



RIZVI EDUCATION SOCIETY'S
RIZVI COLLEGE
OF ARTS, SCIENCE & COMMERCE

RIZVI COMPLEX, OFF. CARTER ROAD, BANDRA (WEST), MUMBAI - 400 050
E-mail : principal.asc@rizvicollege.com • Website : www.rizvicollege.com / rizcolsac • Phone : 2648 0348 • Fax : 2649 7448

SC/AQAR-2013-14/210/2014-2015

Dated: - December 01, 2014

To,
The Director,
National Assessment and Accreditation Council,
Post Box No. 1075, Nagarbhavi,
Bangalore – 560722

Sub: - Submission of AQAR Report 2013-14

Ref.: TRACK ID No. 13338.

Respected Sir,

We hereby submit the AQAR Report of *Rizvi Education Society's* Rizvi College of Arts, Science & Commerce, accredited by NAAC with CGPA of 2.84 and B grade (Ref. No. EC/56/RAR/56 dated 16th Sep, 2011 of NAAC Certificate)

This AQAR report is in the format prescribed by NAAC. The required annexures are also attached with this report

Kindly accept and acknowledge this AQAR report sent by us.

Yours faithfully,


(DR. FAROOQ M.Z.)
PRINCIPAL

Enclosures:

- AQAR of the IQAC 2013-14
- Annexure 1 : Tentative Calendar for the Academic Year 2013-2014
- Annexure 2 : Analysis of feedback of Students and its Interpretation
- Annexure 3.1: Best Practice in the College to promote Sports
- Annexure 3.2: Best Practice in the College to promote Research in Students

Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance Report (AQAR) in Accredited
Institutions
(Revised in October 2014)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

Rizvi Education Society's
Rizvi College of Arts, Science & Commerce

**The Annual Quality Assurance Report (AQAR) of the IQAC
2013-2014**

Part – A

1. Details of the Institution

1.1 Name of the Institution

**Rizvi Education Society's
Rizvi College of Arts, Science & Commerce**

1.2 Address Line 1

Rizvi Complex, Off Carter Road

Address Line 2

Bandra (West)

City/Town

Mumbai

State

Maharashtra

Pin Code

400 050

Institution e-mail address

principal.asc@rizvicollege.edu.in

Contact Nos.

022-26480348

Name of the Head of the Institution:

Dr. M. Z. Farooqui

Tel. No. with STD Code:

022-26041696

Mobile:

09869543598

Name of the IQAC Coordinator:

Dr. (Mrs)Anjum Ara M. K. Ahmad

Mobile:

09819825929

IQAC e-mail address:

anjumahmed8@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879) **13338**

1.4 Website address:

www.rizvicollege.edu.in

Web-link of the AQAR:

http://rizvicollege.edu.in/sites/default/files/AQAR-2013-14.pdf

For ex. http://www.ladykeanecollege.edu.in/AQAR201213.doc

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	70.05	2004	2004-2009
2	2 nd Cycle	B	2.84	2011	2011-2016
3	3 rd Cycle				
4	4 th Cycle				

1.6 Date of Establishment of IQAC: DD/MM/YYYY

20/4/2004

1.7 AQAR for the year

2013-2014

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011): Nil

- i. AQAR 2012-13 submitted to NAAC on (30/04/2014)
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women
 Urban Rural Tribal
 Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)
 TEI (Edu) Engineering Health Science Management
 Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc
 Autonomy by State/Central Govt. / University

University with Potential for Excellence	<input type="text" value="--"/>	UGC-CPE	<input type="text" value="--"/>
DST Star Scheme	<input type="text" value="--"/>	UGC-CE	<input type="text" value="--"/>
UGC-Special Assistance Programme	<input type="text" value="--"/>	DST-FIST	<input type="text" value="--"/>
UGC-Innovative PG programmes	<input type="text" value="--"/>	Any other (<i>Specify</i>)	<input type="text" value="--"/>
UGC-COP Programmes	<input type="text" value="--"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="08"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="03"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="02"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and Community representatives	<input type="text" value="02"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="19"/>
2.10 No. of IQAC meetings held	<input type="text" value="04"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="0"/> Faculty <input type="text" value="1"/>
	Non-Teaching Staff <input type="text" value="-"/> Students <input type="text" value="1"/> Alumni <input type="text" value="1"/> Others <input type="text"/>
2.12 Has IQAC received any funding from UGC during the year? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
If yes, mention the amount	<input type="text" value="Rs 3,00,000/-"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	
Total Nos. <input type="text" value="Nil"/> International <input type="text" value="--"/> National <input type="text" value="--"/> State <input type="text" value="--"/> Institution Level <input type="text" value="--"/>	
(ii) Themes	<input type="text" value="--"/>

2.14 Significant Activities and contributions made by IQAC

- Teaching Plan was given by each and every department.
- Monitoring of Lectures done on daily basis,
- To enhance a paper-less environment, Notices, Circulars are sent to everyone in digital form through emails.
- Admission forms are filled online. Internal examination was also taken online.
- Institutional Scholarship given to Minority Students.
- Support to Inter-Collegiate Youth Festival “Jashn–E-Rizvi organized by our college.
- Orientation Program was organized for the first year Students.
- Students who were Academic Achievers were felicitated by Eminent Personalities at the Prize Distribution Function organized at the college level.
- Students were motivated to make PAN Cards
- Teachers motivated to take major and minor projects.
- Use of modern techniques like LCD projector, Interactive board is motivated in teaching.
- Institutional Scholarship given to Minority Students.
- Our College received the first position in Sports at University of Mumbai; we won the prestigious **Guru Nank Champions Trophy** for the **fifth consecutive year**.
- Students participated and one Student won the Gold and Silver Medal in Inter-University Avishkar Research Convention at the University level and Inter- University Level.
- Students from Department of Life-Long Learning have won prizes at University Level.
- Prizes won by Cultural Association to be included.

2.15 Plan of Action by IQAC/Outcome

The Plan of Action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. To emphasize the need and enhance the use of technology in various activities like administration, examinations, laboratories and classroom.	1. a) Computerized online testing for internal assessment and online admission was initiated by the college. b) Stock register is being digitized double-blind.
2. Keeping in mind, the thrust for research work in academic institutions, the research journal is continued.	2. a) The peer reviewed, bi-annual International journal of research which was started in the year 2011 – 12, got a further impetus by inviting research papers from both national and international contributors. We completed three years of the Research Journal. b) The papers received are checked for plagiarism before sending for review.
3. To start some add-on course where financial support as well as soft skills training is provided to the students.	3. The Star Program – conducted by the Skills Academy (New Delhi) with the collaboration of Government of India's Skill Development Programme where financial support as well as soft skills training was provided to the students in the college premises. 120 students completed the training programme successfully.
4. To pursue students to present Research papers at various competitions at College and University level.	4. Students took part in Inter University State level, 'Avishkar Research Convention'. Seven student participants from our college, out of that one won the coveted gold medal at the University level and silver medal at Inter-University level.
5. To hold our annual Inter-Collegiate Youth Festival inter-collegiate festival	5. The Inter-Collegiate Youth Festival was organized on 22 nd and 23 rd January 2014 received

<p>“Jashn-E-Rizvi ” .</p> <p>6. To enhance the use of modern teaching aids by the teachers.</p> <p>7. Emphasising the right to vote and to elect suitable candidate in the forthcoming Loksabha and State Assembly Elections Voter registration Campaign is to be organised mainly for students.</p> <p>8. To improve the result of the college.</p> <p>9. To enhance further research among Commerce Students</p> <p>10. To award the academic achievers.</p>	<p>an overwhelming response from more than 25 esteemed colleges across Mumbai.</p> <p>6. Laptops, LCD Projectors are used as teaching aids by many teachers.</p> <p>7. About two thousand students constituting to more than ninety percent students of age 18 and above filled the voter registration form. More than hundred staff also filled the form. All these forms were submitted to the respective Election offices.</p> <p>8. Remedial lectures were taken by teachers to improve the result of the college especially for the minority students. One Student of TYBA got the 3rd Rank in University.</p> <p>9. The College applied for PhD centre in Commerce and the Local Inquiry Committee visited the College. Waiting for final approval letter from the University.</p> <p>10. The Prize Distribution was organised by the College where eminent personalities distributed prizes and certificates to the toppers of academic and research.</p>
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** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes No
Management Syndicate Any other body

Provide the details of the action taken

- | |
|--|
| <ul style="list-style-type: none"> ✓ The Management sponsored the repair work of the 6th Floor Ceilings. ✓ The Management has upgraded the College Library. |
|--|

Part – B
Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	3	-	3	
PG	2	-	2	
UG	9	-	5	
PG Diploma				
Advanced Diploma	--	---	--	---
Diploma				
Certificate	Nil	01	Nil	01
Others	--	---	----	----
Total	14		5	

Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern Number of programmes
Semester Six Semesters
Trimester
Annual

1.3 Feedback from stakeholders * Alumni Parents Employers Students

(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

****Please provide an analysis of the feedback in the Annexure***

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

On regular basis University revises the syllabi of various Subject in consultation with the Board of Studies. These revised syllabi are implemented in the college curriculum as per the University Circulars from time to time.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Local Inquiry Committee has approved the Commerce PhD center in the College. We are waiting for final approval letter from the University.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors (Principal)	Others (Librarian)
37	22	13	01	01

2.2 No. of permanent faculty with Ph.D.

17

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors (Principal)		Others (Librarian)		Total	
R	V	R	V	R	V	R	V	R	V
22	02	13	-	01	-	01	-	39	02

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest	Visiting	Temp
02	55	25

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level	Total
Attended Seminars/	11	24	3	38
Presented papers	08	21	04	33
Resource Persons	03	02	03	08

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Using Modern Teaching Aids like LCD/OHP
- Industrial Visits are organized
- Taking students for Excursions/Field Visit
- Organising poster competitions among Students
- Students are requested to make Power Point Presentation.
- Guest and Expert Lectures are organized for students.
- Videos and Films are shown to students

- Students organize theme based drama.

2.7 Total No. of actual teaching days during this academic year 180

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- Masking Answer books for Semester End Exams.
- Class Test.
- Photocopy of assessed papers.
- Online Internal Examination with Multiple Choice Questions

2.9 No. of faculty members involved in curriculum restructuring / revision / syllabus development as member of Board of Study /Faculty/Curriculum Development workshop 05

2.10 Average percentage of attendance of students 75%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared						Pass
		O & A	B	C	D	E	
BA	32	18.76%	9.38%	15.63%	Nil	Nil	43.75 %
BSC	109	17.43%	10.09%	1.83%	0.92%	5.50%	35.78 %
BCOM	359	1.95%	11.14%	13.93%	7.52%	22.28%	56.82 %
BMS	100	1.00%	30.00%	19.00%	6.00%	Nil	78.00 %
BMM (Adv.)	43	13.95%	30.23%	34.88%	4.65%	Nil	83.72 %
BMM (Jour.)	16	18.75%	31.25%	18.75%	18.75%	Nil	87.5 %
BAF	48	16.67%	37.50%	25.00%	8.33%	Nil	87.5 %
BBI	24	8.33%	54.17%	20.83%	Nil	Nil	83.33 %
BSC-IT	51	31.37%	23.53%	15.69%	Nil	Nil	70.59 %
M.Com. (A/c)	29	46.83%	34.48%	6.90%	Nil	Nil	93.10 %
M.Com. (Mgmt)	15	27.67%	40.00%	6.67%	Nil	Nil	80.00 %

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- Teaching Plan is submitted by each teacher giving details of Month-Wise Syllabus to be covered.
- Lectures are monitored on daily basis.
- Mandatory Number of teaching days is completed.
- Examinations and Centralized assessment are completed as per schedule.
- Declaration of result is done on time so that admission procedure is on schedule.
- Remedial classes are held for weaker students especially for those belonging to minority.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	05
UGC – Faculty Improvement Programme (STC)	04
HRD programmes	Nil
Orientation programmes	01
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions (RM- ICSSR)	03
Summer / Winter schools, Workshops, etc.	39
Others	--

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	21	01	-	-
Technical Staff	36	07	02	-

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Organised talk by expert Dr. Sharode to brief how to send Proposal for Major & Minor Research as well as how to write research papers .
- Avishkar-research based competition for student at Inter-university level.
- Teachers are encouraged to take Major / Minor research projects.
- Teachers are motivated to pursue Ph.D.
- Managing successfully International Research Journal with ISSN.
- Teachers are given duty leave to attend and present papers at Conferences and Seminars. Their registration fees are also reimbursed by the college.

3.2 Details regarding major projects (in lakhs) in 2013-14

	Completed	Ongoing	Sanctioned	Submitted
Number	-	04	04	-
Outlay in Rs. Lakhs	-	32.97	41.72	-

3.3 Details regarding minor projects in 2013-14

	Completed	Ongoing	Sanctioned	Submitted
Number	02	03	05	02
Outlay in Rs. Lakhs	1,72,500	2,39,000	5,05,000	2,00,000

3.4 Details on research publications

	International	National	Others
Peer Review Journals	20	06	--
Non-Peer Review Journals	---	---	---
e-Journals	---	---	---
Conference proceedings	04	08	01

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2013-14	UGC	Rs. 41,72,000/-	Rs. 32,97,000/-
Minor Projects	2013-14	UGC	Rs. 4,80,000/-	Rs. 3,91,500/-
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	2013-2014	Univ.	Rs. 25,000/-	Rs. 20,000/-
Students research projects (other than compulsory by the University)	--	--	--	--
Any other(Specify)	--	--	--	--
Total	--		4,677,000/-	37,08,500/-

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	Nil	Nil	Nil	Nil	Nil
Sponsoring	Nil	Nil	Nil	Nil	Nil

agencies					
----------	--	--	--	--	--

- 3.12 No. of faculty served as experts, chairpersons or resource persons
- 3.13 No. of collaborations International National Any other
- 3.14 No. of linkages created during this year
- 3.15 Total budget for research for current year in lakhs : Rs 6.28350/-
- From Funding agency From Management of University/College
- Total
- 3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	
International	Applied	Nil
	Granted	
Commercialized	Applied	Nil
	Granted	

- 3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
--	--	--	--	--	--	--

- 3.18 No. of faculty from the Institution who are Ph. D. Guides. and students registered under them.
- 3.19 No. of Ph.D. awarded by faculty from the Institution
- 3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)
- JRF SRF Project Fellows Any other
- 3.21 No. of students Participated in NSS events:
- University level State level
- National level International level

3.22 No. of students participated in NCC events:

University level	--	State level	18
National level	--	International level	--

3.23 No. of Awards won in NSS:

University level	--	State level	--
National level	--	International level	--

3.24 No. of Awards won in NCC:

University level	--	State level	--
National level	--	International level	--

3.25 No. of Extension activities organized

University forum	17	College forum	41		
NCC	02	NSS	40	Any other	20

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility.

By NSS Students

- i. Tree plantation as part of university project
- ii. Rally on Dengue and malaria
- iii. Anti Superstition drive
- iv. Rally on Cervical Cancer – area based awareness activity
- v. Elocution completion debate on HIV/AIDS – area based activity
- vi. Poster competition on HIV/AIDS
- vi. Save Electricity project – environment awareness
- vii. Making and distribution of paper bags and note books
- viii. Intra college completion – poster completion on mal nutrition
- ix. HIV/AIDS awareness – university level event.
- x. Blood donation, Dental check-up camp, Thalasaemia check up.
- xi. Seminar on oral cancer
- xii. Seminar on human trafficking
- xiii. Seminar on Dengue and malaria
- xiv. Street Play On Sanitation.
- xv. Street Play On ‘Say No To Plastic’.
- xvi. Raksha Bandhan Celebration With Police Staff Of Khar Police Station

- xvii. Rally on anti dowry
- xviii. Seven days residential camp – Shramdaan

By Other Committees

- i. Students of DLLE have put up a fair with stalls of eatable and non eatable items from 2nd to 24th December, 2013 in the college auditorium. Some part of the profit was used to serve food to slum children studying under an NGO on Carter Road, Bandra (W).
- ii. Students put in tremendous efforts for ‘Voter Registration’ done in our College. This registration was done in two rounds – 1037 voter registration forms were submitted in the first round in November 2013 and about 890 forms in the second round in March 2014. They helped to collect duly filled forms with required documents and helped in submission of these forms at the Election office.
- iii. Seven Students participated in Inter- University Research Convention “Avishkar”. One Student won at University Level (Gold) and Silver at Inter- University Level in Jalgaon (Inter- University level).
- iv. Our Cultural students participated and won prizes in various events at different colleges in Mumbai.
- v. Students of NCC attended various training programmes at National and State level.
- vi. Eight gender sensitization program organized by Women Development Cell.
- vii. Free health check-up organized by WDC at the college level.
- viii. Our College received the first position in Sports at University of Mumbai – Guru Nank Champions Trophy for the fifth consecutive year.
- ix. Recruitment Drive organized by the Computer Science & IT department in collaboration with Global Talent Track to place Students in various Multi- National Companies.
- x. Pan Cards were made for Students and Staff by ‘Infra Structure Technologies & Services’, a Govt. of India Company at a very nominal rate.
- xi. Welfare measures for Retiring employees (both teaching and non-teaching staff) through felicitation and befitting farewell.
- xii. Teacher’s major achievements are felicitated by the Principal at the end of each term.

By Management

- i. Thirty eight scholarships given to minority students by the Management.
- ii. Free-ship amounting to Rs. 5,93,790/- given to sports student.
- iii. Fifty percent fee waiver given by the management to wards of Staff.
- iv. Fifty percent fee waiver given by the management to Staff who are studying in the college.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	39718 sq.mt.	-	-	39718 sq.mt.
Class rooms	30	-	-	30
Laboratories	08	-	-	08
Seminar Halls	01	-	-	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	One	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	11.91964	-	-
Others	-	-	-	-

4.2 Computerization of administration and library

- Office is totally computerized.
- All admissions are done online.
- All functions of Library are computerized.
- We use SLIM++ (Library Management Software)
- Bar-coding of all books completed.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value(in Rs)	No.	Value	No.	Value(in Rs)
Text Books	17326	1494314	1855	207344	19181	1701658
Reference Books	16620	4876779	913	455268	17533	5332047
e-Books	-	-	-	-	-	-
Journals	58	373817	07	80120	65	453937
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video, DVD	99	35151	-	-	99	35151
Magazine (Aided + Unaided)	106 +23=129	226147	02	20742	131	246888
Newspaper(Aided + Unaided)	106+15=121	255345	09	29426	130	284771

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet#	Browsing Centres*	Computer Centres	Office	Departments	Others
Existing	161	95	161	07	--	20	12	34
Added	21	13	13	03	--	01	03	03
Scrap	14	13	13	--	--	--	--	01
Total	166	95	161	10	--	21	15	35

*Some of the Computers in the Library and Computer Science Labs are used for sharing internet facility and as Browsing Centres by Staff and Students.

** Some Computers were removed as Scrap.

All the Computers in the college has internet facility

4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.)

- Students & Teachers are provided with separate computers for Internet access in the library.
- Students avail this facility for project work.
- Book Bank facility is available to the students.
- Teachers also have access to computers in respective departments and staff room.
- New List & British Council library database can be accessed via internet in the library.
- LAN network.

4.6 Amount spent on maintenance in lakhs Rs :

i) ICT	5.68
ii) Campus Infrastructure and facilities	50.57724
iii) Equipments	2.01589
iv) Others	--
Total:	58.27313

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Give regular and continuous publicity through circulation of notices in the class. Display of notices on various notice boards on every floor of the college.
2. Display of posters at prominent places.
3. Each mentor spreads awareness in his/her class, guides and encourages students to take advantage of the students support available – help to fill and certify forms for financial aid/book bank.
4. Encourage students to take part in various activities in the college.
5. Hold regular seminar/talks/workshop specially by Career counseling committee to guide the students on the requirements of the job market and encourage to join add-on courses/special class to further their employment ability.
6. To organize Orientation programs for the first year Students of the college.
7. To create voter awareness among students by organising voter registration drive.

5.2 Efforts made by the institution for tracking the progression

Through Alumni Association and through requests of students for transcripts/recommendations for higher studies & study abroad.

5.3 (a) Total Number of students

	UG	PG	Ph. D.	Others
(Aided)	1770			-
(UnAided)	1012	181	04	-

(b) No. of students outside the state

39 (unaided)

(c) No. of international students

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No	%
1930	65.01%

Men

No	%
1037	34.91%

Women

Demand ratio 4.16:1 Dropout % 4.7 %

Last Year (2012 - 2013)							This Year							
Gen.	SC	ST	OBC	Physical ly Challeng ed	Total	Gen.	SC	ST	OBC	NT	SBC	Physic ally Challe nged	Total	
Total	2777	34	01	54	01-M	2867	2830	42	03	68	06	18	---	2967

5.4 Details of student support mechanism for coaching for competitive examinations (If any) No

No. of students beneficiaries

5.5 No. of students qualified in these examinations

				Nil			
NET	<input type="text" value="-"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="-"/>

5.6 Details of student counseling and career guidance

- i. The Counseling Cell has been quite active in the field of providing personal counseling as well as career guidance to the students – Mrs Saba Givani from the renowned Machiswala Counseling Centre was appointed as the Counselor for the students – she was available in the College every Saturday from 10.00 am to 1.00 pm. She gave personal counseling and guidance to 28 students on individual basis. She also gave a talk on Time management for students.

The Counseling Cell organized a talk on ‘Perspective of Employment with B Com and BMS Degree’ by an eminent Financial Risk and Compliance Manager – Mr Durbanova Natalia from Payment Gateway Solution Pvt., an international company in Europe and Asia on February, 13th, 2014.

An Aptitude test was conducted by Career Launcher free of cost on 20th January, 2014. More than 70 students availed of this benefitted from this effort of the Counseling Cell.

- ii. The Career Guidance and Placement Cell has worked tirelessly towards the upliftment and empowerment of our students. They have invited more than 09 organisations to hold seminars, workshops in our college to give proper guidance and counseling based on our students’ potential and interest towards higher studies. The committee has made massive efforts for the employment of our students – NIIT conducted their flagship program ‘The Job Fair’ on 24th Jan. Other elite organisations like Jet Airways, Capgemini India Pvt.

Ltd., TCS visited our College for placement and many of our students were sent to other campus recruitment outside too.

Another milestone was – The Star Program – conducted by the Skills Academy (New Delhi) with the collaboration of Government of India’s Skill Development Programme where financial support as well as soft skills training was provided to the students in the college premises. 120 students completed the training programme successfully.

Department of Computer Science and IT – Ms. Rafat Khan and Mr Arif Patel conducted a seminar-cum-workshop on ‘Careers in Networking and How to host your Website using Windows 2008’ on 21st December, 2013.

Department of Botany and Zoology invited Mr Moin Don to deliver a lecture on ‘Career Guidance in Pharmacovigilance’ for students of FY/SY and TYB Sc.

Under the guidance of Principal Dr Farooqui – online CNET employability test was conducted by CMC Ltd.

Career Counselling Cell organized a one hour talk by Mr Prasad D Mahadik, Development Executive on ‘Career in Management’.

No. of students benefitted

About 1000 Students

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
09	400	12	---

5.8 Details of gender sensitization programmes

- i. 20th August, 13: Short film on “gender issues”.
- ii. 04th Sept 2013: Gender sensitization programme for male staff of the college.
- iii. 04 Sept.,13: Short film on awareness towards ‘Sexual harassment at workplace’ was shown to FY/SY BCom students in room no 108 by Dr Syed Shadab of FC Dept.
- iv. 21st September, 13: Workshop on Internet safety for Women: Dept. of CS/IT – under the guidance of Principal DrFarooqui – a seminar on Internet safety for women was conducted at the CS lab.

- v. 16th December, 13: Poster display on ‘Gender sensitization’ – by Department of Sociology. More than 50 posters were displayed in the college auditorium to sensitise the students on gender issues.
- vi. 21st December,13 : Prof. Shweta participated in zonal workshop on ‘Violence against women’. (university level programme)
- vii. 15th Jan, 14: Street play organized by Population First on ‘Violence against Women’.
- viii. 21st Jan, 14: Poster display on Women issues.
- ix. 15th Feb., 14: Poster making competition on ‘Status on Women inside and outside families’.
- x. Prof. Mariyah Gour along with two students participated in Seminar on ‘Status of Women inside and outside families’.
- xi. A group of students along with Prof. Mariyah Gour participated in-Ladli Awards for Gender Sensitivity – a national level programme.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

Inter-University players

State/ University level National level International level

No. of students participated in cultural events

State Level University level

National level International level

We always encourage our students to participate in various festivals held by other Colleges in Mumbai and we are happy to mention that our students have won prizes in many events :

- a. Best College award: ‘Paradigm’ and ‘Umeed’- College festivals of Bunts Sangha Colleges.
- b. 1st prize : Miss Akarshan – Akarshan: Mithibai College
- c. 1st prize: Miss Konflux :IBS Business School
- d. 1st prize: Fashion Show: IBS Business School ‘konflux’, Rizvi Law College ‘Just Ice’, Bunts Sangha ‘Umeed’
- e. 1st prize: Group dance: ‘Umeed’, Rizvi Law College ‘JustIce’
- f. 1st prize – duet dance ; Kandivali Education Society:’Oasis’

No. of students participated in research events Avishkar

State Level	01	University level	07
National level	Nil	International level	Nil

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State level: we have 3 Gold Medals 1 in swimming & 2 in boxing respectively.

1 Bronze Medal in Judo (Men).

2 girls Secured 2nd Position in Judo.

University level: Winners (10 events)

Runners up (6 events)

Gold medal (5 events)

1 team Red Bull winner at All India level.

National level: 1 Gold Medal in Swimming,

2 Bronze Medal in Boxing & Wrestling

1 Girl secured 2nd Position in Judo.

1 team got 3rd Position in Water-Polo.

International level: – 1 Gold Medal in Swimming,

Our Cricket team stood 3rd in International Cricket Tournament held in England.

Cultural: Nil

Research: Avishkar Research Convention

University level 01

State level 01

5.10a	No. of students	Amount
Financial support from institution		
Scholarship from college	30	75,000.00
Freeship to children of employees (children of 14 employees) (Mr Arun Desai given twice)		42,155.00
b. Financial support from government	25	1,15,234.00

c. Financial support from other sources (Trusts) 43 1, 96,745.00

d. Facilities provided by the College to

Sports students-

1. Winner team gets R. 1,000/- each and Gold medal winner gets Rs. 1,000/- cash.
2. Silver medal winner or runner up team gets Rs. 500/- cash each
3. Bronze medal winner or third place team gets Rs. 250/- each
4. Free ship to all medal winners
5. Travelling and Daily allowance for matches/tournament provided.
6. Track suit for all winners
7. All players of the Team get full kit (college jersey, shorts, shoes etc.)
8. Free ship provided to students – 2013-14

a. Full free ship	58 students	Rs. 3,25,448.00
b. Half free ship	37 students	Rs. 1,26,150.00
c. Part free ship	25 students	Rs. 1,42,192.00
TOTAL	120 Students	Rs. 5,93,790.00

5.11 Student organized/initiatives

Fairs: State/university level: NIL

Exhibition: One exhibition cum fair organized at the college level

5.12: No. of social initiatives undertaken by the students:

By NSS Students

- i. Tree plantation as part of university project
- ii. Rally on Dengue and malaria
- iii. Anti Superstition drive
- iv. Rally on Cervical Cancer – area based awareness activity
- v. Elocution completion debate on HIV/AIDS – area based activity
- vi. Poster competition on HIV/AIDS
- vii. Save Electricity project – environment awareness
- viii- Making and distribution of paper bags and note books

- ix. Intra college completion – poster completion on mal nutrition
- x. HIV/AIDS awareness – university level event.
- xi – Blood donation, Dental check-up camp, Thalasaemia check up and seminar

On oral cancer

- xii – Seminar on human trafficking
- xiii – Seminar on Dengue and malaria
- xiv – Street Play On Sanitation, Street Play On ‘Say No To Plastic’.
- xv – Raksha Bandhan Celebration With Police Staff Of Khar Police Station
- xvi- Rally on anti dowry
- xvii- Seven days residential camp – Shramdaan

By Other Committees

- i. Students of DLLE has put up a fair with stalls of eatable and non eatable items from 2nd to 24th December, 2013 in the college auditorium. Some part of the profit was used to serve food to slum children studying under an NGO on Carter Road, Bandra (W).
- ii. Students put in tremendous efforts for ‘Voter Registration’ done in our College. This registration was done in two rounds – 1037 voter registration forms were submitted in the first round in November 2013 and about 883 forms in the second round in March 2014. They helped to collect duly filled forms with required documents and helped in submission of these forms at the Election office.
- iii. Campus shopping – students put up a fair to learn how to price, promote and sell products – this was by TYB Com management students.
- iv. The Cultural committee with help of students successfully organised the inter-collegiate youth festival Jashn- E-Rizvi .

5.13 – Major grievances of students (if any) redressal – None

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: The upliftment of Muslim minority students through quality education.

Mission: Dr. A.H. Rizvi, President of Rizvi Education Society, has succeeded in fulfilling his deep desire to help the less fortunate ones who are not able to pursue higher education, especially those belonging to the ‘Muslim Minority Community’. Our mission statement being ‘Education for all’, we admit students with low percentage and nurture them to improve their performance and to hone their skills in all respect for an overall development.

6.2 Does the Institution has a Management Information System

Under Process

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- To fulfill our mission of providing ‘Quality Education for All’ we practice innovative teaching methods such as power point presentation, group discussions, seminars, workshops, industrial visits, field trips etc.
- Working within the curriculum designed by the University, we give weightage for academic improvement and at the same time give sufficient time for overall development of students by encouraging them to work in various forums of the college such as Student’s Council, NSS, NCC, magazine committee, cultural committee.
- Many of our teachers are part of Syllabus formation Committees, Board of Studies.
- Teachers are allowed to attend various workshops related to their syllabus.
- Research Centers for guiding M.Sc. and PhD students have been set up in many Science departments of our college.

6.3.2 Teaching and Learning

- The academic calendar is prepared before the beginning of the academic year. Teaching plans are submitted by all the teachers for both the semesters, monthwise as per the syllabi prescribed by the university at the beginning of the year. Planning for tutorials, assignment and project is undertaken by the concern departments and is implemented immediately.

- Apart from the lecture method of teaching, field studies, study tours, group discussions and other interactive methods are also practiced intensively to facilitate better learning.
- The goal is not only to help the students to secure good result and enhance their career prospects, but also to emerge as better human beings and productive citizen of the country.
- There is a seminar room in the college where seminars are organized for the students with the help of LCD projector. The college has several laptops and a smart board which teachers of various departments use to make classroom teaching more interactive.
- Our library is equipped with computers and internet connectivity. The library regularly adds latest books to the existing stock as recommended by the faculty. Besides, the science departments have their own computers with internet connections, which are of great use in accessing various information.
- Teachers conduct studies on the academic growth of students and adopt different strategies to cater to different categories. For weak students, remedial classes are taken. Apart from that, concept clarifications and problem solving exercises are given and simple but standard notes and course materials are provided. Advanced learners are given additional work prescribed reference books and are encouraged towards research. Some of the departments have started test series for better performance in exam.

6.3.3 Examination and Evaluation

- Examination committee is responsible for preparing the time table for conducting the examination and announcement of results.
- The college conducts two semester end exams and additional examinations as per the University guidelines.
- Monitoring of regular attendance of students is done as a part of continuous evaluation system.
- The college has adopted online test & active participation by the students during class for internal assessment component.
- The college follows the centralized assessment process for all semesters.
- Students are informed about examination schedule through notices in the class room, displaying on the notice board and through electronic display as also on College website regularly.
- Declaration of result and distribution of mark list is done within the scheduled dates.

6.3.4 Research and Development

- To promote research in the college, the principal encourages faculty members to participate and present papers in seminars and conferences at various levels and also motivates to pursue quality research in the respective fields.
- Faculty members are granted permission to leave the premises directly after their lectures for their data collections, visits to libraries, and other research related works.
- To create and promote an environment for research, our college has come out with a Biannual International Journal with ISSN number.
- Many of the faculties have undertaken major and minor research projects.
- The Principal encourages eligible professors to apply for Research guideships for MSc, MPhil, and PhD courses and some of the professors are already recognized research guides.
- Some of our science laboratories are recognized for research works and are equipped with the state of the art facilities to carry research work.
- Students are motivated to do research at college level and also to take part in inter-university research convention Avishkar.

6.3.5 Library, ICT and Physical Infrastructure / Instrumentation

Library

- There is open access to all the library resources for staff members.
- Open access to students is available in certain areas in the library.
- The student's feedback form and regular suggestions from the staff have been instrumental in getting additional & new ideas for improving the functioning of the library.
- College Library is well equipped with internet facility & the staff is co-operative.
- An orientation programme at the beginning of every academic year conducted for the first year students about the various library services and the procedure for issuing books and other reading materials
- Students from the economically weaker sections can avail the Book Bank scheme.
- Library is fully automated with "slim ++" software and barcode system
- The library prepares data base of books and their bibliography descriptions are added in the Online Public Access Catalogue – OPAC. College has joined the information service infrastructure - NLIST (INFLIBNET) programme under which access to e-resources are available to students and faculties.

- A separate computer is placed for OPAC, two computers for circulation section, two computers for updating the records, two computers for students for accessing e-resources for study purpose and one computer for faculties for e-resources.
- Library has a membership of British Council Library and American Centre Library
- The library also subscribes to general magazines, periodicals on education, careers and newspapers.
- It has a good collection of charts, maps, and audio/video C.D's, research journals, reference books, e-books and periodicals.

ICT

- The college has two spacious computer laboratories which are used mainly by the Dept of computer Science and Dept of Information Technology.
- Both the labs together have a total of about 103 computers, 3 laptops, 05 printers, interactive white board, OHP and other accessories.
- All computers have internet connectivity.
- These laboratories are also used by various departments like the Department of Chemistry, Economics, Mathematics, Sociology etc whenever required.
- The students of BMM, BMS, BAF, BBI, and TYBCom also use these labs on a regular basis.
- These laboratories are also used for conducting online examinations for students of FY/SY/TY B.A., B.Sc., B.Com. and the unaided courses and also for online admission procedures.

Infrastructure

- The college has seminar room with LED projector where seminars are conducted on a regular basis.
- Class rooms are spacious, well ventilated and fitted with sufficient number of lights & fans.
- Each classroom is fitted with 3 pin electric power supply and large size black board.
- Classroom has large benches with sufficient leg space & space for placing bags for students.
- Entire college has intercom facilities.
- College has a gymkhana facility.
- CCTV, intercom system and internet connection in the administrative office.

- To improve security in the campus we have installed CCTV cameras at certain strategic points such as the main gate, near the lift etc

Besides, the college has the following :

- Auditorium
- Air conditioned staff room.
- Canteen.
- Public Telephone.
- Xerox centre.
- Ladies common room.
- Lifts one-Automatic and one manual
- Four & two wheeler parking outside the college premises for students and inside the premises for the staff members.
- Clean and hygienic toilets on each floor.
- Play ground taken on lease.

6.3.6 Human Resource Management

Staff Development Programmes:

- Faculties are encouraged to participate in various programmes like orientation, refresher, workshops and other short term courses to upgrade their knowledge.
- Non-teaching staff are also allowed to attend various training programmes.
- The college also organises various Workshops and Seminars at local and national level to enhance the capability of staff.

Self Appraisal method:

- Self appraisal form is filled by every employee at the end of the academic year. It is mandatory for the employee to fill this form.
- The form requires the employee to give his/her self evaluation of the academic ,co-curricular and extra -curricular work done during that academic year, such as papers presented at various conferences, seminars, refresher courses, workshops, orientation programmes etc attended.
- The details are then evaluated and analyzed.

Student's feedback:

- Students fill up individual feedback forms for every teacher at the end of each academic year on various parameters.
- This feedback is perused by the teachers themselves and the data is used by them to make changes in their approach, to make them better teachers.
- Students feedback is also taken on the administrative aspects of the college including facilities like canteen , cleanliness , Library facilities, etc

Staff Placement and Promotions:

- Placements of the faculties are done according to the UGC norms laid by the Maharashtra Govt. from time to time.
- Promotions of the non-teaching staff are also given as per the Govt. Norms.

Grievance Redressal system:

- The College has a Grievance committee to redress various grievances of the staff.
- For taking up Grievances of Women, the college has a separate committee, named "Mahila Takrar Committee"
- The college has a provision of addressing issues related to harassment of women at work place through Women`s Development Cell (WDC).

6.3.7 Faculty and Staff recruitment**Teaching Staff**

- The institution follows Govt. and University rules & regulations for the recruitment of staff members.
- After obtaining the NOC from the Joint director's office, post is advertised in a national and local newspaper.
- Shortlisted candidates are interviewed by a duly constituted selection committee.
- Approval for selected candidates is obtained from the University of Mumbai.
- Qualified candidates are appointed initially on probation basis for two year and then confirmed in services, subject to their satisfactory performances through assessment reports submitted by the HOD.

Non - Teaching Staff

- Recruitment takes place as per the circular from the Joint's Director's Office.
- The selection committee is formed as prescribed by the Government standard code and the recommendations are sent to the Joint director of higher Education.

Self Finance Course Staff

- The Management appoints competent, qualified and experienced staff for all its self financing programmes.
- The payment to this staff is done as per the guidelines of UGC.

6.3.8 Industry Interaction / Collaboration

Industry Interaction:

1. Tie up with Bharti Vidyapeeth for faculty exchange programme
2. Tie up of NSS with Rotary Club, Khar & Anubhav – N.G.O.
3. NSS Tie up with Tata Memorial Hospital
4. Tie up with T.C.S. & C.A. Institute, Capegemini for placement
5. W.D.C. has tie-up with 'Young Concepts.'
6. 'Global Talent Track', Pune for campus recruitment & application of Google Apps.
7. Tie up with 'Infra Structure Technologies & Services', Govt. of India Co. for preparing Pan – Cards.
8. Tie up with "Skills Academy", in collaboration with Govt. Of India, for soft-skill training.
9. W.D.C. has tie up with 'Population First' – N.G.O.
10. To organise our youth festival Jashn-e-Rizvi, we got sponsorship of Rs 75,000/- from Anil Morarka of Mira Chem. Industry, Rs 45000/- from Legacy film Production, Rs 10,000/- each from Union Bank and State bank of India.

6.3.9 Admission of Students

- The admission for U.G. & P.G. conducted as per the University norms.
- Online registration/admission for each student every academic year is done by the College for Office record.
- Online registration for Ist year, U.G. students is also done by the University.
- 50% seats are reserved for Muslim Minority Students.
- Ist preference is given for in-house students at entry level.
- Admission to self financed course is also done as per the University norms.
- Admission transparency and rules & regulations are adhered by the college.

➤ Cut-off percentage for the year 2012-13 is as follows

Aided Courses

Courses	Open category		Reserved SC/ST/OBC		Muslim minority	
	Highest %	Lowest %	Highest %	Lowest %	Highest %	Lowest %
FYBA	76.5	35	65.33	35	82.25	35
FYBSc	72.5	42.5	60.8	35	67.67	39.17
FYBcom	78.17	35	69.17	35	82.2	35

Self financed courses:

Courses	Open category		Reserved SC/ST/OBC		Muslim minority	
	Highest %	Lowest %	Highest %	Lowest %	Highest %	Lowest %
FYBMS	72	50	71	46	79	46
FYBMM	91	35	69	40	74	38
FYBBI	67	46	61	46	70	45
FYBAF	80	57	55	50	82	46
FYBSc- CS	73	43	73	38	64	35
FYBSc-IT	70	46	71	49	71	41
M.Com.	79	46	76	47	86	35

6.4 Welfare schemes for

Teaching	<ol style="list-style-type: none"> 1. Fee waiver for children of the staff studying in Rizvi college of A/S/C. 2. We have a Co-op credit society the membership of which can be availed by any staff member. Members can avail of the loan facility from this society in times of financial emergency. 3. Lunch is sponsored by the management on events like Founders day and Teachers day both for the teaching and Non-teaching staff. 4. Teaching and Non-teaching staff avail of medical and leave travel reimbursement. 5. The Management reimburses registration fees for refresher courses and for workshops/seminars /conferences attended by the staff.
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Non teaching	<ol style="list-style-type: none"> 1. 50% concession in fees is allowed for the ward of non-teaching staff taking admission at our college. 2. When the salary cheque from the Govt is delayed class (III) and class (IV) staff members can apply for an advance payment from the management in financial crisis.
Students	<ol style="list-style-type: none"> 1. Scholarships, Free ship and Financial support: Financial support from the institution: 15 students of Degree and 15 students of Junior college got financial support from the institution an amount of Rs75, 000/- was spent for it. An amount of Rs. 42,155/- was spent on free ship. 2. 50% concession in fees for children of the staff studying in Rizvi college of A/S/C. 3. Also 50% concession in fees is given for staff studying in Rizvi college of A/S/C. 4. Group insurance: All students of the senior college are covered by the Group Accident insurance Protection cover scheme of “The New India Assurance Company Ltd” for a nominal annual charge of Rs 40/- per student. They are given accident and life cover. Each student is covered for Rs 1, 00,000/- (One Lakh). 5. Book bank facility: Students from economically weak backgrounds are allowed to borrow subject-related books for the whole year. Many teachers and alumni help needy students on an informal level. 6. Free counselling: The College has a counselling centre with a Counsellor who is available for any type of Counselling free of charge to the Students. Faculty members counsel students themselves and encourage them to approach the counselling centre if necessary. 7. Workshops on personality development, stress management and gender sensitization are periodically organised by various committees. 8. Remedial coaching is given for academically weak students and slow learners. Teachers of all departments tutor such students on the basis of their individual needs 9. Health awareness Programmes. Rallies, seminars on awareness about cervical cancer, HIV/AIDS awareness, Oral cancer, seminar on Dengue and Malaria, lecture on Hepatitis B & C ,Blood donation drive, free Thalassaemia test was sponsored by the Rotary club of Khar as part of the activities of the NSS Unit. 10. Career Guidance and Placement cell has organised several seminars and workshops in the college for the empowerment of the students. About six final year students were selected by various reputed organizations such as Frankfin-Mumbai, Arena Multi Media-Mumbai,TCS-Mumbai, Singapore Airlines etc. Besides this about six students

	<p>from BSc I.T were selected as Software developers/System Associate/ Associate trainee by reputed companies like Wipro Infotech, L. & T. Infotech, Navtech Capgemini India Pvt Ltd etc. More than 300 students of our college enrolled for the Star Program conducted by the Skills Academy-New Delhi in collaboration with the Govt of India's Skill development program in which financial support as well as soft skills training was provided to the students in the college premises.</p> <p>11. Seminars and workshops to develop softskills like resume writing, group discussions and preparing for interviews are conducted on a regular basis.</p> <p>12. Co-curricular and extra- curricular activities are conducted by the college to develop skills and leadership qualities in students.</p> <p>13. College canteen: The college canteen remains open from 7.00 am to 5.00 pm. Affordable food is provided. A canteen committee comprising of staff members is appointed by the management to monitor the quality and price of the food served.</p> <p>14. Sports students are given freeship an amount of Rs.5, 93,790 was spent on various types of freeships which was disbursed among 120 sports students during the academic year 2013-14. The sports students are provided with full sports kit (College jersey, shorts, shoes etc.). Travelling and Daily Allowance for the Matches/Tournament is provided by the college. The sports students are trained under the guidance of reputed coaches.The winner team gets Rs.1000/- each and the Gold medal winner gets Rs.1000/- cash. The Silver medal winner or Runner up team gets Rs.500/- cash. The Bronze Medal winner or Third place team gets Rs. 250/- cash. Free ship for the medal winners. & Track suit for the winner are given by the Management.</p> <p>15. Meritorious students are felicitated by the Management / Principal on special occasions.</p> <p>16. Support from management for organising out inter-collegiate youth festival Jashn- E – Rizvi was 59,914/- Rs.</p> <p>17. Doctor on call: Dr .Anwar to attend any medical emergencies.</p>
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6.5 Total corpus fund generated: Rs.13, 59,400

6.6 Whether annual financial audit has been done Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	Yes	Principal/ VP/ HODs
Administrative	No	-	Yes	Principal/VP/ HODs

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- Online examination for students of FY, SY & TYBA/BSC/BCOM as part of their internal assessment examination under the new CBGS scheme of examination. This examinations are conducted by a team of I.T professionals from an external agency (GOTO Test)
- We have two high speed duplicator machine with a capacity of 180 papers/minute, which enables us to print in house question papers for all examination under the surveillance of a closed circuit television (CCTV)
- Spacious air conditioned examination control room with a team of cooperative staff , two computers with internet facility, two printers, intercom facility and a Xerox machine,
- All answer books are masked.
- Procedure/patterns and rules of the examination are explained to the teachers during special meetings convened for this purpose
- An induction programme for new teachers is planned to inform them about the examination procedure.
- HODs explain the paper patterns in their subjects to their departmental colleagues.
- Salient points of the examination procedure and the method of evaluation are communicated to the students through college prospectus, orientation programmes, workshop and by displaying notices related to exams at prominent places on campus / on each floors or circulated in the classroom or conveyed to students by using digital displays outside examination control room/ on college website.
- SMS alert are send to students/ Parents informing them about the dates of examination and / or the date of submission of University forms and exam related circulars.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

6.11 Activities and support from the Alumni Association

The Alumni meet was organised on Saturday 19th April 2014 where a lot many alumnies participated and made the program a successful one.

Support from Alumni Association:

- i. Two alumni partly sponsored the Prize Distribution for academic excellence by contributing a generous amount of Rs 20,000/-.
- ii. An alumni has partly sponsored the admission fee of a student by paying Rs. 33,805/-
- iii. Many of our alumni are entrepreneurs and some of them provide special quotation for our college, like the industrial visits.

6.12 Activities and support from the Parent – Teacher Association (PTA)

Two P.T.A meetings were held in the academic year 2013-14. The 1st meeting was held on Saturday, 21st September 2013. The 2nd meeting was held on Saturday, 22nd February 2014.

Dr. Ghabrani- Counsellor, Masina Institute of Mental Health was invited to speak on the topic “Parenting in 21st Century”.

6.13 Development programmes for support staff

Non teaching staff one lab assistant and one lab attendant have attended a workshop on Lab Safety at Ruia College.

6.14 Initiatives taken by the institution to make the campus eco-friendly

1. Planting of trees in the campus and their maintenance.
2. Tree plantation drive by NSS volunteers from 22nd July to 23rd July 2013, about 81 boys and 69 NSS girls participated on both the days .17 trees were planted at carter road
3. Making of paper bags was a programme initiated by the University of Mumbai, NSS volunteers made more than 5000 paper bags and the same were distributed by these volunteers around their residential areas. This programme was organised from 5th August to 25th November 2013. Prof. S. Sangeeta of R. D. National College was invited as a guest speaker on 14th August 2013 for a seminar cum workshop on making of paper bags by the NSS wing of our college .It was attended by 76 volunteers who took active part in it.
4. On 12th August 2013 NSS Unit organised a street play on Sanitation and “SAY NO TO PLASTICS” in their adopted areas and on Carter road respectively.

5. In order to create awareness, the Department of Botany and Zoology organized an Inter-collegiate Project and Poster Competition, some of the topics of this Intercollegiate Competition were flower arrangement, bio-jewellery, vegetable printing, fruit carving and bottle garden on Wednesday, the 14th August, 2013. the theme of the competition was “Natural Calamities and Disasters”.
6. Online exams as part of internal assessment examination to minimise the use of papers
7. Soft copies of important circulars/manuals are mailed directly to the faculty on their email address thereby minimising the use of paper
8. Dr. Nitesh Joshi, Associate professor, Department of Botany has published many Research Papers on various aspects of environmental pollution such as noise pollution, role of common roadside plants as dust collectors etc .
9. Huge dustbins are kept at prominent places such as canteen ,on each floors, in all science departments, girls common room , wash rooms etc and prompt disposal of waste is done to ensure cleanliness and hygiene in the campus.
10. Pest control in all classrooms, office, laboratories and library.
11. All science departments, administrative office, library, canteen etc are equipped with fire extinguishers.
12. Dripping of water through pipes, taps are taken care of by prompt replacement of the old taps and water pipes wherever necessary , thereby avoiding wastage of water.
13. Chemistry department teachers ensure and train their students to carry out all chemical analysis using micro scale techniques / using only the required amount of reagents thereby preventing unnecessary waste of chemicals, all concentrated acids, Kipps apparatus are kept in fume cupboard.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- i. Online admissions system
- ii. Computer laboratory has been upgraded adding 13 computers.
- iii. Research Activities have increased as evidenced by the number of major (04) and minor research projects (05) and conference proceedings (09)
- iv. Highly motivating environment for research
The environment for research activities is highly motivating as evidenced by the number of research papers published by our staff in international and national seminars.

	International	National	Others
Peer Review Journals	20	06	--
Non-Peer Review Journals	--	--	--
e-Journals	--	--	--
Conference proceedings	04	08	01

- v. To promote research initiatives in our students, under the able guidance of our Principal Dr M.Z Farooqui, an Avishkar research convention committee was formed. Various workshops are organised for our students and guided by Convener of committee Dr. (Mrs.) Anjum Ara and her Co- Members. Seven groups of students took part in zonal level competition organised by the University of Mumbai. Mr Mustafa Rangwala won the Gold Medal in the Humanities category at the University level and he also won the silver medal in the state Inter- University level competition in the same category. It is our proud privilege to announce that our college topped the Humanities category and overall ranking of the college was 7th in 2013-2014 among 750 colleges in India.
- vi. We have a remarkable practice of awarding free ships and scholarships for needy students, children of staff and outstanding sports students. Following table bears testimony.

	No. of students	Amount
a. Financial support from institution		
Scholarship from college	30	75,000.00
Free ship to children of employees (Children of 14 employees)		42,155.00
b. Financial support from government	25	1,15,234.00
c. Financial support from other sources (Trusts)	43	1,96,745.00

d. Facilities provided by the College to Sports students-

- Winner team gets R. 1,000/- each and Gold medal winner gets Rs. 1,000/- cash.
- Silver medal winner or runner up team gets Rs. 500/- cash each
- Bronze medal winner or third place team gets Rs. 250/- each
- Freeship to all medal winners
- Travelling and Daily allowance for matches/tournament provided.
- Track suit for all winners
- Team game players get the full kit (college jersey, shorts, shoes etc.)
- Freeship provided to students – 2013-14

a. Full freeship	58 students	Rs. 3,25,448.00
b. Half freeship	37 students	Rs. 1,26,150.00
c. Part freeship	25 students	Rs. 1,42,192.00
TOTAL	120 Students	Rs. 5, 93,790.00

- vii An extremely innovative practice was initiated by Secretary of Rizvi Education Society- Mr Abbis Rizvi. The importance of the youth understanding and getting included in the electoral process was the key objective. A campaign for registration of voters was initiated by creating a team of teachers and students with senior election officers. The procedure for bulk Voter Id's procurement was explained. A total of 1920 students applied for the same with a good number of our students receiving the same.

- viii Prize distribution programme was organised under the student council for academic toppers across all streams Arts, Science and Commerce. Thirty three students in Degree College were awarded. Our Student Ms. S. Misba (3rd University Position in Sociology) and Mr. Mustufa Rangwala, who won the Runners up Trophy (Category : Humanities) in Inter University State Level, Avishkar Convention in Jalgaon was also felicitated in the same programme. One of our professors Dr. Vishwas Deshmukh was awarded for winning the zonal level in Inter-University Avishkar convention in Ph.d (Teachers category in Pure sciences). An ex-employee Prof. Dr. (Mrs) Dolly Sunny was also felicitated for receiving the Best Teacher of State Award.
- ix “Earn while you Learn “ is a new initiative encouraged by the department of lifelong learning (DLLE).
- x Attendance and Mentoring committee has been setup which lends support to the PTA. Both the committees jointly aimed at improving attendance and academic results. The attendance committee regularly displays the black list of attendance defaulters on the 4th of every month so that students falling short of the required attendance are given time to make up the deficit. At the time of the PTA meeting parents are informed about the progress of their ward.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Use of technology was emphasized for examinations, administrative work.
- All internal assessment was conducted online.
- Wide range of research activities was initiated.
- Our peer review journal received excellent articles from research scholars, academicians (national and international).
- Our inter-collegiate youth festival Jashn-e-Rizvi was organised successfully.
- We felicitated the academic achievers of the college.
- Remedial lectures were taken by the teachers to improve the attendance.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. Best Practise in the College to promote Sports
2. Best Practise in the College to promote Research in Student

***Provide the details in annexure (annexure need to be numbered as i, ii,iii)**

7.4 Contribution to environmental awareness / protection

- ✓ Environmental awareness was propagated among our students through NSS activities.
- ✓ Street plays on sanitation was enacted
- ✓ Workshop on water management by Dr. Thomson Matthew
- ✓ Vermiculture by Dr. Madhulkar Valavkar were some of the activities organised by NSS in the year.
- ✓ Seven day residential camp was also organised where several environmental issues were discussed.
- ✓ Planting of trees in the campus and their maintenance was done by NSS.
- ✓ Tree plantation drive was organised by NSS volunteers from 22nd July to 23rd July 2013, about 81 boys and 69 NSS girls participated on both the days. 17 trees were planted at Carter Road
- ✓ Making of paper bags was a programme initiated by the University of Mumbai, NSS volunteers made more than 5000 paper bags and the same were distributed by these volunteers around their residential areas. This programme was organised from 5th August to 25th November 2013. Prof.S.Sangeeta of R.D.National College was invited as a guest speaker on 14th August 2013 for a seminar cum workshop on making of paper bags by the NSS wing of our college .It was attended by 76 volunteers who took active part in it.
- ✓ Save Electricity Project was undertaken by NSS volunteers from August 2013 to February 2014
- ✓ On 12th August 2013 NSS Unit organised a street play on Sanitation and SAY NO TO PLASTICS in their adopted areas and on Carter Road respectively.
- ✓ In order to create awareness, the Department of Botany and Zoology organized an Inter-collegiate Project and Poster Competition, some of the topics of this Intercollegiate Competition were flower arrangement, bio-jewellery, vegetable printing, fruit carving and bottle garden on Wednesday, the 14th August, 2013. the theme of the competition was “Natural Calamities and Disasters”.
- ✓ Online exams as part of internal assessment examination to minimise the use of papers
- ✓ Soft copies of important circulars/manuals are mailed directly to the faculty on their email address thereby minimising the use of paper.
- ✓ Dripping of water through pipes, taps are taken care of by prompt replacement of the old taps and water pipes wherever necessary , thereby avoiding wastage of water.
- ✓ Chemistry department teachers ensure and train their students to carry out all chemical analysis using micro scale techniques / using only the required amount of reagents thereby preventing unnecessary waste of chemicals, all concentrated acids, Kipps apparatus are kept in fume cupboard.

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

SWOT Analysis

Strengths

1. Excellent and qualified teaching and non teaching staff

2. Good infrastructure with Computer Lab and IT support for all academic and co-curricular activities.
3. Good number participation of teacher and students in research activities.
4. Our College received the first position in Sports at University of Mumbai, We won the Guru Nank Champions Trophy for the fifth consecutive year.
5. Free-ships for students who participate in sport and fifty percent fee waiver to children of staff who take admission in our college by the management. Scholarships also given to needy minority students by the management.

Weakness

1. Lack of adequate space coming in the way of Add-on courses, lab expansion plans
2. Due to paucity of funds, ratio of computers to students remained low.
3. Due to the new credit system, many students failed to adapt to it resulting in a dip in academic performance.

Opportunities

1. Being a minority institution, opportunity to bring about inclusive approach to bring minority community into the mainstream.
2. To Provide Financial Assistance through Scholarship for students from weaker sections.
3. Teachers are given every opportunity to excel in their respective field, providing them a highly research oriented environment. Encouraging them to publish papers and chair sessions at state, national seminars and undertake minor and major research projects under UGC and Mumbai University.
4. Students are encouraged to re-orient learning to meet the new system through intensive coaching and remedial classes for the weaker students.
5. Opportunities for students participation in research activities through annual convention (Avishkar)

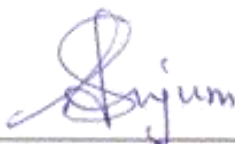
Threats

1. Due to a large number of self-financing courses takers for Humanities and Science stream has been dwindling
2. Drop outs are a matter of concern.

8. Plans of institution for next year

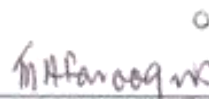
- Promote Environmental Awareness
- Enhance Use Of Technology
- Improve Teachers Participation In Research
- To organise Seminars And Workshops in the college
- Plan to Start Add-On Courses
- To promote Consultancy Services
- To have Staff Training Program
- To organise Expert Lectures for Teaching Learning
- To organise an IQAC Seminar

Dr. (Mrs.) Anjum Ara M K Ahmad



Signature of the Coordinator, IQAC

Dr. M. Z. Farooqui



Signature of the Chairperson, IQAC

Abbreviations:

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

Annexure 1

Tentative Calendar for the Academic Year 2013-2014

**(All dates and programmes are subject to change)*

DATES	PROGRAMME
10 th June, 2013	Senior College Re-opens
10 th June, 2013	Lectures/ Practicals begin for SY/TYBA/B.Sc/BCom/BMS/BMM/BAF/BBI
15 th June, 2013	Junior College Re-opens
17 th June, 2013	Additional Examination of FY/SY/BA/BSc/BComm
17 th June, 2013	Lectures/practicals begin for SYJC Arts/Science/Commerce/MCVC
24 th June, 2013	Lectures begin for FY BCom/BA/B Sc/BAF/BBI/BMM/BMS
06 th July, 2013	Orientation programme for FY BCom/BA/B.Sc/BAF/BBI/BMM/BMS
4 th July,2013 – 15 th July, 2013	Students to collect scholarship forms from office and submit
17 th July, 2013	Staff members to submit online teaching plan
18 th July, 2013	Friendship Day
19 th -20 th July, 2013	Orientation programme for Parents And Students of FYJC (Arts/Sci/MCVC/Comm)
22 st July, 2013	Lectures begin for FYJC (Arts/Science/Com./MCVC)
12 th August, 2013	First Mentoring of Students Meeting
15 th August, 2013	Independence Day Celebration
23 rd August, 2013	First PTA Meeting – Senior College
24 th August, 2013	Traditional day
2 nd September, 2013	First Unit for FYJC (Arts/Sci./Com./MCVC) Begins
05 th September,2013	Teachers Day
07 th September, 2013	Annual Prize Distribution
10 th September, 2013	ATKT [Old Course] Examination FY/SY/ BCom/BA/B Sc
10 th -11 th September, 2013	Internal online assessment (SYBA/BSc/BComm)
12 th – 13 th September, 2013	Internal online assessment (FYBA/BSc/BComm)
16 th – 17 th September, 2013	Internal online assessment (TYBA/BSc/BComm)
19 th September 2013	Second Mentoring of Students Meeting
23 nd Sept, 2013	TET/ATKT Examination for FY/SY – BA/B.Sc/ Com/BMM/BMS/BAF/BMS

25 th September, 2013	First Terminal Exams for FY/SY JC – Arts/Science/Commerce/MCVC
28 th Sept, 2013	First Alumni Meet
21 th October, 2013 to 10 th November, 2013	DIWALI VACATION (Junior College)
01 st November, 2013 to 24 th November, 2013	DIWALI VACATION (Degree College)
18 th – 24 rd November 2013	7 day NSS residential camp
11 th November 2013	College re-opens- Lectures/Practicals begin for all classes (Junior College)
25 th November 2013	College re-opens- Lectures/Practicals begin for all classes (Senior College)
30 th November, 2013	Declaration of results: Semester 1 and 3: FY/SY–BA/B Com/BSc/BAF/BMM.
2 nd - 14 th December, 2013	University Viva-voce – TYBMS/BMM/BBI/BAF
14 th December, 2013	Third Mentoring of Students Meeting
26 th December, 2013 to 01 st January, 2014	WINTER BREAK
02 nd January, 2014	College Re-Opens
03 rd January, 2014	2 nd Unit Test for FYJC (Arts/Sci/Comm.,MCVC) AND SYJC – Practical Exams
6 th January, 2014	Prelims - SJYC
10 th – 14 th January, 2014	Online exams – Sem II and Sem IV – FY/SY: BA/B Sc/B Com
15 th – 16 th January, 2014	Third test Online TYBComm
20 th – 21 st January, 2014	Jashn-E-Rizvi – Annual inter collegiate youth festival
26 th January, 2014	Republic Day celebration
15 th Jan – 30 th Jan, 2014	Placement assistance for TYs and internships for FY/SY – BAF/BMM/BBI/BMS
08 th February, 2014	Fourth Mentoring of Students
11 th February, 2014	Prelims – TYBA/BSc/BComm
15 th February, 2014	Second PTA Meeting – Senior College
18 th February, 2014	ATKT (Old Course) Examination – Senior College
21 st February, 2014	Annual examination for FYJC (Arts/Sci/MCVC/Com.)
28 th February, 2014	Industrial Visit for FY/SY – BAF/BMM/BBI/BMS

28 th February, 2014	Last teaching date – Senior college
3 rd March, 2014	Sem II / Sem IV exams for FY/SY-BA/B.Sc/B Com
10 th March, 2014	Additional Exams – Sem I/Sem III – Senior College
12 th April, 2013	Second Alumni Meet
End of April 2014	Declaration of Results – FYJC – Arts/Sci./Commerce/MCVC
End of April 2014	Declaration of results – FY/SY – BA/B Com/B Sc./BMM/BAF/BBI
01 st May, 2014	Summer Vacation of Senior College Starts
02 nd May, 2014	Summer Vacation of Junior College Starts

Academic Terms

TERMS	SENIOR COLLEGE	JUNIOR COLLEGE
FIRST TERM	10 th June 2013 to 31 st October 2013	15 th June 2013 to 20 st October 2012
DIWALI VACATION	01 st November 2013 to 24 th NOVEMBER, 2013	21 st October 2013 to 10 th November, 2013
SECOND TERM	25 th November 2013 to 30 th April 2014	11 th November 2013 to 01 st May 2014
WINTER BREAK	26 th December, 2013 to 01 st January, 2014	26 th December, 2013 to 01 st January, 2014

Annexure 2

Rizvi Education Society's

RIZVI COLLEGE OF ARTS, SCIENCE AND COMMERCE

Student's Feedback form for Teacher 2013-2014

Q. No.	Criterion
1	Command over the Subject
2	Command over the Language
3	Class Control
4	Coverage of Syllabi
5	Ability to keep the students' attention by giving illustrations, anecdotes, etc.
6	Helping students to prepare for College/University Examinations
7	Punctuality and Regularity in taking lectures/practicals
8	Student-teacher relationship - friendly, motivating, helpful, etc.
9	Accessibility to students for clearing doubts
10	Suitability as an Ideal Teacher

Rizvi Education Society's
RIZVI COLLEGE OF ARTS, SCIENCE AND COMMERCE
Student's Feedback form for Teacher 2013-2014
Bachelor of Arts

Q.	Mr. Abbas	Mrs. Vandana	Mrs. Bhaswati	Mrs. Shahida	Mrs. Shetty	Dr. Pathak	Mrs. Mariyah	Mrs. Beena	Ms. Shweta	Mr. Paul
1	4.73	4.58	4.55	4.96	4.74	4.70	4.72	4.61	4.72	4.42
2	4.78	4.70	4.46	4.88	4.55	4.81	4.68	4.61	4.65	3.86
3	4.51	4.54	3.86	4.65	4.67	4.41	4.41	4.22	4.23	4.32
4	4.69	4.81	4.46	4.62	4.60	4.54	4.44	4.50	4.59	3.39
5	4.49	4.54	4.09	4.58	4.50	4.58	4.58	4.39	4.52	3.97
6	4.70	4.42	4.35	4.77	4.62	4.71	4.51	4.44	4.63	4.20
7	4.85	4.76	4.50	4.73	4.76	4.35	4.29	4.44	4.67	3.65
8	4.65	4.28	4.15	4.62	4.67	4.63	4.64	4.50	4.52	4.26
9	4.45	4.33	4.24	4.58	4.67	4.70	4.59	4.44	4.61	4.09
10	4.69	4.50	4.09	4.69	4.76	4.54	4.54	4.39	4.54	3.84
Avg	4.65	4.55	4.27	4.71	4.65	4.60	4.54	4.46	4.57	4.00

Rizvi Education Society's
RIZVI COLLEGE OF ARTS, SCIENCE AND COMMERCE
Student's Feedback form for Teacher 2013-2014
Bachelor of Science (1 to 10 of 20)

Q.	Mr. Alka ma	Mrs. Neha	Dr. Joshi	Dr. Rangoonw ala	Mr. Roshan	Dr Rana	Mrs. Nagma	Dr Rajesh M.	Dr Husain	Mr. Jafri
1	4.64	4.25	3.93	3.25	2.58	3.97	3.28	4.63	4.41	3.47
2	4.48	4.29	3.83	3.28	2.38	3.82	3.36	4.67	4.21	3.73
3	4.55	4.04	3.69	3.37	1.92	3.56	2.78	4.63	4.15	3.67
4	4.60	4.23	3.98	2.96	2.38	4.32	3.39	4.80	4.30	3.23
5	4.34	4.04	3.81	3.05	2.17	3.47	3.15	4.47	3.99	3.53
6	4.29	4.35	3.86	3.01	2.63	3.40	3.24	4.47	4.10	3.63
7	4.59	4.29	4.00	2.81	2.92	4.37	3.59	4.83	4.56	3.70
8	4.37	4.28	4.21	3.03	2.54	3.79	3.90	4.37	4.27	4.20
9	4.31	4.12	3.92	2.91	2.17	3.82	3.31	4.50	4.07	3.63
10	4.26	4.23	4.05	3.05	2.08	3.96	3.24	4.70	4.19	3.53
Avg	4.44	4.21	3.93	3.07	2.38	3.85	3.32	4.61	4.23	3.63

Rizvi Education Society's
RIZVI COLLEGE OF ARTS, SCIENCE AND COMMERCE
 Student's Feedback form for Teacher 2013-2014
 Bachelor of Science (11 to 20 of 20)

Q.	Dr Abbas	Mr. Arun	Mrs. Farhan a	Mr. Abhay Ranade	Dr. Chaudhary	Mr. Waghm are	Mr. Deshmu kh	Mr. Moham m	Dr. Parhad	Dr. Rajesh G.	Mrs. Seha
1	4.53	4.57	4.42	4.50	3.70	4.00	4.50	4.50	4.64	2.12	3.96
2	4.37	3.86	2.98	5.00	3.32	3.54	4.50	4.00	4.07	2.43	3.91
3	3.72	3.86	4.47	4.50	3.88	3.04	5.00	4.50	4.71	1.52	3.96
4	4.27	4.64	4.62	5.00	3.64	4.04	5.00	4.50	4.64	2.61	4.13
5	4.32	4.21	4.04	4.50	3.38	3.36	4.00	4.00	4.43	1.25	3.61
6	4.47	4.21	3.76	4.00	3.54	3.25	4.00	4.00	4.29	1.88	3.13
7	4.69	5.00	4.69	4.50	3.77	3.43	4.50	4.50	4.43	2.68	2.95
8	4.63	4.36	2.76	4.00	3.58	3.86	3.00	4.50	4.21	1.80	2.95
9	4.55	4.21	3.40	4.50	3.24	3.54	4.00	4.50	4.29	1.88	3.32
10	4.19	3.93	3.14	5.00	3.37	3.75	4.50	5.00	4.21	2.13	3.43
Av g	4.37	4.29	3.83	4.55	3.54	3.58	4.30	4.40	4.39	2.03	3.54

Rizvi Education Society's
RIZVI COLLEGE OF ARTS, SCIENCE AND COMMERCE
 Student's Feedback form for Teacher 2012-2013
 Bachelor of Commerce (1 to 12 of 24)

Q.	Dr. Anjum	Mr. Arun	Dr. Ashfaq	Mrs. Bhaswati	Mr. Karim	Mr. Mukhtar	Mr. Roshan	Mr. Nagori	Dr . Parhad	Mrs. Shweta	Mrs. Soma
1	3.68	4.27	4.65	4.44	3.88	4.47	3.84	4.50	4.33	4.38	3.53
2	3.63	3.92	4.68	4.39	3.85	4.41	3.61	4.50	4.02	4.37	3.54
3	3.05	3.70	4.61	4.10	3.68	4.60	3.32	5.00	4.03	4.42	2.54
4	3.52	4.14	4.36	4.23	3.62	4.49	3.80	4.50	4.28	4.37	3.51
5	3.24	3.83	4.60	4.16	3.51	3.70	3.67	5.00	3.80	4.37	2.86
6	3.63	3.83	4.38	4.18	3.34	3.93	3.77	4.50	3.92	4.12	3.33
7	3.43	4.26	4.35	4.23	3.66	3.80	4.20	4.00	4.21	4.65	3.63
8	3.77	3.85	4.66	4.08	3.67	4.32	4.03	5.00	3.89	4.46	3.33
9	3.31	4.03	4.58	3.97	3.54	3.99	3.62	5.00	3.88	4.31	3.16
10	3.27	4.00	4.63	4.09	3.52	4.31	3.54	4.50	3.83	4.29	3.26
Av g	3.45	3.98	4.55	4.19	3.63	4.20	3.74	4.65	4.02	4.37	3.27

Rizvi Education Society's
RIZVI COLLEGE OF ARTS, SCIENCE AND COMMERCE
 Student's Feedback form for Teacher 2012-2013
 Bachelor of Commerce (13 to 23 of 23)

Q.	Ms. Priyam	Mrs. Pushpanjali	Mrs. Rajeshwari	Mr. Salim	Mrs. Seha	Mrs. Shadab	Mrs. Shehnaz	Mr. Shrivastava	Mrs. Swati	Mrs. Vandana	Ms. Sadaf
1	3.54	3.80	3.89	4.28	4.22	4.40	4.18	3.19	3.55	4.13	4.00
2	3.47	3.64	3.72	4.34	4.14	4.44	4.09	3.06	3.37	4.09	5.00
3	3.24	3.82	3.25	4.35	4.14	3.99	4.07	2.81	3.43	4.24	3.00
4	3.31	3.78	4.09	4.21	4.12	3.95	4.22	3.21	3.23	4.01	4.00
5	3.26	3.53	3.13	4.14	3.95	4.34	3.92	2.92	3.31	3.69	4.00
6	3.03	3.60	3.00	3.92	3.85	4.35	3.84	2.98	3.28	3.58	4.00
7	3.34	3.47	4.14	4.12	3.99	4.12	4.21	3.79	3.10	3.96	4.00
8	3.20	3.31	2.88	3.97	4.30	4.49	4.08	2.81	3.43	3.06	5.00
9	2.96	3.43	3.03	4.00	4.19	4.37	3.92	3.01	3.20	3.32	3.00
10	3.02	3.36	3.21	4.10	4.49	4.24	3.88	3.03	3.20	3.51	2.00
Av g	3.24	3.57	3.44	4.14	4.41	4.27	4.04	3.08	3.31	3.76	3.80

Rizvi Education Society's
RIZVI COLLEGE OF ARTS, SCIENCE AND COMMERCE
Student's Feedback form for Teacher 2013-2014
Bachelor of Science – Information Technology

Q.	Mr. Ali Ahmed	Mr. Haider Zaidi	Mr. Arif Patel	Mr. Razi	Ms. Heena	Ms. Rafat	Mr. Saif	Mr. Sameer
1	4.38	4.14	4.58	4.67	4.89	4.90	4.67	4.56
2	4.08	3.61	4.34	4.63	4.56	4.90	4.89	4.11
3	4.13	4.18	4.25	4.46	4.00	4.40	4.33	3.89
4	4.05	3.77	4.23	4.29	4.33	4.70	4.33	4.33
5	3.97	4.11	4.25	4.63	4.33	4.20	4.56	3.89
6	4.12	3.93	3.85	4.50	4.67	4.60	4.33	4.44
7	4.43	3.16	4.58	4.58	4.67	4.70	4.22	4.44
8	3.89	3.93	3.71	4.71	4.67	4.80	4.78	4.11
9	3.95	4.09	4.00	4.67	4.44	4.40	4.33	4.00
10	3.58	3.59	3.98	4.75	4.11	4.50	4.56	3.67
Avg	4.06	3.85	4.18	4.59	4.47	4.61	4.50	4.14

Rizvi Education Society's
RIZVI COLLEGE OF ARTS, SCIENCE AND COMMERCE
Student's Feedback form for Teacher 2013-2014
Bachelor of Science – Computer Science

Q.	Mr. Ali Ahmed	Mr. Razi	Mr. Sameer	Ms. Heena	Ms. Rafat	Mr. Saif	Mr. Zaidi
1	3.96	4.61	2.83	3.67	4.25	4.63	5.00
2	3.75	4.72	2.71	4.00	4.63	4.50	5.00
3	4.21	4.56	3.38	2.67	2.88	4.38	5.00
4	4.31	4.22	4.00	3.00	4.13	4.50	4.00
5	3.81	4.39	2.38	3.33	3.50	4.25	5.00
6	3.46	4.50	2.79	3.33	4.00	4.25	5.00
7	4.21	4.50	3.58	4.33	4.25	4.25	5.00
8	3.50	4.56	2.88	3.67	4.25	4.75	4.00
9	3.58	4.50	4.50	4.33	4.50	4.13	4.00
10	3.58	4.39	3.64	4.67	4.50	4.50	5.00
Avg	3.84	4.49	3.27	3.70	4.09	4.41	4.70

Rizvi Education Society's
RIZVI COLLEGE OF ARTS, SCIENCE AND COMMERCE
Student's Feedback form for Teacher 2013-2014
Bachelor of Commerce – Banking & Insurance

Q.	Ms. Nadia	Ms. Sabiha	Mr. Furqan
1	4.50	4.49	3.67
2	4.59	4.41	4.83
3	4.27	4.66	5.00
4	4.23	4.61	2.67
5	4.36	4.60	4.00
6	4.41	4.26	3.80
7	4.23	4.60	2.50
8	4.50	4.86	4.00
9	4.36	4.72	4.00
10	4.23	4.68	4.50
Avg	4.37	4.59	3.90

Rizvi Education Society's
RIZVI COLLEGE OF ARTS, SCIENCE AND COMMERCE
 Student's Feedback form for Teacher 2013-2014
 Bachelor of Commerce – Accounts & Finance

Q.	Ms. Sabiha	Mr. Furqan	Ms. Nadia	Ms. Priyam	Ms. Pushpanjali
1	2.86	3.80	3.09	4.00	2.91
2	2.75	4.30	3.17	4.04	2.66
3	2.67	4.20	2.86	3.98	2.46
4	3.12	3.33	3.20	3.93	3.13
5	2.81	4.10	2.98	3.77	2.75
6	2.94	3.80	2.64	3.66	2.72
7	3.23	3.50	2.75	4.00	3.06
8	3.12	4.50	2.95	4.02	2.53
9	3.01	3.90	3.01	3.99	2.70
10	2.94	3.90	2.68	3.71	2.60
Avg	2.94	3.93	2.93	3.91	2.75

Rizvi Education Society's
RIZVI COLLEGE OF ARTS, SCIENCE AND COMMERCE
Student's Feedback form for Teacher 2013-2014
Bachelor of Management Studies

Q.	Mr. Anand	Mr. Furqan	Ms. Priyam	Mr. Sameer
1	4.07	3.49	3.87	4.86
2	3.72	3.79	3.70	4.76
3	2.84	4.43	3.39	4.67
4	4.23	3.09	3.61	4.57
5	3.56	3.92	3.39	4.57
6	4.19	3.56	3.17	4.00
7	4.47	2.39	3.78	4.29
8	4.48	3.56	3.09	3.95
9	4.25	3.79	3.70	4.33
10	4.12	3.46	3.17	4.67
Avg	3.99	3.55	3.49	4.47

Interpretation of the feedback given by the Students

Feedback from students is an important aspect of institutional improvement – as recipients/stakeholders in education, their markings are listings of students concerns and an opportunity for us to focus on necessary improvement.

Our feedback form for a Teacher has 10 criterions for evaluation on a 5 point scale – with 5 points for excellent (highest) and one for poor (lowest). This exercise was conducted in each of the classes of FY/SY/TY – B.COM, B.Sc, BA, BSc (CS), BSc (IT), BMS, BAF, BBI . Students have given well placed markings on the extent to which the course is completed, their perceptions of the quality of teaching received in terms of clarity and pace. They have given adequate feedback on guidance and support received by them to meet their needs as learners.

Many teachers were given very high ratings (4 and above) and very few teachers were given poor ratings (below 3). In Bachelor of Arts all ten teacher's score were above 4. Only Mr Roshan and Dr. Rajesh G. scored below 3 in Bachelor of Science out of twenty teachers. All the teachers in Bachelor of Commerce scored above 3. In all self financed courses except BAF teachers scored on an average above 3 in all respect. In BAF we found three teachers with scores below 3. Two teachers Ms Nadia and Ms Pushpanjali were discontinued from the next academic year 2014-15. Teachers whose score were found to be below satisfactory level were called and asked to improve by the Principal.

The quality of this exercise has been enhanced by explaining to the students the mutual benefits of this feedback and how they must be careful and just while marking points for mutual benefit and improvement. We care about what our students think and plan/work towards up-gradation and value addition.

Annexure 3.1

Best Practice in the College to Promote Sports

1. Title of the Practice

Initiatives in promotion of sports

2. **Goal:** - Many of our students come from backgrounds of hardship and find refuge in sports. We have a history of excellence in sports and it has given several of our students and alumni an opportunity at a better career and life. These days sports other than cricket are getting translated to commercially organized and marketable formats. In respect of tradition and in keeping with times we are attempting to give an extra push towards promoting excellence in sports. Our goal is to encourage team-building, perseverance and personality development through sports and with some special focus, produce sportspersons of a caliber wherein they can make their passion a viable career option.

3. **The Context:** - Our College holds a coveted place in the field of sports. We have been continuously adjudged as the best college in all major sports events bagging Gold, Silver & other coveted prizes. Our college has been represented in inter-collegiate Wrestling, Hockey, Judo, Khokho, Athletics, Boxing, Waterpolo, Swimming, Tennis, Badminton, Archery. We have won accolades at State, National and International Level.
Our College has also seen representatives in the IPL – Rajasthan Royals and Ranji Trophy. It is indeed worthwhile mentioning the unflinching support given by the management in the form of sponsorships, awards, freeships, kits, monetary support whenever required.
We are proud to state that our management has provided an amount of INR 5,93,790 for the academic year in 2013- 2014

4. **The Practice** – Immeasurable encouragement and support of our management cannot be rivalled by any other college in Mumbai.
Like in the case of academics, we have processes for selection, trials and training of our students to turn them into worthy sports persons. Trials are conducted at the start of every academic year to identify the students with natural ability and proficiency towards sports. Also, students with prior experience in sports and athletics are encouraged to pursue their passion.

The students are put through a rigorous training program by specially assigned coaches. Students go through endurance training, nutrition health and fitness sessions with an emphasis on performance in their sport of choice. This training is tailored to suit each student and it hones their strengths and helps overcome their weaknesses.

All of this culminates into the stringent university selection process. There is a very strong focus on making a mark in state and national level tournaments.

Our college students have represented at National and International level.

Each winner is given cash,

Gold medal winners get cash around Rs. 1000/-

Silver medal winners get cash prizes Rs. 500/-

Bronze medal winners get cash prizes Rs. 250/-

Our managements continued support in the form of finances for Kits, track suits for winner's and free ship for medal winners

One of the limitations of our College is lack of a sports ground due to paucity of funds.

5. **Evidence of Success**

On an average Rizvi College wins 19 University level matches across sports such as Handball, Softball, Wrestling, Boxing, Power Lifting etc. In the year 2013-14 the performance of the last three years has been surpassed with 22 such awards.

There has also been a drastic increase in the number of students who have made it as professionals in the national platforms such as Ranji Trophy. We have also seen a 33% increase in the number of students who are representing India on an international platform. Many of our students are playing in IPL.

The table below bears testimony to the unparalleled excellence in sports achieved by the students of Rizvi College. It is a clear indicator of improved performance against all benchmarks and previously achieved targets.

	2012-13	2013-14
University Level Awards	17	22
IPL Players*	7	6
Ranji Trophy*	9	13
International Players*	15	20

* This figure includes current as well as ex-students

5. **Problems Encountered and Resources required –**

As stated above the only Constraint is the lack of sports ground of our own. Due to which we have to often take grounds on hire.

Contact Details

Name of the Principal: Dr M Z Farooqui

Name of the Institution: Rizvi College of Arts, Science & Commerce

City: Mumbai

Pin Code: 400050

Accredited Status: B

Work Phone: 02226041696

Fax: 02226497448

Website: www.rizvicollege.edu.in

E-mail: principal.asc@rizvicollege.edu.in

Mobile: 09869543598

Annexure 3.2

Best Practice in the College to Promote Research in Students

1. Title of the Practice

To motivate Students to take part in Avishkar Inter-University Research Convention

2 Goal

To enhance the research culture amongst the students in the colleges it has been decided that we should motivate students to take part in Avishkar Inter-University Research Convention organized by University of Mumbai. Students were encouraged and trained to take part in various research convention organized by various bodies including University.

3. The Context

Research Culture is to be developed in the college among the students. Students are explained that importance of research. There is a need to enhance the research culture in the college. University of Mumbai gives lots of importance to research among students. The Department of Students Welfare every year organizes Avishkar Inter-University Research Convention, at district & University level. There are six categories for which the competition is held C1 – Humanities, Languages and Fine Arts, C2 – Commerce, Management & Law, C3 – Pure Sciences, C4 – Agricultural & Animal Husbandary, C5- Engineering & Technology, C6 – Medicine & Pharmacy. There are 4 levels UG, PG, PPG and Teacher. There are various rounds of Competition, Students are first selected at zonal level. Selected Students then compete among themselves at University level. Those who win at the University level (the first and second position only) represent the University at Inter-University level. Those students who win at this level are given Scholarship by the University for their Project.

4. The Practice

Notices are circulated to each class for informing the students. Individual teachers also motivate students to take part in the research activities. Students who are interested are requested to submit their proposals, for the competition. Workshop is organized in the College, where they are briefed about the requirement and the procedure involved for taking part in the competition. Resource Persons, from other colleges are also invited to motivate

the students. Principal also takes special interest in this activity. A committee is formed, 'Avishkar Research Convention', where teachers from all faculties are involved. An intra collegiate elimination round is conducted at the college level. Students are asked to give their presentation in front of the Committee. Many practice sessions are kept for the students. Only those students, whose projects are up to the mark, are sent to the University. The students are also trained to make PPTs & Flex for their Presentations. Our Computer department's staff helps them in doing that.

The students are given lots of Practice session before they go to represent the College at the Zonal level. Students once selected at Zonal level are further trained by the college so that they can face the University Round. Those students who are selected at the University round are trained by the college and the University professors to face the tough and the final round of Inter- University level. The Avishkar Intra-University round is generally held outside Mumbai and the University of Mumbai bears all the expense of the participants representing at that level. Students are given certificates by the University if they qualify at any level. They are also granted ten grace marks by the University.

5. Evidence of Success

From the last 2 years, we are sending students to take part in Avishkar Inter-University Research Convention. In the year 2012-2013, about 16 students took part in it we had 4 winners, in the Zonal Level in the 3 categories, of Commerce, Humanities & Pure Sciences. One of our students was also selected for the University round in the Commerce category at the Under Graduate level.

In the year 2013-2014, seven students took part in it. One of our students was selected at the University round in the Humanities category at the Under Graduate level. Later he represented University of Mumbai and won the Silver Medal. The college was overall ranked seventh among all the colleges of University of Mumbai out of 750 colleges. One of our Student Mr Mustafa Rangwala was sanctioned Rs 3000/- per month scholarship by University of Mumbai for ten months to complete his project.

6. Problems Encountered and Resources Required

The major problem faced in our college is poor inclination of the students in Research. We have students in our college who are not from very strong academic background. Motivating them & involving them in research activities is very difficult task. In the current CBGS pattern, students do not get sufficient time for doing research work. Another constraints is

that we have students from mainly vernacular medium, a strong presentation skill is sometime lacking in these students. We try to overcome this by giving rigorous training to those who qualify at the college level.

7. Contact Details

Name of the Principal: Dr M Z Farooqui

Name of the Institution: Rizvi College of Arts, Science & Commerce

City: Mumbai

Pin Code: 400050

Accredited Status: B

Work Phone: 02226041696

Fax: 02226497448

Website: www.rizvicollege.edu.in

E-mail: principal.asc@rizvicollege.edu.in

Mobile: 09869543598