

Rizvi College of Arts, Science and Commerce
Off Carter Road, Bandra (West), Mumbai 400 050

STRATEGIC PLAN

INTRODUCTION - OVERVIEW OF THE INSTITUTION

Rizvi College of Arts, Science and Commerce has completed 37 years of Academic Excellence spreading quality education and making a remarkable contribution in the field of Education as one of the most sought-after colleges in Mumbai city. The college has kept pace with the changing world and has been the pioneering spirit behind many innovations in the field of education thus acquiring a well-deserved reputation in academics, sports and co-curricular activities.

ABOUT THE COLLEGE

The Rizvi Education Society was established by Dr. AKHTAR HASAN RIZVI in the year 1982, who set his heart on the realization of a dream "the establishment of a mini university", catering to a variety of educational interests and aspirations.

The Rizvi College of Arts, Science & Commerce was started in the academic year 1985-86. This was just the beginning of a line of successful ventures that were to follow. The amazing speed with which one professional institute followed another was awe-inspiring. Today, the Rizvi Educational Empire has expanded to unimaginable dimensions. As of now, we have twenty two institutes in all, not only in Mumbai but in Jaunpur, Allahabad (Kaushambi, Karari) as well.

Senior College is affiliated to the University of Mumbai for teaching courses leading to B.A., B.Sc., B.Com. B.M.M., B.M.S., B.B.I., B.A.F., B.Sc. (Computer Science), B.Sc. (I.T.), and M.Com. Degrees.

Junior College is recognised by the Education Department, Govt. of Maharashtra and H.S.C. Board to conduct classes of F.Y.J.C. and S.Y.J.C along with vocational courses in Electronics, Computer Science and Information Technology.

College has a Research Centers affiliated to University of Mumbai with M.Sc. in Chemistry (By Research), Ph.D. in Zoology, Chemistry, Botany and Commerce.

Because of the college's comprehensive offerings, its excellent programs, its uniquely talented faculty, and its support services, Rizvi College enjoys one of the highest numbers of students in Bandra (West), Mumbai area.

Rizvi College provides extensive collegiate and co-curricular experiences for students, including such opportunities as student men's intercollegiate cricket team; performance groups; a Degree Program; and a host of activities in which students learn leadership skills, expand their academic horizons and celebrate cultural diversity.

As you move through the college website pages, you will also find information about the college's the academic, administrative & extracurricular activities of the college for e.g. Examination, Unfair Means Inquiry, Attendance, Cultural, Career & Counseling Cell, Library, Women Development Cell, Grievance Redressal Cell, Discipline, etc. Other services as Gymkhana, NSS, NCC, financial aid, health services just to name a few.

The college achieved permanent affiliation from the Mumbai University. The constant dynamics of globalization, technological revolution, knowledge explosion and fast-growing needs of industry, the purpose and scope of higher education has been redefined to include components of employability, research, innovation and social relevance, whereby 'academic flexibility' has come to be an integral part of the quality education.

It was something exciting and rewarding, long-awaited by all the stakeholders of the institution after tasting the success of accreditation by National Assessment Accreditation Council (NAAC) in 2004 with B Grade. The Quality enhancement & Sustenance of Rizvi College of Arts, Science and Commerce are envisaged through its Re-accreditation by NAAC in September 2011 with CGPA 2.84.

The college has engaged itself in the process of curriculum enrichment and enhancement through a wide range of academic programs including certificate courses and publishing research papers to make education more relevant and job-oriented. The college has completed three decades with a focus to march with academic excellence on one hand and to drive towards techno-savvy societal transformation on the other hand.

VISION

The upliftment of minority students through quality education

MISSION

Education for all

MOTTO

The Insignia symbolizes HUMANIZE, EQUALIZE & SPIRITUALIZE.

- **Humanize:** Treat all living beings equally.
- **Equalize:** Respect each other, observe and practise the value of co-existence.
- **Spiritualize:** Purify and strengthen minds against corruption

MILESTONES ACHIEVED BY THE COLLEGE

- University of Mumbai conferred on us the prestigious **Guru Nanak Trophy** for securing maximum points in sports competitions among 770 colleges for the year 2009-2010.
- We also received the **Best Liked College Award** with a Cash Prize of **Rs. 5 Lac** from Channel V and Face book sponsored by Nokia.

WORKPLACE VALUES

Workplace values act as a set of guiding principles describing general code of conduct for moral and ethical behavior of faculty, staff and students in all endeavors.

- **Accountability** - Being responsible and answerable for all accomplishments.
- **Transparency** - Visibility and accessibility of information and practices to all concerned.
- **Discipline** - Being sincere, regular, punctual and rule abiding.
- **Just** - Being honest, fair and righteous, guided by conscience and wisdom
- **Perseverance** - Putting continuous and sincere efforts to achieve targets despite all challenges
- **Competency** – Acquiring knowledge and skills for doing things efficiently and successfully.
- **Empathy** - Being humane and treating each individual with dignity and respect
- **Teamwork** - Working together to achieve a common goal in *all ebbs and tides*.
- **Conservation** - Optimal utilization of resources and energy so as to reduce, reuse,

recreate, rethink and recycle entirety in best possible way.

SWOC - ANALYSIS

STRENGTHS

- Pro-active visionary leadership and supportive management.
- Qualified and experienced teachers who are not only teachers but mentors as well.
- Welfare measures for retiring employees (both teaching and non-teaching staff) through felicitation and befitting farewell. Financial Inclusion efforts by formation of credit co-operative society for personal loans.
- Highly inclusive educational environment. Free-ships/fifty percent fee waiver/scholarships for sports students, wards of staff and for needy students are provided by the management.
- Almost all classrooms are equipped with LCD projectors and white screens in order to facilitate use of modern teaching aids.
- Provision of opportunities to student to excel in the field of media, fine arts, cultural, sports, co- curricular activities as well as academics.
- College was awarded the Guru Nanak Dev Champions Trophy for the seventh consecutive year amongst 750 colleges of University of Mumbai in the year 2015-16.
- Workshops, training programmes on quality enhancement organised for teaching as well as non- teaching staff.
- Teachers and students are given every opportunity to excel in their respective field, providing them a highly research oriented environment.

WEAKNESSES

- Constraints of space coming in the way of add-on courses and laboratory expansion plans.
- Being grant-in colleges, funds are always limited and have to be mobilised through other sources.

OPPORTUNITIES

- To encourage students to reorient learning to meet the new system through intensive coaching and remedial classes for the weaker students.

- Certificate / Add-on courses are to be strengthened to channel the gap between academics and industry and also to enhance self-employable skills among students.
- To introduce students to international education through tie-ups with foreign institutions.

CHALLENGES

- Due to a large number of self-financing courses takers for humanities and science stream has been dwindling
- Adapting students to the frequently changing pattern of examination and evaluation system.
- Skewed teacher: student ratio.
- To improve consultancy services.

STRATEGIC GOALS

In the technology-enabled world, the Strategic goals of the Institution are dynamically revised. In the coming years we envisage the following major Strategic Goals:

1. ACADEMIC EXCELLENCE

Institution, as a seat of learning, exists for providing quality education by creating, advancing and disseminating knowledge with collective wisdom. It is a premier higher learning institution engaged in fulfilling educational requirement of diverse sections of the society in the core and applied academic disciplines. It aims at achieving academic excellence through its course curriculum, blended teaching methods and technology enabled joyful learning environment. In addition to acquire subject knowledge and required skills, the students will be groomed to think, perform, and communicate in a critical, creative and effective manner.

Objectives

- To provide quality education at all levels.
- To initiate multidisciplinary courses for emerging needs of stakeholders including industries, research institutions, government organizations and society.
- To innovate and adopt technology enabled pedagogy.
- To chalk out scholastic and co-scholastic activities to make the Institution

educational environment more lively, vibrant, congenial and conducive

Strategies

- Strengthening existing academic programs by enriching course curriculum in the light of global standards, theoretical advancements and industry requirements.
- Providing academic freedom and flexibility in teaching learning processes.
- Use of blended teaching methodology involving traditional, interactive, and ICT enabled pedagogical techniques.
- Bringing rigour to teaching-learning processes through carefully designed session plans, student assignments, regularity, participation and involvement.
- Incorporating Learning Management System : Digital Edu
- Enriching our Library resources
- Well-designed examination systems with transparent evaluation processes.
- Developing quality study material available as e-content on website as well as hard copy in the libraries.
- Regular student feedback on teaching-learning process, curriculum and administrative facilities to ensure quality control and regular updating.
- Designing and introducing Job oriented professional Certificate courses.

2. RESEARCH AND INNOVATION

The Institution is committed to high quality research and innovation. In order to facilitate research activities, the Institution has a Research Cell to guide, encourage, support and monitor core and interdisciplinary research. Individuals and students are encouraged to achieve and sustain the research excellence.

Objectives

- To promote multidisciplinary research in new, emerging and thrust areas.
- To create environment and facilities for interdisciplinary research.

Strategies

- Creating and supporting a research environment for high quality research by students and faculty.
- Encouraging quality research by motivating staff to apply for minor and major

research in intra disciplinary and interdisciplinary areas.

- Promoting highest ethical standards in research.
- Facilitating and supporting research funding process at departmental and University level.
- Supporting faculty and student participation in research related events such as paper presentation in seminars, conferences, workshops, training programs, and faculty development programs.
- Conducting Webinars on Research methodology for students and faculty
- Encouraging faculty and scholars to publish in high quality peer reviewed journals with impact factor and high ratings.
- Recognizing and felicitating good publications and contributions of faculty members and scholars in academic publications and events.
- Facilitating faculty publications as books, monographs, working papers, case studies, study material and other academic literature through **in house publication facilities** i.e. **International Journal of Research**.
- Arranging for infrastructural support including buildings, equipment, well equipped laboratories, databases, books, journals and other facilities as required for pursuing research on campus.

3. COLLABORATIONS

The Institution shall promote collaborations in research, teaching and employment at National as well as international level. The partnerships with different organizations will contribute towards achieving objectives of the Institution

Objectives

- To identify opportunities and create facilities for attracting foreign students, researcher and teachers to the Institution
- To identify opportunities for the students and teachers of the Institution to get exposed to international teaching and research.

Strategies

- Entering into collaborative arrangements with reputed academic institutions, research institutions and industry forums for creating opportunities for students and

faculty

- Exploring the possibilities of collaborations with Companies for training and employment opportunities for students.
- Promoting the work of its students and teachers on academically important platforms and forums.
- Developing research collaborations with foreign universities, agencies, and industries.
- Attracting foreign students for University programs.
- Developing a facility for “One Point Communication” between foreign nationals and Institution.
- Creating opportunities for exchange programs of students and teachers with foreign universities. Developing online course content and modules and making it available at international level for opensource sharing.
- Forming strategic alliances with prominent universities / eminent professors for Virtual Lectures.
- Developing Tie-ups with apex and regulatory bodies for grants/funds, policy guidelines, developmental programs and Other resources

4. CAPACITY BUILDING

Excellence is achieved through outstanding performance by competent and committed people. The Institution is committed to provide culture, facilities, support and freedom to its faculty and staff for unleashing their talents.

Objectives

- To benchmark and develop world class competencies for academic and administrative excellence.
- To attract, develop, reward and retain academic and administrative staff of high caliber and make Rizvi College of Arts, Science and Commerce a most sought after University for employment

Strategies

- Attracting, rewarding and retaining talented faculty and staff to ensure quality in academics as well as administration.

- Providing opportunities and facilities for developing teaching and research skills of faculty members.
- Developing IT skills of its faculty and staff members.
- Organizing staff training for behavioral modifications and developing technical skills.
- Promoting its faculty members to participate in conferences and publish in journals.
- Encouraging contribution to knowledge by developing new content and making it available in the form of books, e-content and other learning resources.
- Providing opportunities to faculty and staff for updating themselves on a regular basis.
- Organizing social and cultural events for faculty and staff to cultivate a sense of belongingness to the Institution.

5. SELF RELIANCE

Indian government over last two decades has changed its method of regulation from, management by control to management by exception and subsequently withdrawing financial support in a gradual manner to make institutions and entities self-reliant. Also, in the light of increasing competition and growing expenses it is required to generate additional revenues, manage expenses and adopt cost saving measures to be self-reliant.

Objectives

- To explore newer avenues for generating revenues from internal and external sources.
- To improve financial planning and control systems for better resource mobilization.
- To develop and optimize utilization of human and physical resources for being self-reliant

Strategies

- Making Institution self-sufficient in terms of financial resources to meet its current and future requirements.
- Improving financial planning and resource allocation to achieve Institution objectives.
- Generating required funds through internal sources (student fee and charges) and external sources (grants, funds, donations, consultancies, sponsorships, fellowships,

scholarships etc.).

- Introducing more Industry oriented, short and long term self-finance programs
- Revising fees of professional and vocational courses in the light of growing expenditures
- Training programmes and consultancy to be encouraged for revenue generation.
- Making efforts for donations from Alumni and other sources
- Cost saving measures (such as paperless communication for inter and intra departments, energy savings options, better capacity utilization of existing infrastructure and resources)
- Improving financial systems and strengthen the internal control environment in order to ensure good governance and support better decision making.
- Developing and maintaining the existing infrastructure for hosting various levels of co-curricular and extra-curricular activities
- Utilizing auditoriums for promotion of art and culture and revenue generation

6. GOVERNANCE AND INTEGRATION

The Institution envisions the seamless integration of all processes with a systems perspective. It is achieved by the improvement in the existing systems and laying-down of advanced systems as per requirements of time. It shall result in optimal sharing of resources and speedy accomplishments of the administrative and academic processes. The philosophy of '*Systems Approach*' shall be the central to the work culture of the Institution.

Objectives

- To ensure academic, financial and administrative autonomy in the Institution.
- To ensure participatory, transparent and good governance at all level of Institution.

Strategies

- Joining all the academic and administrative departments seamlessly
- Integrating the students' evaluation and assessment centrally for quick disposal of results
- Integrating training modules, lecture and knowledge expertise of resource persons for the benefit of all the stakeholders.
- Adhering to establish statutes, ordinances, regulations, policies and procedures of the

University

- Specifying process details and checklist of documents for activity completion
- Bringing improvement and reforms in procedures, process and policies for increasing efficiency and effectiveness.
- Developing integrated facilities for sharing intellectual and physical resources.
- Developing file movement and document tracing system.
- Maintaining a central electronic database of faculty, staff and students.

7. INFRASTRUCTURE

The Institution strives to become and to sustain the status of '*Centre of Excellence*' for higher learning. It shall require instructional and research facilities to accomplish this and at the same time comply with its Research and Green policy. It shall address the needs of infrastructure development and regular maintenance of new and existing facilities attuned with all other themes. The global trends and philosophies on infrastructure development and maintenance shall be complied with as and when applicable.

Objectives

- To create state of the art learning center's with eco-friendly design and modern amenities.
- To develop aesthetically appealing clean and green campus.
- To adopt regular and preventive maintenance practices for civil, electrical and mechanical utilities.

Strategies

- Providing state of art centers of learning by providing ICT enabled classrooms library facilities, laboratories, Wi-Fi connectivity.
- Adapting total preventive maintenance for electrical, mechanical and civil utilities.
- Maintaining and renovating Institution Infrastructure.
- Landscaping and Beautification of campus for better utility to stake holders
- Practicing cleanliness of facilities and amenities across the campus.

8. HOLISTIC DEVELOPMENT

This is a trait required at all level of education and profession for every entity of the

Institution. It is an umbrella which develops and promotes growth of every stakeholder in integrity. Our approach towards all stakeholders is holistic as well as inclusive. Holistic refers to student growth and development is fostered intellectually, socially, physically and spiritually. Inclusive implies that all members of the campus are encouraged to become actively engaged in the teaching and learning process. Based on the positive youth development approach, it is argued that promotion of psychosocial competencies and positive mental health attributes such as resilience, emotional competence, self-understanding, and interpersonal skills is an important strategy to facilitate holistic development of students of the institution.

Objectives

- To design multifarious activities viz. Academic, Cultural, Environmental, Sports and others for holistic development of the stakeholders
- To inculcate values along with professional and leadership qualities among faculty, staff and students

Strategies

- Mentoring students for academic, social and career prospects.
- Organizing intellectual, academic, creative, literary, communication, presentation competitions at inter and intra departmental level.
- Making athletics, indoor and outdoor sports, a regular feature for students of the Institution.
- Innovating programs and festivals for social and cultural development.
- Easy and regular access to yoga and meditation, self-management related activities.
- Organizing expert lectures on contemporary issues.
- Conducting student enrichment activities by assessing their individual requirements.

8. SUSTAINABILITY

The Institution upholds the value of sustainability in all its endeavors. It shall serve as the means of promoting the practices of sustainable development right from local to global levels. It shall adopt simple four-steps to align itself with the globally adopted practices of sustainable development. It will work towards achieving sustainability by creating awareness, orienting courses, instituting training and facilitating research to imbue the spirit of sustainability in individuals associated with it.

Objectives

- To practice the principle of recycle, reduce, rethink, reuse and recreate for the sustainable development
- To promote energy efficient and eco friendly practices for infrastructure and systems development.
- To maintain and promote clean and green surroundings.

Strategies

- Popularizing, implementing and monitoring Institution green policy
- Motivating individuals and communities with environment conservation initiatives
- Co-ordinating with public transport authorities for providing subsidised/ monthly travel passes for students.
- Conserving energy by digitization of database and all processes.
- Encouraging use of green /eco-friendly products
- Developing and promoting energy saving habits such as switch off electrical devices when not in use
- Developing infrastructure and systems in accordance with prevailing energy efficiency/ green Standards

9. SERVICE

The Institution has a prime motive of developing people for humanity and social welfare. It is responsive and proactive to the social, regional and local requirements, problems and other issues of relevance. Service to society holds major place in University planning and activities. It is further aiming at connect with society through various outreach programs and extension activities.

Objectives

- To develop a sense of social responsibility among faculty staff and students
- To galvanize the activities for sensitization, awareness and active participation of various stakeholders
- To locate and identify the local/regional talent, issue and priorities for development
- To ensure involvement and training of local community for their empowerment with a national and global perspective

Strategies

- Establishing relationship with local and regional bodies to assess their requirements and issues.
- Encouraging faculty and students to undertake socially relevant projects in their academic pursuits.
- Motivating faculty, staff and students to get associated with NGOs and support their activities.
- To sensitize all stakeholders about issues of local and regional areas and work for their resolution.
- Organizing extension activities through WDC and DLLE in the areas of education, health, hygiene, child and women welfare, local governance, and national social service.
- Strengthening NSS and NCC wing of the Institution for ensuring greater contribution to society and nation.
- Contributing to cultural development of society by promoting and celebrating important days, occasions, festivals and events.
- Developing entrepreneurial skills for managing small and medium enterprises of the region.
- Popularizing the contributions of local and regional personalities who have served for promotion of art, culture, heritage, governance, welfare or any other dimensions of human life.
- Ensuring greater participation and involvement of local bodies' developmental programmes of the University through activities of WDC and DLLE.

10. BRANDING AND COMMUNICATION

The College has a glorious history and heritage of 37 years of contribution to creating, advancing and disseminating knowledge with collective wisdom. In order to create international visibility, strengthen its image and establish a widespread presence of the College in academics, industry and society, there is a need to undertake well planned brand building efforts. This can be achieved by using all communication tools in an integrated manner.

Objectives

- To establish a widespread visibility of the College in academics, industry and society.

- To enhance interactivity of Institution with internal and external publics.
- To ensure consistency and clarity in all elements of communication

Strategies

- Popularizing College values, vision and mission statements by highlighting them on boards in all the departments, offices, brochures and other places of strategic importance.
- Prominently placing College logo at important places such as buildings, gates, stationery, and souvenirs
- Publishing College brochure both in hard copy and soft copy available on the website.
- Setting up College map and direction marks for the various departments and Admin offices. and other facilities to guide visitors.
- Becoming member of all important institutions and associations of academic interest.
- Developing souvenirs with College name and logo for guests, visitors, alumni and stakeholders of the College.
- Setting up a College information centre at the campus to help and facilitate students and visitors
- Effective designing, updating and maintenance of College website for complete information, smooth navigation and operations.
- Effective use of social media such as face book, blogs, You- tube for increased interaction.
- Uniformity in design of identity card, stationery and other communication material used by the College such as letterheads, envelopes, visiting cards, brochures etc in order to communicate a clear and consistent image.
- Making available Monogram for the coat which can be worn on formal functions, ceremonies and official visits to other places.
- In a world where technology, teaching pedagogy, sophistication of equipment etc keeps on changing
 - / improving rapidly, the strategic plan of the College needs to be a dynamic one. Therefore, we shall be updating this document every three years.



Anjum

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

STAFF NOTICE
DEGREE / JUNIOR COLLEGE

The following staff will constitute various committees for the academic year **2017-2018**. The **Principal** will be **Head** of all the Committees, whereas **Vice-Principals** and **Supervisor** will be as **Invitee** in all Committees.

Committee	Degree College	Junior College
Examination	Mrs. Neha Nangia – Convener Mrs. Farhana Khalid Wali Dr. Abhay Ranade Mr. Arunachalam S. Dr. Abbas Alam Rizvi Dr. Nazar Abbas Jafry Mr. Anand Deshpande Mr. Arif Patel Ms. Sabiha Shaikh Mr. Tauseef Ansari Mrs. Suma Thomas- Custodian	Mr. K.E. Verghese – Convener Mrs. Afreen Kazi Mr. Titus Verghese Mr. Shaikh Shahabuddin Mr. Abid Ansari Mr. Tanveer Ahmed
Cultural	Mrs. Rajeshwari Padamanabhan – Convener Dr. Abhay Ranade Mr. Pradnyesh Waghmare Ms. Shehnaz Khan- Co-Convener Ms. Preeti Bambolkar Mr. Sameer Charania Ms. Seha Dange Ms. Malan Zardi Ms. Amrin M. Ms. Suhana Khan	Mrs. Sandhya Nautiyal – Convener Dr. Ansari Farooque Mrs. Hasina Shaikh Mr. Farid Vanu Mrs. Shaista Shaikh Mr. Khan Shafi Ms. Hussain Fatima
Alumni Association	Mrs. Mariyah Ghorri – Convener Dr. Nitesh Joshi Mrs. Swati Vora Mr. Furqan Shaikh Ms. Rafat Khan	Miss Mita Mehta – Convener Mr. Navneet K. Mishra Mr. Raza-Ur-Rehman
Career Guidance & Placement Cell	Dr. Ashfaq Khan – Convener Dr. Rajesh Gowda Mr. Furqan Shaikh Ms. Rafat Khan	Mrs. Hasina Shaikh – Convener Ms. Shabana Ansari
Awards, Scholarships, Concessions & Students' Aid	Dr. Syed Shamshul H. – Convener Dr. Ashfaq Khan Dr. Abbas Alam Rizvi	Dr. Farooque Ansari – Convener Ms. Waseem Fatima
Internal Audit	Mr. Salim Kantawala	
N.C.C.	Dr. Rajesh Gowda – Incharge	
N.S.S.	Miss. Shweta Pandey – Convener Mr. Sagar Bhalerao	Dr.(Ms)Minakshi Samant Convener

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

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Committee	Degree College	Junior College
Discipline	Mr. Paul Raj P. – Convenor Dr. Abhay Ranade Mrs. Shailaja Shetty Dr. Ashfaq Khan Mr. Damarwala Oan Abbas Dr. Abbas Alam Rizvi Mrs. Swati Vora Mr. Moharram Ali Khan Mr. Sameer Charania	Mr. Mulla Mukhtar – Convenor Mr. P.V. Simon Mrs. Suma Pillai Mrs. Saima Shaikh Mr. Inamdar Hamid Mr. Ashok Kumar Singh Mr. Pramod Jaiswal
Students' Council	Mrs. Shaikh Shahida – Convenor Mr. Paul Raj P. Dr. Rajesh Gowda Ms. Shweta Pandey Dr. Alkama Faqih Mr. Furqan Shaikh Mr. Sameer Charania	
Library and Book Bank	Dr. Shamsul Hussain – Convenor Dr. Rajesh Musurkar Dr. Ashfaq Khan Ms. Hina Mahmood Mrs. Suma Thomas – Librarian (Aided) Mr. Mahe Zafar – Librarian (Unaided) All Heads / Incharges of the Dept.	Mrs. Nisha Uttarwar – Convenor Mr. Titus Verghese Mr. Ashok Zarappa Mrs. Suma Thomas – Librarian
Science & Nature Club	Dr. Nitesh Joshi – Convenor Dr. (Ms.) Ansariya Rana	Mrs. Pushpa Bhide – Convenor Mrs. Shabana Ansari
Staff Secretaries	Mrs. Swati Vora – Convenor Dr. (Mrs.) Syed Shadab	Mr. Pramod Jaiswal – Convenor Mrs. Saima Shaikh
Students Counselling Cell	Dr. Ashfaq Khan – Convenor Mrs. Mariyah Ghori Mr. Ashfaq Karim Dr. Nazar Abbas Jafry Mr. Sameer Shaikh	Mr. K.E. Verghese – Convenor Miss. Jaba Majumdar
Students' Grievance, Redressal Cell	Dr. Rajendra Chaudhary – Convenor Dr. Ashfaq Khan Ms. Shaikh Shahida Mr. Anand Deshpande Mr. Qamar Haider	Mrs. Afreen Kazi – Convenor Mrs. Kusum Tiwari Mr. D. R. Sawant
D.L.L.E.	Dr. Prahad Dattatray – Convenor Mrs. Shaikh Shahida	
Women's Development Cell	Mrs. Mariyah Ghori – Convenor Mrs. Shaikh Shahida	Mrs. Saima Shaikh – Convenor Mrs. Sadiqa Jafry
Gymkhana	Mr. R.D. Sonawane – Convenor Ms. Shilpa Sherrigar	Mr. R.D. Sonawane – Convenor Ms. Shilpa Sherrigar

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Committee	Degree College	Junior College
Internal Quality Assurance Cell	Dr. (Mrs.) Anjum Ara - Chairperson Mrs. Rajeshwari P - Coordinator Criterion I Mrs. Mehjabeen Khan - Incharge Mr. Qamar Haider - Incharge Mr. Roshan Khopargade Criterion II Mr. Arunachalam S. - Incharge Mrs. Mariyah Ghorji Mr. Furqan Shaikh Criterion III Dr. Ashfaq Khan - Incharge Miss. Shweta Pandey Dr. (Mrs.) Syed Shadab Mrs. Salma Pathan Criterion IV Dr. Rajesh Masurkar - Incharge Ms. Rafat Khan Mrs. Suma Thomas Criterion V Mrs. Shaikh Shahida - Incharge Dr. Prahad Dattatray Ms. Preeti Bambolkar Criterion VI Mrs. Farhana K. Wali - Incharge Dr. (Ms.) Ansariya Rana Mr. Khan Moharram Ali Criterion VII Ms. Bhaswati Parasar - Incharge Dr. Alkama Faqih Mr. R.D. Sonawane - Sports Mrs. Swati Vora - Documentation Mr. Mohd. Arif- Sec. Assistance	
Time-Table	Mr. Arif Patel - Convenor Mr. Paul Raj Mr. Ashfaq Karim Dr. Abhay Ranade Dr. Abbas Alam Rizvi Ms. Shehnaz Khan Mr. Furqan Shaikh Dr. Alkama Faqih	Mrs. Afreen Kazi - Convenor Mr. Navneet Kumar Mishra Mr. Farid Vanu Dr. Ansari Farooque
Unfair Means Inquiry	Dr. N.P. Srivastava - Convenor Dr. Nitesh Joshi Mr. Khan Moharram Ali Dr. Shamshul Hussain Mr. Sameer Charania	Mr. P.V. Simon - Convenor Mr. Syed Haider Ali

Committee	Degree College	Junior College
Attendance & Mentoring	<p>Mr. Paul Raj P. – Convener Unaided Courses Incharges Mr. Sameer Shaikh – B.Sc. (Comp. Sci.) Mr. Arif Patel – B.Sc. (I.T.) Mr. Anand Deshpande – B.M.S. Ms. Amreen M. – B.M.M. Ms. Sabiha Shaikh – B.A.F Mr. Sameer Charania – B.B.I. Class Incharges: Mrs. Shaikh Shahida – F.Y.B.A. Mrs. Shailaja Shetty – S.Y.B.A. Dr. Abbas Alam Rizvi – T.Y.B.A. Mr. Damarwala Abbas – F.Y.B.Sc. Dr. Rajesh Gowda – S.Y.B.Sc. Dr. (Ms.) Ansariya Rana – T.Y.B.Sc. Dr. N.P. Srivastava – F.Y.B.Com. (A) Dr. Parhad Dattatray – F.Y.B.Com. (B) Ms. Bhaswati Parasar – F.Y.B.Com.(C) Ms. Preeti Bambolkar – F.Y.B.Com (D) Ms. Malan Zardi – FYBCom (E) Mr. Roshan Khobragade – SYBCom(A) Mr. Ashfaq Karim – S.Y.B.Com. (B) Dr(Mrs)Syed Shadab – S.Y.B.Com.(C) Mr. Mukhtar Khan – S.Y.B.Com. (D) Mrs. Swati Vora – T.Y.B.Com(A) Mrs. Savita Sanoj – T.Y.B.Com. (B) Ms. Seha Dange – TYBCom.(C) (Management)</p>	<p>Mr. Navneet Kumar Mishra – Convener Faculty Incharge: Mrs. Sadiqa Jafry – Arts (XI & XII) Mrs. Nisha Uttarwar – Science (XI & XII) Mr. Ansari Abdul Hamid – Commerce (XI) Mrs. Kusum Tiwari – Commerce (XII) Class Incharges: Mrs. Tabassum Sayed – XI Arts Mrs. Sadiqa Jafry – XII Arts Ms. Shabana Ansari – XI Science (A) Mr. Syed Haider Ali – XI Science (B) Mr. Bhagwan Patil – XI Science (C) Mr. D.R. Sawant – XII Science (A) Mrs. Madhuri Mane – XII Science (B) Mr. Zameer Hasan – XII Science (C) Mrs. Renu Korde – XI MCVC Mrs. Kanchan N. – XII MCVC Mr. Ashok Zarappa – XI Commerce (A) Mr. Ashok K. Singh – XI Commerce (B) Mr. Inamdar Hamid – XI Commerce (C) Ms. Wasim Fatima – XI Commerce (D) Miss. Jaba Majumdar – XI Commerce (E) Mrs. Shaista Shaikh – XI Commerce (F) Mr. Alkama Faqih – XI Commerce (G) Mr. Pramod Jaiswal – XII Commerce (A) Mrs. Saima Shaikh – XII Commerce (B) Mr. Naushad Shaikh – XII Commerce (C) Mrs. Pratima Sharma – XII Commerce (D) Mrs. Hussain Fatima – XII Commerce (E) Mrs. Shabana Shaikh – XII Commerce (F)</p>
Magazine	<p>Ms. Amreen Mogar – Editor Dr. Abhay Ranade Dr. Abbas Alam Rizvi Mrs. Swati Vora Ms. Bhaswati Parasar Mr. Mohd. Abbas Ali</p>	<p>Mr. Naushad Shaikh Dr. (Miss.) Minakshi Samant Dr. Ansari Farooque Mrs. Saima Shaikh Mr. Farid Vanu</p>
Practical (Maths)	<p>Mr. Arunachalam S. – Incharge (BSc.) Dr. Parhad D.V. – Incharge (BCom.)</p>	<p>Mr. Haider Ali – Incharge – XII Mr. Tanveer Ahmed – Incharge – XI</p>
Web-Site Posting	<p>Ms. Rafat Khan – Convener Mr. K.E. Verghese – Vice-Principal Mr. Kalpesh Solanki Mr. Furqan Shaikh Mr. Amreen Mogar Ms. Shabana Ansari Mrs. Preeti Bambolkar Mr. Amin Mullani Mr. Arif Shaikh</p>	

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Committee	Degree College	Junior College
Oral Examination		Mrs.Sandhya Nautiyal–Incharge-English-XII Mr. Ansari A. Hamid–Incharge-English-XI Mr. Ashok K.Singh–Incharge–Hindi–XII Mr. Pramod Jaiswal –Incharge–Hindi–XI
Avishkar Research Convention	Mr. Vishwas Deshmukh – Convenor Mr. Ashfaq Karim Mrs. Mariyah Ghori Mr. Sameer Charania Dr. Alkama Faqih	
Projects		Mr. Pramod Jaiswal – Incharge – XII Mr. S. Haider Ali Ms. Shaikh Shabana Mr. Shafi Khan – Incharge – XI Mr. Bhagwan Patil Mrs. Sadiqa Jafry
Statistics & Data Collection Document of Events	Mrs. Swati Vora – Convenor Dr. (Ms.) Ansariya Rana Dr. (Mrs.) Syed Shadab Mr. Furqan Shaikh Mr. Muzaffar Palsaria	Mr. Navneet Kumar Mishra – Convenor Mrs. Sajeda Shaikh Ms. Rubina Khan
Parent-Teacher Association	Ms. Shehnaz Khan – Convenor Dr. Rajendra Chaudhary Mrs. Shailaja Shetty Mr. Damarwala Oan Abbas Mr. Mukhtar Khan Ms. Seha Dange Mr. Zaidi Zari Haider	Mrs. Afreen Kazi – Convenor Mrs. Nisha Uttarwar Mrs. Kanchan Naringrekar
Students' Group Insurance	Dr. N.P. Srivastava – Convenor Mrs. Shailaja Shetty Dr. Rajendra Chaudhary Mr. Sameer Charania Mr. Pravin Khamkar	Mr. Abid Ansari – Convenor Mr. P.V. Simon Mr. Farid Vanu
Staff Grievance Cell	Miss. Mita Mehta – Convenor Mr. Roshan Khobragade Mr. Anand Deshpande Mrs. Salma Pathan Mr. Ahmed Balubaid	
Avishkar Research	Dr. (Mrs.) Anjum Ara Ahmad – I/C. Principal-Convenor Dr. Abhay Ranade Dr. Nitesh Joshi Dr. Rajendra Chaudhary Dr. Nem Prakash Srivastava Dr. Syed Shamshul Hussain Dr. Ashfaq Khan Dr. (Mrs.) Ansariya Rana Dr. Abbas Alam Rizvi Dr. (Mrs.) Syed Shadab Dr. Alkama Faqih	

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Committee	Degree College	Junior College
Research Journal	Dr.(Mrs.) Anjum Ara Ahmad – Chief Editor – I/C. Principal Mrs. Bhaswati Parasar Dr. Alkama Faqih Dr. Ashfaq Khan Mr. Amin Mulani Mr. Masoom Ali Mr. Mohd. Arif Mr. William Fargose	
University Grants Commission & Planning Board	Dr. (Mrs.) Anjum Ara – Chairperson Dr. N.P. Srivastava – Convener Mrs. Rajeshwari Padmanabhan Mrs. Neha Nangia Mrs. Farhana K. Wali Dr. Nitesh Joshi Mr. Arunachalam S. Dr. Syed Shamshul Hussain Mrs. Mariyah Ghor Ms. Bhaswati Parasar Mr. Salim Kantawalla Mrs. Mehjabeen Khan Mrs. Parveen Ansari Mrs. Salma Pathan	
Maintenance of Stock Register	Mr. Salim Kantawalla – Convener Mrs.Savita Sanoj Mrs. Mehjabeen Khan Mr. Qamar Haider Mr. William Fargose	
Anti-Ragging Squad	Mr. Paul Raj P. – Convener Mr. K.E.Verghe Mrs. Farhana K. Wali Mrs. Shailaja Shetty Dr. Abhay Ranade Mrs. Mariyah Ghor Mr. Ashfaq Karim Miss. Shweta Pandey Mr. Furqan Shaikh Mrs. Mehjabeen Khan Mrs. Suma Thomas	
Anti-Ragging	Mr. Paul Raj P. – Convener Mr. K.E. Verghe Mr. Ankush Katkar – PI, Khar Police Mr. Asif Khan – Civil Rep. Ms. Jasmine D'Silva-NGO, Anubhav Mrs. Nadira Merchant – Parent Rep. Mr. Abbas Dhodia – Media Person Mr. Sajid Khan – Sr. Student Re. Mr. Pritam Mondal – Fresher Rep.	

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Committee	Degree College	Junior College
Mahila Takarar Nivaran Samiti	Mrs. Shailaja Shetty – Convenor Mrs. Afreen Kazi Mrs. Mariyah Ghori Mrs. Mehjabeen S. Khan Miss. Asma Bano	
Environment Awareness Committee	Ms. Shweta Pandey – Convenor Dr. Nitesh Joshi Dr. N.P. Srivastava Dr. (Ms.) Ansariya Rana Mr. Damarwala Oan Abbas Dr. Alkama Faqih Mrs. Pushpa Bhide Mrs. Nisha Uttarwar	
Gender Audit	Mrs. Mariyah Ghori – Convenor Dr. (Ms.) Ansariya Rana Dr. Parhad Dattatray Ms. Preeti Bambolkar Mr. Arif Shaikh Mrs. Hasina Shaikh Mrs. Saaima Shaikh	
Commerce Association	Mrs. Swati Vora – Convenor Dr. Syed Shadab Ms. Shehnaz Khan Mr. Mohd. Mukhtar Khan Ms. Seha Dange Mr. Sameer Charania Mr. Navneet Mishra Mr. Riyaz Ahmed Naik	
Science Association	Dr. Abhay Ranade – Convenor Mrs. Neha Nangia Dr. Rajesh Masurkar Mr. Arunachalam S. Dr. (Ms.) Ansariya Rana Mr. Pradnyesh Waghmare Mr. Sameer Shaikh Mrs. Pushpa Bhide Ms. Mita Mehta	
Prospectus Committee	Ms. Bhaswati Parasar – Convenor Mrs. Neha Nangia Dr. Abhay Ranade Mr. Roshan Khobragade Mr. Furqan Shaikh Mrs. Mehjabeen Khan Mr. Qamar Haider	Mrs. Sandhya Nautiyal- Convenor Mr. K.E. Verghese – Vice- Principal Mrs. Shabana Tanveer Mrs. Renu Korde Mrs. Mehjabeen S. Khan

Anjum 03/08/19
(Dr. (Mrs.) Anjum Ara Ahmad)
I/C. PRINCIPAL



STAFF NOTICE
(DEGREE / JUNIOR COLLEGE)
Committee List for the Academic Year, 2018-19

Details of various Committees constituted for the academic year 2018-19 are given below. The **Principal** will be the **Head** of all the Committees whereas the **Vice-Principals** and **Supervisor** will be **Invitees** in all Committees.

Students' Council	Dr. Ashfaq Khan Mrs. Shahida Shaikh Dr. Roshan K Dr. Alkama Faqih Mr. Sonawane	: Convener Dr. Parhad D Mrs. Shehnaz Khan Mr Anand Deshpande
Committee	Degree College	Junior College
Discipline	Mrs. Shailaja Shetty :Convener Dr. Abbas Alam Rizvi Dr. Abhay Ranade Dr. S. Arunachalam Mrs. Swati Vora Dr. N.A. Jafry Mr. Vishwas Deshmukh Dr. Parhad D. Ms. Shehnaz Khan Mr. Furqan Shaikh Mrs. Suma Thomas Mr. Sameer Charania Mr. Mukhtar Khan Ms. Seha Bakhtiyar Mrs. Mehjabeen Khan Mr. Qamar Haider	Ms. Shaikh Saaima : Convener Mr. Ashok Kumar Singh Mr. Haider Ali, Maths Dept. Mr. Navneet Mishra Ms. Mita Mehta Ms. Suma Pillai Dr. Minaxi Samant Mr. Riyaz Naik Mr. Shaikh Naushad Mr. Pramod Jaiswal Mr. Abid Ansari Ms. Sayyad V Fatima Ms. Hussain Fatima S. Dr. Alkama Faqih Mr. R.D. Sonawane Ms. Shilpa Serigar
Students Counselling Cell	Mrs. Swati Vora :Convener CA Ashfaq Karim Dr. N.A. Jafry Mrs. Preeti Bambolkar Mrs. Sabiha Shaikh	Mrs. Kusum Tiwari :Convener Mr. Pramod Jaiswal Miss. Jaba Majumdar Mrs. Suma Thomas Mrs. Hussain Fatima
Students' Grievance, Redressal Cell	CA Ashfaq Karim :Convener Ms. Shaikh Shahida Mr. Moharram Ali Mr. Furqan Shaikh Mrs. Mehjabeen Khan Mr. Qamar Haider	Mrs. Afreen Kazi :Convener Mrs. Kusum Tiwari Mr. D. R. Sawant Mrs. Saima Shaikh Dr. Minakshi Samant Dr. Ansari Farooque
Examination	Dr. Arunachalam S. : Convener Mrs. Farhana Khalid Wali Dr. Abhay Ranade Dr. Rajesh Masurkar Mr. Furqan Shaikh Mr. Arif Patel Mrs. Shailaja Shetty :Custodian	Mrs. Kusum Tiwari – Convener Mrs. Afreen Kazi – Co-Convener Mr. Titus Verghese Mr. Riyaz Naik Mr. Shaikh Shahabuddin Mr. Abid Ansari Mr. Tanveer Ahmed



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Awards, Scholarships, Concessions & Students' Aid	CA Ashfaque Karim : Convenor Mrs. Swati Vora Dr. Abbas Alam Rizvi Dr. Ansariya Rana Ms. Suhana Khan Mrs. Mehjabeen Khan Mr. Qamar Haider Mr. Tariq Syed Ms. Supriya Pandit	Dr. Farooque Ansari – Convenor Mrs. Hasina Shaikh Mr. Pramod Jaiswal Mrs. Sajida Shaikh Ms. Waseem Fatima
Career Guidance & Placement Cell	Dr. Ashfaq Khan : Convenor Dr. Parhad D V : Co-Convenor Mr. Furqan Shaikh Mr. Moharram Ali Mrs. Rafat Khan	Mr. Riyaz Naik : Convenor Mr. Navneet Mishra Dr. Alkama Faqih Ms. Shabana Ansari
Cultural	Mrs. Swati Vora : Convenor Mrs. Preeti Bambolkar : Co-Convenor Dr. Shadab Syed Dr. Abbas Alam Rizvi Mr. Furqan Shaikh Ms. Amrin Moger Ms. Rafat Khan Dr. Alkama Faqih Mr. Waghmare P. Mr. Sameer Charania	Mrs. Pratima Sharma : Convenor Ms. Hasina Shaikh : Co-Convenor Dr. Ansari Farooque Mr. Pramod Jaiswal Ms. Shaista Parveen Mr. Shafi Khan Mrs. Seema Thakur Mrs. Fatima Sayed Mr. Akbar Jaidi
Alumni Association	CA. Ashfaque Karim : Convenor Mrs. Mariyah Ghori Mr. Moharram Ali Mr. Damarwala Oan Abbas Mr. Furqan Shaikh Ms. Rafat Khan	Dr. Farooque Ansari : Convenor Ms Mita Mehta Mr. Navneet K. Mishra Mr. Raza-Ur-Rehman
Library and Book Bank	Dr. Rajesh Masurkar : Convenor Mrs. Neha Nangia Dr. Abhay Ranade Dr. Rajendra Chaudhary Dr. Shadab Syed Ms Bhaswati Parasar Mrs. Suma Thomas–Librarian (Aided) Mr. Mahe Zafar–Librarian (Unaided)	Mrs. Nisha Uttarwar : Convenor Mrs. Sandhya Nautiyal Mr. Titus Varghese Dr. Ansari Farooque Mr. Ashok Zarappa
Parent-Teacher Association	Dr. Shadab Syed : Convenor Dr. Rajendra Chaudhary Ms. Shehnaz Khan Mr. Damarwala Oan Abbas Mr. Mukhtar Khan Ms. Seha Dange Mr. Zaidi Zari Haider	Mr. Mulla Mukhtar : Convenor Mrs. Nisha Uttarwar Mrs. Kanchan Naringrekar Mr. Abid Ansari Mrs. Pratima Sharma



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Prospectus Committee	Mrs. Bhaswati Parasar : Convenor Dr. Abhay Ranade Dr. Arunachalam Mr. Furqan Shaikh Mrs. Mehjabeen Khan Mr. Qamar Haider	Mrs. Sandhya Nautiyal : Convenor Mrs Kusum Tiwari – Vice- Principal Mrs.Shabana Tanveer Mrs. Renu Korde
Time-Table	Dr. Ashfaq Khan : Convenor Mr. Furqan Shaikh : Co-Convenor Dr. Arunachalam Dr. Rajesh Masurkar CA Ashfaque Karim Dr. Abbas Alam Rizvi Mr. Arif Patel Dr. Ansariya Rana Mr.Mohammad Arif – Sec. Assistance	Mrs.Afreen Kazi : Convenor Mr.Navneet Mishra Mr. Farid Vanu Dr. Ansari Farooque
Internal Quality Assurance Cell	Dr.Anjum Ara Ahmed : Coordinator Dr. Arunachalam S. : Co-Coordinator	
Criterion I	Mrs.Swati Vora : Incharge Mrs.Bhaswati Parasar Mr.Pradnyesh Waghmare	Mrs.Mehjabeen Khan Mr.Qamar Haider
Criterion II	Dr.N.A.Jafry : Incharge Mr.Vishwas Deshmukh	Mr.Tausif Ansari Mr.Furqan Shaikh
Criterion III	Mrs. Mariyah Ghorri : Incharge Dr. (Mrs.) Syed Shadab Mrs. Salma Pathan	Ms.Malan Zardi Mr.Sagar Bhalerao
Criterion IV	Dr. Rajesh Masurkar : Incharge Mrs. Suma Thomas	Ms. Rafat Khan
Criterion V	Dr.Parhad Dattatray : Incharge Mrs.Shaikh Shahida	Ms. Preeti Bambolkar Mr. R.D.Sonawane
Criterion VI	Mrs. Farhana K. Wali : Incharge Mr. Khan Moharram Ali	Dr. Ansariya Rana
Criterion VII	Dr.Abhay Ranade : Incharge Ms.Shehnaz Khan Mr.Mohammad. Arif –Sec. Assistance	Dr. Alkama Faqih Mrs.Shweta Dubey



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University Grants Commission, RUSA & Planning Board	Mr. Paul R P Dr. Nitesh Joshi Dr. Anjum Ara Ahmad Mrs. Neha Nangia Mrs. Farhana K. Wali Dr. Arunachalam S. Mrs. Mariyah Ghori Mr. Salim Kantawalla	: Chairperson : Convenor Dr. Rajesh Masurkar Ms. Bhaswati Parasar Mrs. Shweta Dubey Mrs. Mehjabeen Khan Mrs. Salma Pathan Mrs. Vashali More
Anti- Ragging	Mrs Shehnaz Khan Dr. Anjum Ara Ahmad Dr. Ashfaq Khan Mrs. Kusum Tiwari Mr. Ankush Katkar Mr. Asif Khan Mr. Shadab Parmar-NGO Mrs. Shahin Husainmiya Mulla Mr. Azhar Mirza Mr. Musavir Mulla Mr. Shivam Zutshi	: Convenor : Vice Principal, Degree College : Vice Principal, Degree College : Vice Principal, Jr.College : PI, Khar Police Station : Civil Representative. : Anubhav Mumbai : Parent Representative : Media Person : Sr. Student Representative : Fresher Representative
Anti- Ragging Squad	Mrs Shehnaz Khan Mrs. Farhana K. Wali Mrs. Shailaja Shetty CA. Ashfaque Karim Ms. Preeti Bambolkar Mrs. Suma Thomas	: Convenor Dr. Abbas Alam Rizvi Dr. Abhay Ranade Mr. Furqan Shaikh Dr Ansar Pasha Mrs.Mehjabeen Khan
Environment Awareness Committee	Dr. Ansariya Rana : Convenor Dr. Nitesh Joshi Dr. Abhay Ranade Mr. Damarwala Oan Abbas	Ms. Shweta Dubey Mrs. Nisha Uttarwar Dr. Alkama Faqih
Gender Audit	Mr. Preeti Bambolkar : Convenor Mrs. Mariyah Ghori Mr. Arif Shaikh Mrs. Saaima Shaikh	Dr. (Ms.) Ansariya Rana Dr. Parhad Dattatray Mrs. Hasina Shaikh
Statistics & Data Collection Document of Events	Mrs. Farhana K Wali : Convenor Dr. (Ms.) Ansariya Rana Dr. (Mrs.) Syed Shadab Mr. Sabiha Shaikh	Mr. Riyaz Naik : Convenor Mrs. Suma Pillai Ms. Rubina Khan
Magazine	Ms. Amrin Mogar : Editor Dr. Abbas Alam Rizvi Ms. Bhaswati Parasar Mrs. Preeti Bambolkar Dr. Ansar Pasha Mr. Furqan Shaikh Mr. Sagar Bhalerao	Mrs. Sandhya Nautiyal Dr. (Miss.) Minakshi Samant Dr. Ansari Farooque Mrs. Saima Shaikh
Planning Forum	Mrs. Shweta Dubey : Convenor Ms. Malan Zardi Mrs. Sadia Rashidi Ms. Shaikh Nazmeen Mr. Ashok Zarappa	

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Commerce Association	Mrs. Swati Vora : Convenor Ms. Shehnaz Khan Ms. Seha Dange Mr. Navneet Mishra (Junior)	Dr. Syed Shadab Mr. Mohd. Mukhtar Khan Mr. Sameer Charania Mr. Riyaz Ahmed Naik (Junior)
Science Association	Dr. Abhay Ranade : Convenor Dr. Rajesh Masurkar Dr. (Ms.) Ansariya Rana Mr. Sameer Shaikh	Mrs. Neha Nangia Ms. Mita Mehta Mr. Pradnyesh Waghmare
Science & Nature Club	Dr. Nitesh Joshi : Convenor Dr. (Ms.) Ansariya Rana	Mrs. Hasina Shaikh : Convenor Ms. Shabana Ansari
Staff Grievance Cell	Mrs. Neha Nangia : Convenor Dr. Syed Shadab Mr. Roshan Khobragade Mr. Anand Deshpande	Mrs. Hasina Shaikh Mrs. Rafat Khan Ms. Supriya Mrs. Mehjabeen Khan
N.C.C. Caretaker Officer	Mr. Roshan Khobragade	
N.S.S Programme Officers	Ms. Shehnaz Khan Mr. Sagar Bhalerao	Dr. (Ms) Minakshi Samant (Junior College) Dr. Alkama Faqui (Junior College)
D.L.L.E.	Dr. Parhad Dattatray : Convenor	Mrs. Shaikh Shahida , Dr. Shadab Syed
Women's Development Cell	Mrs. Mariyah Ghori : Convenor Mrs. Shaikh Shahida Ms. Seha Dange	Mrs. Saima Shaikh - Convenor Mrs. Suma Pillae
Mahila Takrar Nivaran Samiti	Mrs. Shailaja Shetty : Convenor Mrs. Mehjabeen S. Khan	Mrs. Afreen Kazi Miss. Asma Bano
Gymkhana and Sports	Mr. R.D. Sonawane Ms. Shilpa Serigar	
Avishkar Research Convention	Mr. Vishwas Deshmukh : Convenor Dr. Nitesh Joshi Mrs. Mariyah Ghori CA Ashfaq Karim	Dr. Abhay Ranade Dr. Ansariya Rana Mr. Sameer Charania Dr. Alkama Faqih
Research Cell	Dr. Nitesh Joshi : Convenor Dr. Anjum Ara Ahmad Dr. Ashfaq Khan	Dr. Rajendra Chaudary Dr. Rana Ansariya Dr. Abbas Alam Rizvi
Web-Site Posting	Ms. Rafat Khan : Convenor Mrs. Kusum Tiwari : Vice-Principal Ms. Rafat Khan Mr. Furqan Shaikh Ms. Shabana Ansari Mr. Amin Mullani	Mrs. Mehjabeen Khan Mr. Qamar Haider Mr. Kalpesh Solanki Mr. Amreen Mogar Mrs. Preeti Bambolkar Mr. Arif Shaikh
Internal Audit	CA. Salim Kantawala : Convenor CA. Ashfaq Karim	
Practical (Maths)	Dr. Arunachalam S. : Incharge (BSc.) Dr. Parhad D.V. : Incharge (BCom)	Mr. Haider Ali : Incharge - XII Mr. Tanveer Ahmed : Incharge - XI
Students' Group Insurance	Dr. Rajesh Masurkar : Convenor Mrs. Bhaswati Parasar Dr. Rajendra Chaudhary Mr. Sameer Charania Mr. Pravin Khamkar	Mr. Abid Ansari : Convenor Mr. P.V. Simon Mr. Farid Vanu



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Projects for Junior College	Mr. Pramod Jaiswal : Incharge - XII Mr. S. Haider Ali Ms. Shaikh Shabana Mr. Shafi Khan : Incharge - XI Mr. Bhagwan Patil
Oral Examination for Junior College	Mrs. Sandhya Nautiyal : Incharge-English-XII Mr. Ansari A. Hamid : Incharge-English-XI Mr. Ashok K. Singh : Incharge-Hindi-XII Mr. Pramod Jaiswal : Incharge-Hindi-XI
Maintenance of Stock Register	CA. Salim Kantawala : Convenor Mrs. Mehjabeen Khan Mr. Qamar Haider Mr. William Fargose
Saral Committee	Mrs. Kusum Tiwari : Convenor Mrs. Hasina Shaikh : Co-Convenor Mr. Akbar Jaidi Ms. Wasim Fatima Mr. Alkama Faqih Mrs. Madhuri Mane Mr. Zia R Mr. Amin Mr. Kalpesh Solanki
Unfair Means Committee	Mrs. Neha Nangia : Convenor Dr. Nitesh Joshi Mr. Moharram Ali Dr. Shadab Syed Mr. Anand Deshpande
ISR (Institutional Social Responsibility) & Innovative Practices Committee	Dr. Ashfaq Khan : Convenor Dr. Abhay Ranade Mr. Mukhtar Khan Mrs. Mariyah Ghori Dr. Parhad D. Mrs. Shweta Dubey Mr. Furqan Shaikh
Incubation Centre	Dr. Ashfaq Khan : Convenor Mr. Sameer Charania Dr. Shehnaz Khan CA Ashfaq Karim Mrs. Shweta Dubey Mrs Amreen Moger
Lecture Monitoring Committee	Dr. Anjum Ara Ahmed : Convenor Mrs. Neha Nangia CA Ashfaq Karim Dr. Abhay Ranade Dr. Abbas Alam Rizvi Mrs. Shailaja Shetty Mrs. Bhaswati Parasar
Staff Secretaries	CA. Salim Kantawala : Convenor Dr. (Mrs.) Syed Shadab Mr. Pramod Jaiswal : Convenor Mrs. Saima Shaikh

Approved by:

Adv. (Mrs.) Rubina A. H. Rizvi
Director, Rizvi Education Society's

Paul R.P
Principal EC

RIZVI COLLEGE

OF ARTS, SCIENCE & COMMERCE



RIZVI EDUCATIONAL COMPLEX, OFF. CARTER ROAD, BANDRA (W), MUMBAI - 400 050
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 Phone : 2648 0348 / 2600 4245 • Fax : 2649 7448

30-07-2019

STAFF NOTICE (DEGREE / JUNIOR COLLEGE) Committee List for the Academic Year, 2019-20

Details of various Committees constituted for the academic year 2019-2020 are given below. The **Principal** will be the **Head** of all the Committees whereas the **Vice-Principals** and **Supervisor** will be **Invitees** in all Committees.

Students' Council	Dr. Alkama Faqih : Convener Mrs. Shahida Shaikh Dr. Parhad D Mr. Roshan K Mrs. Shehnaz Khan Mrs. Najmunnisa. Shaikh Mr. R.D. Sonawane	
Committee	Degree College	Junior College
Discipline	Mrs. Shailaja Shetty : Convener Dr. Abbas Alam Rizvi Mr. Moharram Ali Dr. N.A. Jafry Dr. Parhad D. Ms. Saira Tumbi. Mr. Mukhtar Khan Mr. Nadeem Parve Mr. Pankaj Shrivastava. Ms. Shamim Attar Mr. Qamar Haider	Mr. Riyaz Naik : Convener Mr. Ashok Kumar Singh Ms. Mita Mehta Ms. Suma Pillai Dr. Minakshi Samant Mr. Shaikh Naushad Mr. Pramod Jaiswal Mr. Abid Ansari Ms. Sayyad V Fatima Ms. Hussain Fatima S. Dr. Alkama Faqih Mr. R.D. Sonawane Ms. Shilpa Serigar
Students Counseling Cell	Mrs. Swati Vora : Convener CA Ashfaq Karim Mrs. Preeti Bambolkar Mrs. Syed Shadab. Ms. Mumtaz Shaikh	Mrs. Kusum Tiwari : Convener Mr. Pramod Jaiswal Miss. Jaba Majumdar Mrs. Suma Thomas Mr. Safdar Ulde
Students' Grievance, Redressal Cell	Mrs. Shailaja Shetty : Convener CA. Ashfaq Karim Ms. Huma Khan Mr. O.A. Damarwala Mr. Sameer Charania Ms. Shamim Attar Mr. Qamar Haider	Mrs. Afreen Kazi : Convener Mrs. Kusum Tiwari Mr. D. R. Sawant Mrs. Saima Shaikh Dr. Minakshi Samant Mr. Nisar Dange
Examination	Dr. Arunachalam S. : Convener Mrs. Farhana Khalid Wali Dr. Abhay Ranade Dr. Rajesh Masurkar Mr. Furqan Shaikh Mr. Arif Patel Mrs. Shailaja Shetty : Custodian	Mrs. Navneet Mishra : Convener Mrs. Hasina S. : Co-Convener Mrs. Afreen Kazi Mr. Riyaz Naik Mr. Titus verghese Mr. Shaikh Shahabuddin Mr. Abid Ansari Mr. Tanveer Ahmed

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 email : principal.asc@rizvicollege.edu.in • Website : www.rizvicollege.edu.in
 Phone : 2648 0348 / 2600 4245 • Fax : 2649 7448

Awards, Scholarships, Concessions & Students' Aid	Dr.(Mrs.) Anjum Ara Ahmad : Convener Dr. Gyanprakash Arya Dr. (Mrs.) Radhika Vakharia Dr. Ashfaq Khan Dr. Alkama Faqih Mr. Rajesh Sonawane Ms. Shilpa Serigar Mr. Tariq Syed Ms. Supriya Pandit	Ms. Sajeda Shaikh : Convener Mr. Shaikh Naushad Ms. Waseem Fatima
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Director, Rizvi Education Society's


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STAFF NOTICE
(DEGREE / JUNIOR COLLEGE)
Committee List for the Academic Year, 2021-2022

28th September, 2021

Details of various Committees constituted for the academic year 2021-2022 are given below. The **Principal** will be the **Head** of all the Committees whereas the **Vice-Principals** and **Supervisor** will be **Invitees** in all Committees.

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Discipline	Mrs. Shailaja Shetty : Convener Dr. Abbas Alam Rizvi Mr. Moharram Ali Dr. N.A. Jafry Dr. Parhad Dattatraya Mr. Subhash Gupta Dr. Ruchi Gupta Mr. Mukhtar Khan Mr. Nadeem Parve Mr. Haider Zaidi Mrs. Mehjabeen Khan Mr. Qamar Haider	Mr. Haider Ali : Convener Mrs. Afreen Kazi Mrs. Kusum Tiwari Mr. P.V. Simon M. Syed Haider Ali Mr. Naushad Shaikh Ms. Jaba Majumdar Mr. Safdar Ulde Mr. Akbar Jaidi
Time-Table	Mrs. Farhana K. Wali : Convener Mr. Arif Patel : Co-Convener Dr. Rajesh Masurkar Mrs. Saba Rais Dr. Malan Zardi Mrs. Shenaz Khan Dr. Abbas Alam Rizvi Mrs. Shweta Dubey Ms. Najmunnisa Shaikh Ms. Neelam Ansari Mr. Subhash Gupta Mr. Mohammad Gaus Ansari	Mrs. Hasina Shaikh. : Convener Mrs. Madhuri Mane Mr. Abid Ansari Mr. Hamid Ansari Mr. Ashok Kumar Singh Mrs. Suma Pillai Mr. Farid Vanu

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Ms. Zahra Deghani F.Y.B.M.S.-B

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(A&B)

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Mr. Abid Ansari : XII Sci B

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Mr. Hamid Ansari : XI Com C

Mr. Ashok Kumar Singh

Mrs. Kusum Tiwari : XI Com D

Mrs. Seema Thakur

Mr. Naushad Shaikh : XI Com E

Mr. B.M.Patil

Mrs. Shabana Shaikh : XI Com F

Mrs. Swati Bodke

Mr. Haider Ali : XI Com G

Mr. Tanvir Ahmed



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Research Journal	Dr. (Mrs.)Anjum Ara Ahmad Principal Dr. Parhad Dattatraya Dr. Nitesh Joshi Dr. Ashfaq Khan Dr. Suhana Khan Supporting Staff: Mr. William Fargose Mr. Masoom Ali Mr. Mohammad. Arif Mr. Amin Mulani	: Chief Editor : Executive Editor : Sub-Editor (Science) : Sub-Editor (Commerce & Management) : Sub-Editor (Humanities)
University Grants Commission, RUSA & Planning Board	Dr. Anjum Ara Ahamad : Chairperson Dr. Nitesh Joshi : Convener Dr. Rajesh Masurkar Mrs. Neha Nangia Mrs. Farhana K. Wali Dr. (Mrs.) Mariyah Ghori Mr. Salim Kantawalla Ms. Bhaswati Parasar Mrs. Shweta Dubey Mrs. Mehjabeen Khan Mrs. Parveen Ansari Mr. Atul Railkar	
Anti- Ragging	Mrs. Shehnaz Khan Dr. Ashfaq Khan Ms. Mita Mehta Mrs. Hasina Shaikh Mr. Sameer Shaikh Dr. Suhana Khan	: Convener : Vice Principal, Degree College : Vice Principal, Junior College : Supervisor, Junior College
Anti- Ragging Squad	Mrs. Shehnaz Khan : Convener Mrs. Shailaja Shetty Dr. Abhay Ranade Dr. Abbas Alam Rizvi CA. Ashfaq Karim Ms. Preeti Bambolkar Dr. Ansarpasha S Ms. Shabnam Sheikh Mrs. Bushra Qureshi Mrs. Mehjabeen Khan Mr. Qamar Haider	
Environment Awareness Committee	Dr. Ansariya Rana : Convener Dr. Nitesh Joshi Dr. Abhay Ranade Dr. Alkama Faqih Mr. Damarwala Oan Abbas Ms. Sujata Kharat Ms. Vaibhavi Mulmule	

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Gender Audit	Mrs. Preeti Bambolkar : Convener Dr. Syed Shadab, Ms. Zahra Deghani Dr.Pankaj Shrivastava, Mr. Mohd Arif	
Magazine	Mrs.Bhaswati Parasar : Editor Dr. Abbas Alam Rizvi Ms. Mehvish Shaikh Dr. Ansarpasha S. Mr.Pathan Javedkha Ms. Neelam Ansari	Mrs. Pratima Sharma : Editor Ms. Mita Mehta : Vice Principal Mr. Ashok Kumar Singh Dr.(Mrs.) Minakshi Samant Mrs. Fatima Hussein
Planning Forum	Mrs. Shweta Dubey : Convener Dr. Malan Zardi Ms. Tabassum Shaikh Mr. Mukhtar Khan	
Arts Association	Mrs.Preeti Bambolkar : Convener Dr.Abbas Alam Rizvi Mrs. Shweta Dubey Dr. Ansarpasha Shaikh	Mrs. Tabassum Sayed : Convener Dr.(Mrs.) Minakshi Samant Mr. Inamdar Hamid Ms. Sadiya Rashidi
Science Association	Dr. Abhay Ranade : Convener Mrs. Neha Nangia Dr. Parhad Dattatraya Mr. Sameer Shaikh	Mrs.Afreen Kazi : Convener Mr. Safdar Ulde Mr. B.M.Patil Mrs. Anam Faqih Mrs. Swati Bodke
Commerce Association	Mrs. Swati Vora : Convener Ms. Shehnaz Khan Ms. Mumtaz S. Dr. Syed Shadab Mr. Mohd. Mukhtar Khan	Ms. Vasim Fatima : Convener Mrs. Rubina Khan Mr. Tanveer Ahmed Mr. Shafi Khan
Science & Nature Club	Dr. Alkama Faqih : Convener Mr. Pradnyesh Waghmare Mr. Damarwala Oan Abbas Ms. Sujata Kharat Mrs.Saba Rais	Dr. Alkama Faqih : Convener Mr.Abid Ansari Mrs. Renu Korde
Staff Grievance Cell	Dr. Syed Shadab : Convener CA Salim Kantawala Ms. Najmunnisa Shaikh Mrs. Mehjabeen Khan Mr. Qamar Haider	Mr. Shahabuddin Shaikh Dr.(Mrs.) Minakshi Samant
N.C.C. Caretaker Officer	Mr. Roshan Khobragade – Lt. Officer Dr. (Ms.) Ansariya Rana	
N.S.S Programme Officers	Ms. Shehnaz Khan : Convener Dr. Ansarpasha Shaikh	Dr.(Mrs)Minakshi Samant Dr. Alkama Faqih
D.L.L.E.	Mrs.Bhaswati Parasar : Convener Dr. Parhad Dattatraya Dr. Suhana Khan Ms. Sujata Kharat	

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Women's Development Cell	Mrs. Shaikh Shahida : Convener Mr. Roshan Khobragade Dr. Malan Zardi Dr. Ansarpasha Shaikh Ms. Vaibhavi Mulmule Mrs. Mehjabeen Khan	
Mahila Takrar Nivaran Samiti	Mrs. Shailaja Shetty : Convener Mrs. Neha Nangia	
Gymkhana and Sports	Dr. (Mrs.) Shilpa Serigar	
Avishkar Research Convention	Mr. Vishwas Deshmukh : Convener CA. Ashfaq Karim Dr. (Mrs.) Mariyah Ghori Dr. Alkama Faqih Dr. Ruchi Gupta Mr. Mohammad Gaus Ansari Dr. Pankaj Srivastav	
Research Cell	Dr. Anjum Ara Ahmad : Convener Dr. Nitesh Joshi Dr. Ashfaq Khan Dr. Rajendra Chaudary Dr. (Ms.) Ansariya Rana Dr. Abbas Alam Rizvi	
Web-Site Posting	Mrs. Rafat Khan : Convener Mr. Sameer Shaikh Ms. Hina M. Ms. Neelam Ansari Dr. Ruchi Gupta Mr. Javed Pathan Dr. Shilpa S., Mrs. Mehjabeen Khan Mr. Qamar Haider, Mr. Kalpesh Solanki Mr. Mohammad Arif, Mr. Amin Mulani	Mrs. Hasina Shaikh Ms. Shabana Ansari Mr. Zameer Hasan Shaikh
Internal Audit	CA. Salim Kantawala : Convener Mr. Nadeem Parve Mr. Venkatachalam Vaidyanathan Mr. William Fargose Mr. Akshay	
Practical (Maths)	Dr. Arunachalam S. : Incharge(BSc.) Dr. Parhad Dattatraya : Incharge(BCom)	
Students' Group Insurance	Mr. Roshan Khobragade : Convener Ms. Shabnam Sheikh Mr. Pravin Khamkar	

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Master Soft Committee	Dr. (Mrs.) Anjum Ara Ahmad: Convener Dr. Ruchi Gupta : Co-ordinator Mrs. Shahida Shaikh Mr. Damarwala Oan Abbas Mr. Roshan Khobragade Mr. Arif Patel Dr. Malan Zardi Mrs. Mehjabeen Khan Mr. Qamar Haider	Ms. Mita Mehta : Co-ordinator Ms. Shabana Ansari Mr. Zameer Hasan Shaikh
Maintenance of Stock Register	CA. Salim Kantawala : Convener Mrs. Mehjabeen Khan Mr. Qamar Haider Mr. William Fargose Mr. Akshay	NCC/NSS-Dr. (Mrs.) Minakshi Samant Sports – Dr. Shilpa Serigar Physics-Mr. Prakash Saindane Chemistry-Mr. Anwar Hasan Biology-Mr. Nawaz Abbas Electronics- Mr. Safdar Ulde HSVC- Mrs. Renu Korde
Saral Committee (Junior College)	Mrs. Hasina Shaikh : Supervisor - Convener Mrs. Renu Korde Mrs. Tabassum Sayed Mr. P.V. Simon Ms. Waseem Fatima Mr. Shafi Khan Mr. Farid Vanu Mr. Ashok Kumar Singh Mrs. Sajeda Shaikh Mrs. Shaista Shaikh Mrs. Pratima Sharma	
Unfair Means Committee	Mrs. Neha Nangia: Convener Mr. Moharram Ali Dr. Shadab Syed Mr. Sameer Shaikh Mr. Mukhtar Khan	
ISR (Institutional Responsibility) & Innovative Practices Committee Social	Dr. Ashfaq Khan : Convener Dr. Abhay Ranade Dr. Parhad Dattatraya Mrs. Shweta Dubey Mr. Mukhtar Khan Dr. Suhana Khan	
ISO	Ms. Najmunnisa Shaikh : Convener Mrs. Farhana Khalid Wali Dr. Ashfaq Khan Mrs. Shweta Pandey Mr. Navneet Mishra	Ms. Mita Mehta Mrs. Hasina Shaikh

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Incubation Centre/ Entrepreneurship Cell	Mr. Sameer Shaikh – Convener Dr. Ashfaq Khan - Vice Principal Mr. Ashfaq Karim Mrs. Shweta Dubey Dr. N.A.Jafry Dr.(Mrs.) Mariyah Ghori Mr. Roshan Khobragade Ms. Hina Mehmood Ms. Zehra Deghani	
Canteen Committee	Mrs. Swati Vora :Convener Dr.(Mrs.) Mariyah Ghori Dr.Ruchi Gupta Mrs. Mehjabeen Khan Mr. Qamar Haider	Mr.Tanveer Ahmed Mrs. Anam Faqih
Internal Complaint Committee of Women Development Cell	Mrs. Shailaja Shetty : Convener Mrs.Shaikh Shahida Dr. Ansariya Rana Dr.Parhad Dattatraya Ms.Najmunissa Shaikh Mr.Pravin Khamkar Mrs.Mehek Surve	
Lecture Monitoring Committee	Mrs. Farhana K. Wali: Convener Dr. Abhay Ranade Dr. (Mrs.) Mariyah Ghori Dr. Parhad Dattaraya Mrs. Shewta Dubey Mr. Abbas Damarwala Dr.Ansarpasha Shaikh Dr. Malan Zardi Mr. Nadeem Parve Ms. Saba Rais Mrs.Rafat Khan Mr.Arif Patel Ms. Najmunnisa Shaikh Ms. Neelam Ansari Mr. Subhash Gupta Mr. Mohammad Gaus Ansari Ms. Tabassum Shaikh Ms. Hina Mehmood Dr. Ruchi Gupta Mr. Javedkha Pathan Dr. Suhana Khan Ms. Zahra Deghani	Ms. Mita Mehta : Vice Principal Mrs. Hasina Shaikh : Supervisor
Staff Secretaries	CA. Salim Kantawala Dr. (Mrs.) Syed Shadab	Mr. D.R.Sawant Mr. Hameed Ansari

Approved by:

Adv. (Mrs.) Rubina A. H. Rizvi
Director, Rizvi Education Society's


Dr. (Mrs.) Anjum Ara Ahmad
Principal i/c



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S/Dy. Regist. / Un. of Mum / CDC / 4322017 18

9c
09.05.2018

To
The Deputy Registrar,
Affiliation Section,
University of Mumbai,
Fort Campus,
Mumbai 400 032.

Sir,

Sub : Constitution of College Development Committee.

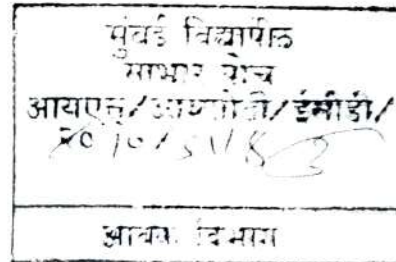
Ref : Your circular no. Aff./ICC/(2018-19)/4/ of 2018 dt. 04th May, 2018.

With reference to your letter above, we wish to inform you that we have already formed our College Development Committee w.e.f. 18.08.2017. A copy of the Constituted Committee is annexed herewith for your information.

Thanking you,

for Rizvi College of Arts, Science & Commerce.


PRINCIPAL I/C





Rizvi Education Society's
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18.08.2017.

CONSTITUTION OF COLLEGE DEVELOPMENT COMMITTEE

Notice is hereby given, as per Maharashtra Public Universities Act, 2016 Chapter IX para 97 that “**The College Development Committee of Rizvi College of Arts, Science and Commerce**” is constituted as under.

- | | |
|----------------------------|--|
| 1. Dr.Akhtar Hasan Rizvi | : Chairperson of the Management |
| 2. Adv.Rubina Akhtar Rizvi | : Nominee of the Management |
| 3. Dr.N.P.Srivastava | : HOD, nominated by Principal |
| 4. Dr.Nitesh Joshi | : Teachers' Representative |
| 5. Dr.Anjum Ara Ahmad | : Teachers' Representative |
| 6. Mrs.Shailaja Shetty | : Teachers' Representative (Women) |
| 7. Mrs.Mehjabeen Khan | : Non-Teaching Employee |
| 8. Mr.Khalid Qureshi | : Local Member (Education) |
| 9. Mr.Moin Merchant | : Local Member (Industry) |
| 10. Dr.Kalim Khan | : Local Member (Research) |
| 11. Mr.Padmakumar Nair | : Local Member (Social Service) |
| 12. Dr.Ashfaq Khan | : Coordinator, IQAC |
| 13. Mr.Shaikh Nehal Nuren | : President, College Students' Council |
| 14. Mr.Sayed Saif Usman | : Secretary, College Students' Council |
| 15. Mr.Paul Raj P | : Principal I/C, Member Secretary |

for Rizvi College of Arts, Science and Commerce,


(DR.AKHTAR HASAN RIZVI)
PRESIDENT
Rizvi Education Society





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Minutes of College Development Committee Meeting

A meeting of College Development Committee (CDC) constituted under Maharashtra Public Universities Act, 2016 of Rizvi College of Arts, Science and Commerce, Bandra (W), Mumbai-400 050 was held at Principals' Cabin on Saturday, 16th September, 2017.

The meeting commenced at 03.00 p.m. Following members were present in the meeting.

- | | |
|-------------------------|--------------------------------------|
| 1. Dr. N.P. Srivastava | : HOD, nominated by Principal |
| 2. Dr. Nitesh Joshi | : Elected teacher |
| 3. Dr. Anjum Ara Ahmad | : Elected teacher |
| 4. Mrs. Shailaja Shetty | : Elected teacher |
| 5. Mrs. Mehjabeen Khan | : Representative, non-teaching staff |
| 6. Mr. Padmakumar Nair | : Nominated by Management |
| 7. Dr. Ashfaq Khan | : IQAC Coordinator |
| 8. Mr. Nehal Shaikh | : Secretary, College student council |
| 9. Mr. Sayed Saif | : Secretary, College student council |
| 10. Mr. Paul R. P. | : Principal I/C and member Secretary |

1. Prof. Paul R. P., the In-charge Principal welcomed all members who were present in the meeting. He informed that the CDC has been formed as per the direction of New Maharashtra Public University Act, 2016.
2. Dr. (Mrs.) Anjum Ara Ahmad suggested providing e books facilities to students and staff and a free Wi-Fi facility only to all staff members, she also suggested conducting remedial lectures for slow learners and students from vernacular medium. Also to start bridge courses at First Year level.
3. Dr. Nitesh Joshi recommended that various departments should conduct conference at various levels such as college / National / State / International level.
4. Mrs. Shailaja Shetty suggested that the students with Nil attendance should be dealt with strictly disciplinary action.





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5. Dr. Ashfaq Khan - IQAC Co-ordinator suggested that various activities / programmes conducted by departments / colleges should be well documented. It was put forward by Dr. Ashfaq Khan that feedback should also be taken from parents and Alumni.
6. Dr. (Mrs.) Anjum Ara Ahmad put forward the following suggestion for hygiene condition.
 1. Washrooms attached with staff room need regular cleaning
 2. Every floor with a washroom.
 3. There should be lady cleaner near girls washroom
 4. Renovation of washroom.
7. Mr. Padmakumar Nair suggested initiating mediclaim policy for support staff and their family members.
8. Mr. Kalim Khan suggested that there should be security personnel on each floor. He also suggested appointing a few lady security personnel.

The meeting was adjourned at 05.30 p.m. with a vote of thanks by Prof. Paul R. P., the I/C Principal.


16/09/17

(PAUL R P)
PRINCIPAL I/C

Date: 16/09/2017





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26.03.2019

CONSTITUTION OF COLLEGE DEVELOPMENT COMMITTEE

Notice is hereby given, as per Maharashtra Public Universities Act, 2016 Chapter IX par 97 that "The College of Development Committee of Rizvi College of Arts, Science and Commerce" is constituted as under.

1. Dr. Akhtar Hasan Rizvi : Chairperson of the Management
2. Adv.(Mrs.) Rubina Akhtar Hasan Rizvi : Nominee of the Management
3. Mrs. Farhana K. Wali : HOD, Nominated by Principal
4. Dr. Nitesh Joshi : Teachers' Representative
5. Mrs. Shailaja Shetty : Teachers' Representative (Women)
6. Mr. Armaan Mallick : Local Member
7. Mr. Ejaz Kashmiri : Local Member
8. Dr. Kalim Khan : Local Member
9. Mr. Padmakumar Nair : Local Member
10. Dr. Ashfaq Khan : Coordinator, IQAC
11. Mr. Shaikh Nehal Nuren : President, College Students' Council
12. Mr. Sayed Saif Usman : Secretary, College Students' Council
13. Dr. (Mrs.) Anjum Ara Ahmad : Principal I/C, Member Secretary
14. Mrs. Mehjabeen Khan : Non-Teaching Employee

for Rizvi College of Arts, Science and Commerce


(DR.AKHTAR HASAN RIZVI)
PRESIDENT
Rizvi Education Society

Minutes of College Development Committee Meeting

A meeting of College Development Committee (CDC), of Rizvi College of Arts, Science and Commerce, Bandra (W), Mumbai-400 050, constituted under Maharashtra Public Universities Act, 2016 was held at Principals' Cabin on 03rd November, 2018.

The meeting commenced at 03.00 p.m. Following members were present in the meeting.

- | | |
|------------------------|--------------------------------------|
| 1. Dr.N.P.Srivastava | : HOD, nominated by Principal |
| 2. Dr.Nitesh Joshi | : Elected teacher |
| 3. Dr.Anjum Ara Ahmad | : Elected teacher |
| 4. Mrs.Shailaja Shetty | : Elected teacher |
| 5. Mrs.Mehjabeen Khan | : Representative, non-teaching staff |
| 6. Mr.Padmakumar Nair | : Nominated by Management |
| 7. Dr.Ashfaq Khan | : IQAC Coordinator |
| 8. Mr.Nehal Shaikh | : President, College Student Council |
| 9. Mr. Sayed Saif | : Secretary, College Student Council |
| 10.Mr.Paul R P | : Principal I/c and Member Secretary |

Following business was transacted as per the agenda mentioned in the circular of CDC, dt 11.01.2017

Prof. Paul R. P., the In-charge Principal-cum- Member Secretary welcomed all members who were present in the meeting. He informed that the CDC has been formed as per the directives of New Maharashtra Public University Act, 2016.

1. Dr. Anjum Ara reminded that the CDC meeting should be held four times in a year – 2 each in each Semester. Dr. Ashfaq Khan, the IQAC Coordinator said that the delay happened on account of late admissions.
2. Dr. Ashfaq Khan briefed the Committee all developmental activities. He mentioned that our college has initiated online admissions, electronic attendance system for announcement and CCTV cameras in all class rooms, corridors and premises. He said that teachers and departments are provided with register to maintain individual profile and activities. He also said that the Management is pleased to install computers and Projectors in each class rooms.
3. Prof.Padmakumar Nair appreciated the electronic attendance system introduced in our college.



New Academic Courses :

Dr. Nitesh Joshi suggested to persuade the file lying with Mantralaya to start M.Sc Botny. Prof. Padmakumar Nair suggested to introduce short term courses like Food Carving and Baking for Junior College and Tourism Courses for Degree College students. Prof. Furqan Shaikh proposed to update the configuration of our computers installed in Computer Labs. Dr. Ashfaq Khan suggested to set up an Incubation Centre in the College.

Health Schemes :

Prof. Nair suggested to initiate Medclaim Policy for Non-Teaching Staff and to encourage investing on SIP and Banking account. Mrs. Mehjabeen Khan suggested to go for Group Insurance for all the staff of our College.

Approved IQAC Report :

Dr. Ashfaq Khan, the IQAC Coordinator distributed an IQAC reports to all members, Some of the proposals were sanctioned by CDC.

Passed the Annual Financial estimates (Budget):

The Annual Financial estimation was presented by the accountant Ms.Salma Pathan, before the Committee. After thorough discussions the estimates and financial statement of the College, it was proposed to forward to the Management for approval.

College Events :

The dates for Annual College events like Jashn-E-Rizvi, Sports Day, Convocation Day and Prize distribution day were discussed and fixed accordingly for the approval of Management.

Students Admission Process ;

The Principal I/c informed that the admission Committee was formed and the admission of all classes took place in full swing.



Discipline, Safety and Security :

The Principal I/c informed the Committee that the College brought enough measures to implement strict discipline among students. Entry of outsiders to the College has been screened thoroughly. In addition to that the students of NCC and NSS were also assigned the responsibility of Securities in coordination with Discipline Committee.

Mr. Nehal, the General Secretary of student's council suggested that there should be Security personnel at each floor. He said that the practice of sending bulk SMS to students is highly appreciated.

The meeting concluded at 05.30 p.m. with a vote of thanks by Prof. Paul R. P., the I/C Principal.



(PAUL R P)

Member Secretary





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08th April, 2019

NOTICE
DEGREE COLLEGE
Re : College Development Committee Meeting

A meeting of College Development Committee will be held on Friday, the 12th April, 2019 at 03.00 p.m. in the Principal's Cabin.

Sr.No.	Name of the Members	
1	Mrs.Farhana K Wali	HOD, nominated by Principal
2	Dr.Nitesh Joshi	Teachers' Representative
4	Mrs.Shailaja Shetty	Teachers' Representative (Women)
5	Mr.Armaan Mallick	Local Member
6	Mr. Ejaz Kashmiri	Local Member
7	Dr. Kalim Khan	Local Member
8	Mr. Padmakumar Nair	Local Member
9	Dr. Ashfaq Khan	Coordinator, IQAC
10	Mrs.Mehjabeen Khan	Non-Teaching Employee
11	Mr. Shaikh Nehal Nuren	President, College Student's Council
12	Mr. Sayed Saif Usman	Secretary, College Students' Council

Special Invitees :

1. Mr. Furqan Shaikh - Co-ordinator of Self Finance Courses
2. Mr. Anchan - Administrative Officer
3. Mr. Qamar Syed - Office Superintendent


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



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Minutes of College Development Committee Meeting

1. A meeting of College Development Committee (CDC) constituted under Maharashtra Public Universities Act, 2016 of Rizvi College of Arts, Science and Commerce, Bandra (W), Mumbai-400 050 was held at Principals' Cabin **on 12th April 2019 at 3.00 pm.**

Following members were present in the meeting.

- i. Dr. (Mrs.) Anjum Ara Ahmad- Secretary CDC, Principal I/C
- ii. Dr. Nitesh Joshi
- iii. Mrs. Farhana Khalidwali
- iv. Mrs. Shaileja Shetty
- v. Mr. Arman Mallick
- vi. Mr. Ejaz Kashmiri
- vii. Dr. Ashfaq Khan
- viii. Mrs. Mehjabeen Khan
- ix. Mr Syed Saif Usman

2. Dr. Anjum Ara Ahmad the In-charge Principal welcomed all members who were present in the meeting. He informed that the CDC has been formed as per the direction of New Maharashtra Public University Act, 2016.



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3. Dr. Anjum Ara Ahmad reminded the committee that this is the second CDC meeting of the year.
4. Dr. Anjum Ara Ahmad gave a brief report of the activities conducted in the second half of the academic year. The College has celebrated the inter-collegiate fest Jashn-E-Rizvi in a grand way. The fest was celebrated between 19th to 21st January 2019. More than 105 colleges and 1550 students participated in it. We had a footfall of about 10000 students in the fest. The College was also part of the International Women's week celebrated by Rizvi Group between 5th March to 12th March 2019.
5. Mr. Arman Mallick gave many suggestions regarding sports and academics to improve the functioning of the college.
6. The Committee recommended to start M.A. (Master of Arts) in Sociology from the next year 2019-20 or as soon as we get the permission to start the same from the University and the Joint Director Office. This course will be totally on unaided basis.
7. It was suggested by the committee that the college should sign a contract with a new company for Admission and Attendance process from the next academic year. The college had a very bad experience with the earlier admission portal system. The College can go for a complete ERP with Mobile app for students and teachers, where teachers can work on tabs for attendance and examination system.



8. The annual financial reports were placed in front of the committee and the committee approved it.
9. It was also suggested by the committee that as the printing cost of the expenses of organizing the inter collegiate fest Jashn-E-Rizvi was very high. The Cultural or Other fees should be increased in both Junior and Degree College to meet the expense.
10. It was also discussed that the management has spent a good amount of money on infrastructure and other developments of the Library. Hence the Library fees should be increased atleast in the unaided section to meet the expenses.
11. The Committee suggested that the Principal should get a resolution passed for the same from the Management as well.
12. The Committee also suggested that IQAC should be more active and workshops should be organized for teaching as well as non teaching staff.
13. It was discussed that the Public Announcement (PA) system which is there in the College is not that affective and the voice does not reach the class room. So a better PA system should be introduced in the College where the voice clearly goes to each class rooms.
14. It was brought to the notice and approved by the members that many computers in the Computer Science & Information Technology Department is not working and has to replaced with new ones. It was



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- pointed out that there is a dire need to replace 30 computers with new ones.
15. It was suggested that short term courses for TALLY and GST should be introduced for Commerce and Insurance students. It is the need for the hour.
 16. The Committee suggested that the College should also take initiative to start the Provident fund for unaided staff as well.
 17. The Committee was informed that the AQAR which was approved by CDC was sent to NAAC in the end of December 2018.
 18. The Committee was informed by the Incharge Principal Dr Anjum that the management wants the prospectus to be printed and sold to the students when University and Board decides the dates of admission. This step was approved by CDC.
 19. The meeting ended with the Principal I/C thanking all members for sparing their valuable time and inputs.

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

Date: 12/04/2019.



RIZVI COLLEGE

OF ARTS, SCIENCE & COMMERCE



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19th December, 2019

NOTICE

DEGREE COLLEGE

Re : College Development Committee Meeting

A meeting of the College Development Committee will be held on Saturday, the 21st December, 2019 at 01.00 p.m. at the Head Office of Rizvi Education Society.

Sr.No.	Name of the Staff		Sign
1	Dr. Akhtar Hasan Rizvi	Chairperson of the Management	
2	Adv.(Mrs.) Rubina A.H.Rizvi	Nominee of the Management	
3	Dr.(Mrs.) Anjum Ara Ahmad	Principal I/C, Member Secretary	
4	Mrs.Farhana K Wali	HOD, nominated by Principal	
5	Dr.Nitesh Joshi	Teachers' Representative	
6	Mrs.Shailaja Shetty	Teachers' Representative(Women)	
7	Ms.Shamim Attar	Non-Teaching Employee	
8	Mr.Armaan Mallick	Local Member	
9	Mr. Ejaz Kashmiri	Local Member	
10	Dr. Kalim Khan	Local Member	
11	Mr. Padmakumar Nair	Local Member	
12	Dr. Ashfaq Khan	Coordinator, IQAC	
13	Mr. Mohammad Hussain Khan	President, College Student's Council	
14	Ms. Arzu Padiyar	Secretary, College Students' Council	
15	Mrs. Shweta Dubey	Invitees	
16	Ms. Najmunissa Shaikh	Invitees	

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



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19.12.2019

AGENDA FOR CDC MEETING (A.Y.2019-2020)

As per U/S 97 of Maharashtra Public Universities Act 2016 a meeting of the CDC of our College is schedule on Saturday, 21st December, 2019 at 02.00 p.m. in the Principal Cabin. Following items have to be discussed in the meeting.

- i) To prepare an comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities
- ii) To decide about the overall teaching programmes or annual calendar of the college.
- iii) To recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts.
- iv) To take review of the self-financing courses in the college, if any, and make recommendations for their improvement.
- v) To make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college.
- vi) To make specific recommendations to the management to foster academic collaborations to strengthen teaching and research.
- vii) To make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process.
- viii) To make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college.
- ix) To prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval.
- x) To formulate proposals of new expenditure not provided for in the annual financial estimates (budget)
- xi) To make recommendations regarding the students' and employees' welfare activities in the college.
- xii) To discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations
- xiii) To consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.
- xiv) To recommend the distribution of different prizes, medals and awards to the students.
- xv) To recommend environment related proposals in order to facilitate green campus.

(Solar Plant & Rain Water Harvesting)

DR. (MRS.) ANJUM ARA AHMAD
PRINCIPAL VC &
Member Secretary





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MINUTES OF CDC MEETING (A.Y.2019-2020)

A meeting of CDC of our College was 21.12.2019 at 02.00 p.m. in the Principals' cabin in the presence of the following members :

Dr (Mrs) Anjum Ara Ahmad	: Principal I/c
Mrs Farhana K Wali	: HOD Nominated by Principal
Dr Nitesh Joshi	: Teachers Representative
Mrs Shailaja Shetty	: Teachers Representative
Mr Padmakumar Nair	: Local Member
Mr Kalim Khan	: Local Member
Mr Armaan Mallick	: Local Member
Mrs Mehjabeen S Khan	: Administrative Staff
Dr Ashfaq Khan	: IQAC Coordinator
Ms Arzu Padiyar	: Student Representative

Following business was transacted as per the given agenda dated 19.12.2019.

1. It was decided by the Management to discontinue Future Tech and new MOU was signed by the Management with Digital Edu for Admission, Attendance and Examination module.
2. The overall teaching programme or annual calendar of the College was discussed in the meeting and was approved by the other CDC members.
3. It was suggested by the Principal that Add on courses should be introduced by the Department.
4. Also lecturers were motivated to apply for minor research projects from University of Mumbai and seven teachers applied for the same.
5. A review of Self Finance courses was done and improvements as to buy new computers were suggested in the CS and IT Laboratory.
6. Also there was suggestion by members to collaborate for various activities and add on courses with various Industry or Institution.
7. Teachers should be encouraged to use ICT in teaching and learning process to maximum level.
8. Also it was suggested by the members that staff members specially non-teaching staff should be trained for latest Software.
9. AQAR of 2018-19 was approved in this meeting by all members.
10. It was decided to have students Prize Distribution Function and also to conduct Convocation Programme.
11. Proposal was invited from Rizvi College of Engineering for Rain Water Harvesting.
12. It was proposed by the members that B.Ed. College can be shifted to the another premises.


Dr. (Mrs.) Anjum Ara Ahmad
Principal I/c &
Member Secretary





Rizvi Education Society's

RIZVI COLLEGE OF ARTS, SCIENCE & COMMERCE

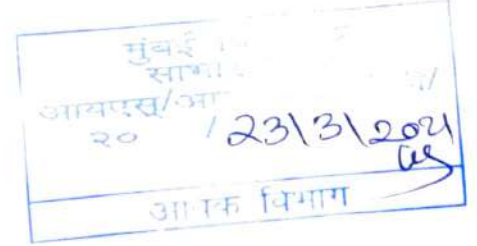


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Sc/Dy Registrar/Aff sect/ CDC-2019-2020/17/2020-2021

22.03.2021

To
The Deputy Registrar
Affiliation Section,
University of Mumbai,
Fort, Campus,
Mumbai-400 032



Sub : CDC Annual Report 2019-2020
Ref : Aff./ICC/2020-21/09 of 2021 Dated 06.03.2021

Sir,

We have constituted the CDC committee on 18.08.2017 as per the Government of Maharashtra Circular dated 11.01.2017. From 2017 onwards the CDC meetings is held twice in a year in the College. Meetings are conducted as per the directives and legal requirement of it.

We are also submitting a copy of a letter sent to the Deputy Registrar dated 9th May, 2018 regarding the same.

The agenda and minutes of the meeting is done considering the over all interest of the College.

The suggestion and outcome of the meeting are delegately implemented by the college authorities.

With reference to above we again submitting the list of CDC members dated 26.03.2019.

Thanking you,

Yours faithfully,


DR.(MRS.) ANJUM ARA AHMAD
PRINCIPAL I/C

Encl: As above





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5th March 2021

Sub: Agenda for CDC meeting (A.Y.2020-2021)

As per the Maharashtra Public Universities Act 2016 U/S 97 a meeting of the CDC of our college is schedule on 20th March 2021 at 12.30 pm in Principal Cabin. You are requested to attend the same to discuss the following agenda under strict Covid guidelines.

- 1) How to successfully deal with exam, admission, distribution of mark sheets and other administrative non administrative task during Covid issues
- 2) Development and implementation of MIS
- 3) Promoting Staff and students to carry on online developments programs.
- 4) Developing safety measures to tackle Covid in College premises
- 5) Approval and recommendation for AQAR 2019-20
- 6) Maintenance of Infrastructure and other electronic gadgets.
- 7) Reopening strategies suggestions and measures post Covid situations
- 8) To prepare the annual financial estimates (budget) and financial statements of the College or Institution and recommend the same to the Management for approval.
- 9) To discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations.

For Rizvi College of Arts , Science & Commerce


Dr.(Mrs.) Anjum Ara Ahmad
Principal & Members





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MINUTES OF CDC MEETING (A.Y.2020-2021)

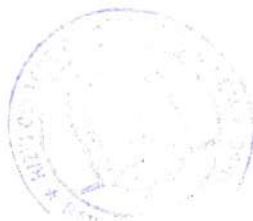
A meeting of CDC of our college was held on 20th March 2021 at 12.30 pm in Principal cabin in the presence of the following members with proper social distancing and following Covid norms:

Dr (Mrs) Anjum Ara Ahmad	: Principal
Dr Nitesh Joshi	: HOD Nominated by Principal
Mrs Shailaja Shetty	: Teachers Representative
Mr Padmakumar Nair	: Local Member
Mr Kalim Khan	: Local Member
Mr Armaan Mallick	: Local Member
Mrs Mehjabeen S Khan	: Administrative Staff
Dr Ashfaq Khan	: IQAC Coordinator
Ms Arzu Padiyar	: Student Representative

Following business was transacted as per the given agenda dated 5th march 2020.

- Installation of ultra modern gadgets for screening people entering college premises by the management and complete sanitising regularly, along with pictorial signage's and banners etc as a precautionary measure initiatives were taken by the management was applauded by the CDC committee
- These initiatives made by the management paved the way for smooth functioning of all the administrative and non administrative work in the college.
- It was suggested by the Principal that at least each department should carry out some programs in the interest of the various stake holders
- Online training and placement activities were held and lots of students availed the benefits during Covid.
- Fortunately through the judicious planning and distribution of work by the Principal paved the way for proper maintenance of infrastructure and electronic gadgets in the college. No major damage was noticed.
- During the pandemic lots of Webinars and other online activities were conducted this was brought to the notice of committee
- AQAR for the 2019-20 was also approved by the committee
- As a precautionary measures lot of instructions are passed on to the students and staff to deal and curtail with the pandemic.
- Members approved the Annual Financial Estimate (budget) and Financial Statements of the College or Institution.


Dr.(Mrs.) Anjum Ara Ahmad
Principal IC & Member Secretary





28.02.2022

Sub: Agenda for CDC meeting (A.Y.2021-2022)

As per the Maharashtra Public Universities Act 2016 U/S 97 a meeting of the CDC of our college is schedule on 07.03.2022 at 02.00 pm in Principal Cabin. The members of CDC are requested to attend the same to discuss the following agenda

- i) To prepare an comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities
- ii) To recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts.
- iii) To take review of the self-financing courses in the college, if any, and make recommendations for their improvement.
- iv) To make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process.
- v) To make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college.
- vi) To prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval.
- vii) To discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations
- viii) To recommend environment related proposals in order to facilitate green campus.
(Solar Plant & Rain Water Harvesting)

For Rizvi College of Arts , Science & Commerce


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



MINUTES OF CDC MEETING (A.Y.2021-2022)

A meeting of CDC of our college was held on 07th March, 2022 at 2.00 pm in Principal cabin in the presence of the following members:

Dr (Mrs) Anjum Ara Ahmad	: Principal I/c
Mrs Farhana K Wali	: HOD Nominated by Principal
Dr Nitesh Joshi	: Teachers Representative
Mrs Shailaja Shetty	: Teachers Representative
Mr Padmakumar Nair	: Local Member
Mr Kalim Khan	: Local Member
Mr Armaan Mallick	: Local Member
Mrs Mehjabeen S Khan	: Administrative Staff
Dr Ashfaq Khan	: IQAC Coordinator
Ms Arzu Padiyar	: Student Representative

Following business was transacted as per the given agenda dated 13.12.2021.

1. Members appreciated the initiatives taken by the college management.
2. Green audit and Energy Audit was suggested to be conducted this academic year.
3. Academic audit was also proposed to be conducted this Academic Year 2021-22.
4. AQAR of the year 2020-21 was approved by the members in this Committee.
5. Audited statement of Income Expenditure of the College was also approved the members of the CDC.
6. It was suggested that ISO certification can be conducted next year 2022-23.
7. As the Laboratories of Computer Science has many computers which are not working it was suggested that a proposal should be sent to the Management for buying new Computers.
8. Examination Room also had many outdated Computers which are required to be replaced by new ones with better configuration was suggested by the Committee.
9. It was also proposed to apply for NAAC Re-Accreditation third cycle next academic year 2022-23.
10. It was suggested that in Chemistry we need urgent maintenance work.
11. It was suggested that training and welfare programmes should be continued for teaching and non-teaching staff.




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



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13.12.2021

Sub: Agenda for CDC meeting (A.Y.2021-2022)

As per the Maharashtra Public Universities Act 2016 U/S 97 a meeting of the CDC of our college is schedule on 23.12.2021 at 02.00 pm in Principal Cabin. The members of CDC are requested to attend the same to discuss the following agenda

- 1) To discuss issues and future preparedness that are related with pandemic
- 2) To discuss issues and challenges faced by the college from various stake holders.
- 3) Brainstorming on suggestions and recommendations from various criteria in charges of NAAC, departments, committees etc
- 4) Students and employees welfare activities to be initiated in the college.

For Rizvi College of Arts , Science & Commerce

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





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MINUTES OF CDC MEETING (A.Y.2021-2022)

A meeting of CDC of our college was held on 23rd December, 2021 at 2.00 pm in Principal cabin in the presence of the following members:

Dr (Mrs) Anjum Ara Ahmad	: Principal I/c
Mrs Farhana K Wali	: HOD Nominated by Principal
Dr Nitesh Joshi	: Teachers Representative
Mrs Shailaja Shetty	: Teachers Representative
Mr Padmakumar Nair	: Local Member
Mr Kalim Khan	: Local Member
Mr Armaan Mallick	: Local Member
Mrs Mehjabeen S Khan	: Administrative Staff
Dr Ashfaq Khan	: IQAC Coordinater
Ms Arzu Padiyar	: Student Representative

Following business was transacted as per the given agenda dated 13.12.2021.

1. Briefing was done by IQAC coordinator about college initiatives and ongoing activities.
2. Members appreciated the initiatives taken by the college management.
3. Some constructive suggestions came like rain water harvesting, solar panels and renovation of labs etc came.
4. The number of scholarship to students to be increased and suggestion will be forwarded to management.
5. Shortage of Computers in Staff room and Exam room was brought forth by the staff representatives.
6. It was decided that B.Sc. Hospitality Studies will now be shown under Rizvi College of Arts, Science and Commerce as instructed by University of Mumbai and was included in AQAR 2020-2021.
7. It was proposed that College should conduct FDPs, Conference, Seminars and Training Programme in collaboration with other Institutes.
8. It was suggested by the members that all Department should conduct add on or skill based courses for students.


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

