



YEARLY STATUS REPORT - 2022-2023

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. Ashfaq Khan**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**

- Phone no./Alternate phone no. **022 26480348**
- Mobile No: **9969503687**
- Registered e-mail **principal.asc@rizvicollege.edu.in**
- Alternate e-mail **akhan@rizvicollege.edu.in**
- Address **Off Carter Road, Bandra West**
- City/Town **Mumbai**
- State/UT **Maharashtra**
- Pin Code **400050**

2.Institutional status

- Affiliated / Constitution Colleges **Affiliated College**
- Type of Institution **Co-education**

- Location **Urban**

- Financial Status UGC 2f and 12(B)

- Name of the Affiliating University Mumbai
- Name of the IQAC Coordinator Dr. Mariyah Gour Ghorl
- Phone No. 02226480348
- Alternate phone No. 919969503687
- Mobile 919920745119
- IQAC e-mail address iqac@rizvicollege.edu.in
- Alternate e-mail address mariyahg@rizvicollege.edu.in

3. Website address (Web link of the AQAR (Previous Academic Year)) <http://www.rizvicollege.edu.in/>

4. Whether Academic Calendar prepared during the year? Yes

- if yes, whether it is uploaded in the Institutional website Web link: [YES](#)

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	B	2.84	16-09-2011	16/09/2011	15/09/2016
Cycle 1	B	70.05	03-05-2004	03/05/2004	02/05/2009

6. Date of Establishment of IQAC 20/04/2004

7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	Nil	Nil

8. Whether composition of IQAC as per latest NAAC guidelines Yes

- Upload latest notification of formation of IQAC [View File](#)

9.No. of IQAC meetings held during the year 10

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

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

Preparation and uploading of SSR ADMS Training to the Staff Training on Co- Po Mapping

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

Plan of Action	Achievements/Outcomes
Preparation of SSR	Successful Uploading of SSR

13.Whether the AQAR was placed before statutory body? **Yes**

- Name of the statutory body

Name	Date of meeting(s)
CDC	12/02/2024

14.Whether institutional data submitted to AISHE

Part A

Data of the Institution

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• Name of the Head of the institution	Dr. Ashfaq Khan
• Designation	Principal
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• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	Mumbai

• Name of the IQAC Coordinator	Dr. Mariyah Gour Ghor				
• Phone No.	02226480348				
• Alternate phone No.	919969503687				
• Mobile	919920745119				
• IQAC e-mail address	iqac@rizvicollege.edu.in				
• Alternate e-mail address	mariyahg@rizvicollege.edu.in				
3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.rizvicollege.edu.in/				
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• if yes, whether it is uploaded in the Institutional website Web link:	YES				
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Cycle 1	B	70.05	03-05-2004	03/05/2004	02/05/2009
6.Date of Establishment of IQAC			20/04/2004		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			10		

<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
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11. Significant contributions made by IQAC during the current year (maximum five bullets)		
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Plan of Action	Achievements/Outcomes	
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13. Whether the AQAR was placed before statutory body?	Yes	
<ul style="list-style-type: none"> Name of the statutory body 		
Name	Date of meeting(s)	
CDC	12/02/2024	
14. Whether institutional data submitted to AISHE		
Year	Date of Submission	
2024	15/02/2024	
15. Multidisciplinary / interdisciplinary		
Recent introduction and implementation of National Education Poli		

cy requires a revolutionary perspective in initiating and offering a multidisciplinary approach to the learners. Since the college is affiliated to University of Mumbai it is bound to follow the University instructions and the guidelines from time to time. Accordingly, the institute has continued interdisciplinary approach towards extracurricular activities integrating different departments. Faculties are encouraged to participate in workshops, seminars and webinars on NEP to keep them updated with various facets of NEP 2020. Various co-curricular and extracurricular activities allow for exchange of knowledge and thus add to an interdisciplinary approach. Students are motivated and trained through Avishkar Research Cell to conduct research with multidisciplinary approach. College publishes a Bi-annual Interdisciplinary Journal of Research with 8.694 (2022) impact factor which allows faculty and students to reach a broader intellectual fraternity across the globe. Govt. of Maharashtra has decided to implement NEP 2020 in all affiliated colleges from the Academic year 2024-25. The institute is proactively working towards implementation of the suggestions given in the NEP and intends to be ready for the same before January 2024.

16.Academic bank of credits (ABC):

The institute is affiliated to the University of Mumbai. College has taken initiative for developing Academic Bank of Credit for learners as per the guidance received through circular from University of Mumbai. The Academic Bank Credit (ABC) is aimed at establishing digital storing of academic credit of all registered candidates earned from various recognized HEIs (SWAYAM and ODL mode). These are then taken into account while awarding the degree to the learners. Following the circular issued from University of Mumbai College took the initiative of registering the students for ABC ID and has by now have successfully completed the registration of students enrolled with the institution. Registration of ABC ID is made compulsory at the time of admission only from Academic year 2023-24.

17.Skill development:

The college has conducted a large number of add-on and certificate courses to support the skill development of the learners and to prepare them for various future prospects. The Institute sponsors a variety of events to foster the growth of soft skills, life skills, values, career assistance, etc. Activities for developing soft skills included group discussions, debates, and webinars. Major life skills pr

programmes included classes on mindfulness, entrepreneurship, and yoga, among others. Workshops on the Loop Band, soap-making, candle-making, cake-making, poster competition, advanced Excel, research methodology, SPSS, and SEM, among other activities, feature among the major vocational skill development activities.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The institute promotes the learning of Hindi by hosting a number of programmes, including webinars, seminars on cultural heritage, and celebrations of Hindi Diwas. A large number of activities are conducted by department of Urdu at college, national and international level for development and promotion of Urdu language. Additionally, the curriculum of different degree courses incorporates cultural values from Indian culture into subjects like corporate governance, ethics and social responsibility of business, human rights, and value education. This helps students develop a value-oriented mindset. The institution also witness celebration of Eid, Holi and Diwali through organising celebrations and serving the traditional cultural food associated with it.

Department of English hosted a certificate course in Content Writing to enhance the comprehension and writing skills of the learners. The institute always supports students' efforts to promote language and art via various channels and gives them a forum to do so. The Arts Association of the college also actively engages students through organizing events where students are able to showcase their linguistic, ethnic and cultural identities. The Annual Intercollegiate Cultural fest - JASHN-E-RIZVI and DIGIFEST - an intra- collegiate cultural festival during Pandemic provides ample opportunity to students to exhibit their talent in the areas of art, literature, culture, and language (Urdu, English, Hindi, and Marathi). The themes for Jashn-e-Rizvi in the recent past have been "Rizvi kerang Sufi ke Sang" and "Rizvi ke Rang Marathi Ke Sang".The next on the cards is "Rizvi ke Rang Gujrat ke Sang". In order to further their education, students are also urged to sign up for online courses through websites like SWAYAM and UNESCO.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The institute offers a number of programmes. All of these curricula are provided as part of outcome-based education (OBE),

which is created by the University of Mumbai in accordance with regional, national, and international standards. With explicitly specified Programme Outcomes, Programme Specific Outcomes, and Course Outcomes, the Institute has introduced outcome-based education. The University syllabus drafting committee has recently begun incorporating Programme Outcomes, which are essentially a variety of skills and information that a student would possess upon programme completion. OBE seeks to provide high-quality education. The CO-PO mapping process is being refined and simplified with the aid of outcome-based education software, enabling better outcomes to be obtained. The cognitive talents of remembering, understanding, applying, analyzing, evaluating, and creating are the focal points of all courses' delivery. In addition to domain-specific knowledge, learning outcomes at all levels guarantee social responsibility, morality, and entrepreneurial abilities so that students can actively contribute to the country's economic, environmental, and social well-being. To implement the spirit of NEP, every course is delivered with proper respect for societal requirements as a whole.

20.Distance education/online education:

Since July, 2020 educational institutions in the country have employed digital platforms for engaging classes, conducting conferences, meetings etc. Online education has broken the geographical barriers creating interaction of experts and students from distant locations. Opening up of the educational institutions after pandemic has resulted in adoption of the hybrid mode of education comprising of online and offline resources. This can be considered as the new normal, which is envisaged in New Education Policy as well. Due to the experience gained during the closure period of Covid-19, access to online resources by teachers and students will not be a constraint anymore. As a part of course curriculum, MOOC courses are offered at the institute which promote the blended learning system to the learner. Departments are also taking the initiative of conducting online courses like content writing, Digital Marketing, Python, Cloud fundamental, Advance Excel to name a few.

Extended Profile

1.Programme

1.1

11

Number of courses offered by the institution across all programs during the year		
File Description		Documents
Data Template	View File	
2.Student		
2.1 Number of students during the year		4652
File Description		Documents
Data Template	View File	
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		0
File Description		Documents
Data Template	View File	
2.3 Number of outgoing/ final year students during the year		762
File Description		Documents
Data Template	View File	
3.Academic		
3.1 Number of full time teachers during the year		91
File Description		Documents
Data Template	View File	
3.2 Number of Sanctioned posts during the year		1

File Description	Documents
Data Template	No File Uploaded
4.Institution	
4.1 Total number of Classrooms and Seminar halls	71
4.2 Total expenditure excluding salary during the year (INR in lakhs)	99.79
4.3 Total number of computers on campus for academic purposes	175

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Unlike the last two years the institution woke up to a fully offline mode as we broke the shackles of the pandemic. The curriculum was executed through practical tools and sessions by trained teachers. The lectures were made interactive and engaging for effective output. The commencement of academic session begins with the time-table committee providing the departmental time-table to the departmental heads who prepare the individual time-table and mail it to IQAC along with the teaching plans and syllabus completion report.

To save time and increase productivity the Mastersoft App was introduced this year for virtual attendance which makes it fun and keeps a track of students attendance transparently. To provide quality education and opportunities teachers use aid like Power Point Presentations for students benefits.

An Induction cum Orientation Programme is conducted for beginners to introduce them to various committees, rules and regulations, discipline, examination pattern to enhance the personality.

Most committees and departments like the NCC, NSS, DLLE and Cultural Committee chalk out their annual plans for the entire academic

year beyond the syllabus. Student Counselling Cell of the college functions as the intermediary between the teachers and students through counselling of students regularly. The Principal & Vice-Principal regularly monitor conduct of lectures and practical.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Being affiliated to the University of Mumbai, our college is bound to follow the academic calendar issued by the university. The IQAC chalks out the academic calendar at the beginning of the year which is uploaded on the college website as well as put up in the college prospectus for easy access and implementation by the teachers.

The academic calendar contains the tentative dates for internal and external evaluation of respective subjects including the practical and also the activities and events to be conducted throughout the year.

The continuous internal assessment is compulsorily conducted for first and second year in each semester while some third year courses as prescribed by the syllabus of University of Mumbai through classroom activities by assigning projects, making the students participate in class presentation, debate and viva. The topics and guidelines for internal evaluation are notified well in advance to students through proper notice signed by the Head of Department and the Principal.

As per the guidelines of Board of Studies of university, students are evaluated on various topics to foster research capabilities. With a view to enhance their communication skills and confidence, the teachers encourage classroom presentations with thought provoking discussions and debates.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University **A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

11

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data

requirement for year: (As per Data Template)

14

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

281

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

281

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The affiliation of our institution to the University of Mumbai, integrates various cross-cutting issues which are included in the curriculum. These issues are scattered across almost all disciplines from UG to PG level. We conduct various programs that are in sync with the topics in the syllabus prescribed by the University of Mumbai.

Subjects like Foundation Course, Environmental Studies, Business Management, Advertising and Business Communication, Sociology, English, Hindi and Urdu literature, Philosophy cater to these issues strongly as they not only orient the students towards these issues but compel them to act upon them. Besides, every department and various committees like Women Development Cell, National

Social Service Scheme, and NCC provide an interface by conducting activities for sensitizing these issues. Exciting activities & events related to women development, social issues, national integration were conducted last year by the CDWC, NSS and NCC. To raise the feeling of Independent India and environment awareness poster making competitions, tree plantation drive, beach cleaning were organized by the Foundation Course Department. These competitions, not only create awareness, promote peace but also emphasize the importance of group behaviour and oneness.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

12

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

4652

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

5319

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

338

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Rizvi College of Arts, Science and Commerce is a minority institute affiliated to University of Mumbai. Being minority status more than 60-70% of students enrolled belong to minority community and the remaining from the open background. The competence level of these stakeholders vary at great extended, learning levels are analyzed at different test based on curriculum and co-curricular activities.

1. The beginning of the semester an orientation program was organized to familiarize the students with the course, co-curricular and co-curricular activities, examination related information and facilities available in the institute.
2. Mentoring system: Every class is assigned with the mentor to interact with students to identify specific learner, specially of those with learning disability if any.
3. The institute is accommodative of students who displace low level of learning.

Conduction of remedial lectures to help slow learner to grasp and perform better in academics. To provide them with specific

simplified study material and encourage them to write assignments to boost their confidence in the end semester exams. Arrangement of lectures to supplement the teaching learning process and enrich the knowledge on different aspects Motivate them to appear for different competitive exams.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
4652	91

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

In order to enhance the learning experience student centric learning is promoted through a combination of exponential participative and problem solving techniques. Participative learning: Teachers promote participated learning in a class by asking questions and encouraging students to come forward. It also involves arrangements of workshop, seminars on online or offline mode, poster making competitions, debate competitions which provide them to actively participate with peers and experience the learning. To supplement the teaching learning process various departments motivate students to participate in inter College competitions every year.

Experiential learning: Teachers particularly in Science disciplines promote students in observational and experimental learning by conducting various experiments in the laboratories to explain certain concepts and phenomena. Problem solving methods: In the subject like Physics, Mathematics, Accountancy, Business Economics etc teachers assign problems in the class and students are encourage to solve them as an assignment or in the class.

Class tutorials are also meant to help students in solving their queries.

All the above student centric methods are adopted by the institution to enhance critical analytical and logical reasoning through participative exponential learning to announce the learning experiences.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The use of Information and Communication Technology to provide support to the teaching and learning process has become an ingrained activity in educational institutions. Chalk and talk method is supplemented by discussion with the help of videos and presentations by the teachers. In fact, introduction of ICT enabled teaching learning process led to a paradigm shift from the traditional chalk and talk method to a modern innovative Teaching-Learning process.

The teachers use online resources through NLIST facilities made available by the college. The college also has subscription of Shodh Ganga and Shodh Gangotri. These efforts enable teachers to develop digital learning resources of their own.

In keeping with the regulations of the University of Mumbai, assessment, moderation and revaluation of answer books of the third year examination are done online. The necessary hardware and software facilities are made available in the computer laboratories. The use of ICT has considerably improved the pace and quality of assessment.

The use of multimedia teaching aids like LCD projectors, seminar rooms with internet enabled computers and laptops are used in classroom. Conscious efforts are made to upgrade technology to facilitate efficient educational transactions, both academic and administrative.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

61

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

91

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

22

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

1031

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The College follows the examination pattern and reforms introduced by the University of Mumbai for continuous internal and external evaluation for all undergraduate and postgraduate courses. At the time of admission, students and parents are informed about the requirements of attendance as per University rules and regulations. At the beginning of the academic year in which the college examination committee guides first year students regarding the examination pattern and its rules and regulations. Students are warned against the use of unfair means during examinations. The examination committee also displays tentative dates of examination on the notice boards. The teaching plan is prepared accordingly.

Guidelines for teachers and students for internal assessments are prepared as per the University guidelines and are made available to all faculty members. The weightage for the unit tests varies as per the concerned faculty. The seminar presentation improves the

communication skills of the students which is very essential to face the interviews.

All assessment in the college is strictly done through the Centralized Assessment Procedure. It ensures smooth and fair functioning of assessment. All the above stated efforts make the examination system and internal assessment transparent and robust.

File Description	Documents
Any additional information	View File
Link for additional information	http://www.rizvicollege.edu.in/igac/agar2022_23/Criteria2/2.5.1.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The purpose of examinations is to motivate students for better performance and provide fair evaluation of each student. Resorting to unfair means practice in examinations is a punishable offence. An Unfair Means Committee comprising senior teachers from both aided and self-financing courses is constituted to look into cases of students reported to have adopted unfair practices during examinations.

The Committee is authorized to take disciplinary action against students resorting to malpractices during the examinations conducted by the college. The issues related to the examination and results are resolved in time. Internal assessment can be in the form of MCQ based questions, assignment, laboratory skills etc. After the conduction of examination faculty evaluates the papers within a stipulated time instructed by department of examination. The marks are submitted to department of examination as per the guidelines by University of Mumbai. At the end of semester, the internal assessment marks are added to semester end examination marks to declare the result/ grades of the students

A transparent time-based and efficient methods are being followed by the instruction in terms of dealing with internal examination related grievances various internal examination are being performed throughout the semester, subject wise by examination department.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The Program outcomes are helpful in developing the framework of teaching and learning facilitating clear understanding about the course expectations and support the process of learning. The Course outcomes also present a clear picture of employability, skill development and entrepreneurship prospects of the course and also help to understand the various cross cutting issues. On commencement of teaching term, the syllabus with its outcomes is discussed in the class by the respective subject teachers.

The outcomes are incorporated in the syllabus of every program and is displayed on the college website. The course outcomes are generally discussed in the meeting and are restructured based on the changes proposed in the syllabus. The print version of the syllabi with the Course Outcome is available in the respective departments for ready reference for the teachers and students.

The program outcome attainment measurement is based on the course outcome attainment. The course-program outcome mapping is also carried on and is in place. Infact, the CO-PO mapping and its meaning is explained by each course faculty during teaching.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.rizvicollege.edu.in/igac/aqar2022_23/Criteria2/2.6.1.pdf
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

For COs attainment each course was calculated based on the assessment process which includes:

Step 1: The COs are formulated by considering the curriculum prescribed by the University for the respective subjects. Step 2: External and internal examinations (Wherever applicable as per course) marks were distributed based on total marks as per the university prescribed marking scheme. Step 3: Attainment of each CO through external and internal examination only.

Practicals: This provides a direct evaluation of the practical skills and knowledge acquired. Assignments: To assess the ability of the students to collect information on a specific topic, writing skills, originality, etc. Projects: To assess the ability of the student to apply their knowledge to real-life problems, planning and execution of experiments, data presentation, analysis of results, and ability to complete the work in a given time frame.

POs and PSOs attainment: Step 1: The COs for all courses were mapped with defined POs and PSOs with correlation levels using Bloom's Taxonomy. Step 4: Similarly, attainment values of COs with each correlated POs and PSOs have been calculated for all courses. Step 5: Final attainment of POs and PSOs were derived from the components of direct and indirect method wherever applicable.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.rizvicollege.edu.in/igac/agar2022_23/Criteria2/2.6.2.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

762

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	http://www.rizvicollege.edu.in/iqac/agar2022_23/Criteria2/Annual%20Report.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

http://www.rizvicollege.edu.in/iqac/agar2022_23/Criteria2/SSS2022_23.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

24

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

1

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

20

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Extension activities carried out on our campus play a pivotal role in sensitizing students to social issues and fostering holistic development. These initiatives extend beyond the confines of traditional classrooms, offering practical exposure and real-world engagement. Through community service, outreach programs, and volunteering, students confront societal challenges, develop empathy and a nuanced understanding of diverse issues.

Participation in extension activities cultivates a sense of social responsibility, encouraging students to actively contribute to community welfare. Exposure to different perspectives and lived experiences broadens their worldview, promoting tolerance and cultural awareness. These activities involve teamwork, enhancing interpersonal skills and collaborative problem-solving.

Holistic development is nurtured as students grapple with the complexities of real-life situations. They develop critical thinking skills, adaptability, and resilience, which are essential for overall development of learner. Engagement in community-based projects fosters leadership qualities as students take initiative, organize events, and contribute meaningfully to societal betterment.

In essence, extension activities serve as a bridge between theoretical knowledge and practical application, empowering students to become socially conscious, well-rounded individuals prepared to tackle the multifaceted challenges of the world. It enriches their academic journey, equips them with the skills and values necessary for a meaningful and impactful life beyond the classroom.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

5

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

28

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in

collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1073

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

1

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institution is an integrated building of 6 floors and the Hospitality Studies Department building. The college has 69 classrooms. 25 Classrooms are ICT enabled. They have adequate space, and are well ventilated.

The IT /CS departments follow a one learner one computer policy. The department has printers, good quality server facility, LAN/WIFI. The AMC ensures that the computers remain in working condition.

The science labs are spacious and equipped with the necessary apparatus, chemicals and instrumentation.

The institution has an air- conditioned digital library with a seating capacity of 158 learners , one library at HMCT with a seating capacity of 120 learners.

A number of reference books exist in the library. Learners are given access to libraries like the American Centre library etc.

Two ICT enabled seminar rooms are used to conduct workshops , national seminars.

Lift facilities are provided to physically challenged learners.

In the Hospitality Studies Department, there exists:

1.Three Restaurants

2. Kitchens

3. One Storage rooms

4.one changing room

5. One Conference room

6.one visitor room

7. one exam room.

8. Two dining halls

9. One seminar room.

10. one front office

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.rizvicollege.edu.in/iqac/SSR_Reports/Criteria4/4.1.1%20Infrastructure%20and%20physical%20facilities%20updated.pdf

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institution has two open auditoriums. The auditoriums have big stage with sound and back stage facilities. Annual cultural events such as Jashn - e - Rizvi and annual yoga sessions, plays, cancer awareness programmes are held.

The open space in front of the college is used for NCC drills. This space is also used by the NSS team to conduct street plays for social awareness. This space is used for free vehicle parking.

The college has a room for NCC cadets where they store their drill equipment.

The college has two canteens used by students and staff.

The college has a gymkhana which is used by students to play indoor sports.

The Rizvi sports club financed by the management encourages students to excel in cricket, football, and hockey. Grounds such as Azad maidan are taken on rent to provide required practice facilities. The institution has its own ground used for cricket practice

The gymkhana is located on the ground floor and is 500 sq. feet in size. The auditorium has a seating capacity of 150 to 175 people.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.rizvicollege.edu.in/igac/agar2022_23/Criteria4/Agar%204.1.2%202022%2023.pdf

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

0

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

30

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.rizvicollege.edu.in/igac/agar2022_23/Criteria4/Agar%204.1.3%202022%2023.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

6.0

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library plays a crucial role in the academic development of our students and teachers.. Free internet access and computers in library allows students and teachers to take maximum benefit for their project and research work. To give access to more varied research work and bounty of information, the library has taken membership of DELNET services and NLIST resources. An orientation is conducted for the first year students about usage of library.

Library website provides 24x7 access to lakhs of e-books, e-journals and other digital objects. Scanned question papers, career related information, e-contents like you tube video lectures, notes, subject PPTs prepared by teachers are uploaded on library website. Links of various important open access resources for academic purposes are also provided to them. Android kiosk allows search of Web OPAC (Catalogue) and internet browsing. Digital log is maintained to record the foot fall in library. Best practices like conducting of book review presentation by teachers, introduction of library period for all classes, organizing library appreciation day function, has increased the reading activity and interest of readers in the library.

- Name of ILMS Software: SLIM21
- Nature of Automation: Fully automated
- Version : 3.9

Year of Automation: 2006

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://www.librarydrdl.com/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

1.84

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

207 users per day

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college has a sound IT infrastructure. This includes classrooms with dedicated projectors and computers, Wi-Fi enabled campus, well-equipped computer laboratories, with projectors and screens for display, seminar room with dedicated projector and laptop.

The computer laboratories have internet facility. The facilities of the computer laboratories are also used to conduct hands-on seminars or workshops for the students and the staff of the college. The library has computers for the students to use for their academic assignments and projects

Dedicated TV screens enable to continuously display the notices.

The college has an official free Google Workspace for Education Plus subscription for using Google Apps. Usage of Google Meet App has removed the restrictions of the infrastructure requirements to simultaneously conduct many classes in parallel in online mode. Google Classroom App enables the faculties to easily share the lecture notes, assignments and share related video links with all the students. Faculties from information Technology and Computer Science provided training to the teachers on Google Meet and Google Classroom. The usage of the Google Forms has enabled quick result processing and declaration. The Computer Science & IT staff provide technical help in conduction of webinars and conferences.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.rizvicollege.edu.in/iqac/agar2022 23/Criteria4/4.3.1%20IT%20facilities%20updates.pdf

4.3.2 - Number of Computers

175

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

93.79

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

For Acquisition of books and periodicals standard procedure is procuring quotation letters from book sellers and proforma invoice from periodicals publishers. Budget requirements for books, chemicals, apparatus and other laboratory requirements are

sanctioned by purchase committee. The list of books required by teachers as per syllabus is called for and order is given to publishers after final approval from Principal and Head of the departments. The books processed are issued to readers as per set circulation rules. Access to and information regarding library resources and using the library facilities are given through library website 24x7 to increase the utilization of library facilities. Online Library orientation is also given for promoting library services and library website usage.

The facilities like lifts, auditorium , etc. are managed through AMC. The IT infra and the various technological facilities pertaining to academic or administrative functioning are managed through AMC. Private security is provided at the gates. Classrooms and corridors auditorium, seminar room are cleaned regularly. Staff is appointed to see that all electrical accessories remain in working condition. Sanitizers have been placed on each floor. A body temperature measuring machine has been placed at the main gate.

The Rizvi sports club is managed and financed by the management.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.rizvicollege.edu.in/igac/SSR_Reports/Criteria4/4.1.1%20Infrastructure%20and%20physical%20facilities%20updated.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

96

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	http://www.rizvicollege.edu.in/igac/agar2022_23/Criteria5/5.1.3%202022-23.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

429

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

429

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

114

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

194

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

5

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

27

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Student of different committee such as NSS, NCC, CWDC, DLLE, Cultural committee and Students Council participated and organized various academic, co-curricular and extra-curricular activities during the academic year 2022-2023.

- * Awareness session on safe parking practice
- * Fun sports day
- * Annual prize distribution ceremony
- * Many cultural events in the college and other college also
- * Blood donation drives
- * Beach cleanup
- * Aids Awareness programme
- * Street play on cancer awareness
- * Solid waste management
- * Tiranga March
- * Rashtriya Ekta Diwas
- * Tree plantation drives

Cultural event such as Digifest-3 was organized on first and second March 2023 with theme: Sustainability

Our students actively involved in helping our college management in organizing Marathon and other community service through their NGO Help Yourself Foundation.

Students gain enrichment outside of the traditional classroom setting when they participate in co-curricular programs including Women's Development Cell (WDC), National Cadet Corps (NCC), National Service Scheme (NSS), and Distance Learning and Lifelong Education (DLLE). Extracurricular activities, including sports, arts, and cultural events, further enhance students' interpersonal skills and talents. These engagements collectively contribute to a vibrant and dynamic student life, nurturing well-rounded individuals poised for success in both academic and real-world scenarios.

File Description	Documents
Paste link for additional information	http://www.rizvicollege.edu.in/igac/agar2022_23/Criteria5/5.3.3.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

1998

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Alumni Meet 2022-2023

Day & Date: Saturday, 29th April 2023 Time: 7:00 p.m. Venue: Seminar Hall

A short introduction of Alumni meet, its purpose and importance was explained by CA Ashfaq Karim, Convenor of Alumni Committee.

The Chief Guest Dr.Saleem Khan, Deputy Director of ICAI and a proud Alumni of Rizvi College motivated the young generation and Alumni to focus on their career. The Vice Principal, Dr. D.V. Parhad suggested to the Alumni present to connect with the college and benefit from networking. On this occasion Dr. D.V. Parhad announced the reformation of the Alumni Managing Committee after the Covid pandemic. Dr. Saleem Khan, Dr. Alkama G. Faqih and Mr. Nadeem Parve will be the core Managing Committee Members and others will join them gradually.

The Principal, Dr. Ashfaq Khan thanked all Alumni for attending the meet and wished them all to be the part of the Institute and the Alumni Association forever.

Many Alumni expressed their views and gratitude towards the college. Total 22 Alumni attended the meet.(11 male and 11 female) The meet was ended with the formal Vote of Thanks given by Dr. Mariyah G.

File Description	Documents
Paste link for additional information	http://www.rizvicollege.edu.in/iqac/agar2022_23/Criteria5/Alumni%20Meet.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year D. 1 Lakhs - 3Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

While the Institution was established with a vision of "Upliftment of Muslim Minority students through quality education", the mission has always been focused on "Humanize, Equalize, Spiritualize". Students are taught to treat all living beings equally, respect each other, observe & practice the value of coexistence, and an effort is made to purify & strengthen their minds against corruption.

The institution practices democratic and participatory governance, with active participation from all stakeholders in order to provide advanced education that has a substantial positive impact on society. The Governing Body and the CDC delegate authority to the Principal, who in turn assigns it to the various functionaries in the college. Academic and administrative responsibilities are functionally bifurcated and delegated to the respective Heads who ensure to work in tandem for the smooth functioning of the Institution. The Institute also has a well-oiled mechanism consisting of various academic and administrative committees to organize, oversee and ensure its smooth operation.

File Description	Documents
Paste link for additional information	http://www.rizvicollege.edu.in/igac/agar2022_23/Criteria6/6.1.1%20Merged.pdf
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

To help the principal oversee the efficient operation of the department, the heads of the departments, the vice principal, and the departments themselves are given authority and academic autonomy.

Departments are encouraged by the college to create their own academic plans, set up timetables, and organise seminars and guest

lectures in order to improve student outcomes.

Every academic year, the college's principal forms committees made up of teachers and gives them certain tasks to do in order to ensure that both the extracurricular and teaching-learning processes run well. Committees like IQAC, NCC, NSS, DLLE, Sports, Cultural, Research, Examination, and Campus Development all involve a maximum of teachers in order to carry out their given roles and obligations. The committee has sufficient latitude to decide on issues pertaining to the matters at hand. Staff meetings are held periodically, and decisions are made by consensus.

File Description	Documents
Paste link for additional information	http://www.rizvicollege.edu.in/iqac/agar2022_23/Criteria6/6.1.2%20merged.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The IQAC has constantly strived to abide and uphold the terms specified in the strategic plan. One of the stipulations regarding Teaching - Learning processes stated in the strategic plan specifies strengthening existing academic programs by enriching course curriculum in the light of global standards, theoretical advancements, and industry requirements. Use of blended teaching methodology involving traditional, interactive, and ICT enabled pedagogical techniques are encouraged. IQAC believes in providing academic freedom and flexibility in teaching learning processes. To this effect, IQAC encourages and supports the various departments to conduct skill-based programmes that will help students bridge the industry - academia gap. Case in point is, our IT & CS department have conducted 12 certificate courses in various skills ranging from basic technical skills, to Digital marketing, to Cloud Fundamentals. It is our endeavour that students acquire far more learning than the standard prescribed syllabus. This equips them with a cutting edge to succeed in the job market

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://www.rizvicollege.edu.in/igac/aqar2022_23/Criteria6/6.2.1%20Merged.pdf
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The President and the Director of the Rizvi College of Arts, Science, and Commerce are followed by the Principal in the command line. The IQAC and CDC work alongside them towards the institution's accreditation. The Chief Coordinator, Hospitality Management, works with the Principal for HMCT Unit.

The Superintendent, Vice-Principal, Committees, and Librarian are the next in line. The Head Clerk, who is followed by Senior and Junior Clerks, the Admin and Accounts Section, and the institution as a whole are all in charge of the administrative aspects of the organisation. Attendants and Laboratory Assistants have been assigned tasks in the laboratory.

The Vice Principal, Head of Departments, who oversees Teaching Staff, is listed beneath the Principal. The organisation comprises a number of committees that are further divided into Statutory and NonStatutory categories. The librarian holds a unique position in the library alongside the assistant, clerks, and attendants. Training and Placement Department liasons with the Industry regarding placement of students.

The facility employs Class IV workers, housekeeping staff, peons, and security personnel who operate in various departments.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	http://www.rizvicollege.edu.in/igac/agar2022_23/Criteria6/6.2.2_1%20Organogram.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

To improve the working environment and to motivate employees the institution offers benefits and services to teaching as well as non-teaching staff members. Facilities such as medical aid, canteen, recreation, and financial support are available for staff use. Besides these, the Institution also provides the following:

- Co-op credit society, membership of which can be availed by any staff member. Members can avail loan facility for themselves in case of financial emergency.
- Institution encourages the staff to attend faculty improvement programs, workshops and conferences for skill enhancement.
- Necessary infrastructural facilities in the form of well equipped classrooms, laboratories and adequate workspace.
- With a focus on physical wellbeing, staff have access to gym

equipment, recreation cum locker rooms and separate changing rooms on campus.

- Provides a congenial atmosphere to teaching and non-teaching staff.
- Medical and leave travel reimbursement.
- Leave and vacation benefit are the same for permanent staff and those on ad-hoc or contract basis.
- Access to catalog records of books, journals, articles of member libraries, full text e-resources (DELNET), NLIST.
- Student group insurance is available.
- A pad vending machine is available for use when necessary.
- Nirbhaya box has been set up on campus that is checked by the police every week.

File Description	Documents
Paste link for additional information	http://www.rizvicollege.edu.in/igac/agar2022_23/Criteria6/6.3.1_1%20Staff%20Welfare%20Measures.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

4

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

6

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

19

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

At the conclusion of the academic year, each faculty member is required to submit personal achievement details to IQAC. The faculty's submission of information is used for both NAAC documentation and management evaluation. Every achievement has e-

copies of supporting documentation to back it up. There is a set date for turning in this report.

Non-teaching Personnel:

The Confidential Assessment & Self Assessment Report of Non-Teaching Staff, form No. 6, must be manually filled out by non-teaching staff members. The form is then sent to the reporting official, the Head of Department or Office Superintendent, at the conclusion of the academic year. The evaluation is conducted using a five-point rating system. The Principal who is the reviewing officer, then looks over the report.

File Description	Documents
Paste link for additional information	http://www.rizvicollege.edu.in/igac/aqar2022_23/Criteria6/6.3.5_1%20Apraisal%20Forms.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The organisation routinely does financial audits. Accounts audits rigorously comply to government regulations. The accounts staff maintains the books of accounts in accordance with standard procedure. The accounting procedure is supervised by the superintendent. Every voucher, bill of expenses, income statement (such as fees), other receipt, and daily expense voucher is examined and validated. The panel auditor chosen by management is responsible for conducting the statutory audit.

Timelines are closely adhered to in order to complete the audit. Meetings with management, the principal, and the office superintendent are held to examine audit remarks and objections, and to address any necessary follow-up on the auditor's remarks. The account balance is checked on a regular basis, and spending is kept in check. When necessary, the audited statements of accounts are also sent to the government and the Accountant General's office. In the last academic year, Internal Administrative Audit

was carried out by CA Deepak Bagra.

File Description	Documents
Paste link for additional information	http://www.rizvicollege.edu.in/igac/agar2022_23/Criteria6/6.4.1_1%20Balance%20Sheet%202022-23.pdf
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

NIL

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Rizvi college of Arts, Science and Commerce is a government aided institution. A well-established mechanism of effective financial management exists in the Institute to ensure optimal utilization of resources for the overall development of the academic and administrative activities.

The major source of institutional receipt is fees collected from students as per fee structure framed by the University. Separate books of accounts are maintained for fees, and grants received from the funding agencies. Separate and consolidated balance sheets are prepared.

College receives Salary grants from the Joint Director office, for teaching and non teaching staff. The College has maintained salary

and non-salary accounts in Bank of Maharashtra. For State Government salary grants month wise salary bills statements are maintained.

Donation/sponsorship letters received from donors /sponsors are maintained.

All fees collected under different heads like Sports, Cultural, Library, Laboratory, Student Welfare fees are utilised for maintenance of college to provide better facilities to students. The deficit, if any, is managed by way of temporary loan from the Management. Corpus fund has been generated by the Management and reserved in the form of fixed deposits.

Stock registers showing the purchases done on furniture, equipment, books etc. are maintained by office/departments/library respectively.

File Description	Documents
Paste link for additional information	http://www.rizvicollege.edu.in/igac/agar2022_23/Criteria6/6.4.1_1%20Balance%20Sheet%202022-23.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

We do believe that a good education draws out the best in an individual. For preparation of the students to take on their careers, the IQAC committee planned activities to guide the students in their pursuits. General progression of our students after their undergraduate course is towards post graduation, corporate jobs or joining the family business. A need was felt to bring in an awareness about civil services and the career opportunities they provide. Hence a seminar on Competitive exams was conducted to check on interest as well as capabilities of the students. Based on the response, it was decided to arrange for competitive exam training in the following academic year. To help the students to be better equipped for garnering corporate jobs and do well in the interviews, personality development was taken up seriously. Sessions on grooming skills and developing interview skills were conducted with a focus on garnering internships.

File Description	Documents
Paste link for additional information	http://www.rizvicollege.edu.in/igac/agar2022_23/Criteria6/6.5.1_1%20Competitive%20Exams.pdf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

IQAC Cell of the College takes cognizance of the importance of the teaching learning processes and constantly strives to improve them. Some of the quality initiatives that the IQAC has undertaken to support learners and their learning, include making the teachers aware about identifying slow learners. The IQAC organised a workshop for the teachers on academic mapping using Bloom's Taxonomy, for a better understanding of the structure of the course which enables them to plan a timescale for teaching concepts. In relation to the gaps in learning that were identified, the IQAC also organised a seminar on how to identify slow learners. Put together, it was an effort to bridge the gap between slow and fast learners, and plan the timeline and syllabus structure accordingly. Learning happens outside the classroom too. To this effect the IQAC promotes experiential learning through activities conducted by various departments. Case in point are Projects conducted by Sociology students on the socio economic issues in neighbouring Khar Danda. The Zoology department organised a Fish Product exhibition wherein students prepared, displayed and savoured various fish products, in the process picking entrepreneurial skills about the various avenues of promoting such products.

File Description	Documents
Paste link for additional information	http://www.rizvicollege.edu.in/igac/agar2022_23/Criteria6/6.5.2%20Merged.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC);

D. Any 1 of the above

Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	http://www.rizvicollege.edu.in/igac/aqar2022_23/Criteria6/Annual%20Report.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

We strongly believe "Gender Equality is a necessary foundation for a peaceful and sustainable world". Education is the great "Equalizer" providing everyone with modern tools, knowledge required to succeed in life. We being educationalists it is our first responsibility to spread knowledge of gender discrimination, create a healthy environment. We do agree that there are still challenges; but working together we can still create an environment where both genders can thrive academically and personally; where gender "inequality "is a thing of the past.

In this regard there are various courses introduced in the curriculum. Gender and Society is one of the papers in sociology. Foundation course offers Women constitutional and legal rights, forms of violations, roles and significance of women in politics etc. In the subject of Philosophy students learn perspectives of family, marriage and gender issues like Gay marriages, Feminism etc. In the subject Zoology students learn dietary recommendations to normal adults , infants, pregnant women and aged etc. various diseases and human reproductive physiological systems and hormonal changes in women are also focused.

File Description	Documents
Annual gender sensitization action plan	http://www.rizvicollege.edu.in/igac/agar2022_23/Criteria7/7_1_1_Gender%20Policy.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.rizvicollege.edu.in/agarimages2020_21.html#711

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The Dry waste and Wet waste is segregated in the campus. Dustbins are kept in the campus for waste collection and also type of waste is mentioned on the dustbins. The institute's waste management supports our goal to reduce the amount of the waste entering the waste stream. The composite machine (Biotech BX 100) at Rizvi College (Hospitality Studies) has been installed on 14th June 2018. Dry and Wet garbage collected separately for the process. We deal with 6 Kitchen and 1 Canteen to received food \beverages \wastage \leftover food, cater food of more than 500 students per day. About 70 kg of wet garbage to process in the machine, we remove 85 kg of fertilizer, which we give to those who need it.

E-Waste whenever available is collected and donated for recycling. 340 Kg of E waste was sent for recycling to "envirocare" Recycling Private Limited.

Plastic Waste: Plastic waste collected through NSS and Department

of sociology was given to Shunya Garbage in return of bench made of recyclable plastic. Through 444 Kg of plastic collected by Dept. of sociology frames with quotes of famous personality are hanged across the campus for aesthetic beauty and value addition.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	http://www.rizvicollege.edu.in/aqarimages2020_21.html#713
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus **D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **A. Any 4 or All of the above**

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The purpose of education is "To turn Mirrors into Windows" to build a nation of youth who are noble in their attitude and morally responsible. The college proactively takes efforts in providing an inclusive environment for ethical, cultural, and values among the students and staff.

To develop emotional and religious feelings, Commemorative days are celebrated with great initiative and support of the Management, Teaching/Non-teaching staff students to create the feeling of oneness and harmony. With great fervour the national festivals, Birth anniversaries and memorials of great personalities are celebrated.

We believe that the highest result of education is "tolerance.. Peace begins with tolerance and respect for everyone". Diversity is the very patchwork of our society. We believe in Unity in Diversity.

We all feel that college is our "second home" and all faculties/students are like family members. We greet and wish each other at different regional festivals and invite them to have a fest to get introduced to one's culture.

Lectures of eminent persons of the field are arranged for the personal development of the students and to make responsible citizens following the national values of social/communal harmony and national integration. NSS/NCC Units participate in various programs in this regard.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

India as a country includes individuals with different cultural, social, economic, linguistic background and ethnic diversities governed and guided by our constitution irrespective of caste, religion, race and sex. Our founding fathers framed a democratic constitution based on equality, liberty, fraternity and a Preamble assuring the dignity of the citizens and unity and integrity of the nation.

We believe in providing holistic and all round education to our students, and sensitizing them and our employees too on our constitutional rights, values, duties and responsibilities. Foundation course for the first year includes Fundamental duties of an Indian citizen, Human values. In the second year they study Rights of Disadvantaged Groups [SC/ST/Women/Children/Elderly Person/Differently Abled People and Minorities]. Environmental Studies gives students insight into environmental concerns and protection acts.

The code of conduct is prepared for everyone and should be obeyed. We encourage participation of students in sports, NCC/NSS at state/national level to strengthen nationwide bonds and relations.

The college takes pride in raising successful leaders among the students by conducting the Student Council Election.

Independence/Republic Day is celebrated every year. Activities, like Cleanliness Drive inside/outside the campus/nearby, Tree Plantation drive to provide a clean and green environment are conducted.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

"The greatness of culture can be found in its festivals"

Celebrating events/festivals,National/International days etc. in college is an integral part of learning and

building a strong cultural belief in students. Celebrating commemorative days along with education will allow the students to bloom, blossom. To inculcate and nurture the principles like sacrifice, devotion,dedication, patriotism, struggle, nationality,equality,humanity the college organizes a number of

programs. The faculty, staff and students all come together under one umbrella. Independence/Republic day is celebrated every year with pride and great enthusiasm. Independence day is celebrated with great pomp and gaiety commemorating the nation. After flag hoisting, National anthem we all pay homage to our great leader and those who fought for India's freedom in the past, followed by systematic parade by NCC students, inspirational speeches on National interest and fundamental duties and rights.

"The festivals make our life stunning like the sun shining in the sky"

We observe Birth/Death anniversaries of national leaders/epoch-making personalities and various National/International days. By this our students get knowledge about great personalities. Other days like Yoga/Women day/Vachan Prerna Diwas/Energy Conservation Day/Cleanliness drive/Health awareness etc. are also celebrated to make public awareness.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice I:

1. Title of the practice : Book Review and Library period

2. Goal : " Reading is dreaming" To inculcate reading habits in students in the digital era activities like book review, library period etc. are held so that not only students can only develop reading as a hobby but also can avail library facilities. as we strongly believe library changes lives .for better and nothing is pleasanter than exploring the library"

Best Practice II

1. Title of the practice : Registration of Girls cadets in NCC

2. Goal : Role of NCC in empowering girls is great. It has been working as a factory creating courageous and strong women, bold and self-reliant in their life.

"A strong woman stands up for herself. A stronger woman stands up for everyone else."

A girl who is undergoing NCC training or who has completed her NCC training is different in many ways from other girls. Strong womens aren't born, they are forged in fire, they have had to walk through. They are worriers with hearts of gold.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

In the resent past the college has done collaboration with Master Soft for marking attendance on the App. It has integrated the system for timely sharing of data and has reduced the task of manual entry and availability of defaulters list on just a click.

A class of 120 students which would requires 10 minutes on taking attendance now gets more teaching time as the attendance is marked within a minute time on the system with one of the three option:

OTP- functional for only those who are in 20 meter radius of the teachers mobile.

QR Code- Students can scan the QR code and

Manually- where teacher has the right to mark anyone manually.

Currently 10382 lectures of odd semester of 2023 has been marked on Mastersoft.

The faculty who are appointed on CHB are also having a hassle free

data generated by Mastersoft to be submitted as claim to Joint Directors office and thereby saving Approx. 648 sheet of papers a month.

It has created accessible system to store all data that everyone in the organization including parents can access at any time, wherever they are working from, resulting in saving of time, energy and resources.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Unlike the last two years the institution woke up to a fully offline mode as we broke the shackles of the pandemic. The curriculum was executed through practical tools and sessions by trained teachers. The lectures were made interactive and engaging for effective output. The commencement of academic session begins with the time-table committee providing the departmental time-table to the departmental heads who prepare the individual time-table and mail it to IQAC along with the teaching plans and syllabus completion report.

To save time and increase productivity the Mastersoft App was introduced this year for virtual attendance which makes it fun and keeps a track of students attendance transparently. To provide quality education and opportunities teachers use aid like Power Point Presentations for students benefits.

An Induction cum Orientation Programme is conducted for beginners to introduce them to various committees, rules and regulations, discipline, examination pattern to enhance the personality.

Most committees and departments like the NCC, NSS, DLLE and Cultural Committee chalk out their annual plans for the entire academic year beyond the syllabus. Student Counselling Cell of the college functions as the intermediary between the teachers and students through counselling of students regularly. The Principal & Vice-Principal regularly monitor conduct of lectures and practical.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Being affiliated to the University of Mumbai, our college is bound to follow the academic calendar issued by the university. The IQAC chalks out the academic calendar at the beginning of the year which is uploaded on the college website as well as put up in the college prospectus for easy access and implementation by the teachers.

The academic calendar contains the tentative dates for internal and external evaluation of respective subjects including the practical and also the activities and events to be conducted throughout the year.

The continuous Internal assessment is compulsorily conducted for first and second year in each semester while some third year courses as prescribed by the syllabus of University of Mumbai through classroom activities by assigning projects, making the students participate in class presentation, debate and viva. The topics and guidelines for internal evaluation are notified well in advance to students through proper notice signed by the Head of Department and the Principal.

As per the guidelines of Board of Studies of university, students are evaluated on various topics to foster research capabilities. With a view to enhance their communication skills and confidence, the teachers encourage classroom presentations with thought provoking discussions and debates.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

11

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

14

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

281

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs

during the year

281

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The affiliation of our institution to the University of Mumbai, integrates various cross-cutting issues which are included in the curriculum. These issues are scattered across almost all disciplines from UG to PG level. We conduct various programs that are in sync with the topics in the syllabus prescribed by the University of Mumbai.

Subjects like Foundation Course, Environmental Studies, Business Management, Advertising and Business Communication, Sociology, English, Hindi and Urdu literature, Philosophy cater to these issues strongly as they not only orient the students towards these issues but compel them to act upon them. Besides, every department and various committees like Women Development Cell, National Social Service Scheme, and NCC provide an interface by conducting activities for sensitizing these issues. Exciting activities & events related to women development, social issues, national integration were conducted last year by the CDWC, NSS and NCC. To raise the feeling of Independent India and environment awareness poster making competitions, tree plantation drive, beach cleaning were organized by the Foundation Course Department. These competitions, not only create awareness, promote peace but also emphasize the importance of group behaviour and oneness.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

12

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

4652

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	C. Any 2 of the above
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File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
---	---

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

5319

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC,

Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

338

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Rizvi College of Arts, Science and Commerce is a minority institute affiliated to University of Mumbai. Being minority status more than 60-70% of students enrolled belong to minority community and the remaining from the open background. The competence level of these stakeholders vary at great extended, learning levels are analyzed at different test based on curriculum and co-curricular activities.

1. The beginning of the semester an orientation program was organized to familiarize the students with the course, co-curricular and co-curricular activities, examination related information and facilities available in the institute.
2. Mentoring system: Every class is assigned with the mentor to interact with students to identify specific learner, specially of those with learning disability if any.
3. The institute is accommodative of students who displace low level of learning.

Conduction of remedial lectures to help slow learner to grasp and perform better in academics. To provide them with specific simplified study material and encourage them to write assignments to boost their confidence in the end semester exams. Arrangement of lectures to supplement the teaching learning process and enrich the knowledge on different aspects Motivate them to appear for different competitive exams.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
4652	91

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

In order to enhance the learning experience student centric learning is promoted through a combination of exponential participative and problem solving techniques. Participative learning: Teachers promote participated learning in a class by asking questions and encouraging students to come forward. It also involves arrangements of workshop, seminars on online or offline mode, poster making competitions, debate competitions which provide them to actively participate with peers and experience the learning. To supplement the teaching learning process various departments motivate students to participate in inter College competitions every year.

Experiential learning: Teachers particularly in Science disciplines promote students in observational and experimental learning by conducting various experiments in the laboratories to explain certain concepts and phenomena. Problem solving methods: In the subject like Physics, Mathematics, Accountancy, Business Economics etc teachers assign problems in the class and students are encourage to solve them as an assignment or in the class. Class tutorials are also meant to help students in solving their queries.

All the above student centric methods are adopted by the institution to enhance critical analytical and logical reasoning through participative exponential learning to

announce the learning experiences.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The use of Information and Communication Technology to provide support to the teaching and learning process has become an ingrained activity in educational institutions. Chalk and talk method is supplemented by discussion with the help of videos and presentations by the teachers. In fact, introduction of ICT enabled teaching learning process led to a paradigm shift from the traditional chalk and talk method to a modern innovative Teaching- Learning process.

The teachers use online resources through NLIST facilities made available by the college. The college also has subscription of Shodh Ganga and Shodh Gangotri. These efforts enable teachers to develop digital learning resources of their own.

In keeping with the regulations of the University of Mumbai, assessment, moderation and revaluation of answer books of the third year examination are done online. The necessary hardware and software facilities are made available in the computer laboratories. The use of ICT has considerably improved the pace and quality of assessment.

The use of multimedia teaching aids like LCD projectors, seminar rooms with internet enabled computers and laptops are used in classroom. Conscious efforts are made to upgrade technology to facilitate efficient educational transactions, both academic and administrative.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

61

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

91

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

22

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

1031

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The College follows the examination pattern and reforms introduced by the University of Mumbai for continuous internal and external evaluation for all undergraduate and postgraduate courses. At the time of admission, students and parents are informed about the requirements of attendance as per University rules and regulations. At the beginning of the academic year in which the college examination committee guides first year students regarding the examination pattern and its rules and regulations. Students are warned against the use of unfair means during examinations. The examination committee also displays tentative dates of examination on the notice boards. The teaching plan is prepared accordingly.

Guidelines for teachers and students for internal assessments are prepared as per the University guidelines and are made available to all faculty members. The weightage for the unit tests varies as per the concerned faculty. The seminar presentation improves the communication skills of the students

which is very essential to face the interviews.

All assessment in the college is strictly done through the Centralized Assessment Procedure. It ensures smooth and fair functioning of assessment. All the above stated efforts make the examination system and internal assessment transparent and robust.

File Description	Documents
Any additional information	View File
Link for additional information	http://www.rizvicollege.edu.in/igac/agar2022_23/Criteria2/2.5.1.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The purpose of examinations is to motivate students for better performance and provide fair evaluation of each student. Resorting to unfair means practice in examinations is a punishable offence. An Unfair Means Committee comprising senior teachers from both aided and self-financing courses is constituted to look into cases of students reported to have adopted unfair practices during examinations.

The Committee is authorized to take disciplinary action against students resorting to malpractices during the examinations conducted by the college. The issues related to the examination and results are resolved in time. Internal assessment can be in the form of MCQ based questions, assignment, laboratory skills etc. After the conduction of examination faculty evaluates the papers within a stipulated time instructed by department of examination. The marks are submitted to department of examination as per the guidelines by University of Mumbai. At the end of semester, the internal assessment marks are added to semester end examination marks to declare the result/ grades of the students

A transparent time-based and efficient methods are being followed by the instruction in terms of dealing with internal examination related grievances various internal examination are being performed throughout the semester, subject wise by examination department.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The Program outcomes are helpful in developing the framework of teaching and learning facilitating clear understanding about the course expectations and support the process of learning. The Course outcomes also present a clear picture of employability, skill development and entrepreneurship prospects of the course and also help to understand the various cross cutting issues. On commencement of teaching term, the syllabus with its outcomes is discussed in the class by the respective subject teachers.

The outcomes are incorporated in the syllabus of every program and is displayed on the college website. The course outcomes are generally discussed in the meeting and are restructured based on the changes proposed in the syllabus. The print version of the syllabi with the Course Outcome is available in the respective departments for ready reference for the teachers and students.

The program outcome attainment measurement is based on the course outcome attainment. The course-program outcome mapping is also carried on and is in place. Infact, the CO-PO mapping and its meaning is explained by each course faculty during teaching.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.rizvicollege.edu.in/igac/agar2022_23/Criteria2/2.6.1.pdf
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the

institution.

For COs attainment each course was calculated based on the assessment process which includes:

Step 1: The COs are formulated by considering the curriculum prescribed by the University for the respective subjects. Step 2: External and internal examinations (Wherever applicable as per course) marks were distributed based on total marks as per the university prescribed marking scheme. Step 3: Attainment of each CO through external and internal examination only.

Practicals: This provides a direct evaluation of the practical skills and knowledge acquired. Assignments: To assess the ability of the students to collect information on a specific topic, writing skills, originality, etc. Projects: To assess the ability of the student to apply their knowledge to real-life problems, planning and execution of experiments, data presentation, analysis of results, and ability to complete the work in a given time frame.

POs and PSOs attainment: Step 1: The COs for all courses were mapped with defined POs and PSOs with correlation levels using Bloom's Taxonomy. Step 4: Similarly, attainment values of COs with each correlated POs and PSOs have been calculated for all courses. Step 5: Final attainment of POs and PSOs were derived from the components of direct and indirect method wherever applicable.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.rizvicollege.edu.in/igac/aqar2022_23/Criteria2/2.6.2.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

762

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	http://www.rizvicollege.edu.in/igac/aqar2022_23/Criteria2/Annual%20Report.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

http://www.rizvicollege.edu.in/igac/aqar2022_23/Criteria2/SSS2022_23.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

24

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

1

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers

published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

20

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Extension activities carried out on our campus play a pivotal role in sensitizing students to social issues and fostering holistic development. These initiatives extend beyond the confines of traditional classrooms, offering practical exposure and real-world engagement. Through community service, outreach programs, and volunteering, students confront societal challenges, develop empathy and a nuanced understanding of diverse issues.

Participation in extension activities cultivates a sense of social responsibility, encouraging students to actively contribute to community welfare. Exposure to different perspectives and lived experiences broadens their worldview, promoting tolerance and cultural awareness. These activities involve teamwork, enhancing interpersonal skills and collaborative problem-solving.

Holistic development is nurtured as students grapple with the complexities of real-life situations. They develop critical thinking skills, adaptability, and resilience, which are essential for overall development of learner. Engagement in community-based projects fosters leadership qualities as students take initiative, organize events, and contribute meaningfully to societal betterment.

In essence, extension activities serve as a bridge between theoretical knowledge and practical application, empowering students to become socially conscious, well-rounded individuals

prepared to tackle the multifaceted challenges of the world. It enriches their academic journey, equips them with the skills and values necessary for a meaningful and impactful life beyond the classroom.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

5

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

28

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1073

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

1

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institution is an integrated building of 6 floors and the Hospitality Studies Department building. The college has 69 classrooms. 25 Classrooms are ICT enabled. They have adequate space, and are well ventilated.

The IT /CS departments follow a one learner one computer policy. The department has printers, good quality server facility, LAN/ WIFI. The AMC ensures that the computers remain in working condition.

The science labs are spacious and equipped with the necessary apparatus, chemicals and instrumentation.

The institution has an air- conditioned digital library with a seating capacity of 158 learners , one library at HMCT with a seating capacity of 120 learners.

A number of reference books exist in the library. Learners are given access to libraries like the American Centre library etc.

Two ICT enabled seminar rooms are used to conduct workshops , national seminars.

Lift facilities are provided to physically challenged learners.

In the Hospitality Studies Department, there exists:

1. Three Restaurants
2. Kitchens
3. One Storage rooms
4. one changing room
5. One Conference room
6. one visitor room
7. one exam room.
8. Two dining halls
9. One seminar room.
10. one front office

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.rizvicollege.edu.in/igac/SSR_Reports/Criteria4/4.1.1%20Infrastructure%20and%20physical%20facilities%20updated.pdf

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institution has two open auditoriums. The auditoriums have big stage with sound and back stage facilities. Annual cultural events such as Jashn - e - Rizvi and annual yoga sessions, plays, cancer awareness programmes are held.

The open space in front of the college is used for NCC drills. This space is also used by the NSS team to conduct street plays for social awareness. This space is used for free vehicle parking.

The college has a room for NCC cadets where they store their

drill equipment.

The college has two canteens used by students and staff.

The college has a gymkhana which is used by students to play indoor sports.

The Rizvi sports club financed by the management encourages students to excel in cricket, football, and hockey. Grounds such as Azad maidan are taken on rent to provide required practice facilities. The institution has its own ground used for cricket practice

The gymkhana is located on the ground floor and is 500 sq. feet in size. The auditorium has a seating capacity of 150 to 175 people.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.rizvicollege.edu.in/igac/aqar2022_23/Criteria4/Aqar%204.1.2%202022%2023.pdf

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

0

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

30

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.rizvicollege.edu.in/igac/aqar2022_23/Criteria4/Aqar%204.1.3%202022%2023.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

6.0

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library plays a crucial role in the academic development of our students and teachers.. Free internet access and computers in library allows students and teachers to take maximum benefit for their project and research work. To give access to more varied research work and bounty of information, the library has taken membership of DELNET services and NLIST resources. An orientation is conducted for the first year students about usage of library.

Library website provides 24x7 access to lakhs of e-books, e-journals and other digital objects. Scanned question papers, career related information, e-contents like you tube video lectures, notes, subject PPTs prepared by teachers are uploaded on library website. Links of various important open access resources for academic purposes are also provided to them. Android kiosk allows search of Web OPAC (Catalogue) and internet browsing. Digital log is maintained to record the foot fall in library. Best practices like conducting of book review presentation by teachers, introduction of library period for all classes, organizing library appreciation day function, has increased the reading activity and interest of readers in the library.

- Name of ILMS Software: SLIM21

• **Nature of Automation: Fully automated**

• **Version : 3.9**

Year of Automation: 2006

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://www.librarydrdl.com/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

1.84

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

207 users per day

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college has a sound IT infrastructure. This includes classrooms with dedicated projectors and computers, Wi-Fi enabled campus, well-equipped computer laboratories, with projectors and screens for display, seminar room with dedicated projector and laptop.

The computer laboratories have internet facility. The facilities of the computer laboratories are also used to conduct hands-on seminars or workshops for the students and the staff of the college. The library has computers for the students to use for their academic assignments and projects

Dedicated TV screens enable to continuously display the notices.

The college has an official free Google Workspace for Education Plus subscription for using Google Apps. Usage of Google Meet App has removed the restrictions of the infrastructure requirements to simultaneously conduct many classes in parallel in online mode. Google Classroom App enables the faculties to easily share the lecture notes, assignments and share related video links with all the students. Faculties from information Technology and Computer Science provided training to the teachers on Google Meet and Google Classroom. The usage of the Google Forms has enabled quick result processing and declaration. The Computer Science & IT staff provide technical help in conduction of webinars and conferences.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.rizvicollege.edu.in/iqac/aqar2022_23/Criteria4/4.3.1%20IT%20facilities%20updates.pdf

4.3.2 - Number of Computers

175

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

93.79

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

For Acquisition of books and periodicals standard procedure is procuring quotation letters from book sellers and proforma invoice from periodicals publishers. Budget requirements for books, chemicals, apparatus and other laboratory requirements are sanctioned by purchase committee. The list of books required by teachers as per syllabus is called for and order is given to publishers after final approval from Principal and Head of the departments. The books processed are issued to readers as per set circulation rules. Access to and information regarding library resources and using the library facilities are given through library website 24x7 to increase the utilization of library facilities. Online Library orientation is also given for promoting library services and library website usage.

The facilities like lifts, auditorium , etc. are managed through AMC. The IT infra and the various technological facilities pertaining to academic or administrative functioning are managed through AMC. Private security is provided at the gates. Classrooms and corridors auditorium, seminar room are cleaned regularly. Staff is appointed to see that all electrical accessories remain in working condition. Sanitizers have been placed on each floor. A body temperature measuring machine has been placed at the main gate.

The Rizvi sports club is managed and financed by the management.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.rizvicollege.edu.in/iqac/SSR_Reports/Criteria4/4.1.1%20Infrastructure%20and%20physical%20facilities%20updated.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

35

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

96

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above
---	----------------------------

File Description	Documents
Link to institutional website	http://www.rizvicollege.edu.in/igac/aqar2022_23/Criteria5/5.1.3%202022-23.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year
--

429

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year
--

429

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent	A. All of the above
--	----------------------------

mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

114

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

194

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

5

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

27

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Student of different committee such as NSS, NCC, CWDC, DLLE, Cultural committee and Students Council participated and organized various academic, co-curricular and extra-curricular activities during the academic year 2022-2023.

- * Awareness session on safe parking practice
- * Fun sports day
- * Annual prize distribution ceremony
- * Many cultural events in the college and other college also
- * Blood donation drives
- * Beach cleanup
- * Aids Awareness programme
- * Street play on cancer awareness
- * Solid waste management
- * Tiranga March
- * Rashtriya Ekta Diwas
- * Tree plantation drives

Cultural event such as Digifest-3 was organized on first and second March 2023 with theme: Sustainability

Our students actively involved in helping our college management in organizing Marathon and other community service through their NGO Help Yourself Foundation.

Students gain enrichment outside of the traditional classroom setting when they participate in co-curricular programs including Women's Development Cell (WDC), National Cadet Corps (NCC), National Service Scheme (NSS), and Distance Learning and Lifelong Education (DLLE). Extracurricular activities, including sports, arts, and cultural events, further enhance

students' interpersonal skills and talents. These engagements collectively contribute to a vibrant and dynamic student life, nurturing well-rounded individuals poised for success in both academic and real-world scenarios.

File Description	Documents
Paste link for additional information	http://www.rizvicollege.edu.in/igac/agar2022_23/Criteria5/5.3.3.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

1998

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Alumni Meet 2022-2023

Day & Date: Saturday, 29th April 2023 Time: 7:00 p.m. Venue: Seminar Hall

A short introduction of Alumni meet, its purpose and importance was explained by CA Ashfaque Karim, Convenor of Alumni Committee.

The Chief Guest Dr.Saleem Khan, Deputy Director of ICAI and a proud Alumni of Rizvi College motivated the young generation and Alumni to focus on their career. The Vice Principal, Dr. D.V. Parhad suggested to the Alumni present to connect with the college and benefit from networking. On this occasion Dr. D.V. Parhad announced the reformation of the Alumni Managing Committee after the Covid pandemic. Dr. Saleem Khan, Dr. Alkama G. Faqih and Mr. Nadeem Parve will be the core Managing Committee Members and others will join them gradually.

The Principal, Dr. Ashfaq Khan thanked all Alumni for attending the meet and wished them all to be the part of the Institute and the Alumni Association forever.

Many Alumni expressed their views and gratitude towards the college. Total 22 Alumni attended the meet.(11 male and 11 female) The meet was ended with the formal Vote of Thanks given by Dr. Mariyah G.

File Description	Documents
Paste link for additional information	http://www.rizvicollege.edu.in/igac/agar2022_23/Criteria5/Alumni%20Meet.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

While the Institution was established with a vision of "Upliftment of Muslim Minority students through quality education", the mission has always been focused on "Humanize, Equalize, Spiritualize". Students are taught to treat all living beings equally, respect each other, observe & practice the value of coexistence, and an effort is made to purify &

strengthen their minds against corruption.

The institution practices democratic and participatory governance, with active participation from all stakeholders in order to provide advanced education that has a substantial positive impact on society. The Governing Body and the CDC delegate authority to the Principal, who in turn assigns it to the various functionaries in the college. Academic and administrative responsibilities are functionally bifurcated and delegated to the respective Heads who ensure to work in tandem for the smooth functioning of the Institution. The Institute also has a well-oiled mechanism consisting of various academic and administrative committees to organize, oversee and ensure its smooth operation.

File Description	Documents
Paste link for additional information	http://www.rizvicollege.edu.in/iqac/aqar2022_23/Criteria6/6.1.1%20Merged.pdf
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

To help the principal oversee the efficient operation of the department, the heads of the departments, the vice principal, and the departments themselves are given authority and academic autonomy.

Departments are encouraged by the college to create their own academic plans, set up timetables, and organise seminars and guest lectures in order to improve student outcomes.

Every academic year, the college's principal forms committees made up of teachers and gives them certain tasks to do in order to ensure that both the extracurricular and teaching-learning processes run well. Committees like IQAC, NCC, NSS, DLLE, Sports, Cultural, Research, Examination, and Campus Development all involve a maximum of teachers in order to carry out their given roles and obligations. The committee has sufficient latitude to decide on issues pertaining to the matters at hand. Staff meetings are held periodically, and decisions are made by

consensus .

File Description	Documents
Paste link for additional information	http://www.rizvicollege.edu.in/igac/agar2022_23/Criteria6/6.1.2%20merged.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The IQAC has constantly strived to abide and uphold the terms specified in the strategic plan. One of the stipulations regarding Teaching - Learning processes stated in the strategic plan specifies strengthening existing academic programs by enriching course curriculum in the light of global standards, theoretical advancements, and industry requirements. Use of blended teaching methodology involving traditional, interactive, and ICT enabled pedagogical techniques are encouraged. IQAC believes in providing academic freedom and flexibility in teaching learning processes. To this effect, IQAC encourages and supports the various departments to conduct skill-based programmes that will help students bridge the industry - academia gap. Case in point is, our IT & CS department have conducted 12 certificate courses in various skills ranging from basic technical skills, to Digital marketing, to Cloud Fundamentals. It is our endeavour that students acquire far more learning than the standard prescribed syllabus. This equips them with a cutting edge to succeed in the job market

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://www.rizvicollege.edu.in/igac/agar2022_23/Criteria6/6.2.1%20Merged.pdf
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The President and the Director of the Rizvi College of Arts, Science, and Commerce are followed by the Principal in the command line. The IQAC and CDC work alongside them towards the institution's accreditation. The Chief Coordinator, Hospitality Management, works with the Principal for HMCT Unit.

The Superintendent, Vice-Principal, Committees, and Librarian are the next in line. The Head Clerk, who is followed by Senior and Junior Clerks, the Admin and Accounts Section, and the institution as a whole are all in charge of the administrative aspects of the organisation. Attendants and Laboratory Assistants have been assigned tasks in the laboratory.

The Vice Principal, Head of Departments, who oversees Teaching Staff, is listed beneath the Principal. The organisation comprises a number of committees that are further divided into Statutory and NonStatutory categories. The librarian holds a unique position in the library alongside the assistant, clerks, and attendants. Training and Placement Department liasons with the Industry regarding placement of students.

The facility employs Class IV workers, housekeeping staff, peons, and security personnel who operate in various departments.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	http://www.rizvicollege.edu.in/iqac/agar2022_23/Criteria6/6.2.2_1%20Organogram.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

To improve the working environment and to motivate employees the institution offers benefits and services to teaching as well as non-teaching staff members. Facilities such as medical aid, canteen, recreation, and financial support are available for staff use. Besides these, the Institution also provides the following:

- Co-op credit society, membership of which can be availed by any staff member. Members can avail loan facility for themselves in case of financial emergency.
- Institution encourages the staff to attend faculty improvement programs, workshops and conferences for skill enhancement.
- Necessary infrastructural facilities in the form of well equipped classrooms, laboratories and adequate workspace.
- With a focus on physical wellbeing, staff have access to gym equipment, recreation cum locker rooms and separate changing rooms on campus.
- Provides a congenial atmosphere to teaching and non-teaching staff.
- Medical and leave travel reimbursement.
- Leave and vacation benefit are the same for permanent staff and those on ad-hoc or contract basis.
- Access to catalog records of books, journals, articles of member libraries, full text e-resources (DELNET), NLIST.
- Student group insurance is available.
- A pad vending machine is available for use when necessary.
- Nirbhaya box has been set up on campus that is checked by the police every week.

File Description	Documents
Paste link for additional information	http://www.rizvicollege.edu.in/igac/aqar2022_23/Criteria6/6.3.1_1%20Staff%20Welfare%20Measures.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

4

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

6

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

19

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

At the conclusion of the academic year, each faculty member is required to submit personal achievement details to IQAC. The faculty's submission of information is used for both NAAC

documentation and management evaluation. Every achievement has e-copies of supporting documentation to back it up. There is a set date for turning in this report.

Non-teaching Personnel:

The Confidential Assessment & Self Assessment Report of Non-Teaching Staff, form No. 6, must be manually filled out by non-teaching staff members. The form is then sent to the reporting official, the Head of Department or Office Superintendent, at the conclusion of the academic year. The evaluation is conducted using a five-point rating system. The Principal who is the reviewing officer, then looks over the report.

File Description	Documents
Paste link for additional information	http://www.rizvicollege.edu.in/igac/agar2022_23/Criteria6/6.3.5_1%20Apraisal%20Forms.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The organisation routinely does financial audits. Accounts audits rigorously comply to government regulations. The accounts staff maintains the books of accounts in accordance with standard procedure. The accounting procedure is supervised by the superintendent. Every voucher, bill of expenses, income statement (such as fees), other receipt, and daily expense voucher is examined and validated. The panel auditor chosen by management is responsible for conducting the statutory audit.

Timelines are closely adhered to in order to complete the audit. Meetings with management, the principal, and the office superintendent are held to examine audit remarks and objections, and to address any necessary follow-up on the auditor's remarks. The account balance is checked on a regular basis, and spending is kept in check. When necessary, the audited statements of accounts are also sent to the government

and the Accountant General's office. In the last academic year, Internal Administrative Audit was carried out by CA Deepak Bagra.

File Description	Documents
Paste link for additional information	http://www.rizvicollege.edu.in/igac/agar2022_23/Criteria6/6.4.1_1%20Balance%20Sheet%202022-23.pdf
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

NIL

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Rizvi college of Arts, Science and Commerce is a government aided institution. A well-established mechanism of effective financial management exists in the Institute to ensure optimal utilization of resources for the overall development of the academic and administrative activities.

The major source of institutional receipt is fees collected from students as per fee structure framed by the University. Separate books of accounts are maintained for fees, and grants received from the funding agencies. Separate and consolidated balance sheets are prepared.

College receives Salary grants from the Joint Director office, for teaching and non teaching staff. The College has maintained salary and non-salary accounts in Bank of Maharashtra. For State Government salary grants month wise salary bills statements are maintained.

Donation/sponsorship letters received from donors /sponsors are maintained.

All fees collected under different heads like Sports, Cultural, Library, Laboratory, Student Welfare fees are utilised for maintenance of college to provide better facilities to students. The deficit, if any, is managed by way of temporary loan from the Management. Corpus fund has been generated by the Management and reserved in the form of fixed deposits.

Stock registers showing the purchases done on furniture, equipment, books etc. are maintained by office/departments/library respectively.

File Description	Documents
Paste link for additional information	http://www.rizvicollege.edu.in/iqac/aqar2022_23/Criteria6/6.4.1_1%20Balance%20Sheet%202022-23.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

We do believe that a good education draws out the best in an individual. For preparation of the students to take on their careers, the IQAC committee planned activities to guide the students in their pursuits. General progression of our students after their undergraduate course is towards post graduation, corporate jobs or joining the family business. A need was felt to bring in an awareness about civil services and the career opportunities they provide. Hence a seminar on Competitive exams was conducted to check on interest as well as capabilities of the students. Based on the response, it was decided to arrange for competitive exam training in the following academic year. To help the students to be better equipped for garnering corporate jobs and do well in the

interviews, personality development was taken up seriously. Sessions on grooming skills and developing interview skills were conducted with a focus on garnering internships.

File Description	Documents
Paste link for additional information	http://www.rizvicollege.edu.in/igac/aqar2022_23/Criteria6/6.5.1_1%20Competitive%20Exams.pdf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

IQAC Cell of the College takes cognizance of the importance of the teaching learning processes and constantly strives to improve them. Some of the quality initiatives that the IQAC has undertaken to support learners and their learning, include making the teachers aware about identifying slow learners. The IQAC organised a workshop for the teachers on academic mapping using Bloom's Taxonomy, for a better understanding of the structure of the course which enables them to plan a timescale for teaching concepts. In relation to the gaps in learning that were identified, the IQAC also organised a seminar on how to identify slow learners. Put together, it was an effort to bridge the gap between slow and fast learners, and plan the timeline and syllabus structure accordingly. Learning happens outside the classroom too. To this effect the IQAC promotes experiential learning through activities conducted by various departments. Case in point are Projects conducted by Sociology students on the socio economic issues in neighbouring Khar Danda. The Zoology department organised a Fish Product exhibition wherein students prepared, displayed and savoured various fish products, in the process picking entrepreneurial skills about the various avenues of promoting such products.

File Description	Documents
Paste link for additional information	http://www.rizvicollege.edu.in/igac/aqar2022_23/Criteria6/6.5.2%20Merged.pdf
Upload any additional information	View File

<p>6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)</p>	<p>D. Any 1 of the above</p>
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File Description	Documents
Paste web link of Annual reports of Institution	http://www.rizvicollege.edu.in/igac/agar2022_23/Criteria6/Annual%20Report.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

We strongly believe "Gender Equality is a necessary foundation for a peaceful and sustainable world". Education is the great "Equalizer" providing everyone with modern tools, knowledge required to succeed in life. We being educationalists it is our first responsibility to spread knowledge of gender discrimination, create a healthy environment. We do agree that there are still challenges; but working together we can still create an environment where both genders can thrive academically and personally; where gender "inequality "is a thing of the past.

In this regard there are various courses introduced in the curriculum. Gender and Society is one of the papers in sociology. Foundation course offers Women constitutional and legal rights, forms of violations, roles and significance of

women in politics etc. In the subject of Philosophy students learns perspectives of family, marriage and gender issues like Gay marriages, Faminizime etc. In the subject Zoology students learn dietary recommendations to normal adults , infants, pregnant women and aged etc. various diseases and human reproductive physiological systems and hormonal changes in women are also focused.

File Description	Documents
Annual gender sensitization action plan	http://www.rizvicollege.edu.in/igac/agar2022_23/Criteria7/7_1_1_Gender%20Policy.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.rizvicollege.edu.in/agarimages2020_21.html#711

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The Dry waste and Wet waste is segregated in the campus. Dustbins are kept in the campus for waste collection and also type of waste is mentioned on the dustbins. The institute's waste management supports our goal to reduce the amount of the waste entering the waste stream. The composite machine (Biotech BX 100) at Rizvi College (Hospitality Studies) has been installed on 14th June 2018. Dry and Wet garbage collected

separately for the process. We deal with 6 Kitchen and 1 Canteen to receive food \beverages \wastage \leftover food, cater food of more than 500 students per day. About 70 kg of wet garbage to process in the machine, we remove 85 kg of fertilizer, which we give to those who need it.

E-Waste whenever available is collected and donated for recycling. 340 Kg of E waste was sent for recycling to "envirocare" Recycling Private Limited.

Plastic Waste: Plastic waste collected through NSS and Department of sociology was given to Shunya Garbage in return of bench made of recyclable plastic. Through 444 Kg of plastic collected by Dept. of sociology frames with quotes of famous personality are hanged across the campus for aesthetic beauty and value addition.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	http://www.rizvicollege.edu.in/aqarimages/2020_21.html#713
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	View File

7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1.Restricted entry of automobiles 2.Use of Bicycles/ Battery powered vehicles 3.Pedestrian Friendly pathways 4.Ban on use of Plastic 5.landscaping with trees and plants	A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts	A. Any 4 or all of the above
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Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The purpose of education is "To turn Mirrors into Windows" to build a nation of youth who are noble in their attitude and morally responsible. The college proactively takes efforts in providing an inclusive environment for ethical, cultural, and values among the students and staff.

To develop emotional and religious feelings, Commemorative days are celebrated with great initiative and support of the Management, Teaching/Non-teaching staff students to create the feeling of oneness and harmony. With great fervour the national festivals, Birth anniversaries and memorials of great personalities are celebrated.

We believe that the highest result of education is "tolerance.. Peace begins with tolerance and respect for everyone". Diversity is the very patchwork of our society. We believe in Unity in Diversity.

We all feel that college is our "second home" and all faculties/students are like family members. We greet and wish each other at different regional festivals and invite them to have a fest to get introduced to one's culture.

Lectures of eminent persons of the field are arranged for the personal development of the students and to make responsible citizens following the national values of social/communal harmony and national integration. NSS/NCC Units participates in various programs in this regard.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

India as a country includes individuals with different cultural, social, economic, linguistic background and ethnic diversities governed and guided by our constitution irrespective of caste, religion, race and sex. Our founding fathers framed a democratic constitution based on equality, liberty, fraternity and a Preamble assuring the dignity of the citizens and unity and integrity of the nation.

We believe in providing holistic and all round education to our students, and sensitizing them and our employees too on our constitutional rights, values, duties and responsibilities. Foundation course for the first year includes Fundamental duties of an Indian citizen, Human values. In the second year they study Rights of Disadvantaged Groups [SC/ST/Women/Children/Elderly Person/Differently Abled People and Minorities]. Environmental Studies gives students insight into environmental concerns and protection acts.

The code of conduct is prepared for everyone and should be obeyed. We encourage participation of students in sports, NCC/NSS at state/national level to strengthen nationwide bonds and relations.

The college takes pride in raising successful leaders among the students by conducting the Student Council Election.

Independence/Republic Day is celebrated every year. Activities, like Cleanliness Drive inside/outside the campus/nearby, Tree Plantation drive to provide a clean and green environment are

conducted.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

"The greatness of culture can be found in its festivals"

Celebrating events/festivals,National/International days etc. in college is an integral part of learning and

building a strong cultural belief in students. Celebrating commemorative days along with education will allow the students to bloom, blossom. To inculcate and nurture the principles like

sacrifice, devotion,dedication, patriotism, struggle, nationality,equality,humanity the college organizes a number of programs. The faculty, staff and students all come together under one umbrella. Independence/Republic day is celebrated every year with pride and great enthusiasm. Independence day is celebrated with great pomp and gaiety commemorating the nation.After flag hoisting, National anthem we all pay homage to our great leader and those who fought for India's freedom in the past, followed by systematic parade by NCC students, inspirational speeches on National interest and fundamental duties and rights.

"The festivals make our life stunning like the sun shining in the sky"

We observe Birth/Death anniversaries of national leaders/epoch-making personalities and various National/International days. By this our students get knowledge about great personalities. Other days like Yoga/Women day/Vachan Prerna Diwas/Energy Conservation Day/Cleanliness drive/Health awareness etc. are also celebrated to make public awareness.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice I:

1. Title of the practice : Book Review and Library period

2. Goal : " Reading is dreaming" To inculcate reading habits in students in the digital era activities like book review,library period etc. are held so that not only students can only develop reading as a hobby but also can avail library facilities. as we strongly believe library changes lives .for better and nothing

is pleasanter than exploring the library”

Best Practice II

1. Title of the practice : Registration of Girls cadets in NCC

2. Goal : Role of NCC in empowering girls is great. It has been working as a factory creating courageous and strong women, bold and self-reliant in their life.

“A strong woman stands up for herself. A stronger woman stands up for everyone else.”

A girl who is undergoing NCC training or who has completed her NCC training is different in many ways from other girls. Strong womens aren't born, they are forged in fire, they have had to walk through. They are worriers with hearts of gold.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

In the resent past the college has done collaboration with Master Soft for marking attendance on the App. It has integrated the system for timely sharing of data and has reduced the task of manual entry and availability of defaulters list on just a click.

A class of 120 students which would requires 10 minutes on taking attendance now gets more teaching time as the attendance is marked within a minute time on the system with one of the three option:

OTP- functional for only those who are in 20 meter radius of the teachers mobile.

QR Code- Students can scan the QR code and

Manually- where teacher has the right to mark anyone manually.

Currently 10382 lectures of odd semester of 2023 has been marked on Mastersoft.

The faculty who are appointed on CHB are also having a hassle free data generated by Mastersoft to be submitted as claim to Joint Directors office and thereby saving Approx. 648 sheet of papers a month.

It has created accessible system to store all data that everyone in the organization including parents can access at any time, wherever they are working from, resulting in saving of time, energy and resources.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Future Plans of Actions of next Academic year (2023-2024)

1.To continue organizing Gender, Academic & Administrative Audit as "Gender Equality" is necessary foundation for a peaceful, prosperous and sustainable working of college.

2.For eco-friendly pleasant environment Energy & Green Audit are also on priority basis and will try to implement it every year.

3.To organize National/State level workshops & seminars.

4.To promote institutional Vision/Mission, Environmental consciousness, Universal values & Ethics and last but not the least to make the campus 'eco-friendly' all departments must conduct the various activities, and also should continue the efforts towards eco-friendly activities & related practices.

5.Conservation refers to responsible management of the environment and its resources for present and future.So management has planned Implementation of Solar Power Plant and Rain water harvesting.

6.Submission of "Major & Minor Research Projects" to various Research Organisations. e.g. ICSSR, IMPRESS, University of

Mumbai etc.

7. To mobilize financial support for students to pursue their degree it is necessary to take steps towards the awareness of various scholarships available.

8. Our aim is to establish a good interface within industry experts who will provide multiple openings and hands-on training for students.