



RIZVI COLLEGE

OF ARTS, SCIENCE & COMMERCE



RIZVI EDUCATIONAL COMPLEX, OFF. CARTER ROAD, BANDRA (W), MUMBAI - 400 050
email : principal.asc@rizvicollege.edu.in • Website : www.rizvicollege.edu.in
Phone : 2648 0348 / 2600 4245 • Fax : 2649 7448

Date: 13th December, 2019

NOTICE

(DEGREE COLLEGE)

A meeting of IQAC is scheduled to be held on **Tuesday, 17th December, 2019 at 11.00 a.m.** in the **Principal's Cabin**.

All the In charges / Convener and any two members of each Criterion, must attend the meeting.

Criterion I

Mrs. Swati Vora : Incharge

1. Mrs. Bhaswati

2. Mr. R. Waghmare

Criterion II

Dr. N.A. Jafry : Incharge

1. Mr. Vishwas Deshmukh

2. Mr. Farhan Sheikh

Criterion III

Mrs. Shahida Shaikh : Incharge

1. Dr. Shadab

2. Mrs. Bushra

Criterion IV

Dr. Rajesh Masurkar : Incharge

1. MS-Suma

2. Arif Patel

Criterion V

Dr. Parhad Dattatraya : Incharge

1. Mrs. Preeti Bumbale

2. Mrs. (Dr) Malon Zardi

Criterion VI

Mrs. Farhana K. Wali : Incharge

1. Moharram Ali

2. Dr. Rana A. Ali

Criterion VII

Dr. Abhay Ranade : Incharge

1. Shehnaz K. Bha

2. Sujata K.

Mr. Mohammad. Arif - Sec. Assistance

Agenda:

- To review and finalise AQAR 2018 - 19.
- To review the minutes of the last meeting.
- To review the activity done and to be done under each criteria.

(Dr. ASHFAQ KHAN)
(Co-ordinator, IQAC)

Mrs. SHWETA DUBEY
(Co-Coordinator, IQAC)

Dr. (Mrs. ANJUM ARA AHMAD)
(Principal I/C)



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Date: 20th December, 2019

A meeting of IQAC, of all the In-charges / Convener and any two members of each Criterion held on Friday 20th December, 2019 at 11.00 a.m. in the Principal's Cabin.

Following in-charges and members attended the same.

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

Criterion I

Mrs. Swati Vora : Incharge

1. Mrs. Bhaswati P.

2. Mr. R. Wagmare

Criterion II

Dr. N.A.Jafry : Incharge

1. Mr. Vishwas Deshmukh

2. Mr. Furqan Shaikh

Criterion III

Mrs. Shahida Shaikh : Incharge

1. Dr. Shadab S.

2. Ms. Bushra Qureshi

Criterion IV

Dr. Rajesh Masurkar : Incharge

1. Ms. Suma Thomas

2. Mr. Arif Patel

Criterion V

Dr. Parhad Dattatray : Incharge

1. Mrs. Preeti Bambolkar

2. Dr. Malan Zardi

Criterion VI

Mrs. Farhana K. Wali : Incharge

1. Mr. Moharram Ali

2. Dr. Ansariya Rana

Criterion VII

Dr. Abhay Ranade : Incharge

1. Ms. Shehnaz Khan

2. Ms. Sujata Kharat

Mr. Mohammad. Arif –Sec. Assistance

Following Business was transacted:

1.
 - AQAR 2018-19 is reviewed by all criterion incharges & assigned two members from every criterion.
 - Criterion II, V, VI, & VII suggested some corrections which are incorporated.
 - After incorporation of suggested corrections, AQAR 2018-19 is aproned to be finalized by all present in the meeting.

2.

Criterion I

- Dr. Shadab Akhtar has to submit the PTA feedback analysis which is done by Mr. Pradyanesh wagmare on 21st December 2019.
- Field project yet to be obtained by following department s:
Mathematics
Economics



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Commerce

Biology

Self finance

Criterion II

- Remedial lecture will be conducted after declaration of I, III, & V Semester.
- Bridge courses will be conducted in the beginning of next academic year i.e. 2020-21
- All departments must maintain record of Continuous Internal Evaluation (CIE) notice regarding this will be calculated.
- All departments should conduct class test & keep a record of it.

Criterion III

- Workshop on IPR will be held by Mr. Roshan Khobragade
- Industry academia innovative practice initiatives have to be planned & implemented in current session.

Criterion IV

- Workshop on E-content MOOCS, swayam have to be organised so that teachers can prepare and utilise the same for self upgradation and students benefit.

Criterion VI

- Mrs. Farhana k. wali suggested to systematise the documentation procedure.

Criterion VII

- Responsibility of ???/of compost pit is given to Dr. Ansariya Rana & Department of Botany.
- Quotation for rain water harvesting will be asked for to initiate the rain water.
- One day in a week will be announced as No Vehicle / No Lift day to facilitate the implementation of green campus.
- 3.
- The list of the activities to be done under each criterions will be submitted by criterion In-charges on 25th December 2019.

Proposed by Farhana K. Wali

Seconded by

Dr. ASHFAQ KHAN
(Co-ordinator, IQAC)

Mrs. SHWETA DUBEY
(Co-Coordinator, IQAC)

Dr. (Mrs.) ANJUM ARA AHMAD
(Principal I/C)



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22nd December, 2019

Action Taken Report
(For 20th December, 2019 Meeting)

1. Principal I/C instructed the Time Table Committee to prepare and publish the Remedial Lecture Time Table.
2. A workshop on IPR was scheduled to be organized by IQAC.
3. Dr. Ansariya Rana, HOD, Department of Zoology was assigned the responsibility of a well-functioning Compost Pit.


(DR. ASHFAQ AHMAD KHAN)
Coordinator, IQAC


(MRS. SHWETA DUBEY)
Co-Coordinator, IQAC


(DR. MRS. ANJUM ARA AHMAD M.K.)
Principal I/C



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Date: 16th October, 2019

NOTICE

(DEGREE COLLEGE)

A meeting of **IQAC** is scheduled to be held on **Saturday, 19th October, 2019** at **11.30 a.m.** in the **Principal's Cabin**.

All the In charges and Members of IQAC must attend the meeting and **submit the Final Draft of AQAR 2018 - 19** along with the **List of Activities** to be organized as per their respective criterion for **Academic Year 2019 - 20**.

Criterion I

Mrs. Swati Vora : Incharge
Mrs. Bhaswati Parasar
Mr. Pradnyesh Waghmare

Mrs. Shamim Attar
Mr. Qamar Haider
Mrs. Nuzhat Khan

Criterion II

Dr. N.A. Jafry : Incharge
Mr. Vishwas Deshmukh

Mr. Tausif Ansari
Mr. Furqan Shaikh

Criterion III

Mrs. Shahida Shaikh : Incharge
Dr. (Mrs.) Syed Shadab
Mr. Atul Railkar

Mr. Sudhakarraj Nadar
Ms. Bushra Qureshi

Criterion IV

Dr. Rajesh Masurkar : Incharge
Mrs. Suma Thomas

Mr. Arif Patel
Dr. Ruchi Gupta

Criterion V

Dr. Parhad Dattatray : Incharge
Mrs. Malan. Zardi

Ms. Preeti Bambolkar
Mr. R.D. Sonawane

Criterion VI

Mrs. Farhana K. Wali : Incharge
Mr. Khan Moharram Ali

Dr. Ansariya Rana
Ms. Suhana Khan

Criterion VII

Dr. Abhay Ranade : Incharge
Mrs. Shehnaz Khan
Mr. Mohammad. Arif - Sec. Assistance

Dr. Alkama Faqih
Ms. Sujata Kharat
Mrs. Shabnam Sheikh

(Dr. ASHFAQ KHAN)
(Co-ordinator, IQAC)

(Mrs. SHWETA DUBEY)
(Co-Coordinator, IQAC)

(Mrs. ANJUM ARA AHMAD)
(Principal I/C)



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19th October, 2019

A meeting of all Criterion In-charges and member of each criterion held on Saturday 19th October, 2019 at 11.30 am in the Principal's cabin. Following Members attended the same.

Criterion I

Mrs. Swati Vora : Incharge
 Mrs. Bhaswati Parasar
 Mr. Pradnyesh Waghmare

Mrs. Shamim Attar
 Mr. Qamar Haider
 Mrs. Nuzhat Khan

Criterion II

Dr. N.A. Jafry : Incharge
 Mr. Vishwas Deshmukh

Mr. Tausif Ansari
 Mr. Furqan Shaikh

Criterion III

Mrs. Shahida Shaikh : Incharge
 Dr. (Mrs.) Syed Shadab
 Mr. Atul Railkar

Mr. Sudhakarraj Nadar
 Ms. Bushra Qureshi

Criterion IV

Dr. Rajesh Masurkar : Incharge
 Mrs. Suma Thomas

Mr. Arif Patel
 Dr. Ruchi Gupta

Criterion V

Dr. Parhad Dattatray : Incharge
 Mrs. Malan. Zardi

Ms. Preeti Bambolkar
 Mr. R.D. Sonawane

Criterion VI

Mrs. Farhana K. Wali : Incharge
 Mr. Khan Moharram Ali

Dr. Ansariya Rana
 Ms. Suhana Khan

Criterion VII

Dr. Abhay Ranade : Incharge
 Mrs. Shehnaz Khan
 Mr. Mohammad. Arif - Sec. Assistance

Dr. Alkama Faqih
 Ms. Sujata Kharat
 Mrs. Shabnam Sheikh

Following Business was transacted:

Criterion 1

1. Shadab maam has to give information about Feedback forms.
2. Field project information has to come from Math Department, Biology Department, Economics Department, Commerce Department, Self-Financing Departments.
3. Swati ma'am has to submit the List of activities to be done for the next year.

Criterion 2

1. Ashfaq sir, Farhana maam and Furqan sir have to give information about Reforms Initiated on Continuous Internal Education (CIE)
2. All Departments should conduct class test to be shown under Reforms.
3. Bridge Course can also be initiated.



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4. All Departments are supposed to give their Program Outcome.
5. Rafat ma'am has to give the Google form for Student Satisfaction Survey (SSS)
6. Attendance Committee has to give the Mentor Mentee ratio.
7. Attendance Committee also must give the Defaulter list of students so that Letters will be sent to those students who have less than 75% attendance.
8. Jaffry sir has to give the list of activities for the next year of his criterion.

Criterion 3

1. Extension activities documentation has to be submitted to Shahida ma'am asap.
2. Workshops on IPR need to be conducted. Roshan sir can arrange some Program on this.
3. Industry Academia Innovative Practise can be done by Self Financing Departments. Furqan sir and Sudhakar sir will be doing this.
4. Incubation centre and Entrepreneurship activities can be seen by CS(IT). Arif Patel sir and Shweta ma'am will be working on this.
5. Cultural Distinctiveness - Shilpa ma'am and Sonawane sir can show activities in Sports.
6. Mr. Santosh can be called for conducting a workshop on Google Citation.

Criterion 4

1. Mandar sir can be called to conduct a workshop for Teachers on E content, MOOC, Swayam. 6 sessions of 90 minutes will be conducted. Interested teachers can give their names.
2. College office needs to prepare Budget for this criterion.

Criterion 5

1. Since no forms are filled for Scholarships, Teachers are expected to talk to the students about the same.
2. Shilpa ma'am has to give Sports data for this Criterion.

Criterion 6

1. External Audit Report needs to be obtained from Management office.
2. Do we need to do Academic and Administrative Audit (AAA) ? ISO can be done by the college.
3. AISHE Portal needs to be done by Shamim ma'am and Parveen ma'am.
4. IQAC activities does not mention number of participants and scanned copies of Personal Achievements and Departmental activities are also not there. Ashfaq sir will be giving the information .
5. Management Funding needs to be checked . Farhana ma'am will be checking this.

Criterion 7

1. Gender Equity programs need to be done. WDC and other Departments can do such Programs under them.
2. Rain water harvesting and solar power plant - under College infrastructure for Best Practice.



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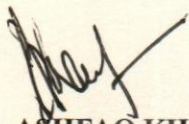
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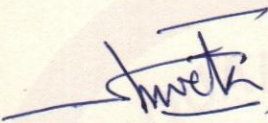
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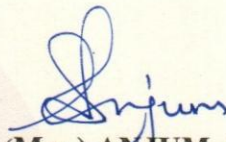
3. Best practices and Institutional vision, mission to be promoted. Activities need to be decided before only

Proposed by Farhang Kiveli

Seconded by


Dr. ASHFAQ KHAN
(Co-ordinator, IQAC)


Mrs. SHWETA DUBEY
(Co-Coordinator, IQAC)


Dr. (Mrs.) ANJUM ARA AHMAD
(Principal I/C)



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25th October, 2019

Action Taken Report **(For 19th October, 2019 Meeting)**

1. Mrs. Rafat Khan is assigned the responsibility of the Student Satisfaction Survey 2019 - 20.
2. Mrs. Shahida Shaikh, Convener, CWDC has been asked to submit the Proposal for Gender Sensitisation Activities to be held in the Second Term of the Academic Year.
3. Teaching and Admin Staff have been instructed to create awareness about various available Government and Non - Non-government scholarships amongst the students and motivate them to apply for the same.
4. Dr. Ansariya Rana, HOD, Department of Zoology was assigned the responsibility of a well-functioning Compost Pit.


(DR. ASHFAQ AHMAD KHAN)
Coordinator, IQAC


(MRS. SHWETA DUBEY)
Co-Coordinator, IQAC


(DR. MRS. ANJUM ARA AHMAD M.K.)
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28th September, 2019

A meeting of all Criterion In-charges and member of each criterion held on Saturday 28th September, 2019 at 11.00 am in the Principal's cabin. Following Members attended the same.

Criterion I

Mrs. Swati Vora : Incharge
Mrs. Bhaswati Parasar
Mr. Pradnyesh Waghmare

Mrs. Shamim Attar
Mr. Qamar Haider
Mrs. Nuzhat Khan

Criterion II

Dr. N.A.Jafry : Incharge
Mr. Vishwas Deshmukh

Mr. Tausif Ansari
Mr. Furqan Shaikh

Criterion III

Mrs. Shahida Shaikh : Incharge
Dr. (Mrs.) Syed Shadab
Mr. Atul Railkar

Mr. Sudhakarraj Nadar
Ms. Bushra Qureshi

Criterion IV

Dr. Rajesh Masurkar : Incharge
Mrs. Suma Thomas

Mr. Arif Patel
Dr. Ruchi Gupta

Criterion V

Dr. Parhad Dattatray : Incharge
Mrs. Malan.Zardi

Ms. Preeti Bambolkar
Mr. R.D.Sonawane

Criterion VI

Mrs. Farhana K. Wali : Incharge
Mr. Khan Moharram Ali

Dr. Ansariya Rana
Ms. Suhana Khan

Criterion VII

Dr. Abhay Ranade : Incharge
Mrs. Shehnaz Khan
Mr. Mohammad. Arif -Sec. Assistance

Dr. Alkama Faqih
Ms. Sujata Kharat
Mrs. Shabnam Sheikh

Following Business was transacted:

- All Criterion in-charges and members have to work in coordination for IQAC report.
- Next academic year, College might go for NAAC.
- By 14th October 2019, first draft of IQAC report has to be made.
- Information and doubts on various courses and certificate course was discussed, to be included in report.
- Each Criterion was thoroughly discussed and each IQAC member shared their input.
- Criterion I has to follow up on Feedback.
- Criterion II has been told to conduct members meeting.
- Criterion III has to conduct meeting and come up with list of activities.



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- Criterion IV has collected data from teachers and data collection from office staff is awaited.
- Criterion V has been asked to initiate Grievance cell and Guidance cell for competitive exams.
- Criterion VI Financial audit has been done regularly.
- Fire audit and Fire extinguisher facilities need to be done.
- Criterion VII needs to do Gender sensitization programs.
- Rain water harvesting & Solar power need to be worked upon.
- Software for blind students in library is being worked upon. Construction of RAM for specially abled children.
- IWD and Rizvi marathon – 2 best practices, Social corner also best practice.
- Collet data for PTA and arrange talk for PTA (FY students).

Proposed by Farhang K. Wili

Seconded by [Signature]

[Signature]
Dr. ASHFAQ KHAN
(Co-ordinator, IQAC)

[Signature]
Mrs. SHWETA DUBEY
(Co-Coordinator, IQAC)

[Signature]
Dr. (Mrs.) ANJUM ARA AHMAD
(Principal I/C)



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19th September, 2019

Notice (Degree College)

1. A meeting of IQAC is scheduled to be held on Saturday, 28th September, 2019 at 11.00 a.m. in Principal Cabin. All the criterion In-charges must come with the list of activities which can be organized under their respective criterion.
2. Further, Ms. Nuzhat Khan, Mr. Sudhakar Nadar and Ms. Sujata Kharat have been inducted as members in Criterion I, III and VII respectively.

Criterion I

Mrs. Swati Vora : Incharge
Mrs. Bhaswati Parasar
Mr. Pradnyesh Waghmare

Mrs. Shamim Attar
Mr. Qamar Haider
Mrs. Nuzhat Khan

Criterion II

Dr. N.A. Jafry : Incharge
Mr. Vishwas Deshmukh

Mr. Tausif Ansari
Mr. Furqan Shaikh

Criterion III

Mrs. Shahida Shaikh : Incharge
Dr. (Mrs.) Syed Shadab
Mr. Atul Railkar

Mr. Sudhakarraj Nadar
Ms. Bushra Qureshi

Criterion IV

Dr. Rajesh Masurkar : Incharge
Mrs. Suma Thomas

Mr. Arif Patel
Dr. Ruchi Gupta

Criterion V

Dr. Parhad Dattatray : Incharge
Mrs. Malan. Zardi

Ms. Preeti Bambolkar
Mr. R.D. Sonawane

Criterion VI

Mrs. Farhana K. Wali : Incharge
Mr. Khan Moharram Ali

Dr. Ansariya Rana
Ms. Suhana Khan


Criterion VII


Dr. Abhay Ranade : Incharge
Mrs. Shehnaz Khan
Mr. Mohammad. Arif - Sec. Assistance

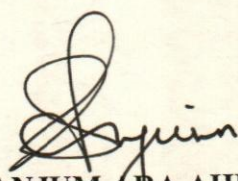
Dr. Alkama Faqih
Ms. Sujata Kharat
Mrs. Shabnam Sheikh

AGENDA:

1. To discuss the progress report of First Draft of AQAR 2019 - 20
2. To Plan out the activities list for Academic Year 2019 - 20


Dr. ASHFAQ KHAN
(Co-ordinator, IQAC)


Mrs. SHWETA DUBEY
(Co-Coordinator, IQAC)


Mrs. ANJUM ARA AHMAD
(Principal I/C)



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4th October, 2019

Action Taken Report
(For 28th September, 2019 Meeting)

1. IQAC Coordinator, Co-Coordinator and Criterion in-charges were instructed to take needed measures and complete the First Draft of AQAR at the earliest.
2. Fire Audit is scheduled to be held before Diwali Vacation.


(DR. ASHFAQ AHMAD KHAN)
Coordinator, IQAC


(MRS. SHWETA DUBEY)
Co-Coordinator, IQAC


(DR. MRS. ANJUM ARA AHMAD M.K.)
Principal I/C



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10th June 2019

NOTICE (Degree College)

A meeting of all Criterion In-charges and first member of each criterion will be held on Wednesday 12th June 2019 at 11.00 am in the Principal's cabin.

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

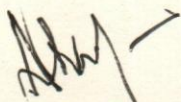
Dr. Abhay Ranade – Incharge

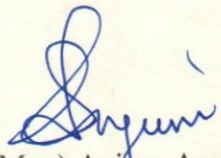
Sec. Assistance

Mr. Mohammad. Arif

Agenda of the meeting:

- Preparation of AQAR 2018-19


Dr. Ashfaq Khan
V.P & IQAC Coordinator


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



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12th June 2019

A meeting of all Criterion In-charges and first member of each criterion held on Wednesday 12th June 2019 at 11.00 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:

- Documents have to be scanned & uploaded.
- Criterion meeting has to be called separately.
- Botany, DLLE, Biology can undertake field project/ internship.
- Workshop on bibliometric/ citation by Santosh in next term.
- Workshop on LMS by Mr. Mandar B. / 6 sessions of 90 minutes.
- External Audit has to be brought from the Head office.
- 6.4.2 funding from Mr. Atul, Ms. Shamim, to be obtained.

Proposed by Farhana K. Wali

Seconded by [Signature]

[Signature]
Dr. ASHFAQ KHAN
(Co-ordinator, IQAC)

[Signature]
Mrs. SHWETA DUBEY
(Co-Coordinator, IQAC)

[Signature]
Dr. (Mrs.) ANJUM ARA AHMAD
(Principal I/C)



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15th June, 2019

Action Taken Report (For 12th June, 2019 Meeting)

1. Separate IQAC Criterion Meetings have been scheduled by respective Criterion In-Charges.
2. Mrs. Suma Thomas, Librarian has scheduled a Workshop on Bibliometrics and Citation.
3. A request has been communicated to the Head Office for dispatching the External Audit Report of the Financial Year 2018 – 19.


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