka from 26th August to 4th September 2018. Rushikesh Rawood played for baseball/softball "International Champion" held at Colombo, Shrilanka from 14th July 2018 to 22 July 2018. Aniket Pote played I(international KhoKho Tournament held at England from 28th October to 8th November 2018.

Provide the weblink of the institution
http://www.rizvicollege.edu.in

8.Future Plans of Actions for Next Academic Year

It's been proposed and planned by the college that in next academic year 2019 20, college will introduce some more add on courses to enhance the professional and technical skills of students. All the departments have been requested to increase the number of add on, certificate and diploma courses. Teaching faculties will be promoted and motivated to apply for Minor/Major Research proposals to research funding agency. Departments/ committee are expected to organize at least one seminar or workshop for either students or staff (teaching and non teaching), Different departments and committees have been asked to sign MOUs with outside departments / agencies/ institutions for upliftment of skills, placement, and exposures to different techniques or skills, field trips and internship. The college is also planning to upgrade the present attendance system to higher version, enabling it Student, Teacher and Parents friendly. Similarly

the MIS and its scope to be enlarged and updated to higher version. Efforts are being made to enlist in house International Journal of Research in UGC Care List.Laboratory Audit will also be undertaken in academic year 2019 20. The library will be air conditioned well equipped with Bio metric entrance. College entrance gate will also be equipped with RFID/ Bio metric entrance to ensure safety and discipline.