YEARLY STATUS REPORT - 2021-2022

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. Ashfaq Ahmad Khan
• Designation	Principal I/C
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	9004834583
• Mobile No:	9969503687
• Registered e-mail	principal.asc@rizvicollege.edu.in
• Alternate e-mail	shwetad@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	**UGC 2f and 12(B)**
• Name of the Affiliating University	**University of Mumbai**
• Name of the IQAC Coordinator	**Mrs. Shweta Dubey**
• Phone No.	**9920246341**
• Alternate phone No.	**9657725810**
• 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/iqac/aqar2020_21/AQAR2020-21.pdf
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/iqac/aqar2021_22/criteria1/1.1.2/AcademicCalendar_2021-22.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**70.05**	**2004**	**03/05/2004**	**02/05/2009**
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.,

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**	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**	
• If yes, mention the amount		

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

In its efforts to update the research skills of the faculties, research scholars and students IQAC organised following events in the institute: a.In collaboration with Department of Statistics, K.C. College, HSNC University, Mumbai, IQAC organised Ten Day National Level Online FDP on 'IBM Statistical Package & Structural Equation Modeling with AMOS' from 3rd December, 2021 To 12th December, 2021. b. IQAC along with Departments of Economics, Mathematics & Statistics and M.Com organised a Two Day Online National Level Workshop on Research Methodology in collaboration with Department of MA Business Economics, K.P.B. Hinduja College of Commerce from 9th February 2022 to 10th February 2022. About 310 students actively participated in the workshop and acquired a significant knowledge about the Research Methodology which will be helpful for them in pursuing the research. c. Keeping in mind the thrust for research work in academic institutions, the international Peer Reviewed Research Journal was continued. Steps were taken to improve the citation of the papers published in the journal.

To enhance the administrative skills of the administrative staff of the institute, IQAC organized ONE DAY TRAINING PROGRAM ON 'VARIOUS ASPECT OF DOCUMENTATION' on Saturday, 26th February 2022.

To ensure the maintenance of the green environment in the campus, IQAC conducted Green Audit on 21st & 22nd March 2022. Apart from the Green Audit, Administrative Audit was also held through IQAC on 29th March 2022.

To enable the students to become employable and equipped with the current development in the job market various online interactions, webinars, deliberations and workshops were organised.

To prepare the students to appear for the competitive examinations, awareness webinars were organised.

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
Continue organizing Training Programme for Teaching and Non - Teaching Staff	IQAC organised a Workshop on Geo Tagged Photographs for Teaching Staff on 18th December, 2021 and One-Day Training Program on 'Various Aspect of Documentation' for Non - Teaching Staff on Saturday, 26th February 2022.
Continue organizing Seminars, Conferences, Workshops and FDPs for Teaching and Non - Teaching Staff	Total 40 Online Seminars, Conferences, Workshops and FDPs for Teaching and Non - Teaching Staff were organized during the year..
Increase the number of Certificate Courses and Value Added Courses for students	Total 15 Certificate Courses and Value Added Courses were organised such as on Soap Making by Department of Sociology, Short Term Course on Tally, with GST, Advance Excel and GST Return Filing by Departments of BAF and BMS; Two Day Workshop on 'Advanced Microsoft Excel' by Department of Mathematics and Statistics and BBI; E workshop on 'Flower Arrangement' by Department of Botany; E-workshop on 'Bottle Gardening' by Department of Botany; A Certificate Course on 'Cyber Security and Ethical Hacking Level 1', A Certificate Course on 'Cyber Security and Ethical Hacking Level 2', A Certificate Course on 'Data Analysis and Data Science Using Python', Free Live Virtual training program on 'Python for Data Science', Free Live Virtual training program on 'Cloud Fundamentals by Department of CS etc.
Continue conducting workshops, competitions and seminars for	Quiz Competitions, E Excursion, Poster Presentation Competition,

the students to enhance skill based learning.	Book Review Competition, Webinars on Memory Skills, Swayam Courses, Career Opportunities and Guest Lectures on various issues were successfully organised in online mode
Conduct Administrative Audit, Green Audit and Gender Audit	Administrative Audit and Green Audit were conducted by external experts. Gender Audit Committee of the college conducted Gender Audit.
Continue conducting College Cultural Youth Festival	In lieu of COVID - 19, online cultural event 'Digifest 2.0' was Successfully organised.
ncrease the number of Collaboration and MOUs for enhancing the Academia - Industry Participation efforts	Total 05 Collaborations and 05 MOUs were signed and implemented to ensure enhancement of Academia - Industry Participation efforts.
Promote institutional Vision/Mission, Environmental consciousness, Universal values & Ethics and make the campus 'Eco-Fiendly'.	To Promote institutional Vision/Mission, Environmental consciousness, Universal values & Ethics and make the campus 'Eco-Friendly', Poster Competition, Best Out of Waste, Elocution Competition, Essay Competition, Workshops , Webinars, Seminars and Field Visits were organised.
Mobilize financial support for students to pursue their Degree Course.	To mobilize financial support for students to pursue their degree, required initiatives were taken towards the awareness of various Government and Non - Government Scholarships available and procedures to be followed for the same.

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

- Name of the statutory body

Name	Date of meeting(s)
College Development Committee	23/12/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021 - 22	27/12/2022

15.Multidisciplinary / interdisciplinary

According to the requirement of NEP, the institute has continued interdisciplinary approach towards extra curriular activities integrating different departments. Accordingly several student oriented activites, skilled based courses, webinars, conferences and courses are successfully organised.

The institute is proactively working towards implementation of the suggestions given in the NEP and intends to continue the efforts in coming academic year.

16.Academic bank of credits (ABC):

The institute is affiliated to the University of Mumbai. The institute is running regular programmes and courses in the curriclum scheme are delivered. In the direction of Academic Bank of Credits the guidelines issued by the affiliating university is being implemented by the institute and the registration process of students have been started in the month of January, 2023.

17.Skill development:

The Institute organises various activities for the development of soft skills, life skills, values, vocational guidance etc. Soft skills activities included Projects, Group Discussion, Debate and Webinars. Some of the major life skills activities included workshop on Yoga, Entrepreneurship and Mindfulness in the classroom etc. Major Vocational Skill Development activities included workshops on Loop Band, Soap Making, Candle Making, Cake Making, Poster Competition, Advanced Excel, Research Methodoloy, SPSS and SEM etc.

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

The institute encourages learning of national language Hindi by organising various Programmes including webinars and seminars on

culture heritage and celebration of Hindi Diwas. Further, Subjects like Corporate Governance, Ethics and Social Responsibility of Business, Human Rights and Value Education etc. in the curriculum of various programmes inculcates cultural values in Indian tradition so that students imbibe value orientation.

Institute always encourages and provides platform to the students for the promotion of art and language through numerous means. An online Intra-Collegiate Cultural Festival - DIGIFEST was organized by cultural committee of the college in academic year 2020-21 and 2021-22 wherein a large number of students were able to showcase their talent in the field of Art, Literature, Culture and Language (Urdu, English, Hindi and Marathi).

Students are also encouraged to enroll for online courses through platforms like SWAYAM and UNESCO where they can get themselves trained to enhance their knowledge on Indian culture and languages.

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

The institute offers various programmes. All these programmes are offered as outcome-based education (OBE) which is designed by the University of Mumbai according to the national and global requirements. The Institute has implemented outcome-based education with clearly stated Programme Outcomes, Programme Specific Outcomes and Course Outcomes.

In the recent past Program Outcomes are incorporated by the University Syllabus framing Committee essentially a range of skills and knowledge that a student will have at the time of graduation from the program. OBE aims and offers quality education. With the help of outcome based education software, the CO-PO mapping process is being streamlined, simplified, so that the better results can be achieved.

All courses are delivered by keeping in mind the outcomes which are centred on cognitive abilities namely Remembering, Understanding, Applying, Analysing, Evaluating and Creating.

Apart from the domain-specific skills, learning outcomes at all levels ensure social responsiveness and ethics, as well as entrepreneurial skills so students can contribute proactively to economic, environmental and social wellbeing of the nation.

All course are delivevered with due consideration to social needs at large so as to apply the spirit of NEP.

20.Distance education/online education:

Since July,2020 educational institutions in the country have employed digital platforms for engaging classes, conducting conferences, meetings etc. Online education has broken the geographical barriers creating interaction of experts and students from distant locations. Opening up of the educational institutions after pandemic has paved the way of adopting hybrid mode of education combining online and offline resources. This can be considered as the new normal, which is envisaged in New Education Policy as well.

Due to the experience gained during the closure period of Covid-19, access to online resources by teachers and students will not be a constraint anymore. As a part of course curriculum, MOOC courses are offered at the institute which promote the blended learning system of learning.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**285**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**4583**

File Description	Documents
Data Template	[View File](#)

2.2	**155**

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 Number of outgoing/ final year students during the year	**1810**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**85**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**38**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**69**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**66.52026**
4.3 Total number of computers on campus for academic purposes	**239**

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

The academic year began online but soon the institution shifted to the hybrid mode of off line and online teaching and working. To transform challenges into opportunities and maintain quality education through vibrant mode. Teachers were trained through various sessions to operate hybrid mode effectively of curriculum. Before the beginning of academic session, the time -table committee of the institution provides the departmental time-table via email to the departmental heads who prepare the individual time-table and mails it to IQAC along with the teaching plans and syllabus completion report.

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

Committees and Departments prepare their annual plan and budget for the entire academic year and submit it to the Principal. Amongst them NCC, NSS, Student Counselling Cell and Cultural Committee organises various activities beyond the syllabus. Student Counselling Cell of the college counsels the students regularly through internal as well as external counsellors and functions as the intermediary between the teachers and students. Attendance and monitoring committee regularly maintains records and reports of the students. The Lecture Monitoring Committee monitors the regular conduct of lectures and practicals.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	http://www.rizvicollege.edu.in/iqac/aqar2021 _22/criteria1/1.1.1/1.1.1SupportingDocument. pdf

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

Since our college is affiliated to university of Mumbai,we are bound to follow the academic calendar issued by the university. Accordingly IQAC prepares the academic calendarat the very beginning

of the year. It is uploaded on the college website as well as put up in the college prospectus so thatthe teachers can work with more preparedness and proper planning.

The academic calendar includes the tentative dates for internal evaluation of respective subjects including the practical.

Besides,the teachers also take efforts to conduct continuous evaluation of the students, either by assigning projects, making the students participate in class presentation, debate 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 for Aided and Co-ordinators of Self-Finance Courses and the Principal. The topics for the assignments are chosen carefully from within the scope of the subject but beyond the syllabus for broader depth of subject.

As per the guidelines of Board of Studies of university, various topics for internals have been given to the students. In order to enhance their oral communicative ability and presentation skills, the teachers inspire students to initiate class presentation.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://www.rizvicollege.edu.in/iqac/aqar2021_22/criteria1/1.1.2/AcademicCalendar_2021-22.pdf

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

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

1.2 - Academic Flexibility

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

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

33

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
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)

15

File Description	Documents
Any additional information	View File
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

494

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

494

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

1.3 - Curriculum Enrichment

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

Since the collegeis affiliated to University of Mumbai, it integrates various cross-cutting issues which are included in the curriculum and taken initiative to inculcate all these activities among the students directly and indirectly.. The curriculum includes these issues almost in all disciplines from UG to PG level. We conduct various programs that are in sync with the topics in the syllabus prescribed by the University of Mumbai.

Subjects like Foundation Course, Environmental Studies, Business Management, Advertising and Business Communication, Sociology, English, Hindi and Urdu literature, Philosophy 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 Social Service Scheme, and Cultural Committee provided platform for creating awareness of these issues by conducting activities.

Various competitions were conducted last 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 created by Cultural WDC, DLLE committee, NSS 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 can evaluate the reach of these issues among the students in their day to day life. List of the activities conducted during the academic year have been mentioned in the table.

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

36

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

4583

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution	A. All of the above

from the following stakeholders Students Teachers Employers Alumni	

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)	[View File](#)

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

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	http://www.rizvicollege.edu.in/aqarimages2021_22.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

5158

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

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

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

448

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

2.2 - Catering to Student Diversity

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

Rizvi college assesses the learning level of students through semester end exams as per the guidelines given by the University of Mumbai. In case of certain department particularly science department students are assessed with their laboratory skill also & continued by viva voce examination at the end of semester. As per the guidelines by University of Mumbai from time to time, internal assessment/assignment/ presentations are the part of curriculum.

Since the students have different learning abilities, the institute initiated remedial coaching for slow learners, and every department sets the time table for remedial coaching for weak students. For Advanced learners, institute motivate the students by orientation program to appear for competitive exams and to join online courses like NPTEL, SWAYAM etc. Periodical classes are conducted for both advanced and slow learners. This practice is part of a blended learning system.

File Description	Documents
Link for additional Information	http://www.rizvicollege.edu.in/aqarimages2021_22.html#221
Upload any additional information	View File

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

Number of Students	Number of Teachers
4583	85

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Student's centric methods such as experiential learning, participative learning, and problem solving methodologies are used for enhancing learning experiences. All science programs integrate practical courses as a part of curriculum, which provides adequate experimental learning skill, along with practical hands-on skill practice for students.

Participative learning involves project presentation, industrial visit, botanical Excursion, visit to research and medical instruments laboratories.

Programs like NSS, NCC inculcate among the students for practice for participative learning.

Few departments have projects as a curriculum that provides opportunity to the students for incorporating and practicing problem solving methodologies. Participative learning also involves the workshop (Online/Offline) and debate competition poster making competition which provides students to actively participate with peers and experience the learning.

A well defined process of course allotment and load distribution is adopted at departmental level. Course allocation is made based on choice and specialization of the faculty members before commencement of the semester. Once courses are allotted, faculty members prepare as per the teaching plan and curriculum prescribed by University. Some of the pedagogical method used is i) chalk and board ii) industrial visits and iii) laboratory learning.

File Description	Documents
Upload any additional information	View File
Link for additional information	http://www.rizvicollege.edu.in/iqac/aqar2021_22/criteria2/2.3.1.pdf

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

The institute follows ICT enabled teaching in addition to traditional class room education/ teaching - learning.

Sub-sequent efforts are taken by institution to provide e-learning. In addition to ckalk and board method of teaching the faculty members using the IT enabled learning tools such as PPT, Video clipping to expose students for advanced knowledge and practical learning. Classrooms are fully equipped with LCD projector and computer with Wi-Fi facilities. Well security is provided to Wi-Fi users. Most of the faculty use interactive methods for teaching. The major emphasis is on classroom interaction in terms of seminar, assignment, laboratory work etc.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://www.rizvicollege.edu.in/aqarimages2020_21.html#411

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

65

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

38

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
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

19

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

1075

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

2.5 - Evaluation Process and Reforms

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

The college has transparent and robust evaluation process in terms of frequency and variety. In order to ensure transparency in

internal assessment, the system of internal assessment is communicated with the students well in time. The Principal holds meetings of the faculties and directs them to ensure effective implementation of the evaluation process. At the entry level, admissions are given purely on merit basis and the lists of merit students are displayed on Notice board. Students who are admitted for the concerned course are assessed continuously through various evaluation processes at college and University level. Continuous evaluation is made through Unit Tests/Assignments Submission, Field Visit / Field Work and Seminars Presentation. Unit tests are conducted regularly as per the schedule given in academic calendar. The weightage for the unit tests varies as per the concerned faculty. Personal guidance is given to the poor performing the students after their assessment. Students appearing for Second /third year are asked to deliver the seminars of the concerned subject. Topics are given by their teachers to the students to prepare for power point presentation.

The seminar presentation improves the communication skills of the students which is very essential to face the interviews. In this way mechanism of internal assessment is transparent and robust.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	http://www.rizvicollege.edu.in/aqarimages2021_22.html#251

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

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

Internal assessment can be in the form of MCQ based questions, assignment, laboratory skills etc. The internal tests announced by publishing notice on notice board. After the conduction of examination faculty evaluates the papers within a stipulated time instructed by department of examination. The marks are submitted to the department of examination as per the guidelines by University of Mumbai. At the end of semester, the internal assessment marks are added to semester end examination marks to declare the result/

grades of the students.

File Description	Documents
Any additional information	View File
Link for additional information	http://www.rizvicollege.edu.in/iqac/aqar2021_22/criteria2/2.5.2PaperSetting.pdf

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	View File
Paste link for Additional information	https://assessmentonline.naac.gov.in/storage/app/public/aqar/17222/17222_25_54.pdf?1652348331
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.

The learning outcomes govern the strategies for teaching, learning and evaluation. It includes monitoring of the student through assistance.

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

Step 1: The COs are formulated by considering the curriculum prescribed by the University for the respective subjects.

Step 2: External and internal examinations (Wherever applicable as per course) marks were distributed based on total marks as per the university prescribed marking scheme.

Step 3: Attainment of each CO through external and internal examination only.

POs and PSOs attainment:

Step 1: The course outcomes for all courses were mapped with defined POs and PSOs with correlation levels using Bloom's Taxonomy.

Step 2: Attainment of each COs for all courses was calculated as described above.

Step 3: Attainment values of respective COs were inserted against their correlated POs and

PSOs. Average values for each PO/PSO were considered as final attainment for the respective course.

Step 4: Similarly, attainment values of COs with each correlated POs and PSOs have been calculated for all courses.

Step 5: Final attainment of POs and PSOs were derived from the components of direct and indirect method wherever applicable.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	http://www.rizvicollege.edu.in/iqac/aqar2021 _22/criteria2/2.6.2RESULTSTATISTICMARCH2022. xlsx

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

`1305`

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	http://www.rizvicollege.edu.in/iqac/aqar2021 _22/criteria2/AnnualReport2021-22.pdf

2.7 - Student Satisfaction Survey

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

http://www.rizvicollege.edu.in/iqac/aqar2021_22/SSS2021_22.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)

`00`

File Description	Documents
Any additional information	View File
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

`00`

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	NA

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

`40`

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

22

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

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

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

16

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

3.3 - Extension Activities

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

The motto of NCC is "Unity and Discipline." With the activities done in NCC, character and the moral fibre of the Cadet are built up. The Cadets become the role model for the youth.

NCC also inculcates social responsibilities like tree plantation, Cancer awareness, Cleanliness programme and Beach Cleaning Drive.

The NSS activities like COVID AWARENESS DRIVE - helped students to understand about the precaution to be taken during spread of disease like covid 19.

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.

The DLLE activities conducted in the college enable the students to actively participante in social issues and develop civic sense.

The various programmes, workshops and competitions conducted through CWDC to help the students to become aware of gender equality, civic sense, and self defense which make them confident about their rights, duties.

File Description	Documents
Paste link for additional information	http://www.rizvicollege.edu.in/iqac/aqar2021_22/criteria3/3.3.1/ExtensionActivitiesReport.pdf
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

05

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	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS

awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

49

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
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

1407

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

04

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	View File

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

05

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution is an integrated building of 6 floors and the HMCT College building. The college has 69 classrooms. 26 Classrooms are ICT enabled. They have adequate space, seating arrangements and are well ventilated.

The IT /CS departments haveprinters, good quality server facility, LAN/ WIFI.

The chemistry lab is equipped with required chemicals, apparatus and is WIFI enabled. The smaller lab is an instrumental lab. This lab isutilised for post graduate research also.

The botany and the zoology labs have a medicinal garden and are ICT enabled.Research is carried out in the labs. A compost pit is managed by the department.

The physics lab is ICT enabled. 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 158 learners and one library at HMCT with a seating capacity of 120 learners with computers and internet facility.

Learners are given access to libraries like the American Centre Library etc.

An ICT enabled seminar roomis used to conduct workshops, national and international seminars.

Lift facilities are provided to the learners.

In the hotel management and catering technology college there are two well equipped kitchens and one restaurat for practicals.

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 and annual yoga sessions are held in the auditorium.

The open space in front of the college is used for NCC drills. This space is also used by the NSS team to conduct street plays for social awareness. This space is used for free vehicle parking 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 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, hockey. Grounds such as azad maidan are taken on rent to provide required practice facilities.

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

In the hotel management and catering technology college changing room facilities for the students. There are two store rooms , library and a seminar hall for extracurricular activities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.rizvicollege.edu.in/aqarimages2020_21.html#412

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

69

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

69

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.rizvicollege.edu.in/aqarimages2020_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)

19.473

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

Library plays a crucial role in the academic development of our students and teachers. Due to the recent online learning trend, use of online resources of library has increased. Students are oriented about various uses of e-resources and accessing of library facilities online. Special session on use of NLIST resources was conducted for students benefit. To increase research output of the institute, lecture on literature search and review; effective ways of publishing research articles in academic journals were conducted for teachers. To give access to more varied research work and bounty of information, the library has taken membership of DELNET services. Our library has various collection of print books. Library website provides 24x7 access to lakhs of e-books, e-journals and other digital objects. Scanned question papers, career related information, e-contents like you tube video lectures, notes, subject PPTs prepared by teachers are uploaded on library website. Links of various important open access resources for academic purposes are also provided to them. For academic work students and teachers have been provided computers and free internet access. Android kiosk allows search of Web OPAC (Catalogue) and internet browsing. We strive to provide fast and effective services to keep our students updated.

•

• 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	[View File](#)
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)

0.91726

File Description	Documents
Any additional information	[View File](#)
Audited statements of accounts	[View File](#)
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

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

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

59

File Description	Documents
Any additional information	[View File](#)
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

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

The college has a sound IT infrastructure 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 facilities, which are used by the students and staff. 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	View File
Paste link for additional information	http://www.rizvicollege.edu.in/iqac/aqar2021 _22/criteria4/4.3.1-Wi-Fi.pdf

4.3.2 - Number of Computers

239

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution	**B. 30 – 50MBPS**

File Description	Documents
Upload any additional Information	View File
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)

46.13

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

For Acquisition of books and periodicals standard procedure is procuring quotation letters from book sellers and proforma invoice from periodicals publishers. Budget requirements for books, chemicals, apparatus and other laboratory requirements aresanctioned by the 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 the 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 the library website 24x7 to increase the utilization of library facilities. Library orientation is also given for promoting library services and library website usage. To ensure maximum usage of e-resources through the library website, teachers are requested to give assignments to students based on e-resources subscribed by the library.

The facilities like lifts, auditorium, etc. are managed through AMC. The IT infrastructure 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	[View File](#)
Paste link for additional information	http://www.rizvicollege.edu.in/iqac/aqar2021_22/criteria4/4.4.2Departments.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

19

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

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

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

41

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

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

File Description	Documents
Link to institutional website	http://www.rizvicollege.edu.in/iqac/aqar2021_22/criteria5/5.1.3.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

170

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

170

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

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

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
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

78

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

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

5.2.2.1 - Number of outgoing student progression to higher education

265

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
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

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

5.3 - Student Participation and Activities

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

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

7

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
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)

Our institution offers a variety of avenues through numerous committees and extension activities for students to participate in administrative as well as other co-curricular activities. It is a matter of pride for us that one of our NCC cadet Mr Abrez Khan was selected to participate in the prestigious Republic Day parade in Delhi. He was awarded the Golden Senior Under Officer award.

Amongst many other routine events like tree plantation, beach cleaning, mangrove cleanup, various government promoted Abhiyans and celebration of important days, our cadets also participated in prestigious National events like Indian Army Virtual Cyclothon, pollution and forest conservation, etc.

Students of NCC, NSS, CWDC, DLLE, Cultural Committee and the Students Council were actively involved in helping our college management in organizing Covid Vaccination drives through their Help Yourself Foundation. Furthermore our NSS students were awarded by the University of Mumbai and the state government in recognition of their efforts in organizing blood donation camps several times.

NSS volunteers and students enrolled in CWDC were also appreciated for spreading awareness about Nirbhaya squad through street plays. College Women Development Cell & Gender Audit Committee along with Akshara, Habitat & Livelihood Welfare Association & FICCI, Mumbai conducted a Women Safety Audit in and around the public places surrounding the college.

Many students participated in this audit to check on safety of women. 22 students participated in National level competition called Gender Rewrite and a Group of three students secured 1st position in songs category.

File Description	Documents
Paste link for additional information	http://www.rizvicollege.edu.in/aqarimages2021_22.html#532
Upload any additional information	View File

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

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

28

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

The college Alumni Association organizes events and an alumni meeting every year to provide a platform for our ex-students to meet and greet one another as well as to keep in touch with their alma mater. It is also an opportunity for our ex-students to make contributions and sometimes donations to the Association which are later used to sponsor needy students. Organizing of physical events was not possible with the pandemic restrictions.

An online Alumni meet was organized. The Association resolved that the funds collected for AY 2021-2022 also be transferred to Rizvi Education Society for using it for the developmental purposes.

File Description	Documents
Paste link for additional information	http://www.rizvicollege.edu.in/iqac/aqar2021_22/criteria5/5.4.1.pdf
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

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Vision:

The upliftment of Muslim Minority students through quality
education.

Mission:

"Humanize, Equalize, Spiritualize"

Humanize Treat all living beings equally.

Equalize Respect each other, observe & practice the value of co-
existence.

Spiritualize Purify & Strengthen minds against corruption.

Objectives:

· To impart quality education to our students.

· To develop the self-reliance and determination of our students so
that they can respond with courage and sensitivity to personal and
social issues.

· To enhance the overall personality of our students.

· To generate an awareness of women's issues, human rights and
environmental issues, so that they understand and respond
constructively.

· To encourage Muslim students to develop their religious conviction
in an atmosphere of respect for other faiths and for each
individual's personal beliefs.

To foster, in our students, a sense of national identity that is
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secular and multicultural with respect to tolerance and respect for all religions and cultures. We try to foster the goals of the college through the teaching-learning process. We address the needs of the community and national development through NSS and NCC units.

File Description	Documents
Paste link for additional information	http://www.rizvicollege.edu.in/iqac/aqar2021_22/criteria6/6.1.1/6.1.1EStrategicPlanAcademicCaleASCHMCT2021-22.pdf
Upload any additional information	View File

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

Decentralization:

Under the supervision of the Principal, the Vice Principal and Heads of the Departments are empowered and the departments are provided with academic autonomy to assist him in the smooth functioning of all the curricular and extracurricular activities of the college. The college encourages departments to draft the individual Academic Plan, Schedule Time-table, arrange Guest Lectures, Seminars for the betterment of students.

Participative Management:

Principal of the college constitutes various committees of the teachers at the beginning of every Academic Year and assigns them various responsibilities for smooth functioning of the teaching-learning process as well as the extra-curricular activities. The committees such as IQAC, Examination Committee, Research Committee, Campus Development Committee, Sports Committee, Cultural Committee, NCC, NSS and DLLE perform the assigned duties and responsibilities by involving a maximum number of teachers. The committee are given enough freedom of making decisions related to the concerned matters. Staff meetings are conducted from time to time and decisions are taken with consensus.

File Description	Documents
Paste link for additional information	http://www.rizvicollege.edu.in/iqac/aqar2021_22/criteria6/6.1.2/6.1.2CommitteeListASCHMCT.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The StrategicPlan of the College was developed according to the Mission and Vision Statementand 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

The above mentioned goals are achived through following:

Teaching and Learning:

Lectures are taken by using various teaching methods such as lectures, debates, group discussions and presentations. Teachers deliver lectures and conduct practices with ICT based teaching-learning tools.

Examination and Evaluation:

While in the First Half of the year 2021-22, Exams were conducted in Online mode. During the Second Half of the year, Exams were conducted in a hybrid mode as per the guidelines and circulars received from the University of Mumbai.

Research and Development:

A committee has been formed to strengthen and motivate the faculty members to enhance the standards in Teaching, Learning and Research. The institution has Research Centre in the Department of Commerce, Zoology, Chemistry and Botany. The department has highly qualified faculty members and the department is well equipped with all the resources.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File]
Paste link for additional information	http://www.rizvicollege.edu.in/iqac/aqar2021_22/criteria6/6.3.4/6.3.4ASCandHMCT.pdf
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 Principal In-charge. The institution has a College Development Committee and a well-defined Internal Quality Assurance Cell which works for accreditation of the institution.

At the very next level in there are Superintendent, Vice-Principal, Committees and Librarian.

The Superintendent is followed by the Head Clerk, which is further followed by Senior and Junior Clerks; the institution also has Admin and Accounts Section, the entire line of command works on administrative areas of the institution. Laboratory Assistant and Attendants has been assigned duties in laboratory.

Under the line of Principal In-charge, there is Vice Principal, Head of Departments, which includes Teaching Staff. The institution has various committees which are further 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 Security, House Keeping Staffs who works on varied areas in the institution.

File Description	Documents
Paste link for additional information	http://www.rizvicollege.edu.in/iqac/aqar2021_22/criteria6/6.2.2RizviOrganogram2021-22.pdf
Link to Organogram of the Institution webpage	http://www.rizvicollege.edu.in/iqac/aqar2021_22/criteria6/6.2.2RizviOrganogram2021-22.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

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

6.3 - Faculty Empowerment Strategies

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

Welfare Measures for Teaching and Non-Teaching Staff

With an objective to improve the working class and to motivate employees the institution offersfringe benefits and services to teaching as well as non-teaching staff members. Activities as medical aid, canteen, recreation, and also provides financial support.

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 for themselves during financial emergency.
- For teacher's skill enhancement in their respective fields, institution encourages them to attend faculty improvement programs, workshops and conferences.
- The institution has provided necessary infrastructural facilities in the form of well - equipped classrooms, laboratories and adequate workspace.
- Provides a congenial atmosphere to teaching and non-teaching staff.
- Medical and leave travel reimbursement.
- Leave and vacation benefit are the same for permanent staff and those on ad-hoc or contract basis.
- Access to catalog records of books, journals, articles of member libraries, full text e-books, e-journals, e-articles. (DELNET)

File Description	Documents
Paste link for additional information	http://www.rizvicollege.edu.in/iqac/aqar2021_22/criteria6/6.3.1/6.3.1WelfareMeasuresforTeachingandNonTeachingStaff.pdf
Upload any additional information	View File

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

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

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

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

6.3.3.1 - Total number of professional development /administrative training Programmes

organized by the institution for teaching and non teaching staff during the year

07

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
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

33

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
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.

Non-teaching Staff: The Non-teaching staff has to manually fill form No-6 which is called as the Confidential Assessment & Self-assessment report of non-teachingstaff and the same is then submitted to the Head of the Department/Office Superintendent who is the reporting officer at the end of the academic year. The assessment is carried done on a five point scale. The report is then reviewed by the Principal who is the reviewing officer.

File Description	Documents
Paste link for additional information	http://www.rizvicollege.edu.in/iqac/aqar2021_22/criteria6/6.3.5.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

Institution conducts financial audits regularly. 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 and bills of expenses and income i.e fees and other receipts and vouchers of daily expenses are checked and verified. Statutory Audit is sourced to panel auditor appointed by the Management.

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. The audited statements of accounts are also submitted to the government and to the office of the Accountant General, as and when required.

File Description	Documents
Paste link for additional information	http://www.rizvicollege.edu.in/iqac/aqar2021_22/criteria6/6.4.1/6.4.1ASCandHMCT.pdf
Upload any additional information	View File

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

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

6.39446

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

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

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

College receives Salary grants from the Joint Director office, for teaching and non-teaching staff.

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

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

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

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

File Description	Documents
Paste link for additional information	http://www.rizvicollege.edu.in/iqac/aqar2021_22/criteria6/6.4.3/6.4.3ASCandHMCT.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

"The essence of education lies in drawing out the very best that is in you."

The IQAC members in its meetings suggested that Add on Courses, Certificate Courses and various skill development programs need to be started in every department by external faculty or industry expert. IQAC also suggested that lecture series, Webinars or Conferences to be conducted on topics such as Research methodologies, Journal publications, plagiarism detection etc. for staff members and students. In spite of the pandemic condition a good number of Add On Courses, Internship Programmes and Skill Enhancement Initiative Programmes were conducted by many departments. The library committee has organized two online orientation program for students. To encourage research culture in new teachers an online lecture was organized by the library committee for teachers.

The IQAC has organized a National Level online faculty development program. Seminars, Conferences and Webinars were organized by most of the departments. Due to the pandemic condition all Workshops,

Seminars, and Conferences were conducted in a hybrid mode. A total of seventy eight outgoing students were placed from various departments.

File Description	Documents
Paste link for additional information	http://www.rizvicollege.edu.in/aqarimages2021_22.html#651
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

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.

Academic calendar is prepared well in advance before the beginning of each academic year. Faculty members prepare systematic Teaching plan along with correlation to the Course Outcomes (COs), Program Outcome (POs) and Program Specific Outcome (PSOs). Lecture monitoring report is submitted weekly to the Principal, and the Convener of the Lecture monitoring committee.

Personal achievement report, Departmental / Committee report is mailed to the IQAC at the end of the academic year. Owing to the ongoing pandemic, teaching shifted to the hybrid mode. Google classrooms were created for each class. Study materials, Syllabus, Assignments and question bank for practice were posted regularly by the teachers in the respective classrooms and on WhatsApp group. Examinations were conducted in a hybrid mode. All co-curricular and extra-curricular activities were also conducted in a hybrid mode by sharing the links in the Google classrooms and using Google meet for online activities. PTA meeting was organized online. The feedback was collected online from parents.

File Description	Documents
Paste link for additional information	http://www.rizvicollege.edu.in/aqarimages2021_22.html#652
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://www.rizvicollege.edu.in/iqac/aqar2021_22/criteria2/AnnualReport2021-22.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

"Gender Equality must become a lived Equality".

Our institute is a minority institute. More girls from minority muslim communities today are going not only to school/undertaking graduate/post graduate studies. In our institution we observed that girls are forced to early marriage.

Besides the secondary status of education for girls,they are expected to complete household chores before coming to the college,

therefore unable to attend the first couple of lectures daily. The preference of educating boys over girls in the family still persists. While education is promoted among girls, even the most deserving girls are not encouraged to enroll for career oriented SFC courses.

It's our responsibility to spread knowledge of gender discrimination, create a healthy environment, but there are still challenges.

Annual gender sensitization action plan: Gender equality will be reached if we can be able to empower women/girls.

Gender Sensitive Features (GSF) are very carefully followed in every corner of the system by forming various committees like Anti Ragging, Student Redressal, WDC cell, etc. providing adequate facilities to girls. Gender Equality is kept upright in the college.

File Description	Documents
Annual gender sensitization action plan	http://www.rizvicollege.edu.in/iqac/aqar2021_22/criteria7/7.1.1/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/iqac/aqar2021_22/criteria7/7_1_1_releventdocuments.pdf

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	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste

management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

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. TheDry waste and Wet waste is segregated in the campus.

(Biotech BX 100) at (Hospitality Studies) has installed the composite machine on 14th June 2018.

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 for proper e-waste management has been realized.The electronic scraps like computer monitors, printers, keyboards, batteries, cables..etc. from IT Department, Physics, MCVC, Electronics and other departments were donated last year.

Waste Recycling System:Paper, books and other waste sent for recycling. The college has adopted a minimum and only essential use of paper policy. Our admin is a workplace that has minimal paper-based processes and relies on DIGITIZED documentation.

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.

Water Recycling system : NIL

We have a plan to recycle rainwater; it may be implemented in the next academic year (2022-2023).

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

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

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

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

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the

C. Any 2 of the above

following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

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

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

A. Any 4 or all of the above

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

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

" We need diversity if we are to change,grow and be innovative."

"A mind cannot be independent of culture"

Diversity initiatives would likely generate positive reputation effects for college. Being around people who are different from us makes us more creative, diligent and hardworking. Workforce diversity means similarities and differences among employees in terms of age, cultural background, physical abilities and disabilities, race, religion, gender and sexual orientation. No two humans are alike. People are different in gender, culture, race, social and psychological characteristics but also in their perspectives and their prejudices.

Despite being a minority institution, our students celebrate the different festivals with joy,enthusiasm; which helps them to inculcate the spirit of social and religious harmony. It teaches them forbearance, patience,perseverance and inclusivity also seen on campus through acceptance and participation of students in spite of diverse gender and physical salves

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

We may have different religions, languages, people, colored skin but we all belong to one human race.

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

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

No people have risen who thought only of rights.

Only those did so who thought of duties

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

assuring the dignity of the citizens and unity and integrity of the nation.

We sensitize the students, employees of the institution to the constitutional obligation about values, rights, duties and responsibilities of citizens which enables them to conduct themselves as a responsible citizen of the nation. It is important to equip students with knowledge, skills and values that are necessary for sustaining one's balance between a livelihood and life by providing an effective, supportive, safe, accessible and affordable learning environment. Activities like Cleanliness Drive inside/outside the campus/ nearby, Tree Plantation drive to provide a clean and green environment are conducted. National festivals are celebrated every year to acknowledge the Struggle and sacrifice of freedom fighters.

The college establishes policies that reflect core moral values. Code of conduct is prepared for everyone and is obliged to obey them.

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

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

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	[View File](#)
Any other relevant information	[View File](#)

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

National/International days/events are occasions to educate the young generations on issues of concern, to mobilize political will & resources to address National and Global issues and to celebrate and reinforce achievements of humanity. These celebrations and festivals are important in any educational institution. Through participation in festivals, days and events, students establish a strong sense of cultural identification. As a result college must provide programs that bring children from diverse cultural and religious backgrounds together to learn more about one another. On a personal front celebrating and participation in these kinds of activities teaches students vital life skills. Extra curricular activities help students develop other skills including critical thinking, interpersonal communication and capacity to work in groups. Students gain confidence, it helps to enhance leadership qualities, develops empathy among them. It helps to develop a strong feeling of self-worth and a higher level of originality which helps them to do better academically, also enhances time management skills as students and teachers learn to balance academic and co- curricular interests and develops a sense of responsibility and most of all provides a refreshing break from academics.

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.

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Best Practice I:

1. Title of the practice

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

2. The Context:

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 prove affordable
financial help.

Best Practice II

1. Title of the practice

"International Journal of Research ISSN 2231-6124"

2. The Context

Our college has come out with the blind peer reviewed indexed
research journal titled "International Journal of the Research "
with ISSN 2231-6124. The journal is biannual in nature and articles
are published in English. Journal is dedicated to publishing high
quality research papers, providing meaningful insight into any
subject area of current interest.
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File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	[View File](#)

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 pandemic has resulted in severe social, economic disruption around the entire world; it has drastically affected life/jobs/businesses and the global economy.

There were many trials and tribulations faced due to the pandemic, which our management took up as a challenge and reached out to help out stakeholders, the general public too.

As the world gradually reopened we followed all guidelines given by the Government/UGC fully as we opened our doors.

The tremendous help was provided through the Rizvi Group's Help Yourself Foundation.

The Free Mega Vaccination Drive was held (19 and 20, 26 and 27 June 2021) for Covid-19 vaccine (CoviShield) Teachers/Students(Specially abled)/Staff of Rizvi Education Trust and college; along with their dependents(02).

- 150 Students + 49 Teaching/Non Teaching of our college
- 289 Student + 90 Teaching/Non Teaching staff of Rizvi education Society
- For left out Students/ Staff free vaccination drive was held on 30 Oct 2022, 24 and 29 Jan (242 students) and 12 Feb 2022 (198 students)
- 500 POLICE family members + 180 Members of PRESS/Media

The management also provided

1. 2 lakhs Doxycycline tablets.
2. 500 ration kits and 500 daily kits to Mahad and Chiplun towards Konkan Flood Relief.

1. Sahara aur Saath a Free Medical Camp was held during 21st -24th March 2022. This camp was in association with Hope India, Brotherhood , Khidmat-e-Khalq and M.C.G.M.

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

Future Plans of Actions of next Academic year (2021 - 22) 1.To conduct Academic and Administrative Audit. 2.For eco-friendly pleasant environment Energy and Green Audit are also on priority basis. 3.To organize National/State level workshops and seminars.

4.To increase the numbers of Add On Courses 5.To promote institutional Vision/Mission, Environmental consciousness, Universal values and 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 andrelated practices. 6.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. 7.Submission of Major and Minor Research Projectsto various Research Organisations. e.g. ICSSR,IMPRESS, University of Mumbai etc. 8. To mobilize financial support for students to pursue their degree it is necessary to take steps towards the awareness of various scholarships available. 9.Our aim is to establish a good interface within industry experts who will provide multiple openings and hands-on training for students.

10. Promoting staff for Academic Development and Contributing towards the development of the institute and students.

11. Streamlining and Consolidation of documentation process.

12. Focusing on increasing the number of Best and Innovative Practices.

13. Increasing Library Footfalls.