



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

RIZVI EDUCATION COMPLEX, OFF. CARTER ROAD, BANDRA (WEST), MUMBAI - 400 050  
e-mail: principal.asc@rizvicollege.edu.in • Website: www.rizvicollege.edu.in • Phone: 2600 4245 • Fax: 2649 7448

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.

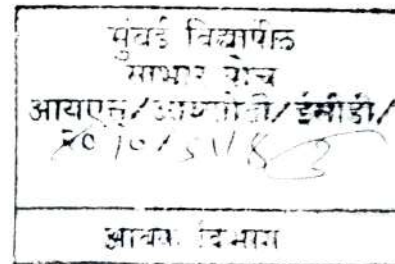
Ref : Your circular no. Aff./ICC/(2018-19)/4/ of 2018 dt. 04<sup>th</sup> May, 2018.

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





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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





# RIZVI COLLEGE OF ARTS, SCIENCE & COMMERCE



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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, 16<sup>th</sup> 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 03<sup>rd</sup> 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.





4. Prof. Shailaja Shetty suggested that the College should admit 30% students of those who scored 60% marks in the previous year and the remaining 70% of students should be admitted from those who secure 60% and above in the previous class. The Principal, in response, said that the said formula cannot work as we need to follow the University rules.
5. Dr. Anjum Ara suggested to conduct class tests to those students who are slow learners as most of them are from non-English medium. Prof. Nair suggested that the students must be made to sit in the Library and read newspapers to increase their vocabulary. He quoted the experience of his College. Dr. Ashfaq Khan suggested to conduct tests on objective type questions.
6. Dr. Ashfaq Khan said that efforts were taken by the Management and the College to conduct workshop for Teaching and Non-Teaching staff. He has proposed for a gardening landscape. Dr. Nitesh Joshi suggested to have a green house in the Campus.
7. In a query raised by Dr. Nitesh Joshi with regard to poor attendance of students, the Principal I/C said that we have charted our plans to initiate appropriate action against the irregular attendance. Prof. Nair said the responsibility of maintaining attendance should be left with the respective class members on a regular basis. The mentors should have the personal records of every single student so as to track their educational progress. He said that his college implemented the procedure of an 'undertaking' for attendance on Rs.100/- stamp papers signed by both students and parents.
8. Prof. Furqan Shaikh said that he would try to implement the system of attendance for the students of self-financed courses as suggested by Prof. Nair. Mrs. Maehjabeen Khan advised to implement the same even in aided section.
9. Prof. Shailaja Shetty informed that there is good improvement of attendance.
10. Prof. Shailaja Shetty put forward the following suggestion for hygiene condition.
  - a) Washroom should be renovate
  - b) Every floor must have a washroom
  - c) Cleaning of washroom should be done in every two hours
  - d) A rest room is required for girl students
  - e) There should always be a lady cleaner near girls wash rooms
  - f) Washrooms attached with staff room also needs regular cleaning



### **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 Mediclaim 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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08<sup>th</sup> April, 2019

**NOTICE**  
**DEGREE COLLEGE**  
**Re : College Development Committee Meeting**

A meeting of College Development Committee will be held on Friday, the 12<sup>th</sup> 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 12<sup>th</sup> 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 19<sup>th</sup> to 21<sup>st</sup> 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 5<sup>th</sup> March to 12<sup>th</sup> 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.





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## OF ARTS, SCIENCE & COMMERCE



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19<sup>th</sup> December, 2019

**NOTICE**  
**DEGREE COLLEGE**  
**Re : College Development Committee Meeting**

A meeting of the College Development Committee will be held on Saturday, the 21<sup>st</sup> 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, 21<sup>st</sup> 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 form 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

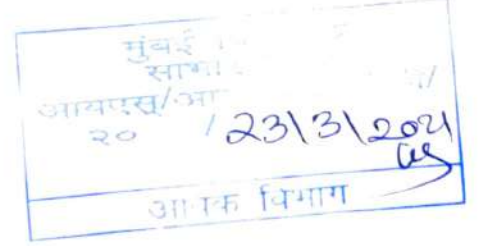


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Sc/Dy Registrar/Aff sect/ CDC-2019-2020/17/2020-2021

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 9<sup>th</sup> 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





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



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


5<sup>th</sup> 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 20<sup>th</sup> 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)

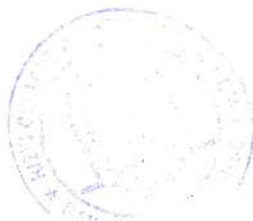
A meeting of CDC of our college was held on 20<sup>th</sup> March 2021 at 12.30 pm in Principal cabin in the presence of the following members with proper social distancing and following Covid norms:

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 5<sup>th</sup> 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 07<sup>th</sup> 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 23<sup>rd</sup> 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

