



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

RIZVI EDUCATION COMPLEX, OFF. CARTER ROAD, BANDRA (WEST), MUMBAI - 400 050
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Ref. No. : SC/AQAR-2014-15/ 227 /2015-16

Dated: - 28th January, 2016.

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

Sub: Submission of AQAR Report 2014-15
Ref: TRACK ID No. 13338.


Respected Sir,

We hereby submit the AQAR Report 2014-15 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 annexure are also attached with this report

Kindly accept and acknowledge this AQAR report sent by us.

Yours faithfully


(Dr. M.Z. Fardoqui)
Principal

Enclosures:

- AQAR of 2014-2015
- Annexure 1 : Tentative Calendar for the Academic Year 2014-2015
- Annexure 2 : Analysis of feedbacks and its Interpretation
- Annexure 3.1: Best Practice in College for Digital Revolution
- Annexure 3.2: Best Practice in the College for Voter Awareness

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

(Revised in October 2013)



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
2014-2015**

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)

1.4 Website address:

www.rizvicollege.edu.in

Web-link of the AQAR:

http://rizvicollege.edu.in/sites/default/files/AQAR-2014-15.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	5 Years
2	2 nd Cycle	B	2.84	2011	5 Years
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

2014-2015

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):

- i. AQAR 2011-12 submitted to NAAC on 15/05/2015
- ii. AQAR 2012-13 submitted to NAAC on 30/04/2014
- iii. AQAR 2013-14 submitted to NAAC on 01/12/2014

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 UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG Programmes Any other (*Specify*)

UGC-COP Programmes

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="01"/>						
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="18"/>						
2.10 No. of IQAC meetings held	<input type="text" value="05"/>						
2.11 No. of meetings with various stakeholders: No.	<input type="text" value="5"/>	Faculty	<input type="text" value="2"/>				
Non-Teaching Staff	<input type="text" value="1"/>	Students	<input type="text" value="1"/>	Alumni	<input type="text" value="1"/>	Others	<input type="text" value="--"/>
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. International National State Institution Level

(ii) Themes

- 1) A State level Seminar on "Quality Enhancement in Higher Education through NAAC Accreditation" on 14th August 2014
- 2) A State level Workshop on Maintenance and Repairing of laboratory equipments for the Laboratory Assistants & Laboratory Attendants from 2nd to 7th February 2015 in collaboration with Western Regional Instrumentation Centre (WRIC), Mumbai was organised by NSS, IQAC and Dept of Sciences.
- 3) A five day workshop for Computer learning was organised by the IQAC in coordination with the CS & IT Department for all the teachers of the degree college from 9th to 13th February 2015.
- 4) A workshop was organised on "Techniques for writing research papers, articles and Ph.D. Proposal" on 11th December 2015.

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 of the students are filled online.
- Institutional Scholarships are given to the 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.
- Talks are organized to motivate and train teachers to take major and minor projects and to write research papers.
- Faculties are also guided by External resource persons to write research papers.
- Use of modern techniques like LCD projector, Interactive board is motivated in teaching.
- Workshop is organized for teachers to train them to be computer literate.
- Our College received the first position in Sports at University of Mumbai; we won the prestigious Guru Nanak Champions Trophy for the sixth consecutive year.
- Students are motivated to participate in Inter-University Avishkar Research Convention at the University level and Inter- University Level.
- To motivate teachers to write research papers, the college has a peer reviewed blind biannual journal “International Journal of Research” with ISSN.
- Remedial teaching for academically weak students from minority committee.
- Arrangement of Feedback from all Stakeholders.
- Interacting with Faculties, Departments and the Committees for better documentation
- Felicitating the Placements of Teachers by maintaining their records of API-PBAS form.
- Arranging Workshops and Seminars by Experts for improving the overall quality in Higher Education.

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. Admissions were done online by the college. All office Job is completely computerised. All Classrooms were equipped by Overhead Projectors and Screen.
2. Keeping in mind, the thrust for research work in academic institutions, the research journal is continued.	2. 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 four years of the Research Journal. We have uploaded the Abstract of the Journal on Google Scholar.
3. Orientation Programme for first year students	3. Orientation Programme for first year students was held on 5 th July 2014 were students are introduced to the various committees of the college and the made aware all rules and regulations including examinations.
4. To train Laboratory Attendant/ Assistant.	4. The college in Collaboration with WRIC, Mumbai organised a six day Instrumentation Workshop for Laboratory Attendant/ Assistant from 2nd to 7th February 2015.
5. To pursue students to present Research papers at various competitions at College and University level.	5. Students took part in Inter University State level, ‘Avishkar Research Convention’. Sixteen student’s participants from our college, out of that one won at the Zonal Level and one at the University level.
6. To organise a National Ten Day Research Methodology workshop in the month of March 2015 to train PhD Scholars.	6. An ICSSR Sponsored Ten Day National Research Methodology Workshop was organised from 11 th to 20 th March 2015 for Ph.D. Scholars. Thirty Research Scholars from all over India participated in the Workshop.
7. To Promote Urdu Literature at National	7. A Two day UGC Sponsored National Conference

<p>Level among teachers and students.</p> <p>8. To hold our annual Inter-Collegiate Youth Festival inter-collegiate festival “Jashn-E-Rizvi” in the month of January.</p> <p>9. To enhance the use of modern teaching aids by teachers by training the teachers.</p> <p>10. To improve the result of the college and excel in academics.</p> <p>11. To award the academic achievers by organising Prize Distribution cum Annual Day.</p>	<p>on “Mirza Dabir: Personality & Art” was organised on 17th & 18th December, 2014. Twenty Six papers were presented in the Conference.</p> <p>8. The Inter-Collegiate Youth Festival was organized on 20th and 21st January 2015 received an overwhelming response from more than 25 esteemed colleges across Mumbai.</p> <p>9. The teachers of the Degree College were given hands on training on Computers from 9th to 13th February, 2015 in order to make them Computer literate.</p> <p>10. Remedial lectures were taken by teachers to improve the result of the college especially for the minority students. One of our student of TYBA Ms. Qureshi Ateqa Parveen stood first in TYBA Sociology and in overall TYBA with 82.66 percentage.</p> <p>11. The Prize Distribution Ceremony was organised by the College to felicitate toppers in academics and in research on 24th January 2015. Students received prizes and certificates from Eminent Personalities who were invited as Guests of Honour for this function.</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

- ✓ The Management sponsored the fitting of the Projectors and Screen in all Classrooms.
- ✓ The Management has also changed the doors of all the class rooms.

Part – B
Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes (Total)	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	3+1(added)	1	4	--
PG	2	--	2	--
UG	9 (3 aided + 6 unaided)	--	6	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	--	--	--	--
Others	--	--	--	--
Total	15	1	12	--

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)

**Online for Students and Manual in other Cases.

****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.

The Commerce Ph.D. centre in the College got the 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	21	14	01	01

2.2 No. of permanent faculty with Ph.D.

15

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
21	02	14	-	01	-	01	-	37	02

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest	Visiting	Temp
03	38	27

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level	Total
Attended Seminars/ Workshops	29	02	33	64
Presented papers	11	09	03	23
Resource Persons	04	04	03	11

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

- Modern teaching through LCD and Power Point Presentation.
- Twenty Projectors and Screens have been installed in every class room with a total outlay of Rs 7.17 lakhs.
- Field visits / Excursions and Industrial visits are organized regularly to enhance understanding of the subject.
- Numerous competitions related to academics and co-curricular activities are organized throughout the year.
- Guest and Experts from the relevant subjects are invited to share their expertise with staff as well as the students.

- Case study method is also used.
- Debates, Skits and discussions are organized to involve students in an active learning process.

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 Examination.
- Periodical Class Tests are conducted.
- Photocopy of assessed answer-papers are provided to the students, if they ask for the same.
- Internal Assessment Examinations are conducted 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 09

2.10 Average percentage of attendance of students 75%

2.11 Course/Programme wise distribution of pass percentage (Last Semester):

Title of the programme	Total No. of Students appeared	No. of Students						Pass Percentage
		Grade O	Grade A	Grade B	Grade C	Grade D	Grade E	
B. A	43	2	11	7	7	3	1	72.09
B. Sc	86	-	10	13	6	2	4	41.18
B.Com	344	-	16	31	58	25	94	65.12
BMS	105	-	4	16	27	14	-	58.10
BMM	39	-	3	9	10	9	-	79.49
BAF	41	-	6	15	13	1	-	85.37
BBI	13	-	1	4	4	-	-	69.23
B. Sc-IT	35	2	10	7	4	2	-	71.43
M.Com	49	6	21	9	5	1	-	85.71

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.
- Remedial classes are held for weaker students especially for those belonging to minority.
- Regular PTA meetings are conducted to communicate students' performance to their respective parents.
- Short Term computer training programme for teaching staff was conducted to enhance computer efficiency among the staff members.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Programme (STC)	01
HRD programmes	Nil
Orientation programmes	02
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions (RM- ICSSR)	Nil
Ph.D. scholars were given RM ten days training conducted by our institute sponsored by ICSSR (RM- ICSSR)	30 (2 in-house faculty and 28 from other institutes)
Summer / Winter schools, Workshops, etc.	15
Others	21

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	22	01	01	Nil
Technical Staff	43	Nil	07	Nil

Criterion – III

3. Research, Consultancy and Extension

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

- Workshop organized by experts to brief how to write research papers and Ph.D. proposal.
- 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.
- A Ten Day ICSSR sponsored National level Research Methodology Workshop was organized by our college for Ph.D. scholars from 11th to 20th March 2016.
- Managing successfully blind peer reviewed biannual international journal entitled “International Journal of Research” with ISSN from last four years.
- 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 2014-15

	Completed	Ongoing	Sanctioned	Submitted
Number	02	01	03	02
Outlay in Rs. Lakhs	23.30132	6.67	29.97132	23.30132

3.3 Details regarding minor projects in 2014-15

	Completed	Ongoing	Sanctioned	Submitted
Number	01	02	02	01
Outlay in Rs. Lakhs	1.725	2.39	3.03	1.725

3.4 Details on research publications

	International	National	Others
Peer Review Journals	15	02	04
Non-Peer Review Journals	---	---	---
e-Journals	16	---	---
Conference proceedings	02	03	---

3.5 Details on Impact factor of publications: Not Available

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	3 years	UGC	Rs. 29,97,132/-	Rs. 27,14,800/-
Minor Projects	2 years	UGC	Rs. 3,03,000/-	Rs. 2,45,500/-
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects (other than compulsory by the University)	--	--	--	--
Any other(Specify)	--	--	--	--
Total	--	UGC	Rs. 33,00,132/-	Rs. 29,60,300/-

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	02	02	01	01
Sponsoring agencies	Nil	UGC & ICSSR	UGC (IQAC) & Management	Management	UGC (IQAC) & Management

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 16.26827/-

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
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 College forum
NCC NSS Any other

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

By NSS Students

- i. Tree plantation (100)
- ii. Cleanness drive (7 Days)
- iii. Street play (13 plays)
- iv. Blood donation camp (131 units collected)
- v. Health check-up camp
- vi. Orientation Programme (153 participants)
- vii. Swachh Bharat mission (53 participants)
- viii. Workshop on disaster management (63 participants)
- ix. Constitution Day-Lecture (46 participants)
- x. Poster making competition (21 participants)
- xi. Drug Abuse session (71 participant)

- xii. Yoga and meditation Workshop (45 Participants)
- xiii. Republic day Celebration (129 Participants)
- xiv. Swachh bharat Abhayan (129 Participants)
- xv. Organised workshop on Operation and Maintenance of Laboratory Equipments in collaboration with WRIC (6 days)
- xvi. Session on film making and Photography (57 Participants)
- xvii. Rally on Anti-Tobacco awareness – Gateway of India
- xviii. Seminar on Safety on Women and Children- Y.C Prathistan Churchgate
- xix. Friendship day Celebration at Old age home –Anubhav – Bhayander
- xx. Two Participants -LTC-Ramakrishna Mission Palghar (5 days)
- xxi. Marathon SN College Bhayander (24 Participants)
- xxii. Ganesh Visarjan – Juhu Beach (23 Participants)
- xxiii. Bhajan Sandhya –Churchgate (27 Participants)
- xxiv. Seminar on Senior citizen by Mumbai Police (17 Participants)
- xxv. Run for Unity Hotel Trident Churchgate (43 Participants)
- xxvi. 3 Days Rural Camp – Vasai (7 Participants)
- xxvii. Pre SRD/NRD Camp Amravati (1 Participant)
- xxviii. Adventure Camp Shimla (1 Participant)
- xxix. Briefing by Mumbai Police on Senior Citizen – Khar Police Station (23 Participants)
- xxx. Rally on Anti-Dowry Sathey College (14 Participants)
- xxxi. Inauguration of Swachh Bharat Abhyan Convocation Hall - University of Mumbai (5 Participants)
- xxxii. Rally on Anti-Dowry, Anti-Dowry Movement Vile-Parle (14 Participants)
- xxxiii. Talk on Anti-Dowry by Asha Kulkarni Anti-Dowry Movement Vile-Parle (6 Participants)
- xxxiv. Must Run Marathon- Bandra (76 Participants)
- xxxv. Convocation At University of Mumbai Kalina (36 Participants)
- xxxvi. The NSS unit of the College received a trophy from the Mayor of Mumbai (Mrs. Ambedkar) for the commendable work and street plays done from MDACS (Mumbai District Aids Control Society) on 11th January, 2015.

HIV/AIDS Activities (Red Ribbon Club):-

- i. Peer Education Training Session on HIV/AIDS –MDACS Wadala

- ii. Street Play on HIV/AIDS – Different Colleges in Mumbai
- iii. Essay Writing Competition on HIV/AIDS – Rizvi College
- iv. Slogan Writing Competition on HIV/AIDS – Rizvi College
- v. Talk by Mrs. Meena on “Stigma and Discrimination”

Disaster Management Activities:-

- i. Seven Day’s State level Camp on Disaster Management at Nagpur - (1 Participant)
- ii. Workshop on Disaster Management – Mr. Sachin Khedkar (Officer of Civil Defence). (63 Participants)

By NCC Students:-

- i. Seven Cadets attended ATC camp at Nashik (19th to 28th September, 2014).
- ii. Five Cadets attended ATC camp at Nashik (12th to 21st October, 2014).
- iii. Seven Cadets participated in Army attachment Camp – Ahmed Nagar (16th December, 2014).

By DLLE Committee:-

- i. 1st Term training on 16th August, 2014. At St. Teresa’s College
- ii. Orientation programme on 18th August, 2014 at Rizvi College
- iii. Field visit (orphanage) in Goregaon on 30th August, 2014.
- iv. Celebration of Gandhi Jayanti on 2nd October, 2014, Gateway of India
- v. Street play on Women and Society, Shashtri Nagar, Bandra on 6th October, 2014.
- vi. Survey – Collection of Information Regarding Status of Women Bandra Shashtri Nagar on 9th & 10th October, 2014.
- vii. Women related issues – Poster making competition- on 7th November, 2014.
- viii. 2nd Term training, on 29th October, 2014 at Vidhyapeeth Bhavan
- ix. Poster Display in College Auditorium on 7th January, 2015.
- x. Elysium – Poster making, Essay writing competition at BL Amlani College Parle on 12th January, 2015.
- xi. UDAAN Festival at JM Patel College on 15th January, 2015.
- xii. Received 3rd Prize in Street Play at University Level and Consolation Prize in Poster making at College level.

By WDC Committees:-

- i. Street play on Violence against Women – College Auditorium on 7th November, 2014.
- ii. Poster Display on Gender issues - College Auditorium on 7th November, 2014
- iii. Seminar on Culture, Community, and Sexuality – UWDC Mumbai on 21st November, 2014.
- iv. An Afternoon with Bhangwari Devi – Seminar at University of Mumbai on 20th January, 2015.

By Avishkar Research Convention:-

Students are trained for preparing and presenting research projects. Sixteen students took part at district level and University level in Avishkar Research Convention and two students won the competition.

- i. Miss. Alvani Sayyada Ali Raza won Zonal round at University level in Commerce & Management Category
- ii. Miss. Sana Firoz Akhtar Khan came 3rd Place in University round in Humanities category

Career Guidance and Placement Cell:-

- i. 11 Students were placed with TCS
- ii. 16 Students got placed with First Advantage
- iii. 08 Students were selected by Habitat for Humanity- India (An NGO)

Other Committees:-

- i. Our Cultural students participated and won prizes in various events at different colleges in Mumbai.
- ii. Our College received the first position in Sports at University of Mumbai – **Guru Nank Champions Trophy** for the sixth consecutive year.

Institutional Social Responsibility:-

- i. Sensitizing students through Youth festival- Jshan-E-Rizvi against Social Evils such as Drugs Alcohol, Abuse, Gambling etc
- ii. For creating environment awareness amongst the students Inter-Collegiate competition is held every year on bio-jewellery year by Botany department. No entry fee is charged to the participating students.
- iii. The Free Health Check up organised by NSS is sponsored by Management.
- iv. Informing Educating and Sensitizing the Parents through various PTA activities such as Cyber safety awareness workshop etc.

- v. Rizvi Education Society contributing towards Solid Waste Management to BMC (H) Ward Rs 2000 p/m
- vi. Six day state level workshop on “operation and maintenance of laboratory equipment” was organised under the aegis of WRIC University wing from 2-7 February 2015 was partly sponsored by our Management.
- vii. Pan Cards were made for Students and Staff by ‘Infra Structure Technologies & Services’, a Govt. of India Company at a very nominal rate.
- viii. Ensuring upliftment and empowerment of Students through
 - Career Guidance and Placement cell
 - Counselling Cell
 - Scholarships to needy students of minority communities
 - Awards to meritorious students in Prize Distribution Function by eminent personalities
 - Extra-Curricular Activities
- ix. Welfare measures for Retiring employees (both teaching and non-teaching staff) through felicitation and befitting farewell.
- x. Teacher’s major achievements are felicitated by the Principal at the end of each term.
- xi. Fifteen scholarships given to minority students by the Management amounting to Rs 45000/- .
- xii. Free-ship amounting to Rs. 6,24,138/-given to sports student by the Management.
- xiii. Twenty five wards of Staff given fifty percent fee waiver by the management.
- xiv. Fifty percent fee waiver given by our management to children of staff and also staff who are studying in the college.
- xv. 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.

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.	-	Nil	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	9.27	-	-
Others (Rs. in Lakhs)	-	1.65	-	-

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.
- The library prepares data base of books and their bibliography descriptions are added in the Online Public Access Catalogue – OPAC.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value(in Rs)	No.	Value	No.	Value(in Rs)
Text Books	19181	1701658	2757	420648	21938	2122306
Reference Books	17533	5332047	595	302105	18128	5634152
e-Books	-	-	-	-	-	-
Journals	65	453937	08	81675	73	535612
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video, DVD	99	35151	03	1497	102	36648
Magazine (Aided + Unaided)	131	246888	01	21410	132	268298
Newspaper(Aided + Unaided)	130	284771	02	21190	132	305961

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet#	Browsing Centres*	Computer Centres	Office	Departments	Others
Existing	166	95	166	10	--	21	15	35
Added	07	05	07	--	--	01	--	01
Total	173	100	173	10	--	22	15	36

*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.

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.
- Twenty Projectors have been installed with total outlay of Rs. 7,17,000/- in every class room.
- Students avail computer and library facilities for project work.
- Book Bank facility is available to the students.
- Teachers also have access to computers in respective departments and staff room.
- American & British Council library database can be accessed via internet in the library.
- LAN network.
- College has joined the information service infrastructure - NLIST (INFLIBNET) programme under which access to e-resources are available to students and faculties.
- Organized poster competition on Swachh Bharat for the students to spread awareness on cleanliness on 19th January, 2015 in library.
- Orientation programme conducted for 1st year students in the library on 08th August, 2014 to make students aware of the facilities given by library.

4.6 Amount spent on maintenance in lakhs Rs.:

i) ICT	3.63
ii) Campus Infrastructure and facilities	15.31
iii) Equipments	0.857
iv) Others	1.65
Total:	21.447

Criterion – V

5. Student Support and Progression:-

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Give regular and continuous publicity to information about support facilities, new courses/ and programmes started.
- Gives immediate information about any changes in examination rules/pattern through Orientation Programs and Notices.
- Ensures that each class mentor guides and encourages his/her students to take advantages of all schemes available. Member of IQAC helps to certify forms for financial aid/book bank.
- Organises Orientation Programs for the first year students of the College and introduces the various committees and examination rules to the students.
- Gives support to organise Prize Distribution to motivate academic excellence.
- Holds regular seminars,/talks and workshops to give information and encourage students to take part in research.

5.2 Efforts made by the institution for tracking the progression

This is done through our Alumni Association and through request made by our student for transcript/recommendations for higher studies or studies abroad.

5.3 (a) Total Number of students

	UG	PG	Ph. D.	Others	Total
(Aided)	1551	-	-	-	1551
(Un-Aided)	1407	157	05	-	1569
Total	2958	157	05	-	3120

(b) No. of students outside the state

80

(c) No. of international students

--

No	%
2020	64.75%

Men

No	%
1100	35.25%

Female

	Last Year (2013 –14)								This Year (2014-15)							
	Gen.	SC	ST	OBC	NT	SBC	Physic ally Challe nged	Total	Gen.	SC	ST	OBC	NT	SBC	Physic ally Challe nged	Total
Total	2830	42	03	68	06	18	---	2967	3009	30	---	60	06	15	---	3120

Demand ratio 2.33:1 Dropout % 5.52 %

5.4 Details of student support mechanism for coaching for competitive examinations (If any):

Through career and placements committee

No. of students beneficiaries: Data not available

5.5 No. of students qualified in these examinations

Data not available

NET	-	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	-

5.6 Details of students counselling and career guidance:

1. The Counselling Cell has been quite active in the field of providing personal counselling to the students. Ms Saba Givani from the renowned Machiswala Counselling Centre was appointed as the Counsellor for the students – she was available every Saturday from 10.00 am to 1 pm.

The Counselling Cell of the college organized a interest inventory test for the students free of cost on 14th February 2015.

The Counselling Cell along with the Parent Teachers. Association organised a talk for parents on Saturday 14th February, 2014 on ‘Cyber Safety Awareness.’ The session was addressed by Mr Sachin Dedhia – an independent Cyber Crime Investigator and a certified ethical hacker. He assists the Cyber Cell branches of Mumbai Police to solve cybercrimes. He guided the students and parents about the pitfalls of online sites like facebook, twitter, whatsapp and the effects of addiction to online media. He gave a demonstration on what sites students and parents should be aware about and how children can easily be lured by conmen.

We were lucky to have at this meeting Police Inspector J.K. Sawant. who has been with the Mumbai Police for the last 27 years. He shared with the students and parents the secretive behaviour and how young students have committed crimes as they have been swayed by their online friends.

2. The Career Guidance and Placement Cell has worked ceaselessly towards the upliftment and empowerment of our students. In keeping with the objective of inviting companies, agencies that need students for placement – they got 15

companies to come to our College. The Committee has made tremendous efforts for the placement of our students – and we are proud to mention that this year 35 students were placed on campus and 4 students were placed off campus. Some of the companies where our students have got employment are: TCS Ltd., IGate; Wipro Infotech, First Advantage, Habitat for Humanity, India.

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
15	800	35	04

5.8 Details of gender sensitization programmes:

- 18th December, 2014: Organised an inter collegiate poster competition on Gender Issues (WDC)
- 24th February, 2015: Street play and poster display for gender sensitization in the College auditorium . The winners of poster competition were awarded trophies and certificates. (WDC)
- DLLE conducted a Street Play on ‘Women and Society’ on 6th October, 2014 at Shastri Nagar, Bandra (W).
- DLLE conducted surveys in Shastri Nagar, Bandra (W) to collect information regarding Status of Women.
- Conducted Poster Making competition on ‘Issues related to Women’ in College premises.

5.9 Students Activities

5.9.1

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

Inter-University players

19

State/ University level

08

 National level

02

 International level

--

b) No. of students participated in Cultural Events

State Level	Nil	University level	10
National level	Nil	International level	Nil

c) No. of students participated in research events Avishkar

State Level	Nil	University level	16
National level	Nil	International level	Nil

d) No. of students participated in DLLE

State Level	Nil	University level	09
National level	Nil	International level	Nil

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

- National level: 02
- State level: 08
- University level: Winner of 10 inter collegiate events
Second place: 02 events
Third place: 02 events

b) Cultural: Only Inter-collegiate level

We always encourage our students to participate in various festivals organized by other Colleges in Mumbai and our students have done us proud by wining many prizes:

- i. VISIONS 2014 – SIES College fest – 1st prize: Fashion Show
1stprize: Solo Dance
1st prize: Duet Dance
2nd prize: Group Dance
2nd prize: Solo Dance
Reached finals in: Folk Dance.

- ii. JASHN-E-RIZVI – First prize
iii. UNMESH'14 : S Raheja College – First prize: Street play
iv. MALHAR – participation
v. IPTA: One Act play: Certificate of Merit.

- vi. ADOREA 2014: Wilson college: Reached finals : Group Dance – Social cause, and Group Dance (Contemporary) and Quiz Competition.
 - vii. Cultural festival: University of Mumbai; Reached finals in Fold Dance.
 - viii. NIRJHAR; SMT.BM Ruia Girls’College: Solo Dance
 - ix. AURA: Ghanshyamdas Jalan College of Science and Commerce: participated in Rink Football, Group Dance, Duet Singing, Kandil Making, Fashion Show, Hat Making, Bridal Make up, Collage Making.
 - x. JUSTICE; Rizvi Law College: First prize: Fashion Show
- c) Research : Avishkar Research Convention: Zonal level: 01; University level: 01
- d) DLLE: DRAMA
- UDAAN; THE FLIGHT OF EXTENSION: Third Prize

5.10

1. Financial support from institution:	No. of students	Amount (Rs.)
i. Scholarship from College:	15	45,000.00
ii. Waiver in fees to children of employees (50%)	25	1,00,707.00
iii. Waiver in fees to employees (50%)	02	12245.00
iv. Department of Minority Welfare	43	2,57,642.00
v. Sports Free-ship	133	6,24,138.00
vi. Association of Non-Governmental colleges, Mumbai	10	8,000.00

Sports students:

1. Winner team gets Rs. 1,000/- each. 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 – each gets Rs. 250/-.
4. Freeship to all medal winners.
5. Travelling and Daily allowance for matches/tournament are provided.
6. Track suit for all winners.
7. Team game players get full kit (college jersey, shorts, shoes etc.).

5.11 Student organized/initiatives: 2

- i. Our intercollegiate cultural fest Jashn-E-Rizvi is organised with help of students
- ii. Exhibition cum Fair organised by Commerce & Management students
- iii. Prize Distribution function is organised by students.

5.12: No. of social initiatives undertaken by the students: 30

By NSS Students:-

1. By NSS students: Special Camp organised by our NSS unit – adopted a village
Participated in Bund construction, tree plantation, construction of toilet blocks, road, repair, road construction, compost pits, soak pits. Tree plantation: 100 trees.
2. Cleanliness awareness campaign and Shramdaan at Railway Colony – Swachh Bharat Mission.
3. Poster making competition – with NGO Anubhav Mumbai – topic: Senior Citizen and Youth
4. Interview on JIA News Live Telecast: Interview of students and teachers on Drugs abuse.
5. Cleaning of College and surrounding areas – Swachh Bharat Abhiyan
6. Rally to spread Anti tobacco awareness
7. Friendship Day at Old Age Home
8. Help traffic police – Ganesh Visarjan
9. Run for Unity
10. Attended briefing by Mumbai Police on Senior Citizens and help desk
11. Rally on Anti Dowry
12. Talk on Anti Dowry

NSS programmes Health:-

1. Thalassemia check up
2. Bone Density checkup
3. Eye checkup
4. Blood check up
5. Dental checkup
6. Street play on Diabetes and Healthy life
7. Blood pressure check up
8. Body mass index check up
9. ECG and Bone Density

10. Lecture on ‘Headache and Migraine’ by Dr Kausthub Mahajan, Raheja Hospital.
11. Lecture on ‘Stress Management’ by Dr SB Jain, Raheja Hospital.

NCC:-

1. The NCC unit of our College is attached to 1 MAH BNNCC Mumbai, ‘B’ group, Maharashtra District. Our students have participated in various training camps held at Trayambale Vidyamandir, Nasik at various levels of training – 511 CATC GSC/GTC-I (RDC), 513 GATC GSC/GTC-II (RDC) and 514 CATC, GSC/GTC-III (RDC).
2. Seven cadets participated in Army Attachment Camp with the Mechanised Infantry Regimental Centre, Ahmednagar. 16 second year cadets appeared for ‘B’ certificate exam in February, 2015.

Other Activities:-

1. On 26th November, 2014, Department of Law organised a talk on ‘The Constitution of India’ for the students to get a deeper understanding of our Constitution. The speaker was Prof. Anand Kale from Advani Law College.
2. On 2nd December 2014, Department of Business Law held an essay competition on HIV AIDS.
3. Workshop on ‘ Botany and Aesthetics’ for FY/SY/TY Bsc. Students – Dept. of Botany
4. Intercollegiate Poster, Project and flower arrangement competition are organised by Botany & Zoology Dept with the help of students and teachers.
5. Our Inter collegiate annual youth festival: JASHN-E-RIZVI is managed by students of Cultural Committee chose a theme ILLUMINATI dealing with social evils.

5.13: Major Grievances : 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

It is 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 Students Council, NSS, NCC, Magazine Committee, Cultural Committee etc.
- Many of our teachers are part of Syllabus formation Committees, Board of Studies.
- Teachers are allowed to attend various workshops & seminars related to their syllabus.
- College has Research Centers for guiding M.Sc. & Ph.D. students

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, month wise as per the syllabi

prescribed by the university at the beginning of the year. Planning for tutorials, assignment and projects 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. Most of the Classrooms are equipped with LCD Projector and Screen.
- 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 Internal and semester/yearly examination and announcement of results.
- The college conducts all examinations strictly as per the University guidelines.
- Monitoring of regular attendance of students is done as a part of continuous evaluation system.
- The college has adopted internal class test & active participation by the students during class for internal assessment component.
- The college follows the centralized assessment process for all Semesters.
- All answer books are masked
- Students are informed about examination schedule through notices circulated 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 and practical's for their data collections, visits to libraries, and for other research related works.
- To create and promote an environment for research, our college has come out with a blind peer reviewed Biannual International Journal with ISBN number.
- Many faculties have undertaken major and minor research projects.
- The Principal encourages teachers to apply for Research guides for M.Sc., M.Phil., and Ph.D. 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 students and staff members.
- College Library is well equipped with internet facility.
- An Orientation programme is conducted at the beginning of every academic year 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, three

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 membership of British Council Library and American Centre Library.
- The library have good collection of reference books, research journals, general magazine, e-books, periodicals on education, maps, audio/video CD etc.
- Students and teachers are provided with previous years question papers.
- Library staff is allowed to attend workshop to enhance their ability.
- To bring out the social and creative thought of the students a poster competition on the topic “Swachh Bharat” was organized in the library.

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 100 computers, 3 laptops, 02 printer and one interactive white board and other accessories. All computers have internet connectivity.
- These laboratories are used by different faculties and students for study and research purpose.
- These laboratories are also used for online admission purpose.
- They are also used for conducting seminars/workshops/conferences by other departments.

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.
- All classrooms are now equipped with LCD projectors and screen.
- Entire college has intercom facilities and huge electronic displays at various strategic locations in the college
- 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 facilities for students and staff:-

- 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.

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 encouraged to attend various training programmes.
- The college has organized a six day state level workshops in association with Western Region Instrumentation Centre on “Operation & Maintenance of Laboratory Equipments” from 2nd to 7th February, 2015 for Teaching Staff and Non-Teaching Staff
- The college has organized a ten day National level workshop sponsored by ICSSR, New Delhi from 11th to 20th March 2015 on ‘Research Methodology and Data Analysis Using SPSS for Social Sciences’ & PhD Scholars. The proceedings of the hands on training given in the workshop was telecast by a National TV channel –“Zainabia Channel”
- The college has organized a two day UGC Sponsored National seminar on “Mirza Dabeer” – “Personality and Art” on 17th and 18th of December 2014.
- A one day state level seminar on “Quality Enhancement in Higher Education through NAAC Accreditation Process” was organized by IQAC on 14th August, 2014.
- A five day workshop for Computer learning was organised by the IQAC in coordination with the CS & IT Department for the teachers of the degree college from 9th February,

2015 to 13th February, 2015.

- Two Library Attendants Mr. Yashwant Gawde and Mr. Wajihul Abbas were sent for one day workshop on “Changing college libraries-new ideologies, Challenges & Opportunities” for library support staff at Birla College, Kalyan on 28th June 2014.

Self Appraisal method:-

- Performance based appraisal system proforma (PBAS) is filled by the teaching staff at the end of the academic year. It is a mandatory requirement for all the teaching staff
- 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, research activities undertaken, seminars, refresher courses, workshops, orientation programmes 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
- Students’ feedback is also taken on the Curriculum Aspects.

Staff Placements and Promotions:-

- Placements of the faculties are done according to the UGC norms.
- Promotions of the non-teaching staff are done as per the directives of the Maharashtra Government issued from time to time.

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:

The college has several tie up with esteemed institutes such as:

- Bharti Vidyapeeth-Faculty exchange
- Rotary Club-Khar-NSS unit for holding Community level programmes
- NGO-Population First with the Women Development Cell
- Tata Memorial Hospital-NSS unit for holding Community level programmes
- TCS,CA Institutes, Capegemini for Placement of students
- Infra Structure Technologies & Services for making PAN card for students

- The students of M.Com (Part-II) visited the Accountancy gallery of ICAI at BKC
- To organise our youth festival Jashn-E-Rizvi, we got total sponsorship of Rs 2,60,000/- out of which we received 1,00,000/- Rs from LIC, 75,000/- Rs from Anil Morarka of Mira Chem. Industry, Rs 20,000/- from Union Bank and 10,000/- each from Smart institute, Endeavour Career, Bank of Maharashtra and Best Science Institute.

6.3.9 Admission of Students

- The admission for U.G. & P.G classes is given as per the University norms.
- The admission process is online
- Online registration for first year U.G. students
- 50% seats are reserved for Muslim Minority Students.
- First preference is given for in-house students at entry level.
- Admission to self financed course is also done as per the University norms.
- Admission process is transparent, rules & regulations relating to admission are strictly adhered by the college.

➤ Cut-off percentage for the year 2014-15 is as follows

Aided Courses

Courses	Open category		Reserved SC/ST/OBC		Muslim minority	
	Highest %	Lowest %	Highest %	Lowest %	Highest %	Lowest %
FYBA	77.23	44.92	56.15	39.85	83.50	42.15
FYBSc	85.69	53.85	76.77	45.08	80.00	52.15
FYBCom	76.00	63.04	44.92	44.17	45.08	39.54

Self financed courses:

Courses	Open category		Reserved SC/ST/OBC		Muslim minority	
	Highest %	Lowest %	Highest %	Lowest %	Highest %	Lowest %
FYBMS	75	55	63	40	83	45
FYBMM	77	35	61	42	80	35
FYBBI	71	45	64	60	72	46

FYBAF	78	56	71	55	83	52
FYBSc- CS	53	40	48	46	67	35
FYBSc-IT	62	45	58	52	73	45
M.Com.	71.28	53.57	73.28	35	72.570	35

6.4 Welfare schemes for

Teaching	<ol style="list-style-type: none"> 1. Half fee waiver for children of the staff and staff studying in Rizvi college of Arts, Science & Commerce. 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. 6. Farewells programs are organised for teaching and non-teaching staff on their retirement. 7. Teacher's achievements are felicitated in Term End Staff Meetings.
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, freeship and financial support: Financial support from the institution: 15 students of Degree got financial support from the institution an amount of Rs 45,000/- was spent on it. Ten students of degree college received scholarship of Rs.800/- each from the Association of Non – Government Colleges, Mumbai. Two staff was given 50% fee waiver for higher education. An amount of Rs: 100707/- was spent on freeship (50% concession in fees) given by the Management to the ward of employees. A generous amount of Rs.6,24,138/- was spent on sports freeships.

2. Group insurance: All students of the senior college are covered by the Group Accident insurance Protection cover scheme-Yuva Raksha policy 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).
3. 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.
4. Free Counselling. The college has a Counselling centre with trained personnel Mrs Saba Givani from the renowned Machiswala Counselling Centre. She is available in the college every Saturday from 10.00am to 1.00pm. The Counselling cell also organises a talk by Eminent personalities. Free aptitude test was conducted for the students. A Parent Counselling session was also organized in coordination with the PTA. Faculty members also counsel students and encourage them to approach the Counselling centre if necessary.
5. 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.
7. Health awareness Programmes. Rallies, Street plays, Seminars are periodically conducted by the NSS Unit. A variety of Health Checkup camps/Detection camps on various health issues such as Thallassemia, Bone density, Eye check up, CBC, Dental ,BMI, ECG etc was arranged for the students as part of the activities of the NSS Unit of the college. Street play on “Diabetes & Healthy Life” was organized by the NSS unit on 02nd December, 2014. Lectures on Stress Management, Headache and Migraine were also conducted as part of the NSS activities.
8. Career Guidance and Placement cell has organized several seminars and workshops in the college for the empowerment of the students and to guide them of various vocational courses available to them for under graduates and post graduate students. Placement drives were conducted by TCS, First Advantage, Habitat for Humanity India. Around 35 students of final year were placed in various reputed companies like TCS, Wipro Infotech (joined) & Infosys, First Advantage & Habitat for Humanity India on Campus and 4 students were placed Off Campus.
9. Seminars and workshops are held periodically to develop soft skills like resume writing, group discussions and preparing for interviews.

	<p>10. A number of co-curricular and extra- curricular activities to develop different skills, promotion of research and leadership qualities</p> <p>11. 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>12. Sports students are given 100% exemption of fees, Travelling & daily allowances , are provided. They are also given sports kit and are trained under the guidance of reputed coaches, Cash prizes to winners.</p> <p>13. Doctor on call Dr. Anwar to attend medical emergencies.</p> <p>14. First Aid boxes are available in all science laboratories , College office & Staff room</p>
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6.5 Total corpus fund generated: Rs.10, 55,548/-

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	Yes	Dept. of JD/AG Financial Audit also done by Lasrado	Yes	Principal/Registrar

6.8 Does the University/ Autonomous College declare 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?

- Teachers are motivated to submit soft copies of question papers for internal and external assessment exams.

- A five day workshop for Computer learning was organized by IQAC in coordination with the CS & IT Department for all the teachers of the degree college from 9th to 13th February 2015.
- 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 examination control room with a team of cooperative staff, two computers with internet facility, two printers, intercom facility, Xerox machine.
- All answer books are masked.
- Centralized assessment of answer books.
- 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, paper pattern, important circulars related to examination.
- 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 circulars related to exams.

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 23rd August 2014 with around 120 participants. Mr. Shashank.Shah was appointed as the President of Alumni. A facebook page called “**Gems of Rizvities**” was launched on the occasion.
- Mr Munaf Solanki –Alumni has paid the fees of three students.
- Our alumni help in arranging sponsors, Judges and eminent personalities for the intercollegiate festival Jashn-e-Rizvi, organised by our college.

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

- The first PTA-Meeting was held on Saturday 13th September 2014.
The second PTA-Meeting was held on Saturday 14th February 2015. A talk on “Cyber Safety Awareness” by Mr Sachin Dedhia-an Independent cyber crime investigator & a certified Ethical Hacker was arranged for the parents by the PTA. Mr J.K. Sawant –serving Mumbai Police for 27 years and at present with the special Branch-Thane was also invited to interact with the Parents. He discussed several real life cases where young students have committed crimes as they were swayed by their online friends. The proceedings of this meeting were recorded by a National TV channel –“Zainabia Channel”

6.13 Development programmes for support staff

- A Six day State level workshop on Maintenance and Repairing of laboratory equipments for the laboratory Assistants & Laboratory Attendants was organised by the NSS Unit and IQAC from 2nd February 2015 to 7th February 2015 in collaboration with Western Regional Instrumentation Centre (WRIC) –Kalina , Mumbai.
- Two Library Attendants Mr. Yashwant Gawde and Mr. Wajihul Abbas were sent for one day workshop on “Changing college libraries-new ideologies, Challenges & Opportunities” for library support staff at Birla College, Kalyan on 28th June 2014.

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

- Inter-collegiate Project and Poster Competition was organized by the Department of Botany & Zoology, on Tuesday the 12th August 2014. Some of the topics of this Intercollegiate competition were flower arrangement, bio-jewellery, vegetable printing, fruit carving and bottle garden. The theme of the competition was “Environment-A social responsibility”
- Soft copies of important circulars/manuals are mailed directly to the faculty on their email address thereby minimising the use of paper
- Dr. Nitesh Joshi, Associate professor, Department of Botany has undertaken UGC sponsored research project and published research papers in various reputed journals and presented paper (in Bangkok) on various aspects of environmental pollution

- 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.
- Pest control in all classrooms, office , laboratories and library
- All science departments, administrative office, library, canteen etc are equipped with fire extinguishers
- 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.
- The NSS unit conducted a cleanliness drive at Railway Colony, Carter road on 2nd October 2014 as part of their college level programme. Making and distribution of paper bags, Save Electricity drive as part of their Area based activities. Tree plantation as part of their University level projects with a task to save the environment

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.

- Up-gradation of online admissions system facilitated smooth conduct of admission in 2014-15
- Research activities and initiatives were promoted. A ten day national level ICSSR sponsored workshop was conducted on “Research methodology and data analysis using SPSS for Social Sciences” for PhD scholars from 11th to 20th March 2015. In all 30 participated in this workshop from all over the India. No registration fees were collected from the students and the students were provided free boarding and lodging.
- Research Activities have increased as evidenced by a large number of teachers publishing papers at National and International level and undertaking major and minor research projects.
- With the vision and foresight of our Management and Principal we have reinvented ourselves towards a digital transformation and interactive interface. Projectors and Screens have been installed in every class room and it has helped set new standards.
- Six day state level workshop on “operation and maintenance of laboratory equipment” was organised under the aegis of WRIC University wing from 2nd to 7th February 2015.

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. Teachers in all departments use LCD projector for lectures and has created a new learning experience for the students
- Research activities have been spearheaded by Principal constantly motivating teachers to publish papers. Number of research papers in international and national journals was on the rise.
- Our peer reviewed biannual international journal has seen excellent articles by research scholars and academicians. We have continued to maintain the high standard of the journal.
- Twenty Projectors and screens have been installed with total outlay of Rs. 7,17,000 in every class room.

7.3 Give two Best Practices of the institution.

- i) Digital Revolution
- ii) Voters Awareness Campaign

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

7.4 Contribution to environmental awareness / protection

- Programme to impart environmental awareness was initiated by the botany department.
 - Inter-Collegiate competition is held every year on bio-jewellery,
 - Growing plants in bottles,
 - Workshop on Biodiversity and Bird Watching,
 - Landscaping
- Tree Plantation Drive was conducted on 16th August 2014 at Ambhan village, Manor, Palghar Dist. 100 saplings were planted
- Programme involving making of Paper Bag and distribution was initiated in the college. 1441 paper bags were made and distributed in Khar-Danda and Ambedkar road area.
- In a bid to create awareness about energy security, a save electricity project was initiated, seven households were adopted for coaching them to reduce electricity consumption and save energy to protect environment. This initiative saved 1662 units of electricity.
- Rizvi Education Society contributing Rs 2000 per month towards Solid Waste Management to BMC (H) Ward.

7.5 Whether environmental audit was conducted?

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

SWOT Analysis:-

Strengths

1. Excellent trained faculties having good in academic background and many of them are having rich research experience in their field.

2. Capacity building by improving computer literacy through short computer training programmes conducted by IT Department/ CS Department
3. Highly inclusive educational environment. 50% Free-ships for children of wards and scholarships for students are provided by the management.
4. Financial Inclusion efforts by formation of credit co-operative society for personal loans.
5. College has always topped in most sports events. Recipient of Guru Nanak Trophy from last six years for being the best college amongst 750 colleges in University of Mumbai.
6. Overall development of students through participation in various co-curricular and extension activities.

Weakness

1. Lack of adequate space coming in the way of Add-on courses, lab expansion plans
2. Due to paucity of funds, number of journals, books and periodicals were limited.

Opportunities

1. Being a minority institution, opportunity to bring about inclusive approach to bring students of minority community into the mainstream
2. Providing opportunities to excel in the field of media, fine arts entertainment , sports and academics
3. Teachers are given every opportunity to excel in their respective field, providing them a highly research oriented environment. Encouraging them to publish papers, 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 to participate in research activities through Annual Research Convention (Avishkar) organised by University of Mumbai.

Threats

1. Due to a large number of self-financing courses, takers for Humanities and Science streams has been dwindling
2. A drop out is a matter of concern.

8. Plans of institution for next year

- Promote environmental awareness.
- Enhance use of technology.
- Improve teachers participation in research.
- Organising seminars, conferences and workshops.
- Consultancy Services.
- To start add-on courses.
- To start our own Channel, to give students exposure to media.

Dr (Mrs) Anjum Ara Ahmad

Dr M Z Farooqui

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure I

TENTATIVE CALENDER FOR THE ACADEMIC YEAR 2014-2015

*(All dates and programmes are subject to change)

DATES	PROGRAMME
09 th June, 2014	Senior College Re-opens
10 th June, 2014	Lectures/ Practicals begin for SY/TY BA/B.Sc/BCom/BMS/BMM/BAF/BBI
16 th June, 2014	Additional Examination of FY/SY/BA/BSc/BComm
23 rd June, 2014	Lectures begin for FY BCom/BA/B Sc/BAF/BBI/BMM/BMS
4 th July,2014 – 15 th July, 2014	Students to collect scholarship forms from office and submit
17 th July, 2014	Staff members to submit online teaching plan
18 th July, 2014	Friendship Day
21 st July, 2014	Orientation programme for FY BCom/BA/B.Sc/BAF/BBI/BMM/BMS
09 th August, 2014	First Mentoring of Students Meeting
15 th August, 2014	Independence Day Celebration
23 rd August, 2014	First PTA Meeting – Senior College
25 th August, 2014	Traditional day
04 th September, 2014	Second Mentoring of Students Meeting
05 th September,2014	Teachers Day
06 th September, 2014	Annual Prize Distribution
08 th September, 2014	ATKT [Old Course] Examination FY/SY/ BCom/BA/BSc
10 th -11 th September, 2014	Internal assessment (SYBA/BSc/BComm)
12 th – 13 th September, 2014	Internal assessment (FYBA/BSc/BComm)
15 th – 16 th September, 2014	Internal assessment (TYBA/BSc/BComm)
22 nd Sept, 2014	TET/ATKT Examination for FY/SY – BA/B.Sc/ Com/BMM/BMS/BAF/BMS
27 th Sept, 2014	First Alumni Meet
26 th October, 2014 to 16 th November, 2014	DIWALI VACATION (Degree College)
17 th – 23 rd November 2014	7 day NSS residential camp
17 th November 2014	College re-opens- Lectures/Practicals begin for all classes (Senior College)
29 th November, 2014	Declaration of results : Semester 1 and 3: FY/SY–BA/B Com/BSc/BAF/BMM.
3 rd - 15 th December, 2014	University Viva-voce – TYBMS/BMM/BBI/BAF
13 th December, 2014	Third Mentoring of Students Meeting
26 th December, 2014 to 01 st	WINTER BREAK

January, 2015	
02 nd January, 2015	College Re-Opens
10 th – 15 th January, 2015	Internal exams – Sem II and Sem IV – FY/SY: BA/B Sc/B Com
15 th – 16 th January, 2015	Third test Internal TYBComm
19 th – 20 th January, 2015	Jashn-E-Rizvi – annual inter collegiate youth festival
26 th January, 2015	Republic Day celebration
15 th Jan – 30 th Jan, 2015	Placement assistance for TYs and internships for FY/SY – BAF/BMM/BBI/BMS
07 th February, 2015	Fourth Mentoring of Students
11 th February, 2015	Prelims – TYBA/BSc/BComm
14 th February, 2015	Second PTA Meeting – Senior College
18 th February, 2015	ATKT (Old Course) Examination – Senior College
28 th February, 2015	Industrial Visit for FY/SY – BAF/BMM/BBI/BMS
28 th February, 2015	Last teaching date – Senior college
2 nd March, 2015	Sem II / Sem IV exams for FY/SY-BA/B.Sc/B Com
10 th March, 2015	Additional Exams – Sem I/Sem III – Senior College
11 th April, 2014	Second Alumni Meet
First week of May 2015	Declaration of results – FY/SY – BA/B Com/B Sc./BMM/BAF/BBI
01 st May, 2015	Summer Vacation of Senior College Starts

Academic Terms

TERMS	SENIOR COLLEGE
FIRST TERM	09 th June 2014 to 25 st October 2014
DIWALI VACATION	26 th October, 2014 to 16 th November, 2014
SECOND TERM	17 th November 2014 to 30 th April 2015
WINTER BREAK	26 th December, 2014 to 01 st January, 2015

Annexure 2.1

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

1. Student's Feedback form for Teacher 2014-2015

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
 Analysis of Student's Feedback form for Teachers 2014-2015
 Bachelor of Arts

Q.	Dr. Abbas Alam Rizvi	Dr. Madhulika P	Shri. Paul Raj P.	Smt. Bhaswati Parasar	Smt. Mariyah Ghori	Smt. Preeti B	Smt. Shaikh Shahida	Smt. Shailaja Shetty	Smt. Vandana Joshi
1	4.12	4.16	4.00	3.90	3.92	4.10	4.20	4.25	4.05
2	4.35	4.16	3.70	4.10	4.00	4.14	4.33	4.19	4.17
3	4.06	3.84	3.37	3.55	3.68	3.57	3.96	4.00	3.76
4	4.18	4.16	3.78	4.00	4.04	3.62	4.13	4.19	3.83
5	3.82	4.05	3.89	3.70	3.96	4.00	3.96	4.25	3.71
6	3.94	4.47	3.74	3.90	4.00	3.95	4.04	4.25	3.71
7	4.35	3.37	3.56	4.20	3.36	3.71	4.15	4.00	3.98
8	4.18	4.26	3.52	4.20	4.28	3.62	4.09	4.31	3.39
9	4.18	4.00	3.93	4.20	3.92	3.67	4.00	4.06	3.66
10	4.29	4.26	4.11	3.90	3.68	3.76	4.02	4.38	3.71
Avg	4.15	4.07	3.86	3.97	3.88	3.81	4.09	4.19	3.80

Rizvi Education Society's
RIZVI COLLEGE OF ARTS, SCIENCE AND COMMERCE
 Analysis of Student's Feedback form for Teachers 2014-2015
 Bachelor of Science (1 to 11 of 20)

Q.	Dr. Ansa riya Rana	Dr. Damar wala Oan Abbas	Dr. Dattatra ya Parhad	Dr. Nazar Abbas Jafry	Dr. Rajesh Gowda	Dr. Shamsul Hussain	Shri. AbhayR anade	Shri. Alkama Faqih	Shri. Khan Moharr am Ali	Dr. Nitesh Joshi	Shri. Rajendr a Chaudha ry
1	3.70	4.16	3.97	3.80	2.70	4.75	4.78	3.90	4.30	3.35	3.83
2	3.77	4.02	3.66	4.10	2.60	4.77	4.93	4.07	4.45	3.34	3.92
3	3.85	3.64	3.85	3.90	2.80	4.66	4.93	3.75	4.20	3.00	4.42
4	4.21	4.14	3.92	3.70	3.10	4.61	4.73	4.09	4.35	3.26	4.17
5	3.47	3.98	3.77	4.10	3.30	4.55	4.73	4.32	4.45	3.51	4.08
6	4.01	3.98	4.09	4.30	3.40	4.75	4.80	3.67	4.10	3.25	4.33
7	4.23	4.41	4.12	3.50	3.50	4.68	4.80	4.15	4.70	3.48	4.42
8	3.89	4.20	3.47	4.60	3.60	4.45	4.72	3.79	4.00	3.78	4.17
9	4.06	4.16	3.76	4.20	3.10	4.59	4.80	4.35	4.10	3.20	4.08
10	4.06	4.11	3.71	4.40	3.00	4.55	4.87	3.96	4.70	3.22	4.00
Avg	3.92	4.08	3.83	4.06	3.11	4.64	4.81	4.00	4.34	3.34	4.14

Rizvi Education Society's
RIZVI COLLEGE OF ARTS, SCIENCE AND COMMERCE
 Student's Feedback form for Teacher 2014-2015
 Bachelor of Science (12 to 20 of 20)

Q.	Dr. Rajesh M	Shri. Roshan K	Shri. S. Arunachalam	Shri. Vishwas Deshmukh	Shri. Waghmare	Smt. Farhana Khalid Wali	Smt. Nagma Tamkeen	Smt. Neha Nangia	Dr. Shaheeda Rangoonwala
1	4.44	3.98	4.23	4.58	4.11	4.80	3.32	3.91	2.65
2	4.94	3.86	4.10	4.25	3.78	4.30	3.24	4.06	2.65
3	4.94	3.73	3.84	4.13	3.67	4.90	2.95	3.91	2.09
4	4.89	4.15	4.53	4.04	3.67	4.80	3.32	4.20	2.31
5	4.50	3.89	4.14	4.08	3.67	4.60	3.11	3.80	2.57
6	4.89	3.94	4.10	4.38	3.78	4.50	3.30	4.11	2.35
7	4.44	4.19	4.41	4.17	4.56	4.70	3.49	4.26	1.99
8	4.28	3.95	4.04	4.00	4.44	3.80	3.59	4.11	2.52
9	4.39	3.97	4.10	4.38	4.11	4.60	3.16	4.00	2.08
10	4.89	3.76	4.07	4.33	3.67	4.60	3.38	3.97	2.53
Av g	4.66	3.94	4.16	4.23	3.94	4.56	3.29	4.03	2.37

Rizvi Education Society's
RIZVI COLLEGE OF ARTS, SCIENCE AND COMMERCE
 Student's Feedback form for Teacher 2014-2015
 Bachelor of Commerce (1 to 10 of 20)

Q.	Dr. Anjum Ara Ahmed	Dr. Dattatraya Parhad	Dr. Nem Prakash Srivastava	Dr. Sayed Shadab Akhtar	Ms. Shweta Pandey	Shri. Ashfaq Khan	Shri. Ashfaque Karim	Shri. Mohd Mukhtar Khan	Shri. Roshan Khobragade	Shri. S. Arunachalam
1	3.23	4.29	3.31	4.40	4.59	4.60	3.62	3.90	3.59	4.00
2	3.40	3.71	3.27	4.42	4.21	4.58	3.67	3.85	3.45	3.89
3	3.04	3.95	3.15	4.36	4.28	4.53	3.60	4.12	3.43	3.51
4	3.48	4.39	3.58	4.45	4.62	4.40	3.69	3.97	3.41	4.17
5	3.12	4.12	3.41	4.53	4.67	4.56	3.36	4.09	3.66	3.69
6	3.64	4.39	3.38	4.42	4.28	4.46	3.32	3.85	3.46	3.83
7	3.59	4.27	3.76	4.32	4.28	4.48	3.61	3.95	3.60	4.00
8	3.81	3.95	3.46	4.63	4.54	4.65	3.24	3.93	3.69	3.66
9	3.41	4.10	3.39	4.44	4.51	4.50	3.43	3.82	3.28	3.71
10	3.33	4.05	3.28	4.51	4.49	4.56	3.35	3.89	3.38	3.69
Avg	3.40	4.12	3.40	4.45	4.45	4.53	3.49	3.94	3.50	3.81

Rizvi Education Society's
RIZVI COLLEGE OF ARTS, SCIENCE AND COMMERCE
 Student's Feedback form for Teacher 2014-2015
 Bachelor of Commerce (11 to 20 of 20)

Q.	Shri. Salim Kantawala	Smt. Bhaswati Parasar	Smt. Malan Zardi	Smt. Preeti B	Smt. Priyam Shah	Smt. Rajeshwari Padmanabhan	Smt. Seha Bakhtiyar	Smt. Shenaz Khan	Smt. Swati Vora	Smt. Vandana Joshi
1	3.89	3.96	3.88	4.11	3.49	3.22	4.34	3.93	3.46	3.79
2	4.35	4.09	3.77	3.81	3.26	3.41	4.39	3.95	3.47	4.23
3	3.76	3.79	3.68	3.79	3.59	2.97	4.30	4.02	3.53	3.87
4	3.79	4.01	3.89	4.14	3.41	3.67	4.19	3.98	3.59	3.39
5	3.98	3.86	3.64	4.08	3.43	3.06	4.26	3.93	3.53	3.38
6	3.74	3.85	3.86	4.11	3.21	3.18	4.32	4.00	3.74	3.60
7	3.60	4.01	3.94	4.03	3.26	3.68	4.30	4.10	3.55	3.56
8	3.86	4.13	3.83	4.24	3.10	2.91	4.17	4.00	3.64	3.45
9	3.56	4.08	3.77	4.13	3.40	3.00	4.25	3.88	3.50	3.44
10	3.72	3.87	3.68	4.11	3.37	3.14	4.28	4.01	3.37	3.48
Avg	3.83	3.97	3.80	4.06	3.35	3.22	4.28	3.98	3.54	3.62

Rizvi Education Society's
RIZVI COLLEGE OF ARTS, SCIENCE AND COMMERCE
 Student's Feedback form for Teacher 2014-2015
 Bachelor of Science – Information Technology

Q.	Shri. Ali Ahmed	Shri. Arif Patel	Shri. Haider Zaidi	Shri. Kasim Meghani	Shri. M.Razi	Shri. Sameer Shaikh	Smt. Hina Mehmood	Ms Rafat Khan
1	3.03	4.26	3.28	3.38	3.24	2.98	4.05	4.54
2	2.80	4.21	2.95	3.29	3.34	2.78	4.13	4.61
3	3.23	4.37	3.52	3.03	3.36	2.94	3.43	4.13
4	3.13	4.28	3.52	3.15	2.83	2.77	4.33	4.48
5	2.95	4.07	3.22	3.22	3.15	2.94	3.81	4.36
6	3.02	3.81	3.44	3.29	3.30	2.97	4.14	4.50
7	3.25	4.64	3.33	2.88	3.11	3.16	4.41	4.52
8	2.99	3.61	3.40	3.79	3.27	2.95	4.40	4.59
9	2.87	3.81	3.21	3.33	3.37	3.11	4.17	4.49
10	2.85	3.97	3.08	3.22	3.24	2.71	4.10	4.56
Avg	3.01	4.10	3.30	3.26	3.22	2.93	4.10	4.48

Rizvi Education Society's
RIZVI COLLEGE OF ARTS, SCIENCE AND COMMERCE
 Student's Feedback form for Teacher 2014-2015
 Bachelor of Science – Computer Science

Q.	Shri. Arif Patel	Shri. Haider Zaidi	Shri. Kasim Meghani	Shri. M.Razi	Shri. Sameer Shaikh	Smt. Hina Mehmood	Ms Rafat Khan	Smt. Seha Bakhtiyar
1	4.65	3.92	4.07	4.04	3.92	4.40	4.64	4.23
2	4.43	3.90	3.87	4.12	3.81	4.40	4.75	4.23
3	4.65	4.05	3.50	4.04	3.85	4.40	4.50	4.46
4	4.48	3.93	3.63	3.76	4.00	4.40	4.71	4.08
5	4.17	3.99	3.76	4.20	4.00	4.40	4.71	3.85
6	4.00	3.96	4.02	4.44	4.04	4.40	4.89	3.69
7	4.70	4.11	3.74	4.20	4.00	4.40	4.79	4.23
8	3.74	4.04	4.07	4.40	4.12	4.40	4.86	3.46
9	4.00	4.00	4.02	4.20	3.85	4.40	4.75	3.69
10	4.04	4.04	3.93	4.00	3.69	4.40	4.89	3.77
Avg	4.29	3.99	3.86	4.14	3.93	4.40	4.75	3.97

Rizvi Education Society's
RIZVI COLLEGE OF ARTS, SCIENCE AND COMMERCE
 Student's Feedback form for Teacher 2014-2015
 Bachelor of Commerce – Banking & Insurance

Q.	Shri. Anand Deshpande	Shri. Mohammed Talib Taqvi	Shri. Sameer Charania	Ms. Sabiha Shaikh	Ms. Syed Mahavash Parvez Alam
1	3.89	3.66	4.67	4.00	4.50
2	3.99	3.72	4.67	3.60	4.33
3	3.54	3.65	5.00	3.80	3.83
4	4.28	3.25	4.67	4.40	4.67
5	4.06	3.74	5.00	4.00	4.33
6	4.64	3.28	4.33	4.20	4.50
7	4.43	3.34	4.67	4.20	4.67
8	4.49	3.45	4.67	5.00	4.33
9	4.53	3.43	4.33	3.80	4.50
10	4.47	3.52	5.00	4.40	4.50
Avg	4.23	3.50	4.70	4.14	4.42

Rizvi Education Society's
RIZVI COLLEGE OF ARTS, SCIENCE AND COMMERCE
 Student's Feedback form for Teacher 2014-2015
 Bachelor of Commerce – Accounts & Finance

Q.	Shri. Furqan R Shaikh	Shri. Mohammed TalibTaqvi	Smt. Priyam Shah	Syed Mahavash Parvez Alam
1	3.86	3.68	4.05	3.42
2	4.03	3.81	4.10	3.57
3	4.40	3.84	4.03	2.94
4	3.53	3.23	3.79	3.71
5	3.96	3.74	3.83	3.33
6	3.66	3.35	3.58	3.46
7	3.48	3.58	3.30	4.00
8	3.78	3.65	3.45	3.66
9	3.60	3.58	3.79	3.50
10	3.94	3.65	3.84	3.53
Avg	3.82	3.61	3.78	3.51

Rizvi Education Society's
RIZVI COLLEGE OF ARTS, SCIENCE AND COMMERCE
Student's Feedback form for Teacher 2014-2015
Bachelor of Management Studies

Q.	Shri. Anand Deshpande	Shri. Furqan Shaikh	Shri. Sameer Charania	Huma Sayed
1	4.04	3.80	4.69	3.40
2	3.93	3.97	4.81	3.40
3	3.48	4.40	4.75	3.00
4	4.26	3.27	4.66	3.10
5	3.93	4.03	4.72	3.40
6	4.74	3.60	4.38	2.90
7	4.52	3.30	4.56	2.90
8	4.44	3.77	4.41	3.40
9	4.48	3.53	4.81	2.70
10	4.26	3.80	4.69	3.30
Avg	4.21	3.75	4.65	3.15

Rizvi Education Society's
RIZVI COLLEGE OF ARTS, SCIENCE AND COMMERCE
Student's Feedback form for Teacher 2014-2015
Bachelor of Mass Media

Q.	Shri. Mohammed Talib Taqvi	Shri. Sameer Charania	Huma Sayed	Syed Mahavash Parvez Alam
1	4.00	4.56	3.09	4.00
2	3.75	4.41	3.30	4.00
3	3.78	4.54	3.12	3.00
4	3.75	4.36	2.84	3.00
5	3.94	4.23	3.28	3.00
6	3.56	3.87	2.84	3.00
7	3.94	4.13	3.33	3.00
8	3.84	3.82	3.28	4.00
9	3.81	4.21	3.40	5.00
10	3.84	4.15	2.81	5.00
Avg	3.82	4.23	3.13	3.70

Annexure 2.2

Rizvi Education Society's

RIZVI COLLEGE OF ARTS, SCIENCE AND COMMERCE

2. Curriculum Feedback, 2014 -2015

Q. No.	Criterion
1	The curriculum prescribed by your University is relevant and meaningful.
2	The content covered under your curriculum gives the student in depth knowledge.
3	You can apply the knowledge you get from your curriculum to your real life situations.
4	The topics covered in your curriculum help you in developing your practical and manual skills.
5	The text books and reading material for the study of your Curriculum is easily available to us.
6	Your curriculum is so vast that you find it difficult to study within the prescribed time limit.
7	The activities assigned to you under this curriculum provide scope for real life application.
8	Your curriculum is too lengthy to be covered in two semesters.
9	Your curriculum prepares you for internship and then for job market.
10	Your curriculum provides you time and opportunities for co-curricular activities like NSS, NCC, cultural activities, DLLE.

Rizvi Education Society's
RIZVI COLLEGE OF ARTS, SCIENCE AND COMMERCE
Analysis of Curriculum Feedback, 2014 -2015

Q.	F.Y.B.Com	F.Y.BA	F.Y.BAF	F.Y.BMM	F.Y.BSc	F.Y.BSc (IT)	S.Y.B.Com
1	1.99	2.02	1.73	2.30	1.87	2.16	1.88
2	1.99	1.81	2.18	2.13	1.79	2.44	1.80
3	2.17	2.07	2.07	2.38	1.89	2.28	1.83
4	1.92	2.07	1.91	2.13	1.79	2.25	1.80
5	2.04	1.98	2.02	2.33	2.13	2.06	2.07
6	1.91	2.07	2.22	2.30	2.32	2.38	2.27
7	2.35	2.24	2.16	2.20	1.84	2.41	1.95
8	2.06	2.33	2.64	2.53	2.45	2.34	2.13
9	2.20	2.10	2.13	2.28	2.18	2.16	1.98
10	2.30	2.14	2.71	2.23	2.39	4.00	2.07
Avg	2.09	2.08	2.18	2.28	2.07	2.45	1.98

Rizvi Education Society's
RIZVI COLLEGE OF ARTS, SCIENCE AND COMMERCE
Analysis of Curriculum Feedback, 2014 -2015

Q.	S.Y.BAF	S.Y.BBI	S.Y.BSc (IT)	T.Y.B.Com	T.Y.BAF	T.Y.BMS	T.Y.BSc
1	2.36	2.40	2.00	1.31	2.83	1.70	2.00
2	2.31	1.40	2.00	1.38	2.78	1.89	2.44
3	2.42	1.80	2.00	1.31	2.83	1.59	2.89
4	2.36	1.60	2.25	1.25	2.56	1.67	2.11
5	2.00	2.60	1.50	1.13	2.94	1.85	2.78
6	2.72	1.60	3.50	1.19	1.94	2.37	1.56
7	2.17	1.80	2.50	1.63	3.22	1.81	2.44
8	2.39	2.60	3.00	1.13	2.72	2.30	2.11
9	2.56	2.00	1.50	1.31	3.06	1.85	2.67
10	3.03	2.80	3.25	1.38	3.50	2.48	3.44
Avg	2.43	2.06	2.35	1.30	2.84	1.95	2.44

Annexure 2.3

Rizvi Education Society's

RIZVI COLLEGE OF ARTS, SCIENCE AND COMMERCE

3. Administrative Feedback Questionnaire, 2014 -2015

Q. No.	Criterion
1	Choice of Courses offered
2	Equipment's and Maintenance of Laboratories 3 Facilities in Library
3	Functioning of Students' Grievance Cell
4	Functioning of Career Guidance cell
5	Functioning of Overall environment conducive for learning
6	Co-operation of the Administrative Office
7	Co-operation of Class IV employees / Peons
8	Cultural and Extra-Curricular Activities in the College
9	Canteen Facilities in the College
10	Maintenance of cleanliness and hygiene in the College
11	Provision of Drinking Water in the College
12	Maintenance of Toilets in the College
13	Internet and Computer Facilities
14	Lift
15	Xerox Facility
16	Book-Stall

Rizvi Education Society's
RIZVI COLLEGE OF ARTS, SCIENCE AND COMMERCE
Analysis of Administration Feedback, 2014 -2015

Q.	B.A.	B.Com	B.Sc	BSc (IT)	B.A.F.	B.M.M.	B.M.S.	B.B.I.
1	3.36	3.31	3.57	3.86	3.53	3.60	2.67	4.00
2	3.17	3.05	3.50	3.13	3.10	3.13	2.98	4.00
3	2.75	2.83	3.37	3.21	2.49	2.73	2.74	3.80
4	3.44	3.12	3.07	3.57	2.84	2.83	2.86	3.80
5	3.42	3.19	3.35	3.35	2.98	2.97	3.58	4.00
6	3.06	2.78	2.69	3.09	2.77	3.17	2.18	3.20
7	3.03	2.62	3.19	3.11	2.67	3.57	3.77	4.20
8	3.47	3.14	3.03	3.72	2.75	2.77	2.24	3.40
9	2.33	2.40	2.07	3.05	1.85	1.87	2.27	1.20
10	2.75	2.95	2.92	3.41	2.74	2.07	2.62	3.20
11	2.69	3.02	3.20	3.55	2.92	2.27	2.73	3.20
12	2.08	2.22	2.56	2.67	2.30	1.97	2.14	2.00
13	2.67	2.46	2.66	3.15	2.89	2.87	2.56	3.60
14	2.33	2.27	2.57	2.91	2.84	2.73	2.29	3.20
15	1.97	2.05	2.83	3.18	2.37	2.53	2.93	3.40
16	2.22	2.59	2.33	2.83	2.22	2.77	3.56	3.20
Avg.	2.80	2.75	2.93	3.24	2.70	2.74	2.76	3.34

Annexure 2.4

Rizvi Education Society's

RIZVI COLLEGE OF ARTS, SCIENCE AND COMMERCE

4. Analysis of Parent's Feedback, 2014 -2015

Q#	Questions	Avg.
1	Choice of Courses offered	4.10
2	Equipments and Maintenance of Laboratories (Science/IT students)	3.46
3	Facilities in Library	3.92
4	Functioning of Students' Grievance Cell	3.42
5	Functioning of Career Guidance cell	3.87
6	Functioning of Overall environment conducive for learning	3.58
7	Availability & Co-operation of Teachers	4.51
8	Co-operation of Examination Department	3.64
9	Co-operation of the Administrative Office	3.3
10	Co-operation of Class IV employees / Peons	3.26
11	Cultural and Extra-Curricular Activities in the College	3.51
12	Canteen Facilities in the College	2.87
13	Maintenance of cleanliness and hygiene in the College	3.26
14	Provision of Drinking Water in the College	3.28
15	Maintenance of Toilets in the College	2.46
16	Availability of Internet Facilities	2.46
17	Gymkhana / Girls common room	2.55
18	Lift	2.92
19	Xerox Facility	3.10
20	Book-Stall	3.31

Interpretation of the feedback given by the Students

Analysis – on Teachers, Support and Administrative Services

We, at Rizvi College of Arts, Science & Commerce believe in providing a holistic environment for learning and self development and hence our Student Feedback from includes Feedback on Administrative services provided by our College to the stakeholders.

Feedback is sought on 16 services offered and students are happy to help in improving our support to them. They have been honest in their assessment and we have received above 50% in almost all the services offered.

Apart from a few services provided by College office, our Canteen needs to be upgraded. Canteen management has been changed and we now provide cleaner and hygienic atmosphere with better variety of snacks and food. Numbers of books and journals in the College library have been increased to cater to the demand of the readers.

We have initiated the improvement process in other services too and we do believe that the results of our efforts will be visible in the next feedback analysis.

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 and 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 most teachers were given average ratings (above 3). We take the pleasure to state that most teacher was given rating more than 3 in the academic year 2014-15. It is a practise that teachers whose score are found to be below satisfactory level are called and asked to improve by the Principal. All teachers are given a copy of the feedback.

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.

Interpretation of the feedback given by the Students Analysis – on Curriculum

The term “Curriculum ’refers to the lessons and academic content central to a specific course. It refers to the knowledge and skills students are expected to learn and the learning objectives students are expected to meet.

The exercise conducted by us to understand the views of students on the Curriculum prescribed to them is pertinent as such a feedback brings forth the basic validity of a curricula and whether it promotes students’ learning and achieves its objectives.

The curriculum for each Course is prescribed by the University – often teachers are a part of the curricula making process but the vast majority of teachers are only ‘implementors’ of the syllabus prescribed by the University.

The feedback form for Curriculum contains 10 questions – with a grade of ‘5’ for excellent.

For Q. 1 - whether the curriculum prescribed was relevant – maximum points received is TY BAF – 2.83 while the least grade is from TYB Com of 1.31 – which shows that most of the students feel that the curriculum does not change as fast as required. Often it is quite outdated.

Again it was only TY BAF students felt that the topics covered in their syllabus help in developing practical and manual skills. Response from students of many courses gave an insight that students found the curriculum to be too lengthy to be covered in two semesters.

On an average TYB Com students gave least percentage to their curriculum which TY BAF students seemed to be satisfied with a score of 2.84. However, we wish to state that despite being unhappy with the curriculum, our teachers received very good ratings for their teaching and completion of syllabus.

One must admit that such an exercise would be relevant and fruitful for the University to analyse the needs and requirement of the most important stakeholders and bring about appropriate changes.

Annexure 3.1

Best Practice in the College for Digital Revolution

1. Title of the Practice :-

Digital Revolution

2. Goal: - The Aim of the practice is to reinvent the educational atmosphere by embarking on the digital journey to completely transform the delivery mechanisms. It was our endeavour to make college students and teachers set new standards of excellence in higher education leveraging digital, to re-image existing and outdated processes, which in turn has helped us take a quantum jump. The goal is to improve the quality of student engagement by use of appropriate technology and using interactive processes to improve reach. The objective is to engage students better and improve their involvement in the subjects relating to the courses offered.

3. The Context: - The College was using the traditional blackboard with chalk and talk as the mode of delivery. The students coming from the current milieu were more attuned to the use of computers, internet and social media exchanges found it difficult to accept the traditional methods. In order to improve the engagement of the students in the subject of study and also motivate teachers to improve the delivery mechanism, it was felt that use of technology was the only way out. Accordingly suitable investments in technology was approved by the principal in consultation with the management to address the goal in view of the context we were positioned. It was decided that LCD projectors would be installed and teachers would be advised to prepare power point presentations on each lecture topic to engage the class using modern methods of interaction. It was felt that this would also lead to assembling a library of teaching resources.

4. The Practice – We at Rizvi College have re-invented ourselves to face the challenges of the digital world. We try our best to improve the quality of lectures by continuously upgrading our skill sets. It has brought about a need to deliver a consistent experience to our students. The practice entailed fitting all the classrooms with LCD projectors and screens. The teachers were also provided training on use of power point and advised to prepare power point presentations for each of the topics. The classes moved away from Chalk-and-talk to present-and-discuss. This was also keeping in tune with the teaching environment available in most institutes of higher learning. This also ensured improved and consistent delivery of learning modules to the students. The new ecosystem has brought in at least newer dimensions of practices to be adopted by teachers.

– to continue to use innovative methods in teaching

- delivering greater value to the students
- establishing a possible roadmap for excellence in higher education

Students are also encouraged to make group presentations, assignment expositions using the modern technology. Using the interactive process have improved the reach of the teachers to students. However, utmost care is taken to ensure that, opportunities for personal interaction are not lost.

5. Evidence of Success:-

Teachers have found that the Present-and-discuss method of delivery is more effective than Chalk-and-talk method as it saves time, improves student engagement. This is reflected in the higher attendance levels since the new method of practice has been put in place. Teachers have been more receptive to learning the new technology. Leveraging the digital technology has led to re-engineering existing and outdated processes. There has been general improvement in productivity. As the technology usage expands and matures it is hoped that more productivity gains and efficiency can be achieved.

6. Problems Encountered and Resources required:-

The investment requirement upfront is very high but the pay-back period for the same is likely to be around 5 years with the productivity gains. There is also the challenge of change management in getting the teachers and students to adapt to the new technology. The initial investment cost was covered by the grants from UGC. But the recurring cost of maintenance and repairs will have to be borne by the College.

Contact Details:-

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Annexure 3.2

Best Practice in the College for Voter Awareness

1. Title of the Practice

Voter Awareness Campaign

2 Goal:-

To inculcate the idea of good citizenship by registering eligible students in the electoral rolls, as Voters and also to create awareness amongst them to exercise their franchise. This will increase the database of registered voters in the country. The process will also improve participation of youth in the democratic process. This will also ensure that more persons in the electoral roll are supplied with Election Photo Identification Card.

3. The Context:-

In the present scenario of poor turnout of voters in every successive election has led to the fact that there is a large number of electorate who are not registered as voters in electoral roll. Even from amongst those registered the exercise of franchise has been poor. In view of these circumstances it was felt that the youth are ideal target of be enrolled in the electoral roll and awareness was created in them to exercise their franchise. This it is hoped will improve the democratic processes.

4. The Practice:-

This campaign was envisioned by the Secretary of Rizvi Education Society, Mr Abis Rizvi. A voter awareness campaign was organised for BMC election in 2011. This campaign included mock voting exercise, messages through street plays and various painting and slogan competitions from 6th to 14th Jan 2012. Many eminent personalities and celebrities actively took part in this campaign.

In 2013-14 this Campaign was again mobilized in collaboration with the local election authorities. All the students were encouraged to register their names in the electoral roll. Arrangements were to get the forms filled by the students in the college. Documentary evidences were also collected. The forms were verified and submitted to the respective Constituencies. Care was taken that all non-registered students above eighteen fill the form. The process was repeated twice to ensure that those who missed out in the first round due to absence or lack of enthusiasm get a chance to register. Their names were registered in the

electoral rolls and issuance of Election Photo Identification Card was also ensured. Awareness campaign was also conducted to make the youth aware of their responsibility to participate in the democratic process by exercising their franchise.

5. Evidence of Success:-

The campaign witnessed an increase in registered voters in the first round by 1041 and in the second round by 883. Senior election officers from the Bandra constituency were invited to assist in the campaign. This initiative helped students to get their names registered in the electoral rolls and getting Election Photo Identification Card in a convenient way. Due to this activity a large number of students became aware and have participated in the two elections held during the year 2014-15.

6. Problems Encountered and Resources Required:-

Constituencies were not ready to accept the forms even with minor flaws. They failed to provide proper acknowledgement. This led to a protracted process and was one of the major factors that kept many students from participating in the elections.

7. Contact Details in the:-

Name of the Principal : Dr M Z Farooqui

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

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