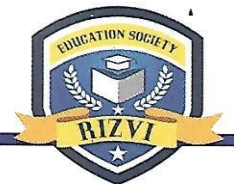




*Rizvi Education Society's*  
**RIZVI COLLEGE**  
**OF ARTS, SCIENCE & COMMERCE**



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Phone : 2648 0348 / 2600 4245 • Fax : 2649 7448

Date: 13/08/2018

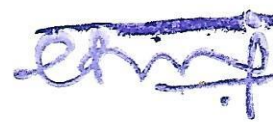
An IQAC meeting held on Monday, the 13<sup>th</sup> August 2018 at 11.00 am in the Vice-Principal Cabin. Following criterion In-charges and Special Invitees attended the same.

<b>Internal Quality Assurance Cell</b>	Dr.Ashfaq Khan Mrs.Rajeshwari P	<b>: Co-ordinator</b> <b>: Co-Coordinator</b>
<b>Criterion I</b>	Mrs.Swati Vora	
<b>Criterion II</b>	Dr.N.A.Jafry	
<b>Criterion III</b>	Mrs. Mariyah Ghorl	
<b>Criterion IV</b>	Dr. Rajesh Masurkar	
<b>Criterion V</b>	Dr.Parhad Dattatray	
<b>Criterion VI</b>	Mrs. Farhana K. Wali	
<b>Criterion VII</b>	Dr.Abhay Ranade	
<b>Special Invitees:</b>	Mr. Moharram ali Mrs. Shahida Shaikh Mrs. Sweta Dubey Mr. Pradhresh waghmare	
<b>Sec. Assistance</b>	Mr. Mohd. Arif	

**Following Business was transacted:**

- Deadline to prepare AQAR is August 2018, Uploading and Sending the hardcopy in Mid of September 2018.

  
(DR. ASHFAQ KHAN)  
VP&IQAC Coordinator

  
(PAUL R P.)  
Principal I/C

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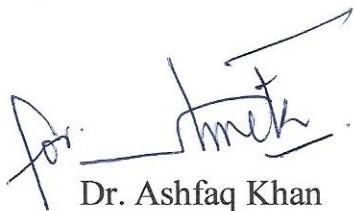



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31<sup>st</sup> August 2018

### **Action taken Report (01)** (For 13<sup>th</sup> Aug 2018 Meeting)

Repeated follow up and Staff were encouraged to help with the required inputs for the AQAR – criteria to the concerned / criterion in charges

  
Dr. Ashfaq Khan  
IQAC Coordinator

  
Paul R P.  
Principal I/C



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19<sup>th</sup> September 2018

An IQAC meeting of all Criterion In-charges held on Wednesday 19/09/2018 at 11.00 am in the Principal cabin for finalising AQAR for the Academic Year 2017-18 Following Criterion Incharges attended the same.

**Criterion I**

Mrs. Swati Vora – Incharge

**Criterion II**

Mr. N. A. Jaffery. – Incharge

**Criterion III**

Mrs. Mariyah G. Ghorī – Incharge

**Criterion IV**

Dr. Rajesh Masurkar – Incharge

**Criterion V**

Dr. Parhad D. – Incharge

**Criterion VI**

Mrs. Farhana K. Wali – Incharge

**Criterion VII**

Dr. Abhay Ranade – Incharge

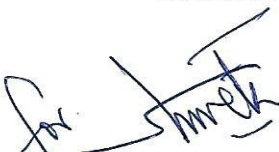
Following members are invited to attend the meeting as special invitees.


**Special Invitees:**

1. Dr. Arunachalam S.
2. Dr. Parhad D.

**Following Business was transacted:**

- Criterion I - Saturday 22<sup>nd</sup> September 2018
- Criterion II - Saturday 22<sup>nd</sup> September 2018
- Criterion III - Saturday 22<sup>nd</sup> September 2018
- Criterion IV - Already Submitted
- Criterion V - Monday 24<sup>th</sup> September 2018
- Criterion VI - Saturday 22<sup>nd</sup> September 2018 (If IQAC Report in the hand)
- Criterion VII - Monday 24<sup>th</sup> September 2018
- Create SOP's formats for any type of Activity
- Regular Updates on website (to discuss with Mrs. Rafat & Principal)
- Induction Program (Issue Departmental Notice)

  
(DR. ASHFAQ KHAN)  
VP&IQAC Coordinator

  
(PAUL R.P.)  
Principal I/C

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01<sup>st</sup> Oct 2018

### **Action taken Report (02)** (For 19<sup>th</sup> Sept 2018 Meeting)

- Follow up was done to encourage the criterion in charges to complete the criteria inputs. Due to exams and assessments schedules and Ganesh festival staffs were pre occupied due to which inputs were getting delayed.
- Already existing SOPs were only followed no new SOPs were drafted or made by any department.
- Due to technical reasons the updates on websites were getting delayed.
- Induction program were conducted.

  
Dr. Ashfaq Khan  
IQAC Coordinator

  
Paul R P.  
Principal I/C





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19<sup>th</sup> October 2018

A meeting of all Criterion In-charges held on Friday 19 October 2018 at 10.30 am in the Principals cabin for proof reading of each criterion and finalize the AQAR for the Academic Year 2017-18 following in-charges attended the same.

## **Criterion I**

Mrs. Swati Vora – Incharge

## **Criterion II**

Dr. N. A. Jafry. – Incharge

## **Criterion III**

Mrs. Mariyah G. Ghor / Bhaswati P. – Incharge

## **Criterion IV**

Dr. Rajesh Masurkar – Incharge

## **Criterion V**

Dr. Parhad D. – Incharge

## **Criterion VI**

Mrs. Farhana K. Wali – Incharge

## **Criterion VII**

Dr. Abhay Ranade – Incharge

## **Sec. Assistance**

Mr. Mohammad. Arif

## **Following Business was transacted:**

- Mrs. Mariyah G. & Dr. Abhay ranade could not attend the meeting due to University duties assigned to them.
- Other Criterion heads were given the draft for proof reading.
- All Criterion in-charges are requested to complete proof reading by Monday 21<sup>st</sup> October 2018.

  
(DR. ASHFAQ KHAN)  
VP&IQAC Coordinator

  
(PAUL R.P.)  
Principal I/C



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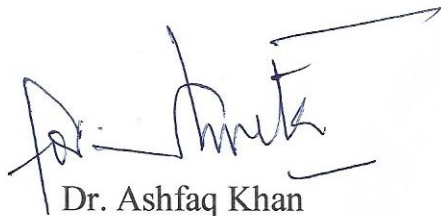
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31<sup>st</sup> Nov 2018

### **Action taken Report (03)**

(For 19<sup>th</sup> Oct 2018 Meeting)

- Due to College/ University exams, duties and assessments the proof reading and finalization of AQAR couldn't be done as per the prescribed time frame.
- Finalization part was postponed to second term.
- Second term the report was finalized and finally approved by the principal.



**Dr. Ashfaq Khan**  
**IQAC Coordinator**

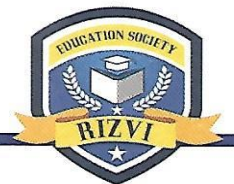


**Paul R P.**  
**Principal I/C**



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12<sup>th</sup> April 2019

A meeting of all Criterion In-charges and one member of each criterion held on Friday 12th April 2019 at 10.00 am in the Principal's cabin. Following Members attended the same.

**Coordinator**

Dr. Ashfaq Khan

**Co-coordinator**

Mrs. Shweta Dubey

**Criterion I**

Mrs. Swati Vora – Incharge

**Criterion II**

Dr. N. A. Jafry. – Incharge

**Criterion III**

Mrs. Mariyah G. Ghorl – Incharge

**Criterion IV**

Dr. Rajesh Masurkar – Incharge

**Criterion V**

Dr. Parhad D. – Incharge

**Criterion VI**

Mrs. Farhana K. Wali – Incharge

**Criterion VII**

Dr. Abhay Ranade – Incharge


**Sec. Assistance**

Mr. Mohammad. Arif

Following Business was transacted:

- PPT is to be emailed to all staff members.
- DSR to be decided by every department.
- Meeting held on 8<sup>th</sup> October 2018 is reviewed.
- Ad-on course.
- All Criterion Incharges should communicate to the respective departments / Incharges to keep the respective documents in soft copy which is to be submitted in the month of June.
- Syllabus completion report is to be submitted by each department.

  
(Dr. Ashfaq Khan)  
VP& IQAC Coordinator

  
(Dr. ANJUM ARA AHMAD)  
Principal I/C



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29<sup>th</sup> April 2019

## Action taken Report (04) (For 12<sup>th</sup> April 2019 Meeting)

- Repeated request were made to all the departments to prepare the DSR.
- Departments were further request to for starting Ad on courses but due to time crunch and end of session it couldn't be materialised except Accounts department started Tally course.
- Syllabus completion reports were submitted by faculties to their respective heads.

PLANNED	ACHIEVEMENTS/OUTCOMES
To have comprehensive MIS	Almost the deal finalized with Pune based firm for implementation comprehensive MIS system in the college
To have extravagant cultural fest	International Sufi fest was held along with week long Women day celebration was held in the college.
To start add on courses	Some departments started the same.
To renovate library and make it digital and differently able friendly	Renovation of library was done and it was also made differently abled.
To have good sound system in Auditorium and Seminar room	Auditorium and Seminar room is equipped with a class sound system.

  
Dr. Ashfaq Khan  
IQAC Coordinator

  
Dr. (Mrs.) Anjum Ara Ahmad  
Principal I/C