

University of Mumbai

02/01/24

Phone No.-022-68320050
Email-concolsection@gmail.com



College Teachers Approval Unit
Room No. 204/205
Fort Campus, M.G. Road,
Mumbai – 400 032.

Ref. No.: CTAU/CAS/SA/ICD/23-24/ 12597

Date: 30 / 12 / 2023

To,
The Joint Director,
Higher Education Mumbai Division,
3, Mahapalika Marg,
Mumbai – 400 001.

Respected Sir,

We are in receipt of the proposal from the Principal, Rizvi Education Society's Rizvi College of Arts, Science & Commerce, Rizvi Educational Complex, Off. Carter Road, Bandra (West), Mumbai – 400 050, vide their letter No. SC/Dy.Registrar/TAAS/CAS Promotion 4 to 5/Dr Ashfaq Khan/58/2023-24 dated 01/09/2023, I am forwarding herewith the recommendation of the Selection Committee in respect of the following teacher/s for the placement of Associate Professor in Stage – 4 to Professor in Stage – 5.

Sr. No.	Name of the Teacher	Subject/s	Stage	1 st Promotion	2 nd Promotion	3 rd Promotion	Date of such Recommendation
1	Dr. Ashfaq Ahmad Khan	Commerce	Stage-4 To Stage-5	01/07/2008	25/01/2014	25/01/2017	22/08/2023

The Selection Committee has scrutinized & recommended the case/s for placement on verification / evaluation of the minimum requirement of the API score secured by the candidate/s through the PBAS.

The recommendation of the Selection Committee report of Dr. Ashfaq Ahmad Khan for placement of Associate Professor in Stage – 4 to Professor in Stage – 5 has been accepted as per University Grant Commission Notification which has been implemented by the Government of Maharashtra vide Government Resolution No.Misc-2018/C.R.56/18/UNI-1 dated 08/03/2019, University circular No. TAAS(CT)/ICD/2018-19/1241 dated 26/03/2019 & corrigendum issued by Government under reference No.Misc-2018 /C.R.56/18/UNI-1 dated 10/05/2019 and University circular No. टीएएस(युटी/ सीटी)/ १५/ २०१९ –२०२० दि. ५ नोव्हेंबर, २०१९.

I am therefore request you to kindly take further necessary action in the matter and communicate the same to the Principal of said college under intimation to this office.

The relevant document submitted by the Principal along with the proposal are enclosed herewith for your information.

Thanking you.

Rizvi Education Society's
Rizvi College of Arts, Science & Commerce
Bandra (West), Mumbai 400 050.
Inward No. 28/SA/2023-24
Date: 2/1/2024
Receiver's Signature

Yours,

(Aqueel Shaikh)
Deputy Registrar

College Teachers Approval Unit

Copy forwarded with compliments to:-

- 1) The Principal, Rizvi Education Society's Rizvi College of Arts, Science & Commerce, Rizvi Educational Complex, Off. Carter Road, Bandra (West), Mumbai – 400 050, for information.

University of Mumbai

Phone No.-022-68320050
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College Teachers Approval Unit
Room No. 204/205
Fort Campus, M.G. Road,
Mumbai – 400 032.

Ref. No.: CTAU/CAS/SA/ICD/23-24/ 1061

Date: 19 / 01 / 2024

To,
The Joint Director,
Higher Education Mumbai Division,
3, Mahapalika Marg,
Mumbai – 400 001.

Rizvi Education Society's
Rizvi College of Arts, Science & Commerce
Mumbai
47/SR/2023-2024.
25-01-2024
Signature

Respected Sir,

We are in receipt of the proposal from the Principal, Rizvi Education Society's Rizvi College of Arts, Science and Commerce, Rizvi Educational Complex, Off. Carter Road, Bandra (West), Mumbai – 400 050, vide their letter No. SC/TASS/UNI.MUM/CAS PRAMOTION/277/2022-23 dated 24/04/2023, I am forwarding herewith the recommendation of the Selection Committee in respect of the following teacher/s for the placement of Associate Professor in Stage – 4 to Professor in Stage – 5.

Sr. No.	Name of the Teacher	Subject/s	Stage	1 st Promotion	2 nd Promotion	3 rd Promotion	Date of such Recommendation
1	Dr. Mariyah Ghorl	Sociology	Stage-4 To Stage -5	09/07/2007	09/07/2012	09/07/2015	07/01/2023

The Selection Committee has scrutinized & recommended the case/s for placement on verification / evaluation of the minimum requirement of the API score secured by the candidate/s through the PBAS.

The recommendation of the Selection Committee report of Dr. Mariyah Ghorl for placement of Associate Professor in Stage – 4 to Professor in Stage – 5 has been accepted as per University Grant Commission Notification which has been implemented by the Government of Maharashtra vide Government Resolution No.Misc-2018/C.R.56/18/UNI-1 dated 08/03/2019, University circular No. TAAS(CT)/ICD/2018-19/1241 dated 26/03/2019 & corrigendum issued by Government under reference No.Misc-2018 /C.R.56/18/UNI-1 dated 10/05/2019 and University circular No. टीएएस(युटी/ सीटी)/ १५/ २०१९ –२०२० दि. ५ नोव्हेंबर, २०१९.

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Thanking you.

Yours,

(Aqueel Shaikh)
Deputy Registrar
College Teachers Approval Unit

Copy forwarded with compliments to:-

- 1) The Principal, Principal, Rizvi Education Society's Rizvi College of Arts, Science and Commerce, Rizvi Educational Complex, Off. Carter Road, Bandra (West), Mumbai – 400 050, for information.



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

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



SELF APPRAISAL FORM

Name of the Faculty: DR. MASOOMA ZAHEER ASAD SAYED
Designation : ASSISTANT PROFESSOR IN DEPARTMENT OF ACCOUNTANCY

Following details need to be submitted for the academic year 2023 - 24 with documentary evidence (e copy).

Mention whether appointment is Temporary / Permanent: TEMPORARY

Holding PhD Degree: YES

Years of the service in the organization: 1 YEAR

Total Years of experience: 18 YEARS

Aided/Unaided: UNAIDED

1.1.3

Participation in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year

- a. Academic council/BoS of Affiliating university
- b. Setting of question papers for UG/PG programs
- c. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
- d. Assessment /evaluation process of the affiliating University

Name of teacher participated	Name of the body in which full time teacher participated
DR. MASOOMA ZAHEER ASAD SAYED	Assessment /evaluation process of the affiliating University Setting of question papers for UG/PG programs

3.1.1.1

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

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

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

3.2.1.1

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

Title of paper	Name of the author/s	Department of the teacher	Name of journal	Year of publication	ISSN number	Link to the recognition in UGC enlistment of the Journal	D.O.I
Presented and Published a paper titled "Study On	Dr. Masooma Zaheer Asad Sayed and	Accountancy	GENIUS, Volume-XI, Issue-II	2023	ISSN : 2279-0489		http://dx.doi.org/10.13140/RG.2.2.1

Measuring E-Service Quality of GOIBIBO online ticket booking among users of Mumbai region”on 19th May 2023, in a national conference, February- July 2023								0869.913 63
Presented a paper titled “A study on measuring determinants of usage of Online shopping applications among the users of South Mumbai region” at National research conference on 19th August, 2023	Dr. Masooma Zaheer Asad Sayed and	Accountancy	The Roman Science Publication and Distribution	2023	ISSN 2633-4828	https://romanpub.com/ijae/v5-3-2023.php	https://doi.org/10.0421/IJAE.2024990807	

3.2.2.1

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

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

6.3.2.1

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

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

6.3.4 Online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)			
Name of the Organising Institute/ Organisation/University/ Agency Organising Institute/ Organisation	Title of the program	Duration (from) (DD-MM-YYYY)	Duration (to) (DD-MM-YYYY)
Dnyan Ganga Education Trust's Degree College of Arts, Commerce & Science	Five Days FDP on Research Methodology & Techniques	05-02-2024	09-02-2024
Association of Muslim Professionals (AMP)	5 Days National Level Online Teachers' Training Program on Research Methodology & Techniques	12-02-2024	16-02-2024
Anand International College of Engineering, Jaipur in association with Rajasthan Technical University, Kota, Institution of Engineers (India), Institution of Electronics and Telecommunication Engineers (IETE)	Recent Trends in Artificial Intelligence and Machine Learning for Smart Computing	12-02-2024	16-02-2024
Nirmala Memorial Foundation College of Commerce and Science in collaboration with University of Mumbai and Andhra Loyola College	Globalization Unleashed: Advancing Commerce and Management Education	13-02-2024	17-02-2024
UGC-MMTTC, Sri Guru Tegh Bahadur Khalsa College, University of Delhi	NEP 2020 Orientation & Sensitization Programme under Malaviya Mission Teacher Training Programme (MM-TTP)	01-05-2024	10-05-2024
Association of Muslim Professionals (AMP) in collaboration with Aligarh Muslim University Centre, Malappuram, Kerala & Maulana Azad University, Jodhpur, Rajasthan	National Education Policy in Higher Educational Institutions (HEI)	15-01-2024	21-01-2024

Note: Classify the data and provide during the year

1. Invited lectures / Resource Person/ Expert					
Sr. No.	Title of Academic Session	Name of Organization	Mode of Presentation: Invited lectures / Resource Person / Paper presentation	Status	Whether International (Abroad) / International (within Country) / National / State / University Level
1.	Foundation of Effective Management	St. Xavier's College	Resource Person for Commerce Honors Certified Programme (1 Credit)	6 th January to 11 th January 2024	State Level

2. E - content developed by teachers such as a-PG-Pathshala, CEC (under a-PG-Pathshala), CEC (Under Graduate), SWAYAM other MOOCs platform NPTEL/NMEICT/any other government initiatives and institutional Learning Management System (LMS) etc.			
Name of the teacher	Name of the module	Platform on which the module is developed	Date of launching e content

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3. Faculty participation in Conference/ Seminar/Workshop and Symposia.						
Sr. No.	Programme	Title of the Programme	Name of the Organising Institute/ Organisation/University/ Agency Organising Institute/ Organisation	Duration From(DD-MM-YYYY)	Duration To (DD-MM-YYYY)	International/ National/State/University/ Local
1.	Workshop	IP Awareness/Training Program under National Intellectual Property Awareness Mission	Government of India, Ministry of Commerce and Industry, Department for Promotion of Industry and Internal Trade, Office of the Controller General of Patents, Designs and Trademarks	19-10-2023	19-10-2023	National
2.	Webinar	Preparedness Towards Implementation of NEP 2020	Tilak Education Society's J.K. College of Science and Commerce, Ghansoli	15-09-2023	16-09-2023	National
3.	Workshop	National Workshop on NEP 2020 and Enhancing Teacher Competencies for Interactive & Personalized Learning	ASP College, Devrukh in collaboration with Changu Kana Thakur College, Panvel, Raigad	22-04-2024	22-04-2024	National

- State whether using ICT for effective teaching with Learning Management System (LMS), ELearning Resources etc. **YES, using the projector, showing videos related to the subject. Few online lectures conducted on Zoom application.**
- In brief provide details of your contribution towards Students /Department/ College etc. **Encouraging the development of programming and problem solving skill in a competitive way by introducing the various sites for the same. Working in the various committees thereby contributing to the academic development of the students and playing a role in the smooth functioning of the department and college.**
- Teachers use ICT enabled tools for an effective teaching-learning process. (Describe in 100 words) **YES, using the projector, showing videos related to the subject. Few online lectures conducted on Zoom application. Slides are prepared as per the topics suggested in the syllabus. Combination of ICT tools and a traditional method (whiteboard-marker) is used to explain the text or code which is being displayed. Or the application of a concept is shown with a live demonstration. The classroom PCs have the required software installed for the above purpose.**

***Note:**

- All data should be supported by documentary evidence.
- All the information required is for the purpose of evaluation by management and NAAC documentation.
- Participant wherever applicable should be mentioned with male / Female & Staff
- The deadline for submission of above documents is 25th September, 2023

(mail soft copy on iqac@rizvicollege.edu.in).

RIZVI COLLEGE OF ARTS, SCIENCE & COMMERCE
(HOSPITALITY STUDIES)

CONFIDENTIAL SELF-ASSESSMENT AND SELF ASSESSMENT

REPORT OF NON TEACHING STAFF FOR YEAR 2023-24

Serial No: _____ File No: _____ Year ending 31st March 2024

Name: Shri/Smt./Kum Aditya Manaji Chavan
Department or Office including section) _____

PERSONAL INFORMATION

Name: Aditya Father's Name: Manaji Surname: Chavan

Date of births recorded in the service book/ S.S.C certificate/ school leave certificate	<u>07/08/1994</u>
Nationality and religion	<u>Indian / Hindu</u>
whether belongs to scheduled castes/ scheduled tribes/ nomadic tribes/ other backward classes etc.	<u>N-T 2</u>
Home town (with residential address)	<u>A/102 Sudarshan CHS Archarya donde Mang Parel village Mumbai - 400012</u>
Permanent Address (Local)	<u>Same as above</u>
Date of joining university services and designation at the time of first appointment	<u>01/12/2021 Training & Placement officer</u>
Intermediary positions held between initial appointment and present, if any	
Mother Tongue	<u>Marathi</u>
Language known	<u>Marathi / Hindi / English / German</u>
Qualification and Degree university	<u>MMS Master in management studies Mumbai university</u>
Year	<u>2019</u>

CONFIDENTIAL ASSESSMENT REPORT REGARDING ABILITY AND CHARACTER


Name	
period of report	
post or posts held during the period of report	
Department / office / section	
leave taken during the period E.L / C.L / other leave	

PERFORMANCE ASSESSMENT

SR NO	ITEM	VERY GOOD	GOOD	FAIR	AVERAGE	BELOW AVERAGE
TECHNICAL ADEQUACY						
1	Industry	✓				
2	Application	✓				
3	Initiative	✓				
4	Neatness	✓				
5	Accuracy		✓			
6	Punctuality in work	✓				
7	Methodical and systematic working		✓			
8	Promptness in disposal	✓				
9	Regularity in attendance	✓				
10	Relations with superiors	✓				
11	Relations with colleagues		✓			
12	Relations with members in public		✓			
13	Dependability		✓			
14	Capacity to work done		✓			
GENERAL IMPRESSION						
1	General Impression and grasp	✓				
2	Leadership Quality			✓		
3	Leave of Knowledge (related to section / Dept.)		✓			
4	Technical Ability (wherever relevant)		✓			
5	Special Complementary (aptitude qualities, etc. other than job requirement)	✓				
Recommendations						
1	Administrative ability including judgement, initiative, promptness and drive					
2	Fitness to continue in the present post	✓				
3	Fitness for promotion			✓		
4	Any other item not covered but which you like to record, Please Specify the aspect					
5	Recommendation - Observation of the report					

Date: _____

Signature: _____



Place: _____

Chief Coordinator
Rizvi College of Arts Science & Commerce
Hospitality Studies
(Name & Designation of the reporting Officer)
Sandra (West), Mumbai - 400 050

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

OBSERVATION OF REVIEWING OFFICER IN THE REPORT
(TO BE FILLED IN BY THE REVIEWING OFFICER)

1. Length of service under reviewing officer during the period under report.
2. Do you agree with the reporting officer or do you wish to modify or add his assessment?
3. Observation of remarks to the employees and clarification from the reporting officer sought, if any.
4. Communication of remarks to the employees and clarification from the reporting officer sought, if any.

Date: _____

Signature: _____

Place: _____