



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

STRATEGIC PLAN

INTRODUCTION - OVERVIEW OF THE INSTITUTION

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

ABOUT THE COLLEGE

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

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

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

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

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





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

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

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

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

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

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





VISION

The upliftment of minority students through quality education

MISSION

Education for all

MOTTO

The Insignia symbolizes HUMANIZE, EQUALIZE & SPIRITUALIZE.

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

MILESTONES ACHIEVED BY THE COLLEGE

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

WORKPLACE VALUES

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

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





recreate, rethink and recycle entirety in best possible way.

SWOC - ANALYSIS

STRENGTHS

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

WEAKNESSES

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

OPPORTUNITIES

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





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

CHALLENGES

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

STRATEGIC GOALS

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

1. ACADEMIC EXCELLENCE

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

Objectives

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





educational environment more lively, vibrant, congenial and conducive

Strategies

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

2. RESEARCH AND INNOVATION

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

Objectives

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

Strategies

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





research in intra disciplinary and interdisciplinary areas.

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

3. COLLABORATIONS

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

Objectives

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

Strategies

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





faculty

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

4. CAPACITY BUILDING

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

Objectives

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

Strategies

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





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

5. SELF RELIANCE

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

Objectives

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

Strategies

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



scholarships etc.).

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

6. GOVERNANCE AND INTEGRATION

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

Objectives

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

Strategies

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





University

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

7. INFRASTRUCTURE

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

Objectives

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

Strategies

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

8. HOLISTIC DEVELOPMENT

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





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

Objectives

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

Strategies

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

8. SUSTAINABILITY

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





Objectives

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

Strategies

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

9. SERVICE

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

Objectives

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





Strategies

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

10. BRANDING AND COMMUNICATION

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

Objectives

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





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

Strategies

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



(Handwritten Signature)
Principal



Rizvi Education Society's

RIZVI COLLEGE OF ARTS, SCIENCE & COMMERCE



RIZVI EDUCATIONAL COMPLEX, OFF. CARTER ROAD, BANDRA (W), MUMBAI - 400 050
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03rd November, 2023

CDC MEETING NOTICE

As per the Maharashtra Public Universities Act 2016 U/S 97, a meeting of the CDC of our college is scheduled on Saturday, 04th November, 2023 at 1.30 pm in Principal Cabin.

Agenda: -

- 1) To discuss SSR Report for NAAC Accreditation
- 2) To discuss the review of the Repair and Maintenance work of the College Building
- 3) To discuss the review of the admissions done in the AY 2023-24
- 4) To discuss and plan for all extra-curricular activities for the second half of the AY 2023-24.
- 5) To discuss the AQAR report of 2022-23.
- 6) To approve the Annual Financial Statements of the College which is to be sent to the Management for approval.

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

For Rizvi College of Arts, Science & Commerce


DR. KHAN ASHFAQ AHMAD
Principal



Rizvi Education Society's

RIZVI COLLEGE OF ARTS, SCIENCE & COMMERCE



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01st November, 2023

CONSTITUTION OF COLLEGE DEVELOPMENT COMMITTEE

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

- 1 Dr. Akhtar Hasan Rizvi : Chairperson of the Management
- 2 Adv.(Mrs.) Rubina Akhtar Hasan Rizvi : Nominee of the Management
- 3 Dr. Arunachalam S. : HOD, Nominated by Principal
- 4 Dr. Rajesh Masurkar : Teachers' Representative
- 5 Dr. (Mrs.) Anjum Ara Ahmad : Teachers' Representative (Women)
- 6 Dr. Dattatraya Parhad : Teachers' Representative
- 7 Dr. Sharique Nisar : Local Member
- 8 Mr. Padmakumar Nair : Local Member
- 9 ~~Mr. Aslam Adam~~ *Ms. Sujayan Merchant* : Local Member
- 10 Captain Jaleel Paeshiman : Local Member
- 11 Dr.(Mrs.) Mariyah Ghori : Coordinator, IQAC
- 12 Ms. Sana Usman Dhamaskar : General Secretary, College Students' Council
- 13 Mr. Faisal Shaikh : Assistant Secretary, College Students' Council
- 14 Dr. Ashfaq Ahmad Khan : Principal, Member Secretary
- 15 Mr. Atul Railkar : Non-Teaching Employee's Representative

for Rizvi College of Arts, Science & Commerce

Akhtar
DR. AKHTAR HASAN RIZVI
PRESIDENT
Rizvi Education Society

adequate space for conducting the lectures and
availability of facilities for the students.



MINUTES OF CDC MEETING (A.Y.2023-2024)

A meeting of CDC of our college was held on 04th November, 2023 at 1.30 pm in Principal cabin in the presence of the following members:

Dr. Khan Ashfaq Ahmad	:	Principal, Member Secretary
Dr. Arunachalam S.	:	HOD, Nominated by Principal
Dr. Rajesh Masurkar	:	Teachers' Representative
Dr. (Mrs.) Anjum Ara Ahmad	:	Teachers' Representative (Women)
Dr. Dattatraya Parhad	:	Teachers' Representative
Dr. Sharique Nisar	:	Local Member
Mr. Padmakumar Nair	:	Local Member
Mr. Aslam Adam	:	Local Member
Captain Jaleel Paeshimam	:	Local Member
Dr. (Mrs.) Mariyah Ghori	:	Coordinator, IQAC
Ms. Sana Usman Dhamaskar	:	General Secretary, College Students' Council
Mr. Faisal Shaikh	:	Assistant Secretary, College Students' Council
Mr. Atul Railkar	:	Non-Teaching Employee's Representative

Following business was transacted as per the agenda mentioned in the Notice for CDC meeting, dated 04.11.2023.

1. Principal welcomed all the members present for the meeting.
2. Principal informed the committee that SSR Report submitted on 07th July, 2023 for NAAC Reaccreditation third cycle
3. Principal explained the emergency of the structural repair and Maintenance of college building.
4. Hon. President Sir through Principal assured immediate attention of management for structural repair.
5. The committee has taken a review of the admissions done in AY 2022-23 and asked for the detailed report of the courses offered by the college in respect of the adequate space for conducting the lectures and availability of faculties to teach such courses.
6. It was suggested that by the committee to organize the annual sport and cultural events at Intra College level for the AY 2023-24.
7. The process of finalizing AQAR Report of 2022-2023 is under process. That the Principal informed the Committee, the report will be submitted to the NAAC on or before 31st December, 2023.
8. The annual financial statement was approved by the committee and the committee advised Principal to send it for the approval of the Management.
9. The meeting ended with the thanking speech by the Principal


Dr. Khan Ashfaq Ahmad
PRINCIPAL

A meeting of CDC of our College was held on 04th November, 2023 at 01:30 P.M. in Principal Cabin in the presence of the following members.

Dr. Khan Ashfaq Ahmad - Principal, Member Secretary.
Dr. Anumachalam S. - HOD, Nominated by Principal.
Dr. Rajesh Masurkar - Teacher's Representative
Dr. (Mrs.) Anjum Faiz Ahmed - Teacher's Representative (Women's).
Dr. Dattatraya Parbad. - Teacher's Representative.
Dr. Sharique Nisar. - Local Member
Mr. Padamkumar Naik - Local Member
~~Mr. Islam Adam~~ ^{Mr. Sulayan Merchant} - Local Member
Captain Jaleel Paeshimam. - Local Member
Dr. (Mrs.) Mariyah Ghori - Co-ordinator IQAC.
Ms. Sana Dhamaskar. - General Secretary College Students Council.
Mrs. Faisal Shaikh. - Assistant Secretary - College Students Council.
Mr. Atul Railkar - Non-Teaching Employee's Representative

Following business was transacted as per the agenda mentioned in the Notice for CDC meeting dated 04-11-2023.

1. Principal welcomed all the members present for the meeting.
2. Principal informed the Committee that SSR Report submitted on 4th July, 2023 for NAAC Reaccreditation third cycle.
3. Principal explained the emergency of the structural repair and maintenance of College building.
4. Hon. President Sir through Principal assured immediate attention of management for structural repair.
5. The Committee has taken a review of the admissions done in AY. 2022-23 and asked for the detailed report of the courses offered by the College in respect of the adequate space for conducting the lectures and availability of faculties to teach such courses.

6. It was suggested by the Committee to organise the annual sport and cultural events at intra-college level 2023-2024.
7. The process of finalising AQAR report of 2022-2023 is under process. That the Principal informed the Committee, the report will be submitted to the NAAC on or before 31st December, 2023.
8. The annual financial statement was approved by the Committee and the Committee advised Principal to send it for the approval of the management.
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8th June, 2023


NOTICE


A meeting of IQAC is schedule to be held on Friday, 9th 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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9th June 2023

A meeting of IQAC is held on Friday, 9th 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 Roshank
Criterion IV	Dr. Rajesh Masurkar : Incharge Mrs. Suma Thomas
Criterion V	Mr. Moharram Ali Khan : Incharge Dr. Malan Zardi Dr. Deepika Chaudhari
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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9th June, 2023

A meeting of IQAC is held on Friday, 9th 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 13th June at 9:00 am.
4. Criteria II will be uploaded on Wednesday 14th June.
5. Criteria IV will be uploaded on Monday 12th June.
6. Criteria V scholarship data is to be finalized by Mrs. Aalmeen and Mr. Atul.
7. Criteria VI will be done today 9th June.
8. Criteria VII will be uploaded on Tuesday 13th June.
9. Next meeting will be held on Thursday 15th 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 IQAC



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15th June, 2023

NOTICE

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

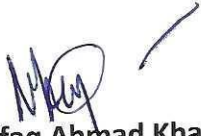
All criterion in-charges and members must attend the same.

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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16th June 2023

A meeting of IQAC is held on Friday, 16th 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
Principal I/C



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

Following Points were discussed:

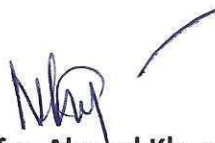
- I. Principal and IQAC Co-ordinator of HMCT to be called.
- II. Mr. Moharram Ali remained absent.
- III. Mr. Nadeem Parve and Dr. Ansar pasha are to be reminded for efficiency of work.
- IV. Dr. Mukhtar also need to be reminded for completing the task in time.
- V. Dead stock register in office, IT, 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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23rd June, 2023


NOTICE


A meeting of IQAC is schedule to be held on Saturday, 24th 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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24th June, 2023

A meeting of IQAC is held on Saturday, 24th 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. Muhammad Ali

Dr. Ashfaq Ahmad Khan
Principal I/C



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24th June 2023.

A meeting of IQAC is held on Saturday, 24th 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 24th 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 28th 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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24th July, 2023


NOTICE

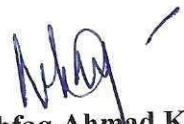
A meeting of Internal Quality Assurance Cell (IQAC) Criterion Incharges and documentation committee is scheduled to be held on Tuesday, 25th July 2023 at 11.00am in Principal's cabin to discuss the DVV queries regarding SSR. Attendance is compulsory for all.

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

Dr. Ashfaq Ahmed Khan	I/C Principal	
Dr. Parhad Dattatraya	Vice Principal	
Dr. (Mrs.) Mariyah Ghori	Co-ordinator	
Criterion I	Mr. Pradnyesh Waghmare: Incharge	
	Mrs. Parveen Ansari	
Criterion II	Dr. Nazar Abbas Jafry : Incharge	
	Mr. Vishwas Deshmukh	
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	
	Ms. Shehnaz Khan	
IQAC Clerk	Mr. Mohammad Arif	

Following Points were discussed:



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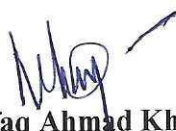
- Discussion on DVV queries took place.
- Each criterion queries were dealt in detail.
- Criterion incharges to submit the clarifications for uploading latest by Monday 31st July 2023.
- Each criterion incharges to submit the requirement as per NAAC for next AQAR.

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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05th August, 2023


NOTICE

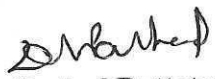
A meeting of Internal Quality Assurance Cell (IQAC) is scheduled on Monday, 07th August, 2023 Principal's cabin at 12.00noon to discuss the SOP's for documentation.

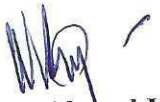
All the Criterion Incharges should attend the same.

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, 07th 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.

Dr. Ashfaq Ahmed Khan	I/C Principal	
Dr. Parhad Dattatraya	Vice Principal	
Dr. (Mrs.) Mariyah Ghori	Co-ordinator	
Criterion I	Mr. Pradnyesh Waghmare: Incharge	
Criterion II	Dr. Nazar Abbas Jafry : Incharge	
Criterion III	Mrs. Shahida Shaikh : Incharge	
Criterion IV	Dr. Rajesh Masurkar : Incharge	
Criterion V	Mr. Moharram Ali Khan : Incharge	
Criterion VI	Mrs. Preeti Bambolkar : Incharge	
Criterion VII	Dr. Abhay Ranade : Incharge	
IQAC Clerk	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 9th 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


Dr. Parhad Dattatraya
Vice Principal


Dr. Ashfaq Ahmad Khan
Principal I/C



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07th August, 2023

NOTICE

A meeting of Internal Quality Assurance Cell (IQAC) will be held on Wednesday, 09th 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

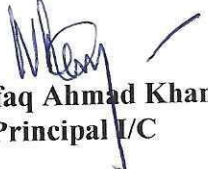
All the Criterion Incharges should attend the same.

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, 09th 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.

Dr. Ashfaq Ahmed Khan		I/C Principal	<i>[Signature]</i>
Mr. PADMAKUMAR NAIR		Chief Coordinator (HS)	<i>[Signature]</i>
Dr. Parhad Dattatraya		Vice Principal	<i>[Signature]</i>
Dr. (Mrs.) Mariyah Ghori		Co-ordinator	<i>[Signature]</i>
Criterion I	HMC7	Mr. Pradnyesh Waghmare : Incharge	<i>[Signature]</i>
		Sadhana R. Kharkar	<i>[Signature]</i>
Criterion II	HMC7	Dr. Nazar Abbas Jafry : Incharge	<i>[Signature]</i>
		Faiyaz A. Mansuri	<i>[Signature]</i>
Criterion III	HMC7	Mrs. Shahida Shaikh : Incharge	<i>[Signature]</i>
		MS. TRUPTI LAGHATE	<i>[Signature]</i>
Criterion IV	HMC7	Dr. Rajesh Masurkar : Incharge	<i>[Signature]</i>
		AKLESH S. YADAV	<i>[Signature]</i>
Criterion V	HMC7	Mr. Moharram Ali Khan : Incharge	<i>[Signature]</i>
		Ms Colette Naronha	<i>[Signature]</i>
Criterion VI	HMC7	Mrs. Preeti Bambolkar : Incharge	<i>[Signature]</i>
		MR. AMEET NAZARE	<i>[Signature]</i>
Criterion VII	HMC7	Dr. Abhay Ranade : Incharge	<i>[Signature]</i>
		PRITESH. V. DHIMAR	<i>[Signature]</i>
IQAC Clerk		Mr. Mohammad Arif	<i>[Signature]</i>
		MS. SIMRAN S.	<i>[Signature]</i>

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 31st 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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Phone : 90048 34583

NOTICE

A meeting of IQAC committee will be held on Friday, 8th 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 Ghori
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, 7th July 2023, in Principal's cabin at 11.00 am to Uploading of AQAR & Preparation for Peer Team visit.

Following Staff Attended the same.

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

S. Dama

Following Business was transacted:

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- NAAC dates were communicated.
- Uploading of AQAR to be completed by 20th December 2023.
- NRIF Registration to be completed by 1st week of January 2024.
- Departmental files and PPT's to be prepared and presented on 16th 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 – 14th December 2023, 18th December 2023
- Criteria – II 18th December 2023
- Criteria – III 18th December 2023
- Criteria – IV 13th December 2023
- Criteria – V 16th December 2023


Following reports are pending:


Placement
Anti-Ragging
Cultural
Sports
Progression


- Criteria – VI 19th 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



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15th January, 2024

NOTICE

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

Agenda:

- NAAC Visit

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

Dr. Ashfaq Ahmad Khan
Principal



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

Following Staff Attended the same.

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

Following Business was transacted:

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

LIST OF TEACHING STAFF IN SENIOR COLLEGE

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

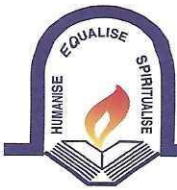
Vice Principal : Dr. Parhad Dattatraya V.

Notice Reg: NAAC PEER TEAM VISIT.

dt: 19/10/2024

Name	Signature	Name	Signature
Aided		Self Finance Course (SFC)	
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 Ghori		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 Bamboikar		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	
CHB / Full Time		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			
CHB			
Mrs. Poonam Milind Sakpal			
Dr. Sheeba Samson			
Dr. Anjali V Bondre			
Ms. Hemali Vyas			
CHB + VF			
Ms. Khan Farhin Bano			
Mr. Anand Prajapati			
Unaided FT			
Mr. Mohd Mukhtar Khan			
Mrs. Farhat Hasan			
Mr. Amaan Shakeel Shaikh			
Visiting Faculty			
Ms. Khan Huamira			
Mrs. Suma Thomas			

Shaikh Luwesiya



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- NAAC visit dates were informed tentatively 23rd & 24th, 26th & 27th and 28th & 29th 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 15th 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



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- Good posters can be put up in classroom – responsibility had been given to Aman S. & Ansarpasha S. Sir
- Policy by 22nd January 2024
- Inter departmental checking by 25th January 2024
- Mock visit on 30th 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



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30th January, 2024

NOTICE

A meeting of Internal Quality Assurance Cell (IQAC) will be held on Wednesday, 31st 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 Ahmad Khan

Dr. Ashfaq Ahmad Khan
Principal



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A meeting of Internal Quality Assurance Cell (IQAC) is held on Wednesday, 31st 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.

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

Following Business was transacted:

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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
Aided		Self Finance Course (SFC)	
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 Ghori		Ms. Hina Mahmood	
Mr. Ashfaque 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	
CHB / Full Time		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		Atul M Railkar	
Dr. Malan Zardi			
Dr. Deepika Chaudhari			
Ms. Janvi Prajapat			
Mrs. Sujata Kharat			
CHB			
Mrs. Poonam Milind Sakpal			
Dr. Sheeba Samson			
Dr. Anjali V Bondre			
Ms. Hemali Vyasa			
CHB + VF			
Ms. Khan Farhin Bano			
Mr. Anand Prajapati			
Unaided FT			
Dr. Mr. Mohd Mukhtar Khan			
Mrs. Farhat Hasan			
Mr. Amaan Shakeel Shaikh			
Visiting Faculty			
Ms. Khan Huamira			
Mrs. Suma Thomas (Librarian)			



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- 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 5th February, 2024
- Tentative dates for Mock NAAC – 07th or 8th February, 2024.

Proposed by:

Dr. Mariyah Ghori

Seconded by:

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

Dr. Ashfaq Ahmad Khan
Dr. Ashfaq Ahmad Khan
Principal



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01st February, 2024

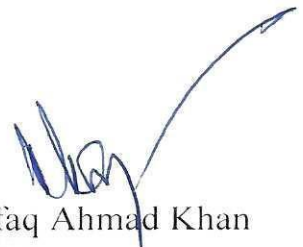
NOTICE

A meeting of Internal Quality Assurance Cell (IQAC) with all staff members will be held on Friday, 02nd February 2024, in 6th 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

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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 NAAC Peer team visit dt: 02/02/2024

Name	Signature	Name	Signature
Aided		Self Finance Course (SFC)	
Dr. (Mrs.) Anjum Ara Ahmad		Ms. Najmunnisa Saydu Shaikh	<i>[Signature]</i>
Mrs. Farhana Khalid Wali		Mr. Arif Patel	<i>[Signature]</i>
Dr. Abhay Ranade	<i>[Signature]</i>	Ms. Rafat Khan	<i>[Signature]</i>
Dr. Rajesh Masurkar	<i>[Signature]</i>	Mr. Subhash Shobhnath Gupta	
Dr. Arunachalam S.	<i>[Signature]</i>	Mr. Sameer Hasan Shaikh	
Dr. Mariyah Ghorji	<i>[Signature]</i>	Ms. Hina Mahmood	<i>[Signature]</i>
Mr. Ashfaq Karim	<i>[Signature]</i>	Ms. Shabnam Amin Sheikh	<i>[Signature]</i>
Dr. (Ms.) Ansariya Rana		Ms. Bushra MD Hanif Qureshi	<i>[Signature]</i>
Dr. Parhad Dattatraya		Mr. Javedkha Asifkha Pathan	<i>[Signature]</i>
Mr. Damarwala Oan Abbas	<i>[Signature]</i>	Ms. Mehvash Zubair Shaikh	<i>[Signature]</i>
Mrs. Shaikh Shanida		Ms. Aiman Akbar Ali Peerzade	
Dr. (Ms.) Syed Shadab Akhtar		Ms. Siddiqui Nazia	<i>[Signature]</i>
Mrs. Shweta Dubey	<i>[Signature]</i>	Mr. Mohd Adil Shaikh	<i>[Signature]</i>
Mr. Pradnyesh Waghmare	<i>[Signature]</i>	Ms. Salma Bano Khan	<i>[Signature]</i>
Mr. Roshan Khobragade		Mr. Navneet Hirdaynarayan Mishra	<i>[Signature]</i>
Ms. Preeti Bambolkar	<i>[Signature]</i>	Mr. Samiullah Shaikh	<i>[Signature]</i>
Ms. Shehnaz Khan	<i>[Signature]</i>	Ms. Tabassum Shaikh	<i>[Signature]</i>
Mrs. Swati Vora		Mr. Prabhat K. Singh	<i>[Signature]</i>
Mr. Vishwas Deshmukh		Mr. Nikhil R. Mane	
Mr. Moharram Ali	<i>[Signature]</i>	Mr. Anshuman Chaudhary	<i>[Signature]</i>
Dr. Nazar Abbas Jafry	<i>[Signature]</i>	Mrs. Fatma Zahra Gour	<i>[Signature]</i>
CHB / Full Time		Mr. Mir. Riyazul Haque	<i>[Signature]</i>
Dr. Shaikh Ansarpasha	<i>[Signature]</i>	Ms. Masoom Zehra	<i>[Signature]</i>
Dr. Sarfaraz Shaikh	<i>[Signature]</i>	Ms. Nasreen Shaikh	<i>[Signature]</i>
Mrs. Deepa Nitin Rangadal		Mr. Mois Ahmed Patel	<i>[Signature]</i>
Dr. Alkama Faqih	<i>[Signature]</i>	Ms. Shabana Ansari	
Dr. Rehana Anjum A Shah		Ms. Zaiba Qureshi	<i>[Signature]</i>
Mrs. Rais Saba Parveen Shadab		Ms. Sanreen Rano	<i>[Signature]</i>
Dr. Masooma Zaheer Asad Sayed	<i>[Signature]</i>		
Mr. Nadeem Parve	<i>[Signature]</i>		
Dr. Malan Zardi	<i>[Signature]</i>		
Dr. Deepika Chaudhari	<i>[Signature]</i>		
Ms. Janvi Prajapat	<i>[Signature]</i>		
Mrs. Sujata Kharat	<i>[Signature]</i>		
CHB			
Mrs. Poonam Milind Sakpai			
Dr. Sheeba Samson			
Dr. Anjali V Bondre			
Ms. Hemali Vyas			
CHB + VF			
Ms. Khan Farhin Bano	<i>[Signature]</i>		
Mr. Anand Prajapati	<i>[Signature]</i>		
Unaided FT			
Mr. Mohd Mukhtar Khan	<i>[Signature]</i>		
Mrs. Farhat Hasan	<i>[Signature]</i>		
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Visiting Faculty			
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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: 08th 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 Ghori
IQAC Co-ordinator

Dr. Ashfaq Ahmad Khan
Principal