



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		Rizvi College of Arts, Science and Commerce
• Name of the Head of the institution		Dr. (Mrs.) Anjum Ara M K Ahmad
• Designation		Principal I/C
• Does the institution function from its own campus?		Yes
• Phone no./Alternate phone no.		02226480348
• Mobile No:		8451046220
• Registered e-mail		principal.asc@rizvicollege.edu.in
• Alternate e-mail		anjumahmed@rizvicollege.edu.in
• Address		Rizvi Educational Complex, Off Carter Rd, Rizvi Complex, Chuim, Bandra (West)
• City/Town		Mumbai
• State/UT		Maharashtra
• Pin Code		400050
2.Institutional status		
• Type of Institution		Co-education
• Location		Urban

• Financial Status													
• Name of the Affiliating University	University of Mumbai												
• Name of the IQAC Coordinator	Dr. Ashfaq Khan / Mrs. Shweta Dubey												
• Phone No.	02226004245												
• Alternate phone No.	9969503687												
• Mobile	9920246341												
• IQAC e-mail address	iqac@rizvicollege.edu.in												
• Alternate e-mail address	shwetad@rizvicollege.edu.in												
3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.rizvicollege.edu.in/naac-report.html												
4.Whether Academic Calendar prepared during the year?	Yes												
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.rizvicollege.edu.in/pdf/iqac/AcademicCalendar2020-21.pdf												
5.Accreditation Details													
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 2</td> <td>B</td> <td>2.84</td> <td>2011</td> <td>16/09/2011</td> <td>15/09/2016</td> </tr> </tbody> </table>		Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	Cycle 2	B	2.84	2011	16/09/2011	15/09/2016
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to								
Cycle 2	B	2.84	2011	16/09/2011	15/09/2016								
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.,													
<table border="1"> <thead> <tr> <th>Institutional/Department /Faculty</th> <th>Scheme</th> <th>Funding Agency</th> <th>Year of award with duration</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>NIL</td> <td>NIL</td> <td>NIL</td> <td>NIL</td> <td>NIL</td> </tr> </tbody> </table>		Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	NIL	NIL	NIL	NIL	NIL		
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	4	
<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	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
Organised National Level Webinar on 'National Education Policy - 2020' on 25th of August, 2020 and National Level Webinar on 'Intellectual Property Rights (IPRs) in India' on 30th March, 2021.		
Organised A Workshop on 'Stress Management for Non - Teaching Staff' on 3rd April, 2021.		
Keeping in mind the thrust for research work in academic institutions, the international Peer Reviewed Research Journal was continued. Steps were to taken to improve the citation of the papers published in the journal.		
One Online Certificate Course on 'Campus to Corporate' successfully completed in collaboration with TechnoServe, placement agency associated with Rizvi College of Arts, Science and Commerce.		
To encourage students towards Entrepreneurship Skills, Entrepreneurship Cell is registered with Entrepreneurship Cell of Government of India.		
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	
Modernization of Laboratory and Staff Room	Modernization of Laboratory and Staff Room is in process	

Organize Training Programme for Teaching and Non - Teaching Staff	Online Training Programme on Tools and Techniques of Online Teaching and Google Classroom for Teaching Staff and Swayam Courses for Non - Teaching Staff were organised
Organize Seminars, Conferences, Workshops and FDPs for Teaching and Non - Teaching Staff	Total 38 Online Seminars, Conferences, Workshops and FDPs for Teaching and Non - Teaching Staff were organized during the year
Guide the students for the competitive exams	Online Guest lecture on UPSC/MPSC preparation was organised on 20th March, 2021
Enhance the Entrepreneurial Skills of the students through Incubation Committee	A student of SYBSc (Computer Science) has developed a software for online exams. Another student Alfaiz Khan, TYBSc (Computer Science) has developed Grocery App named Delee Shopee and Electronics Analog and Digital (A Study App).
To conduct certificate courses and value added courses for students	An Online Certificate Course on 'Campus to Career' was successfully conducted.
To conduct workshops, competitions and seminars for the students to enhance skill based learning	Quiz Competitions, E - Excursion, Poster Presentation Competition, Book Review Competition, Webinars on Memory Skills, Swayam Courses, Career Opportunities and Guest Lectures on various issues were successfully organised in online mode
To continue conducting College Cultural Youth Festival	Successfully conducted Online College Cultural Youth Festival 'Digifest' on 27th and 28th March, 2021
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)
College Development Committee	07/03/2022
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2020	18/11/2020
15. Multidisciplinary / interdisciplinary	
16. Academic bank of credits (ABC):	
17. Skill development:	
18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)	
19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):	
20. Distance education/online education:	

Extended Profile

1. Programme

1.1 37

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1 4470

Number of students during the year

File Description	Documents
Data Template	View File

2.2 89

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 1344

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 84

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 38

Number of Sanctioned posts during the year

Extended Profile

1. Programme

1.1	37
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	4470
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	89
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	1344
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	84
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	38
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4. Institution

4.1	32 and 1
Total number of Classrooms and Seminar halls	
4.2	96.00639
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	282
Total number of computers on campus for academic purposes	

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

To transform challenges into opportunities is our tradition and the spirit of imparting quality education is maintained during the prevailing pandemic situation of Academic Year 2020 - 21. The college shifted its mode of teaching from offline to online during the lock down, so that the teaching and learning goes on smoothly. Teachers were trained through various sessions to operate online tools for effective online delivery of curriculum. The online classes were made interactive to ensure effective teaching learning process. Before the beginning of the academic session, the Time - Table Committee of the college provides the Departmental Time - Table via email to the departmental heads who prepare the individual time-table and email it to the IQAC along with the teaching plans. Online Induction and Orientation Programmes were held for the First Year Learners to introduce them to rules, regulations, committees and extra curricular activities of the college. The Lecture Monitoring Committee monitors the lectures. During this pandemic online platform Google Meet and

Google Classroom were used for the online lectures, attendance and assignments. The college generated official Email IDs for every student and faculty members for respective classroom. Teachers share E-Resources such as Self Study Material, Class Notes, YouTube Videos Links and Power Point Presentations with students through Google Classroom, College Library Website and WhatsApp group.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.librarydrdl.com/econtent.html

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

Our college is affiliated to the University of Mumbai, we are bound to follow the Academic Calendar issued by the university. Thus accordingly IQAC prepares the academic calendar at the very beginning of the year. It is uploaded on the college website as well as published in the college prospectus so that the teachers can work with more preparedness with proper planning. The academic calendar includes the tentative dates for internal evaluation of respective subjects including the practical examinations. Besides, the teachers also take efforts to conduct continuous evaluation of the students, through assigning projects, making the students participate in class presentations, debates and viva. The topics for assignment for internal evaluation are notified well in advance to students through proper notice signed by the Head of Department and the Principal. The topics for the assignments are selected according to the guidelines of Board of Studies of University of Mumbai from within the scope and syllabus of the concerned subject to instill the in depth knowledge and understanding of the subject. In order to enhance students' oral communication ability and presentation skills, the teachers inspire them to initiate the class presentation.

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

<p>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</p>	<p>A. All of the above</p>
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File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

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

30

File Description	Documents
Any additional information	No File Uploaded
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)

1

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File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
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

33

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

33

File Description	Documents
Any additional information	No File Uploaded
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

Since the Institute is affiliated to University of Mumbai, it integrates various cross-cutting issues which are included in the curriculum. The curriculum includes these issues almost in all the 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 have many topics in the syllabi that orient the students towards all these issues. Besides, every department and various committees like Women Development Cell, National Service Scheme and Cultural Committee provided online platform for creating awareness about these issues by conducting various activities. Various competitions were conducted online during the year by the Cultural Committee like

Bio Jewellery making and creating Best Out of Waste to spread an awareness about environment sustainability. To create awareness about Gender equality, Poster Making competitions were held by Cultural Committee, WDC, DLLE and FC Department. Through these competitions, not only awareness about these issues is generated but an instillation of the values related to these issues is also emphasized upon. Besides we could also evaluate the reach of these issues among the students.

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

0

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
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)	No File Uploaded

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

0

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	View File
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)	No File Uploaded

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	http://www.rizvicollege.edu.in/aqarimages2020_21.html#141

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

5222

File Description	Documents
Any additional information	No File Uploaded
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

89

File Description	Documents
Any additional information	No File Uploaded
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

The college assesses the learning level of the students through semester end examinations as per the guidelines of University of Mumbai. In Science faculty students are assessed with their laboratory skills and viva voce examination also at the end of the each semester. As per the guidelines of University of Mumbai internal assessment through assignments, presentations and class tests are the part of the curriculum.

Since the students have different learning abilities, the institute conducts remedial coaching for slow learners. Accordingly departments set the time table for remedial coaching for slow learners. Advanced learners institutes are motivated and encouraged through orientation program to appear for competitive exams. Periodical classes are conducted for both advanced and slow learners.

Advanced learners are also motivated and guided to join the online courses of NPTEL and SWAYAM. This practice is the part of blended learning system.

File Description	Documents
Link for additional Information	NIL
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
4470	84

File Description	Documents
Any additional information	No File Uploaded

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

Student's centric methods such as experiential learning, participative learning problem solving methodologies are used for enhancing learning experience. All science programs integrate practical courses as a part of curriculum, which provides adequate experimental learning skills, along with practical hands-on skill practice to the students. Participative learning involves project presentation, field visits, industrial visits, botanical excursions. Extra curricular activities like NSS, NCC inculcate participative learning in the students. Some departments have projects as a part of curriculum that provides opportunity to the students for incorporating and practicing problem solving methodologies. Participative learning involves the workshops, debate competition and poster making competition which ensures the opportunity to the students to actively participate with peers and experience the learning.

File Description	Documents
Upload any additional information	No File Uploaded
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

Year 2020-2021 was affected by Covid-19 pandemic and therefore it was compulsion on teachers to learn, adopt and practice the ICT enabled tools. The uses of smart devices like laptops, desktops, mobile phones, I-pads with internet facilities become common practice not only for the teachers but also for the college students. The college conducted a faculty training program to enhance the skills of the teachers to conduct effective online lectures. College also provided Google Classrooms to the faculties and students for the smooth conduction, transparency and monitoring of online lectures. Seperate Google Classrooms were created for all courses and programmes. Teachers use these classrooms for sharing the online lecture links, attendance links, notices, assignments and study material. Some teachers upload the course and subject related PPTs and articles on college library website. Teachers also use Audio -Video Virtual Lab and YouTube.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.rizvicollege.edu.in/igac/aqar2020_21/criteria2/2.3.2Document.pdf

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

60

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

31

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

20

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

1069.6

File Description	Documents
Any additional information	No File Uploaded
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.

IT integration and reforms in the examination procedures and processes include Continuous Internal Assessment in Self finance courses in unaided section and one course in aided section as per the guidelines by university of Mumbai time to time. This procedure has brought in considerable improvement in Examination Management System of the college. The college follows Continuous Internal Assessment as it not only firmly strengthens the effectiveness of both teaching and learning processes but also encourages the understanding of teaching as a developmental process that evolves over a period with suggestions and valued inputs from the learners. Continuous assessment involves prudently keeping records on the students continuously and systematically considering the periodic performances of the students in academic activities such as assignments, projects, practical and viva - voce where ever applicable.

Internal & External Components: To meet the Continuous Internal Assessment process, the evaluation of every course is divided into two components, Internal and External with the weightage guided by university of Mumbai. The External component is the semester end examination of the courses while the internal component includes Project work, Assignment Submission, Class participation, classroom engagement etc.

Online Assignments: Continuous assessment is being done through the in-house online platform by the instructions. The deadline-based submission of assignments and cases are being done by the students through the online platform and further it's evaluated by the faculty members to announce the performance of the students. The evaluation is done in a stipulated time by the evaluator and the report is submitted to the examination department for the record maintenances and publications. This helps the students to compare their performances for improving their learning.

Uploading of Internal Marks: The faculty members also update the scores and performances of the students on a regular basis to enable the students to provide early indications of their performance.

Online Dissertation Project: Besides Online Assignments, the internal project submission is also done by the students and the evaluation is being done online by the teachers based on the quality of the project work.

Exam department is the dedicated cell for students registration, generation of examination Roll nos., admit card, publication of result (online / offline).

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	NIL

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

If a student is not able to appear for the examination due to medical or any genuine reason, examination is conducted for that student as per the norms, provided that he/she submits application with proper documents verified by the examination committee.

The grievances of the students with reference to assessment are made transparent through issuing photocopy of answer sheet. The committee takes the necessary action to resolve the issue according to the case/s. If concerned student is not satisfied with the assessment of the answer sheet, he can avail the facility of re - evaluation wherein university of Mumbai guidelines are followed.

The college follows open evaluation system where the student's performance is displayed on the notice board and hardcopy of the mark sheet is issued.

The committee is executed by the chief conductor, who is the Principal of the college. The committee takes the cases on the individual basis, if any and resolves issues by taking prudent decision which is conveyed to the students as per rules prescribed by the University of Mumbai.

However, no such reports are reported in current year.

File Description	Documents
Any additional information	No File Uploaded
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.

Teachers and students are aware of the stated programs offered by University of Mumbai. Rizvi College has stated learning outcome graduate attributes which are integrated in assessment process in its syllabus that is clearly mentioned by University of Mumbai. Publicized through its website and other documents. The syllabus of each program provides core courses, fundamental courses, discipline specific courses if any. The syllabus also provides information about the scheme of instructions and evaluations. Each program has devised to include graduate attributes so when students get their degree he is equipped with discipline knowledge, critical thinking, and problem solving skill, participative learning, and communication skills. Each program also provides the students with basic courses which are offered to expand their knowledge and to initiate into an interdisciplinary field.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	NIL
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.

As per the guidelines of University of Mumbai, institution evaluates the attainment of the program outcome, PSOs, COS during the year through semester end examination, assignments, Viva-Voce exam and internal assessment.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	NIL

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

1348

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	No File Uploaded
Paste link for the annual report	http://www.rizvicollege.edu.in/igac/agar2020_21/criteria2/2632.xlsx

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/pdf/SSS2020_21.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)

1.42800

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

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

30

File Description	Documents
Report of the event	View File
Any additional information	View File
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

2

File Description	Documents
Any additional information	No File Uploaded
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

11

File Description	Documents
Any additional information	No File Uploaded
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

NCC

The motto of NCC is "Unity and Discipline." With this motto various activities were conducted in NCC through which character and the moral fibre of the Cadet are built up. The Cadets become the role model for the youth.

The Cadets selected for the "Ek Bharat Sreshta Bharat (EBSB) Camp" get to interact with the Cadets of the other states. This is the National Integration Camp wherein the Cadets interact with Cadets from all over India and show their cultural talents.

The selected cadets have also attended Leadership Camps, Thal

Sainik Camp, Army Attachment Camp, Mountaineering Camp etc.

NCC also inculcates social responsibilities through Tree Plantation, Cancer Awareness, Cleanliness Programmes and Beach Cleaning Drive.

NSS

The Motto of NSS "Not Me But You", reflects the essence of democratic living and upholds the need for self-less service. NSS helps the students' development & appreciation to other person's point of view and also show consideration towards other living beings.

The NSS activities like COVID AWARENESS DRIVE- helped students to understand about the precaution to be taken during the spread of the disease.

NSS activities inculcate social responsibility and develop civic sense among NSS volunteers when they involve in activities like Cleanliness Drive and E-waste collection.

Celebration of Independence Day, Constitution Day and Gandhi Jayanti arouse sense of patriotism among volunteers.

Celebration of Yoga Day help students to practice Yoga in real life to keep mind, soul and body relaxed and keep them free from mental pressure.

Women development Committee (WDC)

In order to create awareness regarding various issues related to genders in the society, WDC organised online workshops, guest lectures, webinars and poster competition. These activities helped the students to understand gender dynamics prevailing across the globe in general and Indian Society in particular.

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

1

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

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

46

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

1127

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 has an integrated building of 6 floors. The college has 32 classrooms. 25 Classrooms are ICT enabled. They have adequate space, seating arrangements and are well ventilated.

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

The chemistry laboratory is well equipped with required chemicals, apparatus and is WIFI enabled. The smaller lab is an instrumental lab where the post graduate research is undertaken. Electronic weighing room, store room, and a preparation room exist in the lab.

The botany and the zoology labs have a medicinal garden and are ICT enabled. The lab has the required instruments and non-teaching staff act as field collector. Research is carried out in the labs. A compost pit is managed by the department.

The physics lab is ICT enabled. It has the required apparatus and a dark room. There is an adjacent lab for carrying out experiments in electronic instrumentation.

The institution has an air- conditioned digital library with a seating capacity of 175 students. Students are given access to computers and internet facility.

A number of reference books exist in the library. Students are given access to external libraries also like the British council library etc.

An ICT enabled seminar room having adequate sitting facility is used to conduct workshops and national and international seminars.

Lift facilities are also provided.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.rizvicollege.edu.in/aqarimages2020_21.html#411

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

The institution has an open auditorium. The auditorium has a big stage with sound and back stage facilities. Annual cultural events such as Jashn - e - Rizvi and Annual Yoga sessions are held in the auditorium.

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

The college has a room for NCC cadets where they store their drill equipment and is used as a changing room.

The college has a canteen on the ground floor.

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

The gymkhana provides equipment for students to play different games like baseball, handball, etc.

The Rizvi Sports Club which is financed by the management encourages the students to excel in Cricket, Football and Hockey. Azad Maidan Sports Grounds is taken on rent to provide required practice facilities to the sports students.

The gymkhana and the auditorium exists since 1985. The gymkhana is located on the ground floor and is 500 sq feet in size . The auditorium has an seating capacity of 150 to 175 people .

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.rizvicollege.edu.in/aqarimages2_020_21.html#412

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

34

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

34

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.rizvicollege.edu.in/aqarimages2_020_21.html#413
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)

303423

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
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)

Our library is the information repository of our College, always striving to provide improved services to the readers. With the online teaching and learning still continuing in colleges due to the pandemic, the library has played an important role in promoting online learning and use of e resources. Have conducted orientation for students to encourage use of e resources through our library website, book review for promoting reading of e books, awareness on open educational resources, for improving reading strategies a work shop on memory techniques was organized for students, promoting online learning by taking sessions for students on SWAYAM online courses.

Also awareness and sensitization workshop for teachers was organized to orient and help them to understand the lives and needs of visually challenged persons. Our library comprises a good collection of books, journals, magazines and e resources. Readers have 24x7 remote access to lakhs of e resources through NLIST database, National Digital Library database. For students convenience question papers are scanned and provided access through library website. The e contents like videos, notes, subject PPTs prepared by teachers are uploaded on library website. The links of video lectures and You Tube lectures are provided on library website. Links of various important open access resources for academic purposes are also provided to them. For academic work students and teachers have been provided computers and free internet access. Access to search WEB OPAC (Catalogue) through Android kiosk saves time of readers in searching library book database. Since the current covid scenario has put highlight on online learning, importance of e resources and e learning has increased manifold hence the library is striving to fulfill the current needs of the readers.

Name of ILMS Software: SLIM21

Nature of Automation: Fully automated

Version: 3.7.0.22189 or 3.7

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	View File
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)

0.0709

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
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

20

File Description	Documents
Any additional information	No File Uploaded
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 for technological requirements. 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. This equips the faculties to show academic related short videos, conduct online quizzes etc. The computer laboratories have 24x7 internet facility, which is used by the students and staff for upgrading their knowledge and skills. 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 Dr. Rizvi Digital 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. This has enabled the conduction of the lectures and examinations in a systematic manner. 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 and also generating certificates.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	NIL

4.3.2 - Number of Computers

282

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)

18.43939

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
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 entirely financed by the management.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	NIL

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

19

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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

29

File Description	Documents
Upload any additional information	No File Uploaded
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	NIL
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	
958	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
958	
File Description	Documents
Any additional information	No File Uploaded
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	View File
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	

34

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

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

193

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

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

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.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
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)

As per the general university guidelines, our college provides various platforms through different committees and extension activities for students to be engaged in administrative as well as other co-curricular activities. NCC students were involved in SwachBharat Abhiyan wherein they cleaned the college premises and the surrounding areas. They also participated in events celebrating Rashtriya Ekta Divas, Rashtriya Ekikaran Divas and Yoga Day. As a part of NSS our students have been involved in E-waste Collection Drive, Road Safety Awareness Drive and an Anti-Trafficking Programme. The Students Council organized an online Children's Day Celebration as well as Oral Cancer Awareness programme in association with the NGO Help Yourself Foundation. Our students organized and participated in four webinars as a part of WDC extension activities. Two of these webinars were on gender related issues, one was on women's health and hygiene, and the last one was on sexual harassment at the workplace.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	No File Uploaded

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

15

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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

Although the College has had an Alumni Association functioning actively over the last 15 years. Alumni association got registered in 2019. The Alumni Association organizes events where our ex-students make contributions and sometimes donations to the Association which are later used to sponsor needy students. In this last pandemic year no such event could be organized. The Association resolved that the funds collected for AY 2020-2021 be transferred to Rizvi Education Society for using the amount for development purpose.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	No File Uploaded

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

Dr. A. H. Rizvi has succeeded in fulfilling his deep desire to help the less fortunate ones who are unable to pursue higher education, especially those belonging to the "Muslim Minority Community". Our mission statement is "Education for all". Our motto is "Humanize, Equalize, Spiritualize" Rizvi College was established with the aim of making education accessible to all and has remained true to its ideal as the college is open to academically weaker students, our objective is to foster a sense of national identity that is secular & multicultural with respect to tolerance and respect for all religions and cultures. We also aim to generate an awareness of women's issues and human rights. Our goal is to develop the confidence, self-reliance & determination in our students to face the competitive world, to enhance personality of our students and to prepare them to be better citizens of the Nation.

The primary aim of IQAC is to develop a system for quality sustenance and quality enhancement and to make continuous efforts to achieve excellence. The IQAC of Rizvi College strives hard to achieve this goal. The Institution is continuously augmenting its reputation in teaching, research and extra-curricular activities.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	No File Uploaded

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

Academic Functioning: The College inculcates the culture of collective responsibility among its faculty members and the constitutive departments. The College delegates authority and provides operational autonomy at various levels. Under the supervision of the Principal, the Vice Principals and Heads of the Departments are empowered and the departments are provided with academic autonomy, which is a concrete step towards effective decentralized governing system. Each department is given freedom

to prepare its own academic planner and schedule of activities, Timetable, designing and assigning of students projects, to conduct add on courses, certificate courses, webinars and arrange guest lecturers in areas, prioritized by the departments.

Administrative Functioning: The office administrative responsibility, distribution and monitoring are handled by the office superintendent in tandem with the college authorities. Though budget preparation is an administrative responsibility, individual budget is also prepared at the departmental level and the final budget is prepared based on departmental inputs.

However due to pandemic all lectures and the laboratory courses were conducted online Different statutory and non-statutory sub committees are formed comprising of representatives from all stakeholders of the college, for coordinating important administrative and academic activities of the college.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Strategic Plan of the College was developed according to the Mission and Vision Statement and was framed in consultation with the various stakeholders. In the technology-enabled world, the Strategic goals of the Institution are dynamically revised. In the coming years we envisage the following major Strategic Goals:

- ACADEMIC EXCELLENCE
- RESEARCH AND INNOVATION
- COLLABORATIONS
- CAPACITY BUILDING
- SELF RELIANCE
- GOVERNANCE AND INTEGRATION

- **INFRASTRUCTURE**
- **HOLISTIC DEVELOPMENT**
- **SUSTAINABILITY**
- **SERVICEBRANDING AND COMMUNICATION**

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	NIL
Upload any additional information	View File

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 Rizvi Education Society's, Rizvi College of Arts, Science and Commerce, is governed by the President and the Director of the institution, which is followed by the In-Charge Principal. The college has well defined Internal Quality Assurance Cell which works for accreditation of the institution, simultaneously a College Development Committee is also set up, matters related to the teaching and non-teaching staff, college, and budget are discussed and decided by this committee. At the very next level in the institution there are Superintendent, Vice-Principal, Committees and Librarian.

The Superintendent is followed by the Head, Senior and Junior Clerks; the institution also has Accountant and Accountant Assistant, the entire line of command works on administrative areas of the institution.

The Head of Departments, which includes Teaching and Non Teaching Staff. Specifically under non teaching staff the institution has System Administrator who looks into Computer and Technical related areas, Laboratory Assistant and Attendants assigned duties in laboratory. The institution has various committees which are classified on Statutory and Non-Statutory grounds. Librarian with

Assistant, Clerks, and Attendants plays a special role in Library.

The institution has Class IV Employees, Peons, and Multi Tasking Staffs which works on varied areas in the institution.

File Description	Documents
Paste link for additional information	NIL
Link to Organogram of the Institution webpage	https://www.rizvicollege.edu.in/igac/agar2020_21/criteria6/Criterion6.pdf
Upload any additional information	No File Uploaded

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

The institution offers teaching and non-teaching staff a platform for development, such as:

- Co-op credit society, membership of which can be availed by any staff member. Members can avail loan facility from this society in times of financial emergency
- Helping teachers to acquire skills in their respective fields by encouraging them to attend faculty improvement programs, workshops and conferences
- Providing necessary infrastructural facilities in the form

of classrooms, well equipped laboratories and adequate workspace

- Providing a congenial atmosphere to teaching and administrative staff
- Teaching and Non-teaching staff avail of medical and leave travel reimbursement
- Leave and vacation benefit are the same for permanent staff and those on ad-hoc or contract basis Conducts workshop, seminars, conferences for development, due to pandemic situation the institution had organised an online workshop for non-teaching staff on 'Stress Management, on 03rd April, 2021

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	No File Uploaded

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

0

File Description	Documents
Upload any additional information	No File Uploaded
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

04

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

38

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

Teaching staff: Every faculty has to submit Personal achievement details to IQAC at the end of the academic year. The information submitted by the faculty is used for the purpose of evaluation by the Management and for NAAC documentation. All Achievements are

supported by documentary evidence in the form of e-copy. A deadline is fixed for the submission of this report The Personal Achievements Report gives detailed information on the following various aspects such as Participation in Conference/ Seminar/Workshop and Symposia, Orientation Programme/ Induction Programme/ Refresher Course/ FDP/ Short Term Course/ Professional Development Programme. Details of Research Publication, Major/ Minor Projects undertaken, Details of No. of books published / Chapter Edited etc. Invited as Subject experts, chairpersons or resource persons etc.

Non-teaching staff:The Non-teaching staff has to fill form No 6- Titled Confidential Assessment and Self Assessment report of non-teaching and submit it to the Head of the Department/Office Superintendent who is the reporting officer at the end of the academic year The assessment is done on a five points scale. The report is finally reviewed by the Principal who is the Reviewing officer.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	No File Uploaded

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

Institution conducts internal and external financial audits regularly

- Institution conducts internal and external financial audits regularly:
- Internal audit was conducted by Snehla Associates.
- No external audit was conducted during the A.Y 2020-2021.
- Government norms are strictly adhered to in audit of accounts.
- As per norms, the books of accounts are maintained by the accounts staff.
- Superintendent supervises the process of accounting. All vouchers & bills of expenses and income i.e fees and other receipts and vouchers of daily expenses are checked and verified.

- Time line is followed strictly in getting audit done.
- Management, Principal, Office superintendent meet to discuss audit remarks/objections and take necessary action on the remarks of the auditor if any.
- Periodical checking of Account balance is done and expenses are kept under control. To avoid mistakes proper care is taken while doing entries for income and expenses.
- The audited statements of accounts are also submitted to the government and to the office of the Accountant General, as and when required.

Audit

External

Internal

Yes/ No

Agency

Yes/ No

Agency

Academic

No

-

No

-

Administrative

No

-

Yes

Governing Body

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	No File Uploaded

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)

0.87770

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

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 major financial transactions (both receipts and payments) are executed by following the due process and payments are made through electronic mode for university examination and enrolment only and accounted using Tally ERP 9 software by the Finance and Accounts Department

All fees collected under different heads like Sports, Cultural, Library, Laboratory, Student Welfare fees is utilized for maintenance of college to provide better facilities to students.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	No File Uploaded

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

Add on Courses and Orientation Programmes:

"The essence of education lies in drawing out the very best that is in you." The IQAC members in its meetings suggested that Bridge & Add on courses need to be started in every department by external faculty or industry expert .The Department of BAF and BMS jointly conducted add on course titled "Campus to Corporate Careers Program" from 3/03/2021 to 30/04/2021.The add on course had a duration of 30 hours in all 20 students participated in this course. An online Orientation program was organised by the Library Committee for the students from 5th to 12th December, 2020.

Seminars, Conferences, Webinars, Placements & Collaborations. IQAC also suggested that lecture series, Webinars or Conferences to be conducted on topics such as Research methodologies, Journal publications, plagiarism detection etc. for all staff and students. Due to the pandemic condition all Workshops, Seminars, and Conferences were conducted Online. The CS-IT Department succeeded to place about 39 final year students in various reputed companies like TCS, Wipro, Neosoft technologies etc. We had one Online Collaboration for an International Conference with the Faculty of Law, Parul University, Vadodara, Gujarat.

File Description	Documents
Paste link for additional information	NIL
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

Proper planning of all academic activities is done and it gets reflected in the Institute level Academic calendar which is prepared well in advance before the beginning of each academic year. IQAC has designed integrated framework in the form of structured course file, Faculty members prepare systematic Teaching plan along with correlation to the Course Outcomes (COs), Program Outcome (POs) and Program Specific Outcome (PSOs). Submission of Weekly lecture monitoring report to the Principal, and the Convenor of the Lecture monitoring committee. Personal achievement report, Departmental / Committee report is mailed to the IQAC at the end of the academic year.

Due to pandemic lectures and lab courses were conducted Online. Google classrooms were created for each class. Email ID and password was generated for each student and added in their respective classrooms Study materials, Syllabus, Assignments and question bank for practice were posted regularly by the teachers in the respective classrooms and the WhatsApp group empowering the ICT enabled lectures.

Examinations were conducted Online through these virtual classrooms. All co-curricular and extra-curricular activities were conducted by sharing the links in the Google classrooms and using Google meet.

Online Feedback from students and Parents were taken.

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

6.5.3 - Quality assurance initiatives of the

C. Any 2 of the above

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)

File Description	Documents
Paste web link of Annual reports of Institution	http://www.rizvicollege.edu.in/iqac/aqar2020_21/criteria6/AnnualReport_2020-21_Rizvi_College.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 believe that all workers, regardless of gender identity, sexual orientation, race or migration status, deserve to be paid 'equally', and should be provided with safe and decent environment. To work towards that end we undertake various activities, conduct programs accordingly.

Gender equality is a necessary foundation for a peaceful, prosperous and sustainable world. There been progress over the last decades; more girls from minority Muslim community, today are going to school and even higher educations; fewer girls are now forced into early marriage. Slowly the conditions are improving. But despite the gains, many challenges still remain. The effect of the COVID-19 pandemic could reverse the limited progress. The coronavirus outbreak exacerbates existing inequalities for women and girls across entire sphere - from health and the economy to security and social protection.

Therefore, to improve the scenario on gender inequality we conducted various programs online.

Annual gender sensitization action plan: To create awareness of gender equality & to organise relative activities.

Facilities provided to women in terms of

a. Safety and security:- YES

? CCTV cameras are placed strategically in each classroom, corridor , inside and outside of the college building to ensure the safety and well being of both students and the staff.

? Security guards are appointed at the gate.

? Girls students are asked to carry their cell phone and remember the emergency complaint number(Khar Police station).

? "Nirbhaya Box" is installed by the Khar Police station

b. Women Counseling: separate Women Development Cell (WDC) is working for women development. The counselling program was organized by the cell on an online platform. Four webinars were conducted during the academic year 2020-21. The webinar was conducted on various topics are

1. A webinar on "Gender Expression Masculine Feminine Traits and Androgynous Choice" organized by WDC ON 23rd February 2021 and 60 students took part in the program.

2. A Webinar was organized on 6th March 2021 by WDC on "Gender Bullying and Victimization - how regressive school of thought shapes bullying behavior". 30 students took part in the program.

3. A webinar on "Importance of Women's Hygiene in Family Health" organised by WDC held on 8th March 2021. 49 students participated in the program.

4. A webinar was organized by WDC ON 11th March 2021 on topic" Sexual Harassment at Work

5. Guest lecture on " Women Entrepreneur" was organized by the Sociology Department on 25th Marh 2021. The session was addressed by Mrs. Kausar Khan. 21 male and 48 female took part in the session.

6. Guest lecture by Mr. Vivek Carterzz was organized by the Sociology Department on 8th April 2021. On how to be a young Entrepreneur. The lecture was attended by 06 Male and 22 Female students.

C. Common room: 01 Common Room for girls on Ground Floor Only

D. Day care center for young children: Not available

E. Any other relevant information

15 Girls students (33% of the overall strength of NCC unit of Rizvi College) Have enrolled in NCC. They have taken active participation in all NCC online/offline activities and training.

File Description	Documents
Annual gender sensitization action plan	https://www.rizvicollege.edu.in/iqac/aqar2020_21/criteria7/AnnualGenderPlan.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	http://www.rizvicollege.edu.in/aqarimages2020_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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

Effective management of the waste (Solid/ Liquid) either by disposal or recycling is not only important but a very critical

process for a very organization, as it has impacts on the health and also on the environment for the people working and residing near the campus. Our institute has utmost priority in providing a healthy and safe environment.

Solid/ Liquid Waste Management (SLWM) and Recycling System:
SLWM..is the collection, transportation, processing, recycling, treatment and disposal of waste material in a scientific manner. 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. A safe disposal of wastes is done to prevent or reduce environmental pollution and protects human health from various solid and liquid waste related diseases.

Biomedical waste: The College is not related to any medical field so does not generate any medical waste.

E- WASTE: Improper dismantling and processing of e-waste render it perilous to human health and our ecosystem. Therefore, the need of proper e-waste management has been realized .It's managed very carefully. The electronic scraps like computer monitors, printers, keyboards, batteries, power supply, cables..etc. from IT Department, Physics, MCVC, Electronics and other departments are donated.

E-Waste Collection Drive was organized in the college on 23rd January to 31st January 2021, 20 students and two professors gave contributions for E-Waste Collection in the College. 237 KG of total E- waste was collected and was given to University of Mumbai for recycling.

Waste Recycling System: Electronic waste is sent to Recycling when collected in appreciable amounts. Paper, books and other waste sent for recycling. The college has adopted a minimum and only essential use of paper policy. This helps in the conservation of resources and also a small amount of paper is wasted. Our admin is a workplace that has minimal paper-based processes and relies on DIGITIZED documentation. Digital scanner for digital storage is used.

Hazardous and RadioActive waste: No Radioactive elements are used in laboratories,

Hazardous chemicals were not generated as college was closed due to Covid 19 pandemic.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	http://www.rizvicollege.edu.in/aqarimages2_020_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

B. Any 3 of the above

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

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

<p>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</p>	<p>C. Any 2 of the above</p>
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File Description	Documents
<p>Reports on environment and energy audits submitted by the auditing agency</p>	<p>View File</p>
<p>Certification by the auditing agency</p>	<p>No File Uploaded</p>
<p>Certificates of the awards received</p>	<p>No File Uploaded</p>
<p>Any other relevant information</p>	<p>View File</p>

<p>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</p>	<p>A. Any 4 or all of the above</p>
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File Description	Documents
<p>Geo tagged photographs / videos of the facilities</p>	<p>View File</p>
<p>Policy documents and information brochures on the support to be provided</p>	<p>No File Uploaded</p>
<p>Details of the Software procured for providing the assistance</p>	<p>View File</p>
<p>Any other relevant information</p>	<p>No File Uploaded</p>

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).

We believe in unity in diversity and the faith results in instilling the value of respect for different languages, cultures and religions. It is a tradition in our college to greet and wish one another at different festivals and also to share the special food prepared on that festival. This helps us to strengthen and to maintain an amicable relation between faculty members, making us feel the college is like a "second home"!

Our students also celebrate the different festivals with joy and enthusiasm; which helps them to implant the social and religious harmony.

Our institute provides an inclusive environment for everyone with tolerance, harmony towards various cultures, religion, linguistic, communal socioeconomic and other diversities.

We believe "Peace begins with tolerance and respect" keeping this cultural unity intact, even during pandemic, we conducted various 'Online' programs.

Related activities are as follows:

1. Intra- Class PPT competition on "Cultural Landscape of Maharashtra" was organized by the Sociology Department" in September and October Month 2021. 75 students took part in the Competition.
2. The Screening and Documentary was presented by Prof. Pankti Surve on "Western Hill" on 25th February 2021, 15 male and 48 female students took part in the program.
3. Guest lecture on "Career in Social Work" was organized by the Sociology Department on 31st March 2021. The lecture was delivered by Mr. Taha Ratlamwala, 10 male and 49 females took part in the program.
4. Guest lecture on " Social Awareness and Community Development was organized by NCC Department on 4th November 2020, 14 students took part in the program.
5. Talk on 'Indian Geography' was organized by NCC Department on 30th December 2020, 22 students were present.
6. "Road Safety Program" was organized by NSS with United Ways Mumbai, 15 students took Part in the program.
7. "Anti-Trafficking Program" was organized by the NSS department with the Movement Team in Mumbai; 100 students were involved in the event.

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	No File Uploaded

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

Our institute takes all possible initiative in organizing various events and programmes for moulding the students and staff to become responsible citizens of the country. We sensitize the students towards constitutional values and we encourage students to take part in study tours, blood donation camps etc. College also conducts special lectures on the importance of the Indian constitution and how we must work in the direction of saving our constitution. We encourage the student to undertake many other community services to provide services to mankind and society.

Cleanliness Drive both inside the campus/ nearby, Plantation drive to provide clean and green environment for all [Swachh Bharat Abhiyan]

Two important National festivals are celebrated every year. Republic Day is celebrated on 26th January by organizing activities highlighting the importance of the Indian Constitution. Independence Day on 15th August is also celebrated each year to acknowledge the struggle of freedom fighters and the importance of the Indian constitution. All teaching and non teaching staff and students participate for the cause of the nation. The inspiring speeches are also conducted.

Values, right, duty and responsibilities: to understand values college celebrates various programmes during academic year like below

1. On the occasion of 'World Cancer Day' a cancer awareness program was organized by the Physics department on 4th February 2021. A webinar on "Prevention and early detection of cancer was addressed by MRs. Jayalakshmi Krishanan, a trustee of Vasantha Memorial trust for cancer care and cure. 40 students, 15 teaching staff and 10 non-teaching staff utilized this opportunity. Dr. Ranade coordinated the event.

2. The IQAC department organized a workshop on "Stress Management" for Non-Teaching Staff on 3rd April 2021.
3. Cleanliness Drive was organized by NCC in the college in the month of October 2020 to teach the value of cleanliness in our life, 26 students took part in the drive.
4. Oral Cancer Awareness Program Was organized by Student's Council and Help Yourself Foundation on 27th February 2020. 37 students and 6 staff took part in the awareness Program.
5. "Fit India Movement" was organized by the NCC department on 30th December 2020 from Oval Maidan to Jogger's Park, Mumbai. 8 students took part in the event.
6. Constitution Day was observed by N.S.S. dept. on 26th November, 2020.
7. A webinar on Indian Constitution day by N.C.C. on 18th November, 2020. 32 students took part.
8. 'Atmanirbhar Bharat' to promote Products Made in India - Ministry of Electronics & Information Tech. Govt. of India: 01 Staff, 17 Students took part.
9. Swachh Bharat Abhiyan by NCC on 10th December 2020. 26 students took part.
10. Webinar on "Help India Program" NATIONAL event held on 10 November 2020. 48 students took part.
11. 'Rashtriya Ekikaran Diwas', National event was organized by NCC department on 19th November 2020, 20 students took Part in the Event.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

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

1. The Physics department celebrated "Kisan Diwas/Farmer Day" on the occasion of the Birth Anniversary of 5th Prime Minister of India Shri Charan Singh Chaudhary. 52 students prepared and presented beautiful posters online on Kisan Diwas, They were guided by Dr. Ranade.
2. "National Science Day" was celebrated by the Science Association and Department of Physics on 28th February 2021. The department organized a "Debate" competition on topics like Global Warming, Smoking should be Banned, Online teaching is Better and cellphone Radiation is Dangerous etc. 36 students and 04 professors took part. Dr. Ranade guided the students.
3. 'Online Children's Day 'was celebrated by the Students Council and Help Yourself Foundation on 14th November 2020, to celebrate the birth anniversary of Pandit Jawaharlal Nehru, 60 students and 04 professors were part of the program.
4. 'International Yoga Day' was celebrated in the college on 21st June 2020 by NCC department Under Guidance of Ministry of Ayush, 21 students and 01 professor took part in the program.
5. 'Atmanirbahr Bharat program' was arranged in the college to promote products in India during 2020 under guidance of the Ministry of Electronics and Information Technology, Government of India. 26 students participated.
6. 'Rashtriya Ekta Diwas' was observed in the college on 30 October 2020 by NCC department, 21 students took part.
7. 'Rashtriya Ekikaran Diwas', National event was organized by NCC department on 19th November 2020, 20 students took Part in the Event and also on 10th December 2020, 26 students

took part in the event.

8. Online 'Teacher's Day' was celebrated in the college on 5th September 2020, it was organized by the NCC department to observe the birth anniversary of Dr. S. Radhakrishnan.
9. A webinar on the topic "Help India Program" was organized by NCC in the college on 10th November 2020, 48 students were involved in the National Event.
10. "Indian Constitution Day" was celebrated in the college on 18th November 2020. It was organized by the NCC department; 32 students took part, and by the NSS department on 26th November 2020. "Fit India Movement" was organized by the NCC department on 30th December 2020 from Oval Maidan to Jogger's Park, Mumbai. 8 students took part.
11. The 12 NCC students prepared video of Yoga (1 Minute Duration) on the occasion of "International Yoga Day" on 13th June 2020.
12. On the occasion of Mahatma Gandhi Jayanti, 2nd October 2020 NSS department organized a "Poster Competition".
13. 'International Yoga Day' was celebrated by the NSS department on 21st June 2020.

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	View File

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

Financial Patronage - "Help others to achieve their dreams and you will achieve yours."

2. Goal

To provide a financial help to teaching, non-teaching staff &

Students of the college.

3. The Context

Financing the college fees is not easy in a country like India where the cost of education is scaling higher day by day. Dr. Rizvi had set up Rizvi Education Society to fulfill his desire to help the less fortunate who are unable to pursue higher education. The stated vision of the college is 'Upliftment of Muslim minority students through Quality Education' to this effect, keeping in mind the rules for minority institutions, Out intake of students ranges from the affluent to the under privileged section of the society as well as quite a few first generations learner's too. We believe in empowering and transforming the lives of the students through education. Helping low income students to continue their education during COVID-19 pandemic. The stay at home orders during the pandemic exacerbated the financial challenges of the citizens. In such situation the college took the steps to provide affordable financial help.

4. The Procedure

A considerable size of our student's population belongs to the lower economic strata. Many a times students find it difficult to pay their fees and therefore managing fees effectively and digitally has become a necessity of educational institute.

1. The management provides them with the option of paying fees in multiple installments in the best possible way or by paying a complete fee to an eligible child, belonging to SC/ST/BC/EBC. Differently Abled categories will be preferred.

2. The management has also very generously set up "Two Scholarships" [ABIS Rizvi minority Educational Scholarship and Saquib Rizvi Sports Scholarship] in academic and sports respectively; to help the needy and deserving student The Cash Prize towards, ABIS A.H. Rizvi Memorial award, for the outstanding performance and academic achievements of Rs 73,875.00 for 5 deserving students by paying their 100% fees or partial.

3. "Sports Free ship" (half/full free ship) is also being given to 04 students of total amount Rs. 20,730.

4. Two students have received a total of Rs 42,283.00 free ship.

5. Evidence of Success

1. Some of the students completed their degree only after receiving the financial support.

6. Problems Encountered and Resources Required

1. Problems Encountered

- Increase in the number of students/ non-teaching staff who actually needs money either for education or for medical crisis.
- The time gap between the application process & actual sanctioning of the fund should be reduced especially for medical help. Therefore, it is essential for immediate scrutiny of the deserving application, verification and sanction of the application.
- The biggest challenge is identification the deserving candidate. We also have identified that a small cross section of students had missed such help.
- As the numbers of needy students are increasing year after year, the amount of financial support needs to be increased.
- Inability to take advantage of Financial Aid because of the lack of awareness of various types of scholarships that are available in India for financially weaker students like K.C. Mahindra Scholarship, AICTE-scholarship, Central Sector Scheme of scholarship, Cultural Talent Search Scholarship etc.

2. Resources Required

Special Assistance programme by UGC focuses on providing financial support to research base institute & colleges. Therefore more publicity and simple explanation of the application procedures are required and the college may take more aggressive steps towards this awareness creation so that more students can avail the financial help.

Best Practice II

1. Title of the Practice

Online Education: Tools and Techniques

2. Goals

- To keep the spirit of Teaching on during pandemic.
- To help teachers to prepare e-content for library institutional repository and online learning.

3. The context

Online teaching was challenge for most of the teachers at the advent of pandemic. Teachers as well as students were in a fix to adjust them to understand and adopt the online teaching process as different subjects required different online teaching techniques. In such situation the college with the help of library department organised this webinar.

4. Procedure

Webinar on Online Education: tools and techniques organised by Library department on 6th May, 2020 where 94 teachers participated. Teachers were introduced to various tools and techniques to prepare presentation for study purpose. Some of the tools like Flyer maker App for banner making, Google form for registration and feedback, Cinema FV5 App for video shooting, Kine Master App for video editing and effects, Google Translate App for translating text/file/photo were taught. The Resource Person was Mr. Ramakant Navghare, Librarian, CKT College, Panvel.

5. Evidence of success

The detailed workshop helped teachers understand the use of various technical and online tools in teaching. All the teachers use Google forms regularly for creating question papers as well as logging in registration details for many events and activities. The workshop and training has boosted the confidence of all non technical teaching staff in their ability to use technical tools to make the teaching learning process more efficient and effective.

6. Problems Encountered and Resources Required

- Problems Encountered

Familiarizing the faculty members with the online mode was a challenge, especially for those who were resistant towards the use of technology.

- Resources Required

SOP about the working of these online tools and platforms are required to be designed and distributed to the faculty members for the reference and preliminary troubleshooting.

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

The covid -19 pandemic is an ongoing global pandemic of Coronavirus disease. The pandemic has resulted in severe social and economic disruption around the whole world; including the largest global recession. It has drastically affected day to day life , jobs, businesses, and the global economy.

During the pandemic of COVID-19, the economically weaker section was jobless and helpless. Keeping their basic needs in mind our Management had opened their hands by extending tremendous help through the Rizvi Group's Help Yourself Foundation. The Founders of Help Yourself Foundation, Dr. Akhtar Hasan Rizvi (President, Rizvi Education Society) and Adv. (Mrs.) Rubina Akhtar Hasan Rizvi (Director, Rizvi Education Society) had facilitated dry ration and cooked food for needy people. More than 5000 families were helped for their basic needs.

On the occasion of 3rd Edition of Saquib Rizvi Memorial Cancer Awareness Marathon (SRMCAM 2021 - Virtual Marathon) on 27th - 28th February 2021, our Management inaugurated and launched a fully equipped Cardiac Ambulance in the interest of needy people of the society. The founders of Rizvi Group's Help Yourself Foundation, Dr. Akhtar Hasan Rizvi (President, Rizvi Education Society) and Adv. (Mrs.) Rubina Akhtar Hasan Rizvi (Director, Rizvi Education Society) had availed this Ambulance service under the project 'Rumi Care' in the loving memories of our beloved trustees Mr. Saquib A. H. Rizvi (Treasurer, Rizvi Education Society) and Mr. Abis A.H. Rizvi (Secretary, Rizvi Education Society).

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

1. To organise Gender, Academic & Administrative Audit as "Gender Equality" s 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.
3. Science and research laboratories are advancing at a high pace and the laboratory facilities at undergraduate and postgraduate courses need to keep up with those new innovations. However, a complete new setup isn't always feasible due to lack of sufficient funding and time constraints, But still Renovation of all science laboratories/exam rooms was on priority but which was not possible last year due to the pandemic
4. To continue organizing National/State level workshops & seminars.
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. Add on course gives students an insight about the profession you want to pursue gives students a chance to change his/her career path So it is a need of hour To start more career oriented Add on Courses.
- 7.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.
8. Submission of "Major & Minor Research Projects" to various Research Organisations. E.g. ICSSR, IMPRESS, University of Mumbai etc.

9. To improve the results, "Remedial coaching" should be strictly followed.

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

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