



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

RIZVI EDUCATION COMPLEX, OFF. CARTER ROAD, BANDRA (WEST) MUMBAI - 400050
email: principal.asc@rizvicollege.edu.in Website: www.rizvicollege.edu.in
Phone: 26480348 / 26004245 - Fax: 26497448



Personal Achievements Details 2017 - 18

Name of the Faculty : Roshan Khobragade
Designation : Assistant Professor

Following details need to be submitted for the academic year 2016-17 & 2017-18 separately with documentary evidence (e-copy). Individual Teachers: (Personal Achievements)

16. Mention whether appointment is temporary / permanent :

Permanent

17. Holding PhD Degree yes/no :

No

18. Submit Teaching Plan along with a brief report of completion of syllabus and Teaching methods / Techniques adopted.

Teaching Plan Format:

Class : SYBCom

Subject : Business Law

Semester	Months	Topic Covered
III	July	Contract – Offer and Acceptance – Capacity to Contract – Consideration.
	August	Consent - Void Agreements - Contingent Contract, Quasi Contract, Concept of E- Contract, Concept of Performance of Contract - Modes of Discharge of Contract, Remedies on breach of Contract.
	September	Law of Indemnity & Guarantee - Law of Bailment - Law of Pledge – Law of Agency. Contract of Sale, Condition and warranties
	October	Property - Unpaid Seller - Negotiable Instruments – Promissory Note, Bill of Exchange, Cheque - Miscellaneous Provisions
IV	November - December	Company – Classification of Companies - Memorandum of Association (MOA) & Article of Association(AOA) –Prospectus.
	January	Member of a Company - Director - Meetings
	February	Partnership –Dissolution –Limited Liability Partnership (LLP) 2008 – Extent of L.L.P - Consumer Protection Act – Consumer Protection Councils & Redressal Agencies.
	March	Competition Act 2002 –Abuse of Dominant Position. Intellectual Property Right (IPR) –IPR relating to Patents – IPR relating to Copyrights- IPR relating to Trademarks .

Class : SYBSc

Subject : FC-II

Semester	Months	Topic Covered
III	July	Scheduled Castes- Scheduled tribes- Women- Children- People with Disabilities, Minorities, and the Elderly population.
	August	Concept of Disaster and general effects of Disasters on human life- Some locally relevant case studies of environmental disasters - Dealing with Disasters - Human Rights issues in addressing disasters.
	September	Development of Science - Nature of science- Science and Superstition-. Science in everyday life.
	October	Effective Listening - Verbal and Non-Verbal Communication; Barriers to Effective Communication; Importance of Self-Awareness and Body Language. - Formal and Informal Communication - Writing Formal Applications, Statement of Purpose (SOP) and Resume - Preparing for Group Discussions, Interviews and Presentations. - Leadership Skills and Self-Improvement - Characteristics of Effective Leadership - Styles of Leadership and Team-Building.
IV	November - December	Rights of Consumers - Right to Information- Protection of Citizens / Public Interest- Citizens' Charters, Public Service Guarantee Acts.
	January	Understanding approaches to ecology - Environmental Principles - Environmental Principles.
	February	Laser Technology- Satellite Technology- Information and Communication Technology - Biotechnology and Genetic engineering- Nanotechnology- Issues of Control, Access and Misuse of Technology.
	March	GRE, GMAT, CAT, SAT – UPSC, SSC, SPSC, Banking and Insurance sectors, NET / SET Information on areas tested – Motivation - Goal-Setting - Time Management - Writing Skills.

*Attach Syllabus completion report along with teaching method.

19. Faculty participation in conferences and symposia.

Sr. No.	International	National	State	University
1.				One Day Workshop on Revised Syllabus of SYBCom in the subject of Commerce / Pragati College / 20 th June 2017
2.		Towards Formulation of An Alternative		

		Democratic Education Policy / University of Mumbai / 17 th June 2017		
3.			Current Amendments in Academic Performance Indicator (API) for College Teachers & Developing E-Content / Elphistone College, Mumbai / 29 th November 2017	
4.				An Insight into UGC Norms & their amendments for API under Career Advancement Scheme (CAS) / Rizvi College / 14 th February 2018
5.		National Conference on "VISION 2050 : A ROAD AHEAD" at Lala Lajpatrai College of Commerce and Economics, Mahalaxmi held on 7 th April 2018.		

20. Details of Research Publication in the following format

	UGC Approved	International	National	Impact Factor	Others ISSN/ISBN
Peer Review Journals	Implementation of CITES in India (To be				

	published)				
Non-Peer Review Journals					
e-Journals					
Conference proceedings					

21. Details of faculty involved in curriculum restructuring / revision / syllabus development as member of Board of Study / Faculty/Curriculum Development workshop etc :

3. A ONE DAY WORKSHOP ON S.Y.BCom Syllabus Revision in the subject of Business Law was conducted on 15th July 2017 at Room No. 607, Rizvi College of Arts, Science and Commerce, Bandra(W).
4. A Guest Lecture on Negotiable Instruments Act 1881 was held on 23rd September 2017 in room no 201, Rizvi College of Arts, Science and Commerce, Bandra(W).
5. A One Day Workshop on IPR was conducted on 19th March 2018 at Room No. 209, Rizvi College of Arts, Science and Commerce, Bandra(W).

22. Details of participation in faculty development programme (Refresher / Orientation etc.) :
Nil

23. Details of any Innovations and Best Practices followed or implemented by individual faculty :

1. Class test taken from time to time.
2. Use of ICT in Class.
3. Case studies
4. Problem solving
5. Group Discussion.

24. Provide details of Major / Minor Projects

Nature of the Project	Name of the Principal investigator	Duration & Year of sanction	Name of the project & funding Agency	Total grant sanctioned	Received
Major projects	N.A				
Minor projects	N.A				

25. Details of No. of books published / Chapter Edited etc. With ISBN and other Details :
Nil

26. Served as experts, chairpersons or resource persons(Details) :

Subject Expert

1. Subject Expert of Business Law at Swayam Siddhi Mitra Sangh's Degree College on 6th June 2017.
2. Subject expert of Business Law at Seth Hirachand Mutha College on 26th July 2017.
3. Subject expert of Business Law at Dr. Babasaheb Ambedkar College of Arts, Science and Commerce on 23rd January 2018.

Resource Person

1. Guest Lecture on Intellectual Property Rights at Akbar Peerbuoy College on 15th March 2018.
2. Guest Lecture on Sale of Goods Act 1930 at Akbar Peerbuoy College on 23rd August 2017.

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

Total	International	National	State	University	Dist	College
Nil						

28. Mentioned whether faculty is recognised PhD Guide: **No**

- d) No. of Students Registered :
- e) No. of Students Awarded PhD Degree :
- f) No. of Students receiving fellowship :

29. State whether using ICT for effective teaching with Learning Management System (LMS), E-Learning resources etc. **Yes**

Attach supporting proof. –

1. <http://businesslawsybcom.blogspot.in> for Companies Act 2013 Part 1 and and PPT
2. <http://businesslawsybcom.blogspot.in> for Companies Act 2013 Part 2
3. <http://businesslawsybcom.blogspot.in> for IPR
4. PPT

30. In brief provide details of your contribution towards Students /Department/ College etc.

- a. NCC Care Taker Officer since 1st October 2018
- b. Conducted Swachata Abhiyan in the College.
- c. Conducted voter awareness Programme.
- d. Conducted workshop on revised syllabus and IPR.
- e. Conducted Guest Lectures.
- f. Conducted Remedial Lectures for students.
- g. Registered students for entrance exam for coaching for competitive exams at Anjum Islam College.
- h. Moderator of Business Law at different Colleges.

- *Note:**
1. All Achievements should be supported by documentary evidences.
 2. For the academic year 2016-17 submit the documentary evidence as per the AQAR of 2016-17
 3. Its mandatory to submit the documents even if you have submitted earlier for 2016-17
 4. All the information required is for the purpose of evaluation by management and NAAC documentation
 5. **The deadline for submission of above documents is 6th April 2018** (soft copy as well as hard copy to Mr. Mohammad Arif IQAC Cabin between 9.30 am 4.30 pm working days and mail soft copy on iqac@rizvicollege.edu.in)
 6. For any kind of support related with printing scanning Xerox typing etc. you may contact Mr. Mohammad Arif 9833279683



Office : 2307 4122
Principal : 2308 3406
Tele-Fax : 2306 3587

Anjuman-I-Islam's

AKBAR PEERBHOY COLLEGE OF COMMERCE & ECONOMICS
NAAC ACCREDITED COLLEGE

Maulana Shaukatali Road, Do Taki, Mumbai - 400 008.

E-mail : apcce_college@yahoo.co.in, apcce_college@rediffmail.com
Website : www.apcollege.in



Ref. No. _____

LETTER OF THANKS

Prof. Roshan Ghobragade
Assistant Professor (Business Law)
Rijvi College of commerce and Economics
Bandra,
Mumbai-

Respected Sir,

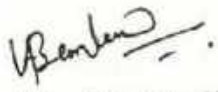
We cherish your association with Anjuman -I- Islam's Akbar Peerbhoy College of Commerce and Economics, M.S.A. Road, Grant Road, Mumbai-08. On behalf of Department of Business Law of our College we would like to express our heart-felt gratitude for your presence and enlightenment in your discourse on SALES OF GOODS ACT held on Wednesday 23rd August, 2017 in our College.


Hope this is a source of long and enduring relation with Akbar Peerbhoy College.

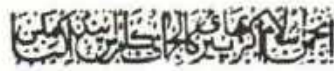
***SEEKING YOUR CONTINUOUS SUPPORT AND CO-OPERATION IN FUTURE
TOO.***

Once again many thanks

With warm regards,


(Asst.Prof.Vaishali A.Bankar)
Department of Bus.Law.


(Dr.Shaikh Mehmood Hasan)
Principal



Office : 2307 4122
Principal : 2308 3405
Tele-Fax : 2306 3587

Anjuman-I-Islam's

AKBAR PEERBHOY COLLEGE OF COMMERCE & ECONOMICS
NAAC ACCREDITED COLLEGE

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E-mail : apcce_college@yahoo.co.in, apcce_college@rediffmail.com
Website : www.apcollege.in



Ref. No. _____

LETTER OF THANKS

Prof.Roshan Khobragade.
Assistant Professor,
Rizvi College of Arts, Science and Commerce,
Bandra,
Mumbai-

Respected Sir,

We cherish your association with Anjuman -I- Islam's Akbar Peerbhoy College of Commerce and Economics, M.S.A. Road, Grant Road, Mumbai-08. On behalf of Department of Business Law of our College we would like to express our heart-felt gratitude for your presence and enlightenment in your discourse on "**Intellectual Property Rights**" held on Thursday, 15th March, 2018 in our College.

Hope this is a source of long and enduring relation with Akbar Peerbhoy College.

SEEKING YOUR CONTINUOUS SUPPORT AND CO-OPERATION IN FUTURE TOO.

Once again many thanks

With warm regards,

(Asst.Prof.Vaishali A.Bankar)
Department of Bus.Law.

(Dr.Shaikh Meemood Hasan)
Principal



Seth Hirachand Mutha College
OF ARTS, COMMERCE & SCIENCE
NAAC ACCREDITED WITH 'B' GRADE

Index No. J1617043
(Reg. No. E-2176 Dt. 26/4/2000)

Ref. No. SHMC/1813 2017

Date: 26/07/2017

To,
Prof. Khobragade,
Rizvi College,
Bandra.

Respected Sir/Madam,

As you spared your valuable time as Vice
Chancellor's Nominee Subject Expert for the interview of
Assistant Professors for **Business Law**, we are very much
greatful to you.

Thanking You.

Yours Faithfully,

I/C PRINCIPAL
Seth Hirachand Mutha College Of
ARTS, COMMERCE & SCIENCE
Kalyan (W) Dist. Thane

Adharwadi Jail Road, Umbarde Gaon, Kolivali, Kalyan (W) 421301 Tel.: 0251-2311005 / 2315252
Email : mutha_college@yahoo.co.in website: www.shmuthacollege.org.com



Seth Hirachand Mutha College

OF ARTS, COMMERCE & SCIENCE

NAAC ACCREDITED WITH 'B' GRADE

Index No. J1617043

(Reg. No. E-2176 Dt. 26/4/2000)

Ref. No: SHMC/1788/2017

Date: 19/07/2017

To,

Prof. Roshan Khobragade

Rizvi College,

Bandra.

Sub: - Request to remain present for the interviews as Subject Expert of
Business Law.

Respected Sir,

As per University norms & directions we have arranged interviews for the post of Assistant Professor of the subject Business Law on 26/07/2017 at 10:30 AM. You have been appointed as subject expert for subject Business Law.

I would like to request you to remain present.

Thanking You,

Yours Faithfully,

I/C PRINCIPAL

**Seth Hirachand Mutha College Of
ARTS, COMMERCE & SCIENCE
Kalyan (W) Dist. Thane**



SWAYAM SIDDHI MITRA SANGH'S DEGREE COLLEGE

(Affiliated to University of Mumbai, Recognised by Govt. of Maharashtra)

(An ISO 9001 - 2000 Certified Institute)

Sonadevi Compound, Near Octroi Naka, Temghar, Kalyan Road, Bhiwandi, Dist - Thane - 421 302.

Tel : (02522) 248257 / 249191 E-mail : sscmr.mba@gmail.com Website : www.sscmrmba.in

Ref. No:- SSMSDC/Admin/2017

Date: 06th May, 2017

To,
Prof. Roshan Khobragde
Rizvi College
Bandra (W)

Subject: Management Nominee on Selection Committee for the post of Assistant professor in Business Law

Dear Sir,

As per directions of Hon. Managing Trustee of this college, we are please to inform you that, you have been nominated as Management nominee (Subject Expert) on the Selection Committee for Selection of Assistant Professor in the subject of Business Law in this college from the A. Y.2017-18.

The interviews for the said post are scheduled on Tuesday, 6th June 2017 in the college at 10.30 a.m. onwards.

Therefore I request you make it convenient to attend the meeting of the Selection Committee.

T.A and D.A will be paid as per rules.

A line in confirmation will be highly appreciated

Thanking You,

Yours Faithfully


PRINCIPAL



SWAYAM SIDDHI MITRA SANGH'S DEGREE COLLEGE

(Affiliated to University of Mumbai, Recognised by Govt. of Maharashtra)
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Tel : (02522) 248257 / 249191 E-mail : sscmr.mba@gmail.com Website : www.sscmrmba.in

Ref. No. :- SSMSDC/2017-

Date – 6th June, 2017

To,
Prof. Roshan Khobragde
Rizvi College
Bandra (W)

Subject: Thanking Letter

Dear Sir,

I am extremely thankful to you for visiting our college on Tuesday, 6th June, 2017 at 10.30 a. m onward. as (Subject Expert) on the selection Committee for selection of Asst. Professor in the Subjects of **Business Law** for the A.Y. 2017-18.

Thank you once again.

Yours Faithfully,

Principal



SWAYAM SIDDHI MITRA SANGH'S DEGREE COLLEGE

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(An ISO 9001 - 2000 Certified Institute)

Sonadevi Compound, Near Octroi Naka, Temghar, Kalyan Road, Bhiwandi, Dist - Thane - 421 302.
Tel : (02522) 248257 / 249191 E-mail : sscmr.mba@gmail.com Website : www.sscmrmba.in

Ref. No:- SSMSDC/Admin/2018

Date: 9/05/2018

To,
Prof. Roshan Khobragade
Rizvi College

Subject: Management Nominee on Selection Committee for the post of Assistant professor in Business Law

Dear Sir,

As per directions of Hon. Managing Trustee of this college, we are please to inform you that, you have been nominated as Management nominee (Subject Expert) on the Selection Committee for Selection of Assistant Professor in the subject of **Business Law** in this college for the A.Y.2017-18.

The interviews for the said post are scheduled on Tuesday, 15th May, 2018 in the college at 11.00 a.m. onwards.

Therefore I request you make it convenient to attend the meeting of the Selection Committee.

T.A and D.A will be paid as per rules.

A line in confirmation will be highly appreciated

Thanking You,

Yours Faithfully


PRINCIPAL



SWAYAM SIDDHI MITRA SANGH'S DEGREE COLLEGE

(Affiliated to University of Mumbai, Recognised by Govt. of Maharashtra)

(An ISO:9001 : 2000 Certified Institute)

Sonadevi Compound, Near Octroi Naka, Temghar, Kalyan Road, Bhiwandi, Dist - Thane - 421 302.

Tel : (02522) 248257 / 249191 F-mail : sscmr.mba@gmail.com Website : www.sscmrmba.in

Ref. No. : - SSMSDC/2018-

Date - 15th May 2018

To,
Prof. Roshan Khobragade
Rizvi College

Dear Sir,

We are thankful to you for attending selection committee meeting as a Management Nominee in the Subjects in **Business Law** held on Tuesday 15th May 2018.

Thank you

Yours Faithfully,

Principal

(Dr. G. S. Shikhare)

Estd: 2007

Tel.: 022-25252928



NALANDA EDUCATIONAL FOUNDATION (SANCHALIT)

Dr. Babasaheb Ambedkar College Of Arts, Science & Commerce (Degree)

ACCREDITED "B" GRADE BY NAAC

College Code : 828/ infodbacollege@gmail.com

Estd: 1986

MALEKAR WADI, P. L. LOKHANDE MARG, NR. CHEMBUR RLY. STN., CHEMBUR (W), MUMBAI -89.

Ref. 3576/DBAC/2018

Date: 23/1/2018

To,

Dr. Roshan Khobragade,
Rizvi College,
Bandra,
Mumbai

Sub: Thanks Letter

Respected Sir,

We are highly thankful to you for smoothly conducting of interview on 23.01.2018 as subject expert for Business Law.

We expect same Co – Operation in future.

Thanking you,

Yours Faithfully,

Principal

Dr. Babasaheb Ambedkar College
of Arts, Science & Commerce
Chembur, Mumbai - 400 089.

Estd: 2007

Tel.: 022-25252928



NALANDA EDUCATIONAL FOUNDATION (SANCHALIT)

Dr. Babasaheb Ambedkar College Of Arts, Science & Commerce (Degree)

ACCREDITED "B" GRADE BY NAAC

College Code : 828/ infodbacollege@gmail.com

MALEKAR WADI, P. L. LOKHANDE MARG, NR. CHEMBUR RLY. STN., CHEMBUR (W), MUMBAI -89.

Ref. No. 3364/DBAC/2018

Date: 23/1/2018

To,

Dr. Roshan Khobragade
Asst Professor
Rizvi College
Bandra,
Mumbai

Respected Sir

With reference of letter No With ref .No. TASS/CT/ICD/2017-18/18122/ Dated: 21.12.2017. We would like to inform you that on 23.01.2018 we are conducting the interview you are appointed as a Subject expert for Business Law.

Timing: 1.00 P.M.

Please do the needful and oblige.

Thanking you,

Yours Faithfully,

(Mr. Nitin N Kadam)

Principal
Dr. Babasaheb Ambedkar College
of Arts, Science & Commerce
Chembur, Mumbai - 4000

BOMBAY UNIVERSITY & COLLEGE TEACHERS' UNION

Vidyapeeth Vidyarthi Bhavan, 'B' Road, Churchgate, Mumbai 400 020



Certificate

Dr./Prof./Ms./Mr. ROSHAN KHOBRAGADE of RIZVI

College/University / _____ has participated / presented paper at the One day National Symposium titled "Towards Formulation of An Alternative Democratic Education Policy" organized by BUCTU on the occasion of BUCTU's Golden Jubilee Celebrations on 17th June 2017, at the University of Mumbai, Vidyanagari.

A handwritten signature in black ink, appearing to read 'Roshini Sivabalan'.

Dr. Roshini Sivabalan
President BUCTU

A handwritten signature in black ink, appearing to read 'S. A. Dubey'.

Dr. Madhu Paranjape
General Secretary BUCTU

Dr. S. A. Dubey
Chairman Seminar Committee

CERTIFICATE

**T. Z. A. S. P. MANDAL'S
PRAGATI COLLEGE OF ARTS & COMMERCE, DOMBIVLI**

(Affiliated to University of Mumbai)

Pragati College Road, Dombivli (E), Dist. Thane, Pin.: 421 201 (Maharashtra)



(REACCREDITED BY NAAC
WITH B GRADE)



Department of Commerce

and

BOS in Commerce, University of Mumbai,
jointly organised One Day Workshop on
"REVISED SYLLABUS OF S.Y.B.COM."

This is to certify that, Prof. / Dr. / Mr. / Ms. **ROSHAN : H. KHOBRA GADE**.....
of **RIZVIZ COLLEGE**..... College / Institution,
participated in the One Day Workshop on Revised Syllabus of S.Y.B.Com.. in the subjects
of Commerce for Sem - III & IV, jointly organised by Department of Commerce, Pragati College,
Dombivli and BOS in Commerce, University of Mumbai, on 20th June, 2017.

PROF. ANUJA BAPAT

Co-ordinator &
Head, Department of Commerce

DR. AJAY BHAMARE
Chairman, BOS in Commerce,
University of Mumbai

DR. A. P. MAHAJAN
Principal



RIZVI EDUCATION SOCIETY'S
RIZVI COLLEGE
OF ARTS, SCIENCE & COMMERCE
ISO 9001 : 2008 Certified College

Rizvi Educational Complex, Off Carter Road, Bandra (West), Mumbai 400 050.



Certificate of Participation

This is to certify that Prof./Dr./Mr./M^{rs}. ROSHAN KHOBRAKAR College participated in
of Rizvi College of Arts, Science & Commerce College participated in
the One Day Workshop on Revised Syllabus for S.Y.B.Com. in the subject of Business Law
for Semester III & IV, jointly organised by Rizvi College of Arts, Science and Commerce and BOS
in the Commerce Faculty, University of Mumbai, on Saturday, 15th July, 2017.

Dr. Ajay Bhamare
Chairman
BOS in Commerce,
University of Mumbai



Dr. Anjum Ara Ahmad
I/C. Principal
Rizvi College of Arts,
Science & Commerce.



Government of Maharashtra

Elphinstone College

156, M.G. Road, Fort, Mumbai 32



Certificate

This is to certify that Dr. /Ms./Mr. Roshan Khobragade has attended State level one day workshop on *Current Amendments in Academic Performance Indicator (API) for College Teachers & Developing E-content*, organized by Elphinstone College, Mumbai on 29th November 2017 from 09.30 am to 05.00 pm.

Dr. Suchita Krishnaprasad

Co-ordinator, IQAC

Dr. Madhuri Kagalkar

Principal & Convenor



Rizvi Education Society's

RIZVI COLLEGE OF ARTS, SCIENCE & COMMERCE

ISO 9001 2008 Certified NAAC Accredited

Rizvi Educational Complex, Off Carter Road, Bandra (West), Mumbai 400 050.

CERTIFICATE

Certified that Dr./Mr./Ms./Mrs. ROSHAN KHOBRAGADE has participated
of RIZVI COLLEGE OF ARTS, SCIENCE AND COMMERCE
in One Day Workshop on "An Insight into UGC Norms & their amendments for API under Career Advancement Scheme (CAS)", held on 14th February 2018, organised by IQAC of Rizvi College of Arts, Science & Commerce, in association with University of Mumbai.

Dr. Ashfaq Khan
IQAC Co-ordinator

Prof. Paul R P.
Principal I/C

Adv. Rubina Akhtar Hasan Rizvi
Director
Rizvi Education Society



University of Mumbai



LALA LAJPATRAI COLLEGE OF COMMERCE AND ECONOMICS
MAHALAXMI, MUMBAI-400034.

IN COLLABORATION WITH

UNIVERSITY OF MUMBAI

Certificate of Participation

This is to certify that **Dr. / Mr. / Ms. Roshan Khobragade** of _____

Rizvi College / Institute has participated / presented a research

paper titled **Implementation of Cities in India**

at National Conference on "VISION 2050: A ROAD A HEAD" held on Saturday, 7th April 2018

Dr. Purnima Sharma
Convener

Dr. Neelam Arora
Principal



CERTIFICATE

of Contribution Awarded to

Name Mr. Roshan Khobragade

Has successfully contributed and published a paper title

The Implementation of Cities in India

In an

International Peer Reviewed & Referred

Scholarly Research Journal For
Interdisciplinary Studies

ISSN 2278 – 8808, SJIF 2016:6.177

UGC APPROVED SR. NO. 49366

APRIL-JUNE, 2018 Volume 7, Issue 36, Released On 07/04/2018

www.srjis.com



A handwritten signature in black ink.

Dr. Yashpal D. Netragaonkar
Editor-In-Chief for SR Journals

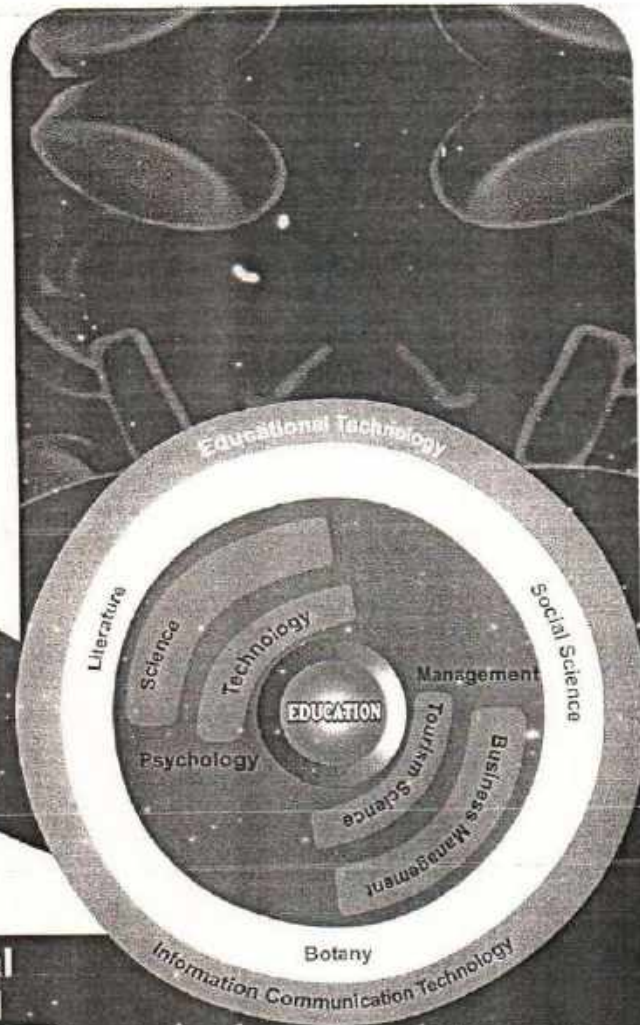
317 15 323

UGC Approved Sr. No. 49366



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An International Peer Reviewed

Referred Quarterly

SCHOLARLY RESEARCH JOURNAL FOR INTERDISCIPLINARY STUDIES

APRIL-JUNE, 2018, VOL. 7, ISSUE -36

EDITOR IN CHIEF : YASHPAL D. NETRAGAONKAR, Ph.D.

THE IMPLEMENTATION OF CITES IN INDIA

Roshan Khobragade

Asst. Professor, Dept. of Business Law, Rizvi College of Arts, Science and Commerce, University of Mumbai.

Abstract

The article is an overview of the implementation of CITES in India. The Convention on International Trade in Endangered Species of Wild Fauna and Flora came into existence on 1st July 1975. It is imperative to know the history of coming into existence of CITES, the working of CITES, the species covered under CITES. In India CITES is implemented through the provisions of the Wildlife (Protection) Act 1972, the Import & Export Policy of Government of India and the Customs Act 1962. The courts have come to the rescue of the concerned citizens and the government for the protection of endangered species. But despite all the laws and the government machinery, cases of smuggling of endangered species are still reported.

THE IMPLEMENTATION OF CITES IN INDIA

INTRODUCTION: Trade in endangered species will lead to the extinction of endangered species. There is trade in endangered species not only within the country but also between the countries. The extinction of species may lead to imbalance on the planet. CITES (the Convention on International Trade in Endangered Species of Wild Fauna and Flora) is an international agreement between governments. Its aim is to ensure that international trade in specimens of wild animals and plants does not threaten their survival. The ideas for CITES were first formed, in the 1960s. Levels of exploitation of some animal and plant species are high and the trade in them, together with other factors, such as habitat loss, is capable of heavily depleting their populations and even bringing some species close to extinction. Many wildlife species in trade are not endangered, but the existence of an agreement to ensure the sustainability of the trade is important in order to safeguard these resources for the future. The effort to regulate the trade requires international cooperation to safeguard certain species from over-exploitation. CITES was conceived in the spirit of such cooperation. Today, it accords varying degrees of protection to more than 35,000 species of animals and plants. CITES was drafted as a result of a resolution adopted in 1963 at a meeting of members of IUCN (The World Conservation Union). The text of the Convention was finally agreed at a meeting of representatives of 80 countries in Washington, D.C., the United States of America, on 3 March 1973, and on 1 July 1975 CITES entered in force. CITES is an international agreement to which States (countries) adhere voluntarily. States that have agreed to be bound by the Convention are known as Parties. Although CITES is legally binding on the Parties – in other words they have to implement the Convention – it does not take the place of national laws. Rather it provides a framework to be respected by each Party, which has to adopt its own

domestic legislation to ensure that CITES is implemented at the national level.¹ Ultimately implementation of CITES is based on domestic legislation.

WORKING OF CITES: All import, export, re-export and introduction from the sea of species covered by the Convention has to be authorized through a licensing system. Each Party to the Convention must designate one or more Management Authorities in charge of administering that licensing system and one or more Scientific Authorities to advise them on the effects of trade on the status of the species. The species covered by CITES are listed in three Appendices, according to the degree of protection they need.

Appendices I and II: Appendix I includes species threatened with extinction. Trade in specimens of these species is permitted only in exceptional circumstances. Appendix II includes species not necessarily threatened with extinction, but in which trade must be controlled in order to avoid utilization incompatible with their survival.

Appendix III: This Appendix contains species that are protected in at least one country. Each Party's is entitled to make unilateral amendments to it.² The division of species into Appendix I, II and III and the rules regarding import and export of species are very well drafted.

CITES – IMPLEMENTATION AND ENFORCEMENT IN INDIA

CITES Management in India: When India became party to CITES in 1976, the Inspector General of Forests and the Joint Secretary (Wildlife) in the Union Ministry of Agriculture were designated CITES Management Authorities for India. Later a separate Department of Environment was created in the Union Ministry of Agriculture. Joint Secretary (wildlife) in the Department of Environment became the sole Management for CITES in India in 1982. The formation of separate Union Ministry of Environment and Forests (MoEF) in 1985 provided the necessary impetus for conservation of nature and natural resources in the country. There is a separate division for wildlife in the MoEF, headed by the Additional Inspector General of Forests (Wildlife).

Policies and Laws Concerning CITES in India: International trade in all wild fauna and flora in general, and the species covered under CITES in particular is regulated jointly through the provisions of the Wildlife (Protection) Act 1972, the Import & Export Policy of Government of India and the Customs Act 1962. Wildlife (Protection) Act 1972, permitted trade of trophies and animal articles of protected scheduled species by the licensed traders. The Act was amended, putting a complete ban on trade and commerce in trophies, animal articles or derivatives of species listed in the schedule I & Part II of Schedule II of the Act. India's commitments under various international wildlife treaties including CITES, demanded that a fresh look at the Act be taken again. The act was again amended in 1991.

Import – Export Policy (1997 -2002)

¹ <http://www.cites.org/eng/disc/what.php> on Saturday, March 03, 2018.

² <http://www.cites.org/eng/disc/how.php> on Saturday, March 03, 2018.

Import – Export policy contains the conditions (which include compliance with CITES) governing import and export of permissible species. The Policy is decided in consultation with the Management Authority for CITES in India. Matters related to wild fauna and Import – Export Police is brought out under the provisions of the Foreign Trade (Development and Regulation) Act 1992 and it regulates the import and export of all goods including wildlife.

Customs Act, 1962: Section 3 (2) of the Import and Export (Control) Act 1947 provides that all items (including wild fauna and flora) covered in the import and export policy will be deemed to be covered under section 11 of the Customs Act, 1962. As a consequence, all the cases of violation of the import – export Policy in general and CITES in particular, constitute an offence under the Customs Act and can be dealt with by the Customs officials.

Some other Relevant Regulations and Legislations

- Rules regarding post parcels and packets from Foreign Post in/out of India.
- Prevention of Cruelty to Animals Act 1960.
- Marine Products Export Development Authority Act 1972.
- Plant /Animal Quarantine Act.
- The Foreign Trade (Development and Regulation) Act 1992, which repealed the Imports and Export (Control) Act of 1947 largely meets the requirement of CITES including baggage rules and sale of articles in the duty free shops.³

Many a times the endangered species are seized by the police from the person possessing them. But the police are not aware as to what is to be done next with the endangered species and so the endangered species is taken care by one of the police and his family. As they are not accustomed to taking care of the endangered species, what follows next is the death of the species. For this reason the law enforcing authority must be trained as to how to deal with any case relating to endangered species. Also dissection of some endangered species was done in the college laboratories. But now, as per the regulations passed by UGC dissection of endangered species is not permitted. In order to protect the endangered species in India, the citizens and also the government have approached the Indian Courts. The courts have contributed to a very large extent in the protection of endangered species.

• **QAMRUDDIN KHAN VS COLLECTOR OF CUSTOMS,:** In Qamruddin Khan's case the Customs, Excise and Gold Tribunal – Delhi upheld the decision of Collector of Customs who held that the import of parrots of rare species from Singapore was in contravention of Appendix I, II and III to the Convention of International Trade in Endangered Species of Wild Founa and Flora and had been imported in violation of restriction in force of their import under clause 3(2) of the Imports(Control) Order, 1955 issued under S. 3 and S. 4A of the Imports and Exports (Control) Act, 1947. The Assistant Collector had held that the

³ Pushpa Jain, Traffic India, www.traffic.org/general-reports/traffic_pub_gen29.pdf

import was unauthorized and had confiscated the parrots giving the appellant the option for redeeming them by paying a fine of Rs. 5000 in lieu of confiscation.⁴

▪ **ASSOCIATION FOR PROTECTION OF DEMOCRATIC RIGHTS & ANOTHER VS STATE OF WEST BENGAL AND OTHERS:** The Calcutta High Court had granted interim relief by staying the felling of trees for the proposed expansion of N. H. 35 from Barasat to Petropole, North 24-Pargans for building rail-over-bridges. On 25th July 2017 the Calcutta High Court appointed two learned advocates, practicing in the court, as Special Officers as there was a controversy as to whether the trees, which were to be felled, were heritage trees and whether the compensatory plantation would be in tune with the guidelines framed under the Green Highways (Plantation and Maintenance) policy, 2015, the guidelines for the national Highways Policy, 2015 and the Guidelines issued by the Indians Roads Congress 2009. The special officers found that the Mahogany trees which are proposed to be felled are endangered species in terms of Appendix II of the Convention of International Trade in Endangered Species of Wild Founa and Flora. So the Calcutta High Court directed the State to Consider and file a report as to whether underpasses can be constructed without felling the trees instead of rail-over-bridges at the railway crossings.⁵

▪ **WILDLIFE PROTECTION SOCIETY OF INDIA VS STATE OF J & K**

In this petition, the focus of attention is the threatened extinction of Tibetan Antelope which is commonly known as Chiru. The under-wool of this animal according to the petitioner is used for manufacturing Shahtoosh Shawls. According to the petitioner there have been startling seizures of Shahtoosh Shawls and Shahtoosh between 1992-98 and India accounts for the most of the seizures. This is notwithstanding the fact that Tibetan Antelope is a protected animal under the Central Wildlife Protection Act 1972, and despite the fact that India is a signatory to the Convention of International Trade in Endangered Species of Wild Founa and Flora under which import of trade in animal articles made or derived from Shahtoosh, that is the under-wool of Tibetan Antelope is prohibited. The Jammu and Kashmir High Court commanded the State Government to regulate the trade in Shahtoosh and Shahtoosh Shawls under section 43 and enforce the law against those who are carrying the business and trade in contravention of section 43 of the State Wildlife Act and provisions of the CITES.⁶

▪ **CENTRE FOR ENVIRONEMTAL LAW VS STATE OF ORISSA:** The Petitioners, alleged that the people, flora and fauna are directly and adversely affected by various activities which were going on in and around the Bhitarkanika Wildlife Sanctuary, and had prayed for stoppage of project to construct a fish landing centre at Talchua. They express concern that these activities which would have adverse effect on the Bhitarkanika Ecosystem

⁴ Qanruddin Khan vs Collector of Customs, 1986 (6) ECR 615 Tri Delhi

⁵ Association for protection of Democratic Rights & Another vs State of West Bengal and Others, W. P 12788 (W) of 2017 on 08.09.2017

⁶ Wildlife Protection Society of India vs State of J & K, 2003 (2) JKJ 598

including the Olive Ridley sea turtle (*Lepidochelys olivacea*) habitat, Gahimata beach which is the largest rookery of Olive Ridley turtles in the world. It is protected under Schedule I of the Indian Wildlife (Protection) Act, 1972 (Amended 1991). All these of sea turtles are listed as endangered as per IUCN Red Data Book. The sea turtles are also protected under the 'Migratory Species Convention' and CITES. India is a signatory to all these conventions. The Court ordered that Precautionary measures be taken in respect of mangrove forests in the Mahanadi estuarine system. Keeping in view the massiveness and the sensitive nature of the functions to be undertaken, the court ordered that a permanent body should be constituted to study the environmental impact and suggest steps for protecting the environment with due regard to the interest on development activities.⁷ Olive Ridley turtles existed in all beaches of Mumbai 20 years back. They come to nest, hatch and go back. When they hatch they have to go into the sea immediately. They come back to the place they were born to nest and hatch. For the past 20 years there was no sign of Olive Ridley Turtle.⁸ Only recently, after 20 years the eggs of Olive Ridley Turtle were hatched at Versova Beach.

ANIMAL SMUGGLING CONTINUES: The Assam Police and forest officials have seized Gaboon vipers, marmosets, giant scorpions, even a meerkat and several other exotic animals from an alleged wildlife trafficker in Jorabat, in one of the biggest such hauls in the state. Investigators suspect that the animals – native to Africa, South America and Thailand are smuggled through Myanmar, which has emerged as a popular transit hub for illegal trade in wildlife. As per, Jose Louies, who leads the wildlife trade control and litigation division at wildlife Trust of India, "Traffickers were using gaps in law to their advantage. The wildlife Act is silent on non – native species even if the animals are on the Convention on International Trade in endangered Species list. At best you can just confiscate the animals and book the person under the customs act."⁹

CRITICAL VIEW OF CITES

1. Domestic issues like poaching, local trade or culling does not essentially form part of CITES, unless there is a clear link to international trade. And therefore putting sharks on Appendix II does not stop any country from fishing sharks if they wish to.
2. What counts is a country's ability to get votes on its proposals and not merely on the technical merits of the case. If the latter were so, the icon of climate change – the polar bears – would have been put under Appendix I at this CITES.
3. CITES is about the small fauna and flora just as much as it is about the elephants and tigers. Nobody cheered the many species of freshwater turtles, rosewoods and manta rays that got protection at this CITES. They were too concerned about the sharks and the polar bears.

⁷ Centre for Environmental Law vs State of Orissa AIR 1999 Ori 15

⁸ Linah Baliga, Olive Ridley turtles make a comeback, Mumbai Mirror, Friday, March 23, 2018, page 8

⁹ Bharti Chaturvedi, Cops nab animal smuggler, recover marmosets, meerkat" Hindustan Times, Monday, March 26, 2018, page-11.

And while sharks got some relief, most Indians were groaning about tigers not getting more protection.

4. CITES alone can't protect species. That has to devolve down to the ground where they live. We need to secure their habitats, protect them from poachers, resolve conflicts and protect livelihoods of people living around them while building an ethos and culture of pride in nature.

5. CITES is as much about decisions and resolutions as proposals. While the world concentrates on what gets put on Appendices I and II, like most UN conventions, the resolutions and decisions that get passed are rarely looked at. Mainly because they are boring, have longwinded text and are subject to intense negotiations. However, the impact of say, Resolution Conf 10.10 – which will govern sales in ivory – is tremendous. India chairing a working group over three years managed to get a decent document through protecting its interests, and that of elephants, while keeping in mind that of other nation states.

6. Every person present in CITES is not there to protect species. CITES is a convention that governs trade, and so while there are protection and conservation interests in the room, it is also full of people whose agenda is to trade. The Agarwood Association from Assam is there, as is the Whaling Association of Japan or the Fur Bearers Union of North America – all trying to protect their constituents, just as animal groups protect theirs.

In summation, CITES is a critical convention because most of the world (179 countries) are party to it and its decisions will immediately (in 90 days at most) have effect on the international utilisation patterns of species, thereby increasing or lessening one threat on its existence. However, it is not the only way to protect a species and, in fact, is not even the most critical one to do so. Those must happen in the country, *in situ*.¹⁰ The CITES convention is for trade in endangered species and so many countries have joined CITES for their mutual benefit of protecting their trade interest.

CONCLUSION : CITES was formed for the protection of endangered species. The agreement is at the international level and its implementation at the national level through the implementation of various laws. But the wildlife Act is silent on non – native species even if the animals are on the Convention on International Trade in endangered Species list. So the animals can be only confiscated and the person can be booked under the customs act.

The courts have come to the rescue of the concerned citizens and the government for the protection of endangered species. But despite all the laws and the government machinery, cases of smuggling of endangered species are still reported.

In order to curtail the trade of endangered species within the nation CITES must also cover domestic issues like poaching, local trade or culling. The wildlife act of the nation must also cover non-native species.

¹⁰ Vivek Menon, Executive Director WTI, Author, Environmental Commentator, <http://www.wti.org.in/oldsite/notes-from-vivek/130318-Seven-things-you-should-know-about-CITES.html> on 14th May, 2014.

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<http://www.cites.org/eng/disc/vhat.php> on Saturday, March 03, 2018.

<http://www.cites.org/eng/disc/how.php> on Saturday, March 03, 2018.

Pushpa Jain, Traffic India, www.traffic.org/general-reports/traffic_pub_gen29.pdf

Qamruddin Khan vs Collector of Customs, 1986 (6) ECR 615 Tri Delhi

Association for protection of Democratic Rights & Another vs State of West Bengal and Others, W. P 12788 (W) of 2017 on 08.09.2017

Wildlife Protection Society of India vs State of J & K, 2003 (2) JKJ 598

Centre for Environmental Law vs State of Orissa AIR 1999 Ori 15

Linah Baliga, Olive Ridley turtles make a comeback, *Mumbai Mirror*, Friday, March 23, 2018, page 8

Bharti Chaturvedi, Cops nab animal smuggler, recover marmosets, meerkat" *Hindustan Times*, Monday, March 26, 2018, page-11.

Vivek Menon, Executive Director WTI, Author, Environmental Commentator, <http://www.wti.org.in/oldsite/notes-from-vivek/130318-Seven-things-you-should-know-about-CITES.html> on 14th May, 2014.



Khairul Islam higher Education Society's

Maharashtra College

OF ARTS, SCIENCE & COMMERCE

Ref. No. _____

Date 12-12-2017

No. Exam/CAP/March / October of 2017

The Principal ,
Rizvi College,
Bandra, Mumbai. 50

Sub : Attendance Certificate - CAP

Sir / Madam

This is to inform you that **Dr / Prof Roshan Khobragade** of your esteem College / Institute attended CAP for assessment / moderation in the subject of **Business Law** at the Examination conducted during First / Second half of 2017. He / She has assessed / moderated **20** answer books of **75 / 100** marks during the above period and entitle to get benefit of attendance for one days.

Your's faithfully


Principal

246-A, JEHANGIR BOMAN BEHRAM ROAD, MUMBAI - 400 008.

TEL : 2308 1664 / 2308 1665 • FAX : 2309 2248

Website : www.maharashtracollege.org • E-mail: prin.maharashtracasc08@yahoo.com

॥ सा विद्या या विमुक्तये ॥

T.Z.A. SHIKSHAN PRASARAK MANDAL'S

Tel.:0251-2883110

Fax : 0251-2885392

PRAGATI COLLEGE OF ARTS & COMMERCE, DOMBIVLI

(Affiliated to the University of Mumbai)

Dr. A.P.MAHAJAN
M.A., M.Phil., Ph.D.
(PRINCIPAL)



Pragati College Road,
Dattanagar, Dombivli (E),
Maharashtra - 421 201

Ref No. _____

Date: 13/12/17

ACCREDITED BY NAAC B

To

Prof. Loshan K
Lign College, Mumbai

Subject :- Moderation of Papers.

Sir / Madam.

We are pleased to appoint you as a moderator of ~~E.Y~~ / ~~S.Y~~ / ~~B.A~~ / ~~B.Com.~~
class in the subject of B.Law for ~~I~~ / ~~II~~ / ~~III~~ / ~~IV~~ sem examination
October / ~~March~~ - 2017. The Moderation work is to be done on
13/12/17

You are requested to moderate the answer books as per University guidelines.

Kindly accept the invitation & oblige.

Yours faithfully,


Chairperson

Examination Committee




(Dr. A.P. Mahajhan)

PRINCIPAL
Principal
PRAGATI COLLEGE
Dombivli (E)

॥ सा विद्या या विमुक्तये ॥

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PRAGATI COLLEGE OF ARTS & COMMERCE, DOMBIVLI

(Affiliated to the University of Mumbai)

Dr. A.P.MAHAJAN
M.A., M.Phil., Ph.D.
(PRINCIPAL)



Pragati College Road,
Dattanagar, Dombivli (E),
Maharashtra - 421 201

Ref.No. _____

Date: 13/12/17

ACCREDITED BY NAAC B

To

Prof. Roshan K.
Legis. College, Mumbai

Sir / Madam.

We are very thankful to you for extending full co - operation for the work of moderation in the subject B. Law of B.Com Sem II class, on 13/12/17

We expect the same co - operation in future

Yours faithfully,

(Dr. A.P. Mahajhan)



PRINCIPAL
Principal
PRAGATI COLLEGE
Dombivli (E)



KERALEEYA SAMAJAM (Regd.) DOMBIVLI's
MODEL COLLEGE
Accredited Grade 'A' by NAAC

P-32, Residential Area, M.I.D.C., Dombivli (E) Dist-Thane, Maharashtra - 421203.
☎ (0251) 2470010/2449227. Telefax: 0251-2424779 e-mail: modelcollege@vsnl.net Website: www.model-college.com

Date: 16/12/17

To

Prof. Roshan H. Khobragade,
Rizvi College,
Bandra.

Subject: - Moderation of answer papers in the subject B. Law of Regular
Term Examination of FY / SYBCOM SEM-III/ I held in October/November 2017.

Sir/Madam,

We are thankful for the co-operation you have extended in moderating the above said papers on 16/12/17 at 4.00 p.m. onwards. This has greatly helped us in finalizing the exam results in time. We look forward for similar co-operation in the future too.

Thanking you,

Yours truly,

(Dr. B. S. AJIT KUMAR),
PRINCIPAL



Gram: "BHAVIDYA"



Phone: 2369 1186
2369 1508
Fax: 2367 5108

BHARATIYA VIDYA BHAVAN'S
HAZARIMAL SOMANI COLLEGE OF
ARTS & SCIENCE
JAYARAMDAS PATEL COLLEGE OF
COMMERCE & MANAGEMENT STUDIES
KULAPATI K. M. MUNSHI MARG, CHOWPATTY, MUMBAI - 400 007. (INDIA)

THANKING LETTER

Date: 18-12-2017

To,

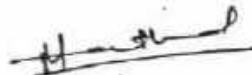
Asst. Prof. Roshan Khobragade
Pizvi College,
Bandra.

Sir/Madam,

We take this opportunity to express our
gratitude to your good self for having spared your
valuable time and moderating our SY Blom (Business Law-I)
class papers on 18-12-2017

Thanking you,

Yours faithfully,


Principal



K. M. AGRAWAL COLLEGE OF ARTS, COMMERCE & SCIENCE, KALYAN.

(Conducted by : Hindi Bhashi Jankalyan Shikshan Sanstha)
(A Minority Institution Affiliated to the University of Mumbai.)



Dr. (Mrs.) Anita Manna
M.Com., Ph.D., M.B.A. (HR)
Principal

Agrawal College-Padgha Road
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☎ : (Off.) : (0251) 2970129
(Dir.) : (0251) 2970257
E-mail : kmagrawalcollege@yahoo.com
www.kmagrawalcollege.org

To,
Mr. Roshan Hobragade
Rizvi College, Mumbai

Dear Sir / Madam,

We are pleased to inform you that you have been invited as Moderator in the subject of B-Law Class C.Y.B.Laws at Sem. II/III/IV examination October / March Nov 2017

The moderation work will be done on 19/12/2017 at Examination Room in the college.

You are requested to do the moderate the answer books as per University guidelines.

Kindly communicate your acceptance telephonically to the undersigned on the following Telephone Nos.

College : 8422000070, 0251 - 2970297
Mobile : Dr.(Mrs.) R.K.Nimbalkar - 7045843848

Kindly accept the invitation and acknowledge.

Thanking you,

Yours faithfully,


CHAIRPERSON
EXAMINATION COMMITTEE


PRINCIPAL



K. M. AGRAWAL COLLEGE OF ARTS, COMMERCE & SCIENCE, KALYAN.

(Conducted by : Hindi Bhashi Jankalyan Shikshan Sanstha)
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Agrawal College-Padgha Road,
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(Dir.) : (0251) 2970297

E-mail : kmagrawalcollege@yahoo.co.in

www.kmagrawalcollege.org

NAAC Accredited A

Dr. (Mrs.) Anita Manna
M.Com., Ph.D., M.B.A. (HR)
Principal

19-12-2017

To,

Mr. Roshan Khobragade
Rizvi College Baidya,
Mumbai

Sub: Moderation of Answer book/s.

Respected Madam / Sir,

We are very much thankful for accepting our invitation for Moderation of answer book/s in the subject/s B.Law paper/s I - (Sem - III) of S.Y. B.Com Class of OCTOBER - 2016 examination.
NOV - 2017

Thanking you once again for your co-operation.

Yours faithfully,

Anita
Principal

[Signature]
Chairperson
Exam. Committee



Kalyan Wholesale Merchants' Education Society's
LAXMAN DEVRAM SONAWANE COLLEGE

of Arts, Commerce & Science, Kalyan (W)
(Permanently Affiliated to University of Mumbai)
Accredited by NAAC 'B' Grade

Office: Opp. Fire Brigade Station, Nr. Durgadi Fort, Murbad Road, Wadeghar, Kalyan (W) - 421301
Phone No.: 0251-2212372/78 Email: ldsonawanacollege@rediffmail.com

Ref. No.

Date: 20/12/17

To,

Prof. Reshan Khobragade
Rizvi college.

Sub: Appointment as Moderator

Sir / Madam,

We are pleased to invite you as Moderator in Subject B.Law / EX. / SX. / B.A.
/B.Com / B.Sc.CS. / B.Sc.I.T / BM8 / B.Sc.Plain Science Sem I/II/III/IV Examination The
Moderation is scheduled on 21/12/17.

You are further requested to moderate the Answer-Books as per the guidelines of
University of Mumbai.

Please confirm your acceptance.

Thanking You,

Yours Sincerely,

Chairperson
Examination Committee

Principal



Kalyan Wholesale Merchants' Education Society's
LAXMAN DEVRAM SONAWANE COLLEGE

of Arts, Commerce & Science, Kalyan (W)
(Permanently Affiliated to University of Mumbai)
Accredited by NAAC 'B' Grade

Office: Opp. Fire Brigade Station, Nr. Durgadi Fort, Murbad Road, Wadeghar, Kalyan (W) - 421301
Phone No.: 0251-2212372/78 Email: ldsonawanecollege@rediffmail.com

Ref. No. LDS/mod. 12017-18/316J

Date: 21/12/17

To,

Prof. Roshan Khobragade

Rizwi college

Bandra

Sub: Moderation of Answer-Books

Sir/Madam,

We extend our sincere thanks to you for accepting the Moderation work at our College and completing it in the stipulated time.

We also expect your co-operation in future.

With Best Regards,

Yours Sincerely,

Chairperson
Examination Committee

Principal

PEOPLE'S EDUCATION SOCIETY'S
DR. AMBEDKAR COLLEGE OF COMMERCE & ECONOMICS

Founder : Bharat Ratna Late Dr. B. R. Ambedkar

M.A., Ph.D., D.Sc. (London), LL. D. (Columbia), D. Lit. (Osmania), Bar-at-Law

Member - Secretary, P. E. Society

Dr. D. J. Gangurde

M.Com., LL.M., Ph.D.



Chairman, P. E. Society

Shri. Ramdasji Athawale

Minister of State for Social Justice
& Empowerment (Govt. of India)

Principal & Research Guide :

Dr. Siddharth R. Kamble

M.Com., D.H.E., LL.B.(Gen.), M.Phil., Ph.D.

NAAC Accredited College

Dy. Chairman, P. E. Society

Adv. Ashok G. Talwatkar

B. A., LL.B., DJPR

TILAK ROAD EXTENSION, OPP. BEST BUS DEPOT, WADALA, MUMBAI - 400 031. ☎ Prin. : 65513600, Off. : 65513604, Fax : 022-24147798
E-mail : drambedkarcollege@yahoo.co.in Website : www.ambedkarcollege.net

Date : 23/12/2017

To,

Prof.

Roshan Khokragade
(Rizvi College of Arts, Com & Science)
Bandra (W)

Dear sir,

*We thank you for accepting our invitation for Moderation
of Answer books of S.Y.B.COM Examination.*

OCT - 2017.

Looking forward for your co - operation in future.

With warm regards.

Yours faithfully,

PRINCIPAL

Dr. Ambedkar College of
Commerce & Economics
Wadala, Mumbai - 400 031.

PEOPLE'S EDUCATION SOCIETY'S
DR. AMBEDKAR COLLEGE OF COMMERCE & ECONOMICS

Founder : Bharat Ratna Late Dr. B. R. Ambedkar

M.A., Ph.D., D.Sc. (London), LL. D. (Columbia), D. Lit. (Osmania), Bar-at-Law

Member - Secretary, P. E. Society

Dr. D. J. Gangurde

M.Com., LL.M., Ph.D.



Principal & Research Guide :

Dr. Siddharth R. Kamble

M.Com., D.H.E., LL.B.(Gen.), M.Phil., Ph.D.

NAAC Accredited College

Chairman, P. E. Society

Shri. Ramdasji Athawale

Minister of State for Social Justice
& Empowerment (Govt. of India)

Dy. Chairman, P. E. Society

Adv. Ashok G. Talwatkar

B. A., LL.B., DJPR

TILAK ROAD EXTENSION, OPP. BEST BUS DEPOT, WADALA, MUMBAI - 400 031. ☎ Prin. : 65513600, Off. : 65513604, Fax : 022-24147798
E-mail : drambedkarcollege@yahoo.co.in Website : www.ambedkarcollege.net

Date :-23/12/2017

To,
Prof.


*Rohan Khobragade Sir
(Rizvilalaya of com & science)
Bandra (W).*

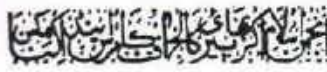
Dear Sir,

You have been appointed as Moderator in the subject of B.LAW at the S.Y.B.COM Examination held in OCT -2017. I request you to make it convenient to come to our College on 23/12/2017 at 7.30am to moderate the answer books of the above subject.

Thanking you,

Yours faithfully,


Principal
Dr. Ambedkar College of
Commerce & Economics
Wadala, Mumbai - 400 031



Office : 2307 4122
Principal : 2308 3405
Tele-Fax : 2306 3587.

Anjuman-I-Islam's

AKBAR PEERBHOY COLLEGE OF COMMERCE & ECONOMICS
NAAC ACCREDITED COLLEGE

Maulana Shaukatali Road, Do Taki, Mumbai - 400 008.

E-mail : apcce_college@yahoo.co.in, apcce_college@rediffmail.com

Website : www.apccollege.in



Ref. No. E/1/68/2017

29th December, 2017

Prof. Roshan khobragade

Rizvi college

Rizvi complex - Shriy Rajan Road,

off. Carter Road, Barbra W/
Mumbai. 400 050

Sub : Moderation of Answer Books

F.Y.B.Com - Sem.I / S.Y.B.Com - Sem.III (Regular Exam Oct.2017)

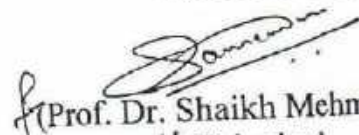
Sub: Business Law

Sir / Madam,

The Moderation of answer-books for the above Examination will be held in this College on 3rd and 4th January 2018 between 8.30 a.m. and 11.30 a.m. You are requested to come to college on the above cited date and time for the Moderation work.

Kindly confirm your availability to Mr.Mohd Rehan Ansari, Senior Clerk on Mobile No.8369761337 or Office Tel. No.23063587.

Yours faithfully,


(Prof. Dr. Shaikh Mehmood Hasan)
Principal

Copy forwarded with compliments to:

The Principal Rizvi college - Mumbai. 400050 with a request to relieve the above said Moderator for our College work.



Office : 2307 4122
Principal : 2308 3405
Tele-Fax : 2306 3587

Anjuman-I-Islam's

AKBAR PEERBHOY COLLEGE OF COMMERCE & ECONOMICS
NAAC ACCREDITED COLLEGE

Maulana Shaukatali Road, Do Taki, Mumbai - 400 008.

E-mail : apcce_college@yahoo.co.in, apcce_college@rediffmail.com

Website : www.apcollege.in



Ref. No. E/1/68/2017

29th December, 2017

Prof. Roshan khobragale

Rizvi college

Rizvi complex - Shriy Rajan Road,

off. Carter Road, Banira W/
Mumbai. 400 050

Sub : Moderation of Answer Books

F.Y.B.Com - Sem.I / S.Y.B.Com. - Sem.III (Regular Exam Oct.2017)

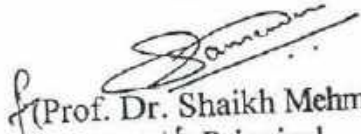
Sub : Business Law

Sir / Madam,

The Moderation of answer-books for the above Examination will be held in this College on 3rd and 4th January 2018 between 8.30 a.m. and 11.30 a.m. You are requested to come to college on the above cited date and time for the Moderation work.

Kindly confirm your availability to Mr.Mohd Rehan Ansari, Senior Clerk on Mobile No.8369761337 or Office Tel. No.23063587.

Yours faithfully,


(Prof. Dr. Shaikh Mahmood Hasan)
Principal

Copy forwarded with compliments to:

The Principal Rizvi college - Mumbai. 400050 with a request to relieve the above said Moderator for our College work.



Mohindar Singh Kabal Singh Charitable Trust's

MOHINDAR SINGH KABAL SINGH

DEGREE COLLEGE OF ARTS & COMMERCE

LINGUISTIC - MINORITY COLLEGE

Kalyan-Bhiwandi Road, Near Petrol Pump, Kalyan (W) 421 301. Tel.: 2317603, 2310644

Affiliated to University of Mumbai
(Non Grant Basis)

Chairman
S. Dalbir Singh Saini

महाराष्ट्र शासन मान्यता : क्र. एनजीसी २००३/नमवि/(१/०३)/मशि-३, उच्च व तंत्र शिक्षण विभाग,
मंत्रालय विस्तार भवन, मुंबई - ४०० ०३२ दि. १५ जुलै, २००३

University of Mumbai Letter No.: Aff. / Recog. / 3953 of 2003, Mumbai - 400 032 Dt. 5th August, 2003

Ref. No.: MKDC/1343/2017-18

Date: 31/01/2018

To,

Mr. Roshan Khobragade,

Rizwi College,

Sub: Appointment as an Moderator for Second half exams 2017

Dear Sir,

We are pleased to inform that you are appointed as Moderator for examinations held in Second half 2017, for following subject:-

Sr.No.	Class	Subject
1	SYBCOM	B.Law

Thanking you,

for *Saini*
115 PRINCIPAL
MOHINDAR SINGH KABAL SINGH
DEGREE COLLEGE OF ARTS & COMMERCE
KALYAN-BHIWANDI ROAD,
NEAR PETROL PUMP KALYAN E.





Mohindar Singh Kabal Singh Charitable Trust's
MOHINDAR SINGH KABAL SINGH
DEGREE COLLEGE OF ARTS & COMMERCE
LINGUISTIC - MINORITY COLLEGE

Kalyan-Bhiwandi Road, Near Petrol Pump, Kalyan (W) 421 301. Tel.: 2317603, 2310644

Affiliated to University of Mumbai
(Non Grant Basis)

Chairman
S. Dalbir Singh Saini

महाराष्ट्र शासन मान्यता : क्र. एनजीसी २००३/नमवि/(१/०३)/मशि-३, उच्च व तंत्र शिक्षण विभाग,
मंत्रालय विस्तार भवन, मुंबई - ४०० ०३२ दि. १५ जुलै, २००३

University of Mumbai Letter No.: Aff. / Recog. / 3953 of 2003, Mumbai - 400 032 Dt. 5th August, 2003

Ref. No.: MKDC/1343/2017-18

Date: 31/01/2018

To,

Mr. Roshan Khobragade,

Rizwi College,

Sub: Relieving letter

Dear Sir,

This is to certify that Mr. Roshan Khobragade worked as Moderator on 31/01/2018 for following subject-

Sr.No.	Class	Subject
1	SYBCOM	B.Law

He has being relieved from the duty

Thank you for sparing your precious time.



for *Saini*
H.C. PRINCIPAL
MOHINDAR SINGH KABAL SINGH
DEGREE COLLEGE OF ARTS & COMMERCE
KALYAN-BHIWANDI ROAD,
NEAR PETROL PUMP KALYAN



।। शिवा विद्येय शोभते ।।

SHETH T. J. EDUCATION SOCIETY'S

**SHETH NANJIBHAI KHIMJIBHAI THAKKAR THANAWALA COLLEGE OF COMMERCE &
SHETH JAYANTILAL TRIBHOVANDAS THANAWALA COLLEGE OF ARTS**

Kharkar All, Thane (W) - 400 601.

Affiliated to University of Mumbai

DR. P. M. KARKHELE

M.A., D.H.E., Ph.D.

PRINCIPAL

Tel.: 25431119 Fax No : 25306870

Email :- nktdegreecollege@rediffmail.com, nkttdg@yahoo.co.in

Website : www.nktdegreecollege.org

Ref. No.:NKTC/Rev/2017-18

Date : 2nd February, 2018

Prof. Roshan Khabragade
Razvi college.

Sir/Madam,

This is to inform you that you have been appointed as Examiner for revaluation in the subject of Business Law at F.X/S.Y.B.Com Semester -I, III (10 Points) Examination held in the month of Nov, 2017

You are required to reevaluate 6 answer-books in the above said subjects. Please make it convenient to assess the said answer-books on 7/2/2018 at 12.30 P.M.

Confirmation in this regard will be highly appreciated.

Thank you,

Yours faithfully,

PRINCIPAL

Beleeravde
Chairperson,
Examination Committee

For Details Contact :

Shri.A. O. Khadse - 9869248855



॥ विद्या विनयेन शोभते ॥

SHETH T. J. EDUCATION SOCIETY'S

**SHETH NANJIBHAI KHIMJIBHAI THAKKAR THANAWALA COLLEGE OF COMMERCE &
SHETH JAYANTILAL TRIBHOVANDAS THANAWALA COLLEGE OF ARTS**

Kharkar Ali, Thane (W) - 400 601.

Affiliated to University of Mumbai

Tel.: 25431119 Fax No : 25306870

Email :- nktdegreecollege@rediffmail.com, nkttdg@yahoo.co.in

Website : www.nktdegreecollege.org

DR. P. M. KARKHELE

M.A., D.H.E., Ph.D.

PRINCIPAL

Ref. No.:NKTC/Rev/2017-18

Date : 2nd February, 2018

Roshan kharmajade
Rozni college

Sir/Madam,

This is to inform you that you have been appointed as Examiner for revaluation in the subject of F.C at F/Y/S.Y.B.Com Semester -I,III (10 Points) Examination held in the month of Nov,2017

You are required to reevaluate 2 answer-books in the above said subjects. Please make it convenient to assess the said answer-books on 6/2/18 at 12:30 p.m.

Confirmation in this regard will be highly appreciated.

Thank you,

Yours faithfully,

PRINCIPAL

Receivable
Chairperson,

Examination Committee

For Details Contact :

Shri.A. O. Khadse - 9869248855



Khairul Islam Higher Education Society's

Maharashtra College

OF ARTS, SCIENCE & COMMERCE

Mah.C/DC-Exam./Revaln./

/2017-18

07
05-03-2018.

Ref. No. _____

Date _____

To,

The Principal,


Rizvi College,

Bandra Mumbai. 50

Sir / Madam,

Prof. Roshan Khobragade of your
College has attended the Revaluation programme at our
College on 07.03.2018 in the subject Bvs. Law
of SYB Lwm class for the I / II / III / IV Semester
Examination held in Nov. 2017

Yours faithfully,


PRINCIPAL

246-A, JEHANGIR BOMAN BEHRAM ROAD, MUMBAI - 400 008.

TEL : 2308 1664 / 2308 1665 • FAX : 2309 2248

Website : www.maharashtracollege.org • E-mail : prin.maharashtracasc08@yahoo.com

Gram : "BHAVIDYA"



Phone: 2369 1136
2369 1508
Fax : 2367 5108

BHARATIYA VIDYA BHAVAN'S
HAZARIMAL SOMANI COLLEGE OF ARTS & SCIENCE JAYARAMDAS PATEL COLLEGE OF COMMERCE & MANAGEMENT STUDIES
KULAPATI K. M. MUNSHI MARG, CHOWPATTY, MUMBAI - 400 007. (INDIA)

THANKING LETTER

Date : 12/03/18

To,

Shri/ Roshan Khobragade
Rizvi college,
Bandra

Sir/Madam,

We take this opportunity to express our gratitude to your good self for having spared your valuable time and moderating our 07 (SY Blom sem III) class papers on revaluating Business Law 12/3/18.

Thanking you,

Yours faithfully,

H. S. Joshi

Principal





Khairul Islam higher Education Society's

Maharashtra College

OF ARTS, SCIENCE & COMMERCE

Ref. No. _____

Date 5/5/18

No. Exam/ CAP /March / April 2018

The Principal

Sub : Attendance Certificate - CAP

Sir / Madam

This is to inform you that Prof Roshan Khobragade of your esteem College / Institute attended CAP on for assessment / moderation / Re-evaluation in the subject of B. Law at Semester IV Regular / ATKT Examination conducted during First / Second half of 2018 . He / She has assessed / moderated / Re-evaluation 18 answer books of 75 / 100 marks during the above period and entitle to get benefit of attendance for one day.

Your's faithfully


Principal

246-A, JEHANGIR BOMAN BEHRAM ROAD, MUMBAI - 400 008.

TEL. : 2308 1664 / 2308 1665 • FAX : 2309 2248

Website : www.maharashtracollege.org • E-mail : prin.maharashtracasc08@yahoo.com



JNAN VIKAS MANDAL'S

Mohanlal Raichand Mehta College of Commerce
Dirwali Maa College of Science
Amritlal Raichand Mehta College of Arts
Dr. R. T. Doshi College of Computer Science

(Linguistic Minority -Kannada)

Plot No. 9, Sector 19, Airoli, Navi Mumbai - 400 708.

Affiliated to University of Mumbai

(Permanently Unaided College)

NAAC Re-Accredited Grade 'A' (CGPA-3.33) (2nd Cycle)

LION DR. ASHOK MEHTA
PRESIDENT, JVM

SHRI. M. S. BHOOMRADDI
EXECUTIVE PRESIDENT, JVM

SHRI. V. K. HUNNUR
GEN. SECRETARY, JVM

DR. LEENA SARKAR
I/C PRINCIPAL
TEL : (D) - 27791470
(O) - 27797215/45

AND
CHAIRMAN
COLLEGE GOVERNING COUNCIL

Email : jvm_collegeairoli@yahoo.co.in.

Website : www.jnanvikasmandal.com

Ref. Jvm / College / 18-19 / Exam / 155

Date : 09/05/2018

To,

Prof. Roshan Khabragade.
Digwadi College.

Sub:- Appointment as a Moderator.

Dear Sir / Madam,

We are pleased to inform you that you have been appointed as a moderator in the subject of Business Law of B.Y. B.COM (Regular-Semester IV) Examination held in our college in April 2018.

You are requested to moderate 10% of the total 302 number of answer books in the above said subject. Please make it convenient to moderate the said answer books on 09/5/18 at 9.00 a.m.

Thank you very much.

Yours Sincerely,

Chairperson
(Exam Committee)

Dr. (Mrs.) Leena Sarkar
I/C Principal

PEOPLE'S EDUCATION SOCIETY'S
DR. AMBEDKAR COLLEGE OF COMMERCE & ECONOMICS

Founder : Bharat Ratna Late Dr. B. R. Ambedkar

M.A., Ph.D., D.Sc. (London), LL. D. (Columbia), D. Lit. (Osmania), Bar-at-Law

Member - Secretary, P. E. Society
Dr. D. J. Gangurde
M.Com., LL.M., Ph.D.



Chairman, P. E. Society
Shri. Ramdasji Athawale
Minister of State for Social Justice
& Empowerment (Govt. of India)

Principal & Research Guide :
Dr. Siddharth R. Kamble
M.Com., D.H.E., LL.B.(Gen.), M.Phil., Ph.D.

NAAC Accredited College

Dy. Chairman, P. E. Society
Adv. Ashok G. Talwatkar
B. A., LL.B., DJPR

TILAK ROAD EXTENSION, OPP. BEST BUS DEPOT, WADALA, MUMBAI - 400 031. ☎ Prin. : 65513600, Off. : 65513604, Fax : 022-24147798
E-mail : drambedkarcollege@yahoo.co.in Website : www.ambedkarcollege.net

Date : 10/05/2018

To,
Prof. *Roshan Khobragade*
Rizvi College of Art, Sci & Com
Bandra (W)

Dear sir,

*We thank you for accepting our invitation for
Moderation of Answer books of S.Y.B.COM Examination.
April - 2018.*

Looking forward for your co - operation in future.

With warm regards.


PRINCIPAL
Dr. Ambedkar College of
Commerce & Economics
Wadala, Mumbai - 400 031 

PEOPLE'S EDUCATION SOCIETY'S
DR. AMBEDKAR COLLEGE OF COMMERCE & ECONOMICS

Founder : **Bharat Ratna Late Dr. B. R. Ambedkar**

M.A., Ph.D., D.Sc. (London), LL. D. (Columbia), D. Lit. (Osmania), Bar-at-Law

Member - Secretary, P. E. Society

Dr. D. J. Gangurde

M.Com., LL.M., Ph.D.



Principal & Research Guide :

Dr. Siddharth R. Kamble

M.Com., D.H.E., LL.B.(Gen.), M.Phil., Ph.D.

NAAC Accredited College

Chairman, P. E. Society

Shri. Ramdasji Athawale

Minister of State for Social Justice
& Empowerment (Govt. of India)

Dy. Chairman, P. E. Society

Adv. Ashok G. Talwatkar

B. A., LL.B., DJPR

TILAK ROAD EXTENSION, OPP. BEST BUS DEPOT, WADALA, MUMBAI - 400 031. ☎ Prin. : 65513600, Off. : 65513604, Fax : 022-24147798
E-mail : drambedkarcollege@yahoo.co.in Website : www.ambedkarcollege.net

Date :-10/05/2018


To,
Prof.

Roshan Kholgade
Rizvi College of Art, Sci & Com.
Borosa (W)

Dear Sir,

You have been appointed as Moderator in the subject of B.LAW at the S.Y.B.COM Examination held in April 2018. I request you to make it convenient to come to our College on 10/05/2018 at 2.00 to moderate the answer books of the above subject.

Thanking you,


Principal
Dr. Ambedkar College of
Commerce & Economics
Wadala, Mumbai - 400 031



Kalyan Wholesale Merchants' Education Society's
LAXMAN DEVRAM SONAWANE COLLEGE

of Arts, Commerce & Science, Kalyan (W)
(Permanently Affiliated to University of Mumbai)
Accredited by NAAC 'B' Grade

Office: Opp. Fire Brigade Station, Nr. Durgadi Fort, Murbad Road, Wadeghar, Kalyan (W) - 421301
Phone No.: 0251-2212372/78 Email: ldsonawanecollege@rediffmail.com

Ref. No. LDS/Thanks/2018/367

Date: 11/05/2018

To,
Prof. Roshan Khobragade
Rizwi College
Bandra

Sub: Moderation of Answer-Books

Sir/Madam,

We extend our sincere thanks to you for accepting the Moderation work at our College and completing it in the stipulated time.

We also expect your co-operation in future.

With Best Regards,

Yours Sincerely,

J.S. Menon

Chairperson
Examination Committee

Amis

Principal



Kalyan Wholesale Merchants' Education Society's
LAXMAN DEVRAM SONAWANE COLLEGE

of Arts, Commerce & Science, Kalyan (W)
(Permanently Affiliated to University of Mumbai)
Accredited by NAAC 'B' Grade

Office: Opp. Fire Brigade Station, Nr. Durgadi Fort, Murbad Road, Wadeghar, Kalyan (W) - 421301
Phone No.: 0251-2212372/78 Email: ldsonawanacollege@rediffmail.com

Ref. No. LD5/2018/APP/366

Date: 10/05/2018

To,

Prof. Rashan Khobragade
Rizwi college
Bandra

Sub: Appointment as Moderator

Sir / Madam,

We are pleased to invite you as Moderator in Subject B. Law, F.Y. / S.Y. / B.A. / B.Com / B.Sc. CS. / B.Sc. I.T / BMS / B.Sc. Plain Science Sem I/II/III/IV Examination The Moderation is scheduled on 11th May, 2018.

You are further requested to moderate the Answer-Books as per the guidelines of University of Mumbai.

Please confirm your acceptance.

Thanking You,

Yours Sincerely,

D. S. Menon
for Chairperson
Examination Committee

Annis
Principal



Office : 2307 4122
Principal : 2308 3405
Tele-Fax : 2306 3587

Anjuman-I-Islam's

AKBAR PEERBHOY COLLEGE OF COMMERCE & ECONOMICS

NAAC ACCREDITED COLLEGE

Maulana Shaukatali Road, Do Taki, Mumbai - 400 008.

E-mail : apcce_college@yahoo.co.in, apcce_college@rediffmail.com

Website : www.apcollege.in



Ref. No.

2/1/384/2018

04-05-2018

Prof. Roshan Ghobragade

Rizvi College

Rizvi complex, Sherry Rajan

Road, off. Carter Road, Bandra
(west) Mumbai. 400 050

Sub : Moderation of Answer Books

S.Y.B.Com.- Sem.IV (Regular Exam April.2018)

Sub : Business Law

Sir / Madam,

The Moderation of answer-books for the above Examination will be held in this College on 11th and 12th May 2018 between 8.30 a.m. and 11.30 a.m. You are requested to come to college on the above cited date and time for the Moderation work.

Kindly confirm your availability to Mr.Mohd Rehan Ansari, Senior Clerk on Mobile No. 8369761337 or Office Tel. No.23063587.

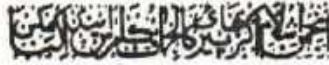
Yours faithfully,

(Prof. Dr. Shaikh Mehmood Hasan)

Principal

Copy forwarded with compliments to:

The Principal Rizvi college - Bandra- with a request to relieve the above said Moderator for our College work.



Office : 2307 4122
Principal : 2308 3405
Tele-Fax : 2306 3587

Anjuman-I-Islam's

AKBAR PEERBHOY COLLEGE OF COMMERCE & ECONOMICS
NAAC ACCREDITED COLLEGE

Maulana Shaukatali Road, Do Taaki, Grant Road (E), Mumbai - 400 008.

E-mail : apcce_college@yahoo.co.in, Website : www.apcollege.in



Ref. No. E/1/408/18

Date : 12/05/2018

Prof. Roshan Khobragade
Rizvi College of
Commerce and Economics, Bandra

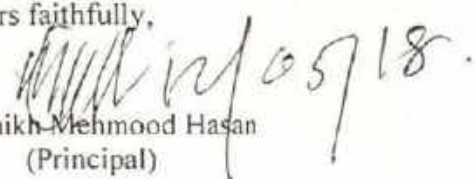
Dear Sir / Madam,

I am pleased to put on record that you visited our college on 12/05/2018 for the moderation of answer-books of F.Y.B.Com. Sem.- I / S.Y.B.Com. Sem.-III - Regular / ATKT Examination held in March 2018, in the subject of Business Law.

Looking for your kind cooperation in future too.

Thank you.

Yours faithfully,


Prof. Dr. Shaikh-Mehmood Hasan
(Principal)



K. M. AGRAWAL COLLEGE OF ARTS, COMMERCE & SCIENCE, KALYAN

(Conducted by : Hindi Bhashi Jankalyan Shikshan Sanstha)
(A Minority Institution Affiliated to the University of Mumbai.)

NAAC Accredited A

Dr. (Mrs.) Anita Manna
M.Com., Ph.D., M.B.A. (HR)
Principal

Agrawal College-Padgha Road
Gandhara, KALYAN (W) - 421 300
☎ : (Off.) : (0251) 297012
(Dir.) : (0251) 297029
E-mail : kmagrawalcollege@yahoo.co
www.kmagrawalcollege.co

18-05-2018

To,

Mr. Roshan Khobragade
Rizvi College
Bandra

Sub: Moderation of Answer book/s.

Respected Madam / Sir,

We are very much thankful for accepting our invitation for Moderation of answer book/s in the subject/s B. Law paper/s I (Sem IV) of Sy. B. Com Class of OCTOBER-2016 examination.
APRIL-2018

Thanking you once again for your co-operation.

Yours faithfully,

[Signature]
Chairperson
Exam. Committee

[Signature]
Principal



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

RIZVI EDUCATION COMPLEX, OFF. CARTER ROAD, BANDRA (WEST) MUMBAI - 400050
e-mail: principal.asr@rizvicollege.edu.in Website: www.rizvicollege.edu.in
Phone: 26480348 / 26004245 - Fax: 26497448



Personal Achievements Details

Name of the Faculty: Preeti Bambolkar

Designation: Asst Professor

Following details need to be submitted for the academic year 2018 - 19 with documentary evidence (e-copy). Individual Teachers: (Personal Achievements)

1. Mention whether appointment is temporary / permanent. : Permanent
2. Holding PhD Degree yes/no : No
3. Submit Teaching Plan along with a brief report of completion of syllabus and Teaching methods / Techniques adopted.

Teaching Plan Format:

FYBCom

Semester	Months	Topic Covered
1, 3, 5	June	FYBCom- SYBA Eng Lit- Literary Background SYBA Mass Com- Nature of Communication TYBA- Phonetics
	July	FYBCom- Theory of Communication Chapt 1,2,3 SYBA Eng Lit- Novel : Quills of a Porcupine SYBA Mass Com- Nature of Mass Communication TYBA- Word Classes
	August	FYBCom- Theory of Communication Chapt 4,5,6 SYBA Eng Lit- Novel: Quills of a Porcupine, One Short story SYBA Mass Com- Mass media in India TYBA- Phrases
	September	FYBCom- Business Correspondence SYBA Eng Lit- Two short stories SYBA Mass Com- Media Types and Presentation Formats TYBA- Art of Writing
	October	FYBCom-Language and Writing Skills SYBA Eng Lit- One short story/Revision SYBA Mass Com- Media Types and Presentation Formats TYBA- Art of Writing and Paper Practice

Semester	Months	Topic Covered
1	November	FYBCom- Group Communication Chapt 1,2,3 SYBA Eng Lit- Literary Background SYBA Mass Com- Special Roles of Mass Media in India TYBA- Revision of Phrases

December	FYBCom- Group Communication Chapt 4,5,6 SYBA Eng Lit- Play: Halfway House SYBA Mass Com- Indian Mass Media and National Development TYBA- Clauses
January	FYBCom-Business Correspondence SYBA Eng Lit- Play: Halfway House SYBA Mass Com- Media Related Issues and Laws in India TYBA- Derived Structures
February	FYBCom- Business Correspondence, Language Skills SYBA Eng Lit- Three poems SYBA Mass Com- Media Related Issues and Laws in India TYBA- Art of Writing
March	FYBCom- Language and Writing Skills SYBA Eng Lit- One poem and revision SYBA Mass Com- Career Opportunities in Mass Media TYBA- Art of Writing and Paper Practice

*Attach Syllabus completion report along with teaching method.

4. Faculty participation in conferences/ Workshop and symposia.

Sr. No.	International	National	State	University
1				Revised Syllabus Workshop for TYBA (English) organised by BOS, Mumbai University and St Andrew's College of A/S/C on 26 th June 2018
2				Sensitization and Interaction programme on "Aligning Institutional Perspective with Revised Framework of Assessment and Accreditation and Structurization of SSS" organised by Smt MMK College of Commerce and Economics on 2 nd February 2019.

5. Details of Research Publication in the following format : Nil

	International	National	Impact Factor
Peer Review Journals			
Non-Peer Review Journals			
e-Journals			
Conference proceedings			
UGC Approved			

Title of the paper	Name of the author/s	Department of the teacher	Name of journal	Year of publication	ISBN/ISSN number

6. Details of faculty involved in curriculum restructuring / revision / syllabus development as member of Board of Study / Faculty/Curriculum Development workshop etc : Nil

7. Details of participation in faculty development programme (Refresher / Orientation etc.) : Nil

8. Details of any Innovations and Best Practices followed or implemented by individual faculty : Nil

9. Provide details of Major / Minor Projects : Nil

Nature of the Project	Name / Dept. of the Principal investigator	Duration & Year of sanction	Name of the project & funding Agency	Total grant sanctioned	Received
Major projects					
Minor projects					

* **Documents:** Copies of the grant award letters for research projects sponsored by non-government agencies. E-Copies of the grant award letters for research projects sponsored by government

10. Details of No. of books published / Chapter Edited etc. With ISBN and other Details : Nil

Title of the book/chapters published	Title of the chapter	National / international	Year of publication	ISBN/ISSN number of the proceeding	Affiliating Institute at the time of publication	Name of the publisher

11. Served as experts, chairpersons or resource persons(Details) : Nil

12. No. of research awards/ recognitions received by faculty and research fellows of the institute in the year : Nil

Total	International	National	State	University	Dist	College

Name of the Awardee with contact details	Name of the Award	Name of the Awarding Agency	Year of Award	Incentive details

13. Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/Web of Science or Pub Med/Indian Citation Index : Nil

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institution affiliated as mentioned in the publication	Number of citations excluding self-citations

14. h – index of the Institutional Publications during the year. (based on Scopus/Web of science) : Nil

Title of the paper	Name of the author	Title of the journal	Year of publication	h - index	Number of citations excluding self-citations	Institution affiliated as mentioned in the publication

15. Mentioned whether faculty is recognised PhD Guide: No

- No. of Students Registered :
- No. of Students Awarded PhD Degree :
- No. of Students receiving fellowship:

16. State whether using ICT for effective teaching with Learning Management System (LMS), E-Learning resources etc :

- Use ICT in terms of class presentations
- Use online resources that support the syllabus.

17. In brief provide details of your contribution towards Students /Department/ College etc.

- Escort students to Literary Meets and Art Festivals to expose them to the world of Literature
- Co-ordinate with Teach India Volunteers to conduct Spoken English Courses for our students
- Conduct dedicated and rigorous remedial classes for Sports students in TYBA to help them succeed in their exams as these students tend to miss regular lectures due to their tournaments.

***Note:** 1. All Achievements should be supported by documentary evidences.

2. All the information required is for the purpose of evaluation by management and NAAC documentation

3. The deadline for submission of above documents is 28th June, 2019 (soft copy as well as hard copy to Mr. Mohammad Arif IQAC Cabin between 9.30 am 4.30 pm working days and mail soft copy on iqac@rizvicollege.edu.in)

4. For any kind of support related with printing scanning Xerox typing etc. you may contact Mr. Mohammad Arif 9833279683



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

RIZVI EDUCATION COMPLEX, OFF. CARTER ROAD, BANDRA (WEST) MUMBAI - 400050
 email: principal.asc@rizvicollege.edu.in Website: www.rizvicollege.edu.in
 Phone: 26480348 / 26004245 - Fax: 26497448



Personal Achievements Details

Name of the Faculty: SHEHNAZ KHAN

Designation: ASST PROFESSOR

Following details need to be submitted for the academic year 2019 - 20 with documentary evidence (ecopy). Individual Teachers: (Personal Achievements)

1. Mention whether appointment is temporary / permanent. PERMANENT
2. Holding PhD Degree yes/no. NO
3. Faculty participation in Conferences/ Workshop and symposia.

Sr. No.	International	National	State	University
	1.WEBINAR ON 'PEER COLLABORATION AND INFORMAL TEACHING METHODS –AN INTERNATIONAL PERSPECTIVE' HELD ON 5 TH JUNE 2020 BY RIZVI COLLEGE AND B.L.AMLANI COLLEGE 2.WEBINAR ON IMPACT OF COVID19 PANDEMIC ON MICRO,SMALL AND MEDIUM ENTERPRISES AND SOCIAL STRUCTURE HELD ON 5 TH AND 6 TH MAY 2020	WEBINAR ON SURVIVING COVID-19:THE FUTURE PERPECTIVE HELD ON 27 TH MAY 2020 BY RIZVI COLLEGE OF ARTS SCIENCE AND COMMERCE 2.WEBINAR ON 'LOCKDOWN 2020:RESHAPING FEMINISM HELD ON 20 TH MAY 2020 HELD BY HELP YOURSELF FOUNDATION AND NATIONAL CHILD AND WOMEN DEVELOPMENT COUNCIL 3.WEBINAR ON		1.NATIONAL LEVEL WEBINAR ORGANISED BY RIZVI COLLEGE OF ARTS,SCIENCE AND COMMERCE IQAC DEPARTMENT TOPIC DIGITAL TRANSFORMATION IN EDUCATION:NECESSITY AND TREND HELD ON 6/7/2020 2.WEBINAR ON HYBRID E TEACHING TOOL-HELD BY L.S RAHEJA COLLEGE OF ARTS AND COMMERCE MUMBAI HELD ON 16 TH JUNE 2020 3.IIDE'S FDP ONLINE ON E - CONTENT AND ONLINE TEACHING

		IMPACT OF COVID 19 ON INDAIN AND GLOBAL ECONOMY HELD ON 16 TH MAY 2020 BY M.B.HARRIS COLLEGE OF ARTS AND A.E.KALSEKAR COLLEGE OF COMMERCE AND MANAGEMENT		
--	--	---	--	--

4. Details of Research Publication in the following format

	UGC Approved	International	National	Impact Factor
Peer Review Journals				
Non-Peer Review Journals				
e-Journals				
Conference proceedings				

Title of the paper	Name of the author/s	Department of the teacher	Name of journal	Year of publication	ISBN/ISSN number

5. Details of faculty involved in curriculum restructuring / revision / syllabus development as member of Board of Study /Faculty /Curriculum Development workshop etc.

6. Details of participation in faculty development programme (Refresher / Orientation etc.)

1.ATTENDED REFRESHER COURSE IN COMMERCE,ACCOUNTANCY AND MANAGEMENT UNDER RUSA HUMAN DEVELOPMENT RESEARCH CENTRE UNIVERSITY OF MUMBAI

FROM 17TH JUNE 2019 TO 29TH JUNE 2019

THEME:FINANCIAL ANALYSIS AND PLANNING

ORGANISED BY NAGINDAS KHANDWALA COLLEGE

2.ONLINE FIVE DAYS INTERNATIONAL FACULTY DEVELOPMENT PROGRAM ON 'GATEWAY TO INNOVATION' HELD BY I.C.S COLLEGE IT CS BMS MSCIT FROM 22ND JUNE 2020 TO 26TH JUNE 2020

3.ONE WEEK ONLINE FDP ON 'MOODLE LEARNING MANAGEMENT SYSTEM FROM 21ST APRIL TO 27TH APRIL 2020 HELD BY S.S.T COLLEGE OF ARTS AND COMMERCE

7. Details of any Innovations and Best Practices followed or implemented by individual faculty.

8. Provide details of Major / Minor Projects

Nature of the Project	Name / Dept. of the Principal investigator	Duration & Year of sanction	Name of the project & funding Agency	Total grant sanctioned	Received
Major projects	NIL				
Minor projects	NIL				

* **Documents:** Copies of the grant award letters for research projects sponsored by non-government agencies. E-Copies of the grant award letters for research projects sponsored by government

9. Details of No. of books published / Chapter Edited etc. With ISBN and other Details

Title of the book/chapters published	Title of the chapter	National / international	Year of publication	ISBN/ISSN number of the proceeding	Affiliating Institute at the time of publication	Name of the publisher
NIL						

10. Served as experts, chairpersons or resource persons (Details)

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

Total	International	National	State	University	Dist	College
NIL						

Name of the Awardee with contact details	Name of the Award	Name of the Awarding Agency	Year of Award	Incentive details

12. Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/Web of Science or Pub Med/Indian Citation Index.

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institution affiliated as mentioned in the publication	Number of citations excluding self-citations
NIL						

13. h – index of the Institutional Publications during the year. (based on Scopus/Web of science)

Title of the paper	Name of the author	Title of the journal	Year of publication	h - index	Number of citations excluding self-citations	Institution affiliated as mentioned in the publication
NIL						

14. Mentioned whether faculty is recognised PhD Guide: Yes / No NO

- a) No. of Students Registered :
- b) No. of Students Awarded PhD Degree :
- c) No. of Students receiving fellowship :

15. State whether using ICT for effective teaching with Learning Management System (LMS), ELearning resources etc. (Yes/ No) Attach supporting proof. YES

16. In brief provide details of your contribution towards Students /Department/ College etc.

1. APPOINTED AS PAPER SETTER IN THE SUBJECT OF FINANCIAL ACCOUNTING AND AUDITING SEM V FOR TYBCOM AT UNIVERSITY OF MUMBAI

*Note: 1. All Achievements should be supported by documentary evidences.

COPY OF TIME TABLE

TIME TABLE FOR THE ACADEMIC YEAR 2017-18

Name: SHEHNAZ KHAN

Period	Time	Mon	Tue	Wed	Thu	Fri	Sat
1	07.30	----- -----	----- -----	SYBC OM A Management and financial accounting	----- ---	TYBC OM C Financial accounting	----- -
2	08.18	TYBC OM C Financial accounting	TYB COM B Financial accounting	TYBC OM C Financial accounting	TYB COM C Financial accounting	TYBC OM A Financial accounting	TYBC OM B Financial accounting
09.06 to 09.24 R E C E S S							
3	09.24	TYBC OM A Financial accounting	TYB COM B Financial accounting	TYBC OM A Financial accounting	TYB COM B Financial accounting	SYBC OM A Management And financial accounting	SYBC OM D Management And financial accounting
4	10.12	SYBC OM D Manage	TYB COM A Finan	TYBC OM B Taxatio	TYB COM A Taxati	TYBC OM C Taxatio	

		ment and financia l account ing	cial accou nting	n	on	n	
5	11 .0 0					SYBC OM B Manage ment account ing	

Faculty

H.O.D. / In-charge

Principal

COPY OF TEACHING PLAN

Semester : III Class: S .Y.B.COM Division: A&D

Subject/ Paper Name : ACCOUNTING AND FINANCIAL MANAGEMENT

Months	Topics to be covered
June	Final account of partnership firm: A,D
July	Piece-meal distribution D
August	Amalgamation of Firm A,D
September - October	Use of accounting software D

Semester: IV Class : S.Y.B.COM Division :A& D

Subject/ Paper Name: ACCOUNTING AND FINANCIAL MANAGEMENT

Months	Topics to be covered
November	Fire insurance claims D
December	Redemptions of preference shares A,D

January	Redemptions of debentures A,D
February – March	

Semester : V Class: T.Y.B.COM Division: A,B,C
Subject/ Paper Name : FINANCIAL ACCOUNTING

Months	Topics to be covered
June	Amalgamation of companies
July	Internal Reconstruction
August	Investment Accounting
September – October	Final Account Of Companies

Semester: VI Class : T.Y.B.COM Division :A,B,C
Subject/ Paper Name: FINANCIAL ACCOUNTING

Months	Topics to be covered
November	Final Account Of Co-Operative Society
December	Profit Prior To Incorporation
January	Valuation of goodwill and shares and foreign currency
February – March	Buyback Of Shares

Signature of HOD/ Incharge

Signature of Faculty



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 email: principal.asc@rizvicollege.edu.in Website: www.rizvicollege.edu.in
 Phone: 26480348 / 26004245 - Fax: 26487448



Personal Achievements Details
2020-2021

Name of the Faculty: Dr. RAJESH MANOVILAS MASURKAR

Designation: ASSOCIATE PROFESSOR IN CHEMISTRY

1. Mention whether appointment is temporary / permanent. **PERMANENT**
2. Holding PhD Degree yes/no : **YES**
3. Submit Teaching Plan along with a brief report of completion of syllabus and Teaching methods / Techniques adopted.
 *Attach Syllabus completion report along with teaching method.
4. Faculty participation in conferences and symposia.: **NIL**

Sr. No.	International	National	State	University

5. Details of Research Publication in the following format :**NIL**

	UGC Approved	International	National	Impact Factor	Others ISSN/ISBN
Peer Review Journals	NIL				
Non-Peer Review Journals	NIL				
e-Journals	NIL				
Conference proceedings	NIL				

6. Details of faculty involved in curriculum restructuring / revision / syllabus development as member of Board of Study /Faculty/Curriculum Development workshop etc.
MEMBER OF SYLLABUS REVISION COMMITTEE FOR TYBSc[organic chemistry]
7. Details of participation in faculty development programme (Refresher / Orientation etc.):
NIL
8. Details of any Innovations and Best Practices followed or implemented by individual faculty.: **USING MICROSACLE TECHNIQUES IN THE LAB SO AS TO PREVENT ENVIRONMENTAL DEGRADATION**
9. Provide details of Major / Minor Projects: **NIL**

Nature of the Project	Name of the Principal	Duration & Year of sanction	Name of the project & funding Agency	Total grant sanctioned	Received

	investigator				
Major projects	NIL				
Minor projects	NIL				

10. Details of No. of books published / Chapter Edited etc. With ISBN and other Details :

NIL

11. Served as experts, chairpersons or resource persons(Details) : 1. CHAIRPERSON for TYBSc chemistry theory....university of Mumbai 2. Academic Counsellor and Examiner for IGNOU

SUBJECT EXPERT FOR CAS AT SIES COLLEGE.

RESOURCE PERSON FOR DBT SCHEME LECTURE AT NATIONAL COLLEGE.

12. No. of research awards/ recognitions received by faculty and research fellows of the institute in the year:: **NIL**

Total	International	National	State	University	Dist	College

13. Mentioned whether faculty is recognised PhD Guide: Yes / No : **NO**

a) No. of Students Registered :NA

b) No. of Students Awarded PhD Degree :NA

c) No. of Students receiving fellowship :NA

14. State whether using ICT for effective teaching with Learning Management System (LMS), E-Learning resources etc. (Yes/ No) Attach supporting proof.: **YES. LECTURES conducted using the zoom platform from 22 march 2020 Till date.**

15. In brief provide details of your contribution towards Students /Department/ College etc.

1. Incharge of criterion IV , IQAC

2. Member of the exam committee since 1997

3. Incharge of the students group insurance committee

4. Convenor of the library committee.

5. Member of the purchase committee.



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email: principal_asc@rizvicollege.edu.in Website: www.rizvicollege.edu.in
Phone: 26480348 / 26004245 - Fax: 26497448



Personal Achievements Details

Name of the Faculty: Ashfaque Karim

Designation : Associate Professor

Following details need to be submitted for the academic year 2021 - 22 with documentary evidence (copy).

Mention whether appointment is Temporary / Permanent: Permanent

Holding PhD Degree: No

Years of the service in the organization: 24

Total Years of experience: 24

Aided/Unaided: Aided

1. Faculty participation in Conference/ Seminar/Workshop and Symposia.

Sr. No.	Programme	Title of the Programme	Name of the Organising Institute/ Organisation/ University/ Agency Organising Institute/ Organisation	Duration From(DD-MM-YYY Y)	Duration To (DD-MM-YYYY)	International/ National/State/ University/ Local
1	International E-Seminar	Re-Skills and Up-Skills in 21 st Century	SSR College of Arts, Science and Commerce	30.9.21	----	International
2	Workshop	National Education Policy, 2022	Sterling College of Arts, Commerce and Science	30.3.2022	-----	National

2. Details of Paper Presentations / Publications / in Conference / Seminars / Workshops / FDP / Symposia.

Title of the Paper	ISBN / ISSN Number
NA	NA

3. Faculty participation in Orientation Programme/Induction Programme/Refresher Course/FDP/Short Term Course/ Professional Development Programme.

Sr. No.	Program me	Title of the Programme	Name of the Organising Institute/ Organisation /University/ Agency Organising Institute/ Organisation	Duration From(DD-MM-YYYY)	Duration To (DD-MM-YYYY)	International/ National/State/ University/ Local
1	FDP	IBM statistical Package	Rizvi College	3.12.21	10.12.21	National

4. Details of financial support received to attend Conferences/Workshops/ Symposia/ Orientation Programme/Induction Programme/Refresher Course/FDP/Short Term Course/ Professional Development Programme and towards membership fee of professional bodies during the year.

Sr. No.	Name of the Conferences/ Workshops/Symposia/Orientation Programme/Induction Programme/Refresher Course/FDP/Short Term Course/Professional Development Programme attended for which financial support provided	Name of the Professional Body for which membership fee is provided	Amount of Support	International /National/ State University
	NA			

5. Details of Research Publication in the following format.

Title of the paper	Name of the author/s	Department of the teacher	Name of journal	Year of publication	ISBN/ISSN number	Peer Review Journal/ Non-Peer Review Journal/ e-Journal/ Conference Proceedings	Notified on UGC website	International/National/ State University
NA	NA	NA	NA	NA	NA	NA	NA	NA

6. Details of faculty involved in curriculum restructuring / revision / syllabus development as member of Board of Study /Faculty /Curriculum Development Workshop etc.

7. Details of any Innovations and Best Practices followed or implemented by individual faculty.

1. Use of excel and ppts in teaching of Accountancy

2. Use of ppts in teaching of Accountancy
3. Sharing educational videos on different topics
4. Conducting objective internal test
8. Provide details of Major / Minor Projects.

Nature of the Project	Name / Dept. of the Principal investigator	Duration & Year of sanction	Name of the project & funding Agency	Total grant sanctioned	Received
Major projects	NA	NA	NA	NA	NA
Minor projects	NA	NA	NA	NA	NA

* **Documents:** Copies of the grant award letters for research projects sponsored by non-government agencies. E-Copies of the grant award letters for research projects sponsored by government

9. Details of No. of books published / Chapter Edited etc. With ISBN and other Details

Title of the book/chapters published	Title of the chapter	National / International	Year of publication	ISBN/ISSN number of the proceeding	Affiliating Institute at the time of publication	Name of the publisher
NA	NA	NA	NA	NA	NA	NA

10. Served as experts, chairpersons or resource persons (Details)
 - a) Chairperson of paper setters for M.Com(Choice based) in subject of Financial Management
 - b) Invited as a Resource Person in an International E-Seminar on "Re-Skills and Up-Skills in 21st Century" organised by SSR College of Arts, Science and Commerce, (Affiliated to Savitribai Phule University) on 30th September 2021.
 - c) Invited as Guest Faculty by ICAI for their Orientation and MCS courses during the year 2021-2022.

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

Total	International	National	State	University	District	College
NA	NA	NA	NA	NA	NA	NA

Name of the Awardee with contact details	Name of the Award	Name of the Awarding Agency	Year of Award	Incentive details
NA	NA	NA	NA	NA

12. Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/Web of Science or Pub Med/Indian Citation Index.

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institution affiliated as mentioned in the publication	Number of citations excluding self-citations
NA	NA	NA	NA	NA	NA	NA

13. h – Index of the Institutional Publications during the year. (based on Scopus/Web of science)

Title of the paper	Name of the author	Title of the journal	Year of publication	h – index	Number of citations excluding self-citations	Institution affiliated as mentioned in the publication
NA	NA	NA	NA	NA	NA	NA

14. Mentioned whether faculty is recognised PhD Guide: NA

- i No. of Students Registered :
 ii No. of Students Awarded PhD Degree :
 iii No. of Students receiving fellowship :

15. State whether using ICT for effective teaching with Learning Management System (LMS), ELearning Resources etc.
 YES

16. In brief provide details of your contribution towards Students /Department/ College etc.
 Teaching learning with help of traditional as well as modern methods.

- a) Prepared many short quizzes on testmoz.com to internally evaluated students.
 b) Prepared and presented ppts on various topics
 c) Conducted Online meeting of Alumni Committee in March 2022.

17. Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.

- a) Academic council/BOS of Affiliating University NA
 b) Setting of question papers for UG/PG programs YES
 c) Design and Development of Curriculum for Add on/ certificate/ Diploma Courses NA
 d) Assessment /evaluation process of the affiliating University YES

18. Teachers use ICT enabled tools for effective teaching-learning process. (Describe in 100 words)

***Note:** 1. All Achievements should be supported by documentary evidences.

2. All the information required is for the purpose of evaluation by management and NAAC documentation

3. The deadline for submission of above documents is 10th August, 2020 (mail soft copy on iqac@rizvicollege.edu.in)



Rizvi Education Society's
RIZVI COLLEGE
OF ARTS, SCIENCE AND COMMERCE
In Collaboration With
DEPARTMENT OF STATISTICS, K. C. COLLEGE
HSNC University
(Under the aegis of DBI-Star Status College Award)

This is to certify that Ashfaque Karim of
Rizvi College of Arts, Science and Commerce has
participated in Online National Level 10 Day Faculty Development Program/ 30 Hour Certificate Course on IBM
Statistical Package and Structural Equation Modeling with AMOS organised by the Internal Quality Assurance Cell,
Research Cell and the Department of Mathematics and Statistics from 03rd December, 2021 to 12th December, 2021

Rubina A.H. Rizvi

Adv. (Mrs.) Rubina Akhtar Hasan Rizvi
Director
Rizvi Education Society

Anjum Ahmad

Hemlata K Bagla
Dr. Hemlata K Bagla
Vice-Chancellor, HSNC University, Mumbai
Principal, K. C. College

Dr. (Mrs.) Anjum Ara M.K. Ahmad
Principal I/C
Rizvi College of Arts, Science & Commerce



Rizvi Education Society's
RIZVI COLLEGE
OF ARTS, SCIENCE AND COMMERCE
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This is to certify that Ashfaque Karim of
Rizvi College of Arts, Science and Commerce has
participated in Online National Level 10 Day Faculty Development Program/ 30 Hour Certificate Course on IBM
Statistical Package and Structural Equation Modeling with AMOS organised by the Internal Quality Assurance Cell,
Research Cell and the Department of Mathematics and Statistics from 03rd December, 2021 to 12th December, 2021.

Rubina A.H. Rizvi

Adv. (Mrs.) Rubina Akhtar Hasan Rizvi
Director
Rizvi Education Society

Anjum Ahmad

H.K. Bagla
Dr. Hemlata K Bagla
Vice-Chancellor, HSNC University, Mumbai
Principal, K. C. College

Dr. (Mrs.) Anjum Ara M.K. Ahmad
Principal I/C
Rizvi College of Arts, Science & Commerce



SSR Memorial Trust's

SSR

COLLEGE OF ARTS, COMMERCE & SCIENCE

Affiliated to Savitribai Phule Pune University



Indy Road, Solvasa - 300 230 U.T. of Dadra & Nagar Haveli, Mdr. - 90811 60001, 72023 22005

Ph. - 0260 2681102 / 03, E-mail: ssrcollegearts2000@gmail.com, Website: www.ssra.edu.in

(ID No. PU/DNH/ACB/90/2006)

AISHE CODE : C-41385

BPPU ID : CAAD018950

The Department of Commerce and Management
of
SSR College of Arts, Commerce and Science, INDIA

hereby present the

Appreciation Certificate

to

CA Ashfaque M. Karim
(Associate Professor & National TV Talk Speaker)

Rizvi College of Arts, Commerce and Science,


Mumbai (INDIA)

For being a part of our International E-Seminar on
"Reskills and Upskills in 21st Century" Dated 30/09/2021

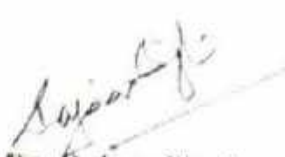
As a

Resource Person

We wish her all the best in future endeavor.


Dr. A.H. Sonai Sheikh
(Organizing Secretary)




Dr. Rajeev Singh
(Principal)



National Centre for Rural Development's
Sterling College of Arts, Commerce & Science
In Association with
University of Mumbai



CERTIFICATE OF PARTICIPATION

This is to certify that Dr./ Mr./ Mrs. Ashfaqe Karim
of Rizvi College Participated
in one day workshop on "Preparedness for National Education Policy 2020"
organized by Sterling College of Arts, Commerce & Science
On 30 March, 2022


Convenor


Principal



Saraswati Sanjibhai Rajgopal Memorial Trust's
SSR COLLEGE OF ARTS, COMMERCE AND SCIENCE
Sayk. Dadra & Nagar Haveli-396230
(Affiliated to Savitribai Phule Pune University)
NAAC Accredited with B+ Grade



INTERNATIONAL E-SEMINAR
ON
RESKILLS & UPSKILL IN 21ST CENTURY

Certificate of Appreciation

This is to Certify that CA Ashfaque M. Karim-Associate Professor & National TV Talk Speaker *from* Rizvi College of Arts, Commerce and Science, Mumbai *has participated as a 'Resource Person' in* ONE DAY INTERNATIONAL SEMINAR *on* RESKILLS & UPSKILL IN 21ST CENTURY *on* 30th September 2021 *organized by* DEPARTMENT OF COMMERCE & MANAGEMENT *in association with*

Date 5/10/2021



30092021004

Dr. Rajeev Singh
Principal



CONFIDENTIAL
PART - II

University or College: Rizvi Education Society's
RIZVI COLLEGE OF ARTS, SCIENEC & COMMERCE
OFF CARTER ROAD, BANDRA (WEST), MUMBAI - 400 050.

CONFIDENTIAL SELF-ASSESSMENT REPORT
REGARDING ABILITY AND CHARACTER
(For the Officers and Superintendents)

- 1. Name : Mrs. Meliyabeen S. Khan.
- 2. Department / Office / Post : Administrative Office.
- 3. Period of Report : Office Superintendent.
- 4. Leave taken during the period C.L./ E.L./Other Leave : CL-8 EL-12 SL-8
- 5. Additional Qualifications / Training, etc. Earned Undergone during the period : -
- 6. Promotions / Rewards / Appreciation, if any : -
- 7. Length of Service in the Present or Similar Post : 22 yrs.
- 8. Brief Description of your duties indicating the norms, standards, targets to be observed, etc. : As per the std code & Additional
- 9. Supervisory Ability (Capacity to get work done) : Good.
- 10. Relations with Staff/Members of Public/Superiors : Good.
- 11. Have you imparted any training guidance to your staff : Give guidance as and when required.
- 12. Were you required to take any disciplinary action against any of your subordinates, if so, state number of cases reported :
- 13. Could you maintain cordial atmosphere in your department. If 'Yes' state whether the following methods you adopted : Yes (b) & (d)
(a) Welfare Activity (b) By your own hard work (c) Accommodativeness and (d) Impartiality and just method.
- 14. How would you rank your leadership ability : Good.
- 15. What efforts were made by you to acquire or Promote the quality of leadership. : Always co-operated with my colleagues & teachers for every activity of college
- 16. The Quality and Quantity of work done during the period of report as compared with the prescribed norms standard or targets of previous year : Solution work.
All the documentation work done on time, Statistical Inf. etc.
Contd.. 2

- 17. Details of any specific item(s) of work done by you which you think especially noteworthy / innovative / economical :
- 18. Are you aware of the opinion of Public / Teachers, Employees, etc about your Section, state what it is : *Opinion about my section is good*
- 19. Do you think that there is a scope for improvement : *Yes,*
- 20. If in your own opinion you were unable to maintain the expected quality or quantity of performance, indicate briefly your reasons for the same and the action you propose to take. What measure would you suggest / intent to take to step up the present performance. : *Discipline should be maintain regarding attendance, use of mobile, follow up of work allotted &*
- 21. State what special difficulty did you experience were there beyond your control. : *To take action against defaulters I have to permission or to report to the authority. I always report in some of the cases.*
- 22. State whether you could get guidance from your Superiors / you could have done better with better Guidance / adequate guidance and assistance were provided. : *→ It was lacking during last year.*
- 23. State whether you could derive 'job satisfaction' from your work during the period of reports : *Yes.*
- 24. Your General Assessment: Very Good / Good / Fair / Average / Below Average : *Good.*


OBSERVATION OF THE REPORTING OFFICER

- 1. State whether the facts stated above are correct. If not, state the correct facts. :
- 2. Do you agree that the Self-Assessment is honest and based on rational and impartial self-observation. If not, give reasons why you do not agree :
- 3. State whether the performance of Officer during the period of Self-Assessment can be rated as (1) Very Good (2) Good (3) Fair (4) Average (5) Below Average :
- 4. Whether in your opinion the Officer has (i) Potentiality to develop (ii) Desire to develop (iii) Capability of making adequate efforts to develop :
- 5. Any other remarks :

Date: _____

Place: _____

PA.



Signature, Name and Designation of
The Reporting Authority
RIZVI COLLEGE
OF ARTS, SCI. & COM.
Bandra (W) Mumbai - 400 050

CONFIDENTIAL
FORM NO. 6 (SEE RULE 12)

University or College: Rizvi Education Society's
RIZVI COLLEGE OF ARTS, SCIENEC & COMMERCE
OFF CARTER ROAD, BANDRA (WEST), MUMBAI - 400 050.

CONFIDENTIAL ASSESSMENT AND SELF ASSESSMENT REPORT OF NON-TEACHING
Serial No.: _____ File No.: _____ Year ending 31st March _____

Name: ~~Shri/Smt./Kuar.~~ ANSARI PARVEEN BANU SAJID AKHTAR.
(Department or Office including Section)

PERSONAL INFORMATION

Name: PARVEEN BANU Husband's Name: SAJID AKHTAR Surname: ANSARI.

Date of Birth as recorded in the Service Book /
S.S.C. Certificate/School Leave Certificate : 17th July, 1974.

Place of Birth : Mumbai
(Village / Town / Taluka / District / State)

Nationality and Religion : INDIAN, MUSLIM.

Whether belongs to Scheduled Castes/
Scheduled Tribes/Nomadic Tribes/Other
Backward Classes, etc. : _____

Home Town (with residential address) : D-004,

Permanent Address (Local) : D-004, Geeta Ralna C.H.S. Ltd.
Geeta Nagar, Phase-V, Naya Nagar,
Misa Road (East), Dist Thane- 401107

Date of joining University Services and
Designation at the time of first appointment : 05-03-1997 - Junior - Steno-Typist

Intermediary positions held between Initial
Appointment and Present, if any :

	Positions	Period from
1.	Junior Stenographer	06-03-2000
2.	Time Bound Promotion	05-03-2012
3.		

Mother Tongue : URDU

Language Known : URDU, ENGLISH, HINDI, MARATHI

Qualifications and Degree : B.Com., Comp. Eng Typing, Hindi Typing, Marathi Typing, Eng S/H

University : Mumbai ^{operation} G.C.C. G.C.C. G.C.C. G.C.C.

Year : 1996 1992 60wpm 40wpm 40wpm 120wpm

CONFIDENTIAL ASSESSMENT REPORT REGARDING ABILITY AND CHARACTER

Name : Mr. Pravin Ansoni

Period of Report : 2017-18.

Post or posts held during the period of Report : Jr. Stenographer

Department / Office / Section : Adm. Office.

Leave taken during the period E.L./ C.L./Other Leave : CL 8 EL - 28 HP 2 - 2

PERFORMANCE ASSESSMENT

Sr. No.	Item	Very Good (A)	Good (B)	Fair (C)	Average (D)	Below Average (E)
I. TECHNICAL ADEQUACY						
01.	Industry		✓			
02.	Application		✓			
03.	Initiative		✓			
04.	Neatness		✓			
05.	Accuracy		✓			
06.	Punctuality in Work		✓			
07.	Methodical and Systematic Working			✓		
08.	Promptness in Disposal		✓			
09.	Regularity in Attendance		✓			
10.	Relations with Superiors		✓			
11.	Relations with Colleagues		✓			
12.	Relations with Members of Public		✓			
13.	Dependability			✓		
14.	Capacity to work done			✓		
II. GENERAL IMPRESSION						
01.	General Impression and Grasp			✓		
02.	Leadership Qualities		✓			
03.	Leave of Knowledge (related to the Section / Dept.)		✓			
04.	Technical Ability (wherever relevant)	✓				
05.	Special Complementary (Aptitude qualities, etc. other than Job requirements)	✓				

Sr. No.	Item	Very Good (A)	Good (B)	Fair (C)	Average (D)	Below Average (E)
III. Recommendations						
01.	Administrative ability including judgement, Initiative, Promptness and drive			✓		
02.	Fitness to continue in the present post			✓		
03.	Fitness for Promotion			✓		
04.	Any other item not covered but which you would like to record, please specify the aspect		Punctual & Handwork			
05.	Recommendation – Observation of the Reporting					

Date: June. 2018.Signature: Place: Bandra (W), Mumbai

(Mrs. Mehjabeen S. Khan)

Name and Designation of the Reporting Officer

Note: Items covered by I, II and III may not be applicable to all categories of employees and in all cases. Where assessment in respect of particular item is not necessary, the Reporting Officer should state in the column NT (Not Applicable). Assessment has to be done in five points i.e. Very Good, Good, Fair, Average, Below Average. Please mark "3" in appropriate columns to arrive final assessment.

OBSERVATION OF REVIEWING OFFICER IN THE REPORT
(To be filled in by the Reviewing Officer)

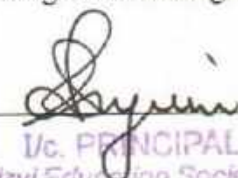
-
-
-
1. Length of Service under Reviewing Officer during the period under report.
 2. Do you agree with the Reporting Officer or do you wish to modify or add to his Assessment?
 3. Observation of remarks to the employees and clarification from the Reporting Officer sought, if any.
 4. Communication of remarks to the employees and clarification from the Reporting Officer sought, if any.

Date: _____

Signature: _____

Place: _____

Name and Designation of the Reviewing Officer


U.C. PRINCIPAL
Rizvi Education Society's
RIZVI COLLEGE
Bandra (W), Mumbai-400 050.

PA.

CONFIDENTIAL
FORM NO. 6 (SEE RULE 12)

University or College: **Rizvi Education Society's**
RIZVI COLLEGE OF ARTS, SCIENEC & COMMERCE
OFF CARTER ROAD, BANDRA (WEST), MUMBAI - 400 050.

CONFIDENTIAL ASSESSMENT AND SELF ASSESSMENT REPORT OF NON-TEACHING
Serial No.: _____ File No.: _____ Year ending 31st March Mar-2018

Name: Shri/Smt./Kum. PRAVIN JAGANNATH KHAMKAR
(Department or Office including Section)

PERSONAL INFORMATION

Name: PRAVIN Father's Name: JAGANNATH Surname: KHAMKAR

Date of Birth as recorded in the Service Book /
S.S.C. Certificate/School Leave Certificate : 30.09.1965

Place of Birth : Mumbai
(Village / Town / Taluka / District / State)

Nationality and Religion : Indian (Hindu)

Whether belongs to Scheduled Castes/
Scheduled Tribes/Nomadic Tribes/Other
Backward Classes, etc. : N.A.

Home Town (with residential address) : At. Post- Saundal Tal. Rajapur
Dist. Ratnagiri

Permanent Address (Local) : 131/133/10 Subhash Lane. R.B.
Marg. Ghodapdev Mumbai-33

Date of joining University Services and
Designation at the time of first appointment : JR Clerk . 5.5-1992

Intermediary positions held between Initial
Appointment and Present, if any :

	Positions	Period from
1.	JR clerk	5.5.92 TO 4.12.97
2.	SR clerk	5.12.97 TO 1.2.2004
3.	Head clerk	2.2.2004

Contd... 2

: 2: Marathi
 Mother Tongue : _____
 Language Known : Marathi, Hindi, English
 Qualifications and Degree : B.A.
 University : Mumbai
 Year : 1989

CONFIDENTIAL ASSESSMENT REPORT REGARDING ABILITY AND CHARACTER
 Name : Ms. Pravin J. Khankar
 Period of Report : 2017-18
 Post or posts held during the period of Report : Head Clerk
 Department / Office / Section : Adm. Department
 Leave taken during the period E.L./ C.L./Other Leave : EL-8 EL-5 HPL-3

PERFORMANCE ASSESSMENT

Sr. No.	Item	Very Good (A)	Good (B)	Fair (C)	Average (D)	Below Average (E)
I. TECHNICAL ADEQUACY						
01.	Industry		✓			
02.	Application		✓			
03.	Initiative		✓			
04.	Neatness		✓			
05.	Accuracy		✓			
06.	Punctuality in Work		✓			
07.	Methodical and Systematic Working			✓		
08.	Promptness in Disposal			✓		
09.	Regularity in Attendance		✓			
10.	Relations with Superiors		✓			
11.	Relations with Colleagues		✓			
12.	Relations with Members of Public		✓			
13.	Dependability			✓		
14.	Capacity to work done			✓		
II. GENERAL IMPRESSION						
01.	General Impression and Grasp		✓			
02.	Leadership Qualities		✓			
03.	Leave of Knowledge (related to the Section / Dept.)		✓			
04.	Technical Ability (wherever relevant)		✓			
05.	Special Complementary (Aptitude qualities, etc. other than Job requirements)					

Contd... 3

Sr. No.	Item	Very Good (A)	Good (B)	Fair (C)	Average (D)	Below Average (E)
III. Recommendations						
01.	Administrative ability including judgement, Initiative, Promptness and drive		✓			
02.	Fitness to continue in the present post		✓			
03.	Fitness for Promotion			✓		
04.	Any other item not covered but which you would like to record, please specify the aspect		Handwriting.			
05.	Recommendation – Observation of the Reporting					

Date: June 2018

Signature: _____

Place: Bandra (W), Mumbai 50Mrs. M.S. Khan
Offic. Supt.

Name and Designation of the Reporting Officer

Note: Items covered by I, II and III may not be applicable to all categories of employees and in all cases. Where assessment in respect of particular item is not necessary, the Reporting Officer should state in the column NT (Not Applicable). Assessment has to be done in five points i.e. Very Good, Good, Fair, Average, Below Average. Please mark "3" in appropriate columns to arrive final assessment.

OBSERVATION OF REVIEWING OFFICER IN THE REPORT
(To be filled in by the Reviewing Officer)

-
-
-
1. Length of Service under Reviewing Officer during the period under report.
 2. Do you agree with the Reporting Officer or do you wish to modify or add to his Assessment?
 3. Observation of remarks to the employees and clarification from the Reporting Officer sought, if any.
 4. Communication of remarks to the employees and clarification from the Reporting Officer sought, if any.

Date: _____

Signature: _____

Place: _____

Name and Designation of the Reviewing Officer

PA.

I/c. PRINCIPAL
Rizvi Education Society's
RIZVI COLLEGE
Bandra (W), Mumbai - 400 050.

CONFIDENTIAL
PART - II

2018-19

University or College: Rizvi Education Society's
RIZVI COLLEGE OF ARTS, SCIENEC & COMMERCE
OFF CARTER ROAD, BANDRA (WEST), MUMBAI - 400 050.

**CONFIDENTIAL SELF-ASSESSMENT REPORT
REGARDING ABILITY AND CHARACTER**
(For the Officers and Superintendents)

1. Name : Mrs Mehjabeen S. Khan
2. Department / Office / Post : Administrative Office
Office Superintendent
3. Period of Report : 2018-19
4. Leave taken during the period C.L./
E.L./Other Leave : CL-06 EL-27 SL-25
5. Additional Qualifications / Training, etc. Earned
Undergone during the period : Attended workshops
for upgrading adm. skills.
6. Promotions / Rewards / Appreciation, if any : -
7. Length of Service in the Present or Similar Post : 22 years
8. Brief Description of your duties indicating
the norms, standards, targets to be observed, etc. : Over all incharge of Adm.
Office, Pension Cases to submit
on time
9. Supervisory Ability (Capacity to get work done) : Good.
10. Relations with Staff/Members of Public/Superiors : Good.
11. Have you imparted any training guidance to
your staff : As and when required
I give guidance.
12. Were you required to take any disciplinary action
against any of your subordinates, if so, state
number of cases reported : 1 case of Mr. Alebor Ali
habitual absence from duty.
13. Could you maintain cordial atmosphere in your
department. If 'Yes' state whether the following
methods you adopted : Yes. (b) & (c)
(a) Welfare Activity (b) By your own hard work
(c) Accommodativeness and (d) Impartiality and
just method.
14. How would you rank your leadership ability : Good:-
15. What efforts were made by you to acquire or
Promote the quality of leadership. : Co-ordination and cooperation
16. The Quality and Quantity of work done during the
period of report as compared with the prescribed
norms standard or targets of previous year : Whatever assignment given
all completed, face the
challenge of New software
for Admission process.

- 17. Details of any specific item(s) of work done by you which you think especially noteworthy / innovative / economical :
- 18. Are you aware of the opinion of Public / Teachers, Employees, etc about your Section, state what it is : *Good - Systemic work.*
- 19. Do you think that there is a scope for improvement : *Yes.*
- 20. If in your own opinion you were unable to maintain the expected quality or quantity of performance, indicate briefly your reasons for the same and the action you propose to take. What measure would you suggest / intent to take to step up the present performance. : *I try my level best for the quality and quantity of work but due to transfer of adm. staffs to other depts. & vacancies in the dept. finding it difficult in some area.*
- 21. State what special difficulty did you experience were there beyond your control. : *This year specially due to new software.*
- 22. State whether you could get guidance from your Superiors / you could have done better with better Guidance / adequate guidance and assistance were provided. : *Yes, definitely.*
- 23. State whether you could derive 'job satisfaction' from your work during the period of reports : *Yes,*
- 24. Your General Assessment: Very Good / Good / Fair / Average / Below Average : *Very Good.*

OBSERVATION OF THE REPORTING OFFICER

- 1. State whether the facts stated above are correct. If not, state the correct facts. :
- 2. Do you agree that the Self-Assessment is honest and based on rational and impartial self-observation. If not, give reasons why you do not agree. :
- 3. State whether the performance of Officer during the period of Self-Assessment can be rated as (1) Very Good (2) Good (3) Fair (4) Average (5) Below Average. :
- 4. Whether in your opinion the Officer has (i) Potentiality to develop (ii) Desire to develop (iii) Capability of making adequate efforts to develop. :
- 5. Any other remarks. :

Date: _____

Place: _____

PA. _____


 J/c. PRINCIPAL
 Signature, Name and Designation of
 the Reporting Authority

2018-19

CONFIDENTIAL
FORM NO. 6 (SEE RULE 12)

University or College: Rizvi Education Society's
RIZVI COLLEGE OF ARTS, SCIENEC & COMMERCE
OFF CARTER ROAD, BANDRA (WEST), MUMBAI - 400 050.

CONFIDENTIAL ASSESSMENT AND SELF ASSESSMENT REPORT OF NON-TEACHING
Serial No.: _____ File No.: _____ Year ending 31st March 2019

Name: Shri/Smt./Kum. PRAVIN JAGANNATH KHAMKAR
(Department or Office including Section)

PERSONAL INFORMATION

Name: PRAVIN Father's Name: JAGANNATH Surname: KHAMKAR

Date of Birth as recorded in the Service Book /
S.S.C. Certificate/School Leave Certificate : 30.09.1965

Place of Birth : Mumbai - (Maharashtra)
(Village / Town / Taluka / District / State)

Nationality and Religion : Indian - Hindu

Whether belongs to Scheduled Castes/
Scheduled Tribes/Nomadic Tribes/Other
Backward Classes, etc. :

Home Town (with residential address) : At. post- saundal Tal. Rajapur
Dist. Ratnagiri

Permanent Address (Local) : 131/133/10 Subhash Lane. R.B.
Marg. Ghodapdev Mumbai
400033

Date of joining University Services and
Designation at the time of first appointment : 5/5/1992 JR clerk

Intermediary positions held between Initial
Appointment and Present, if any :

	Positions	Period from
1.	JR clerk	5.5.92 TO 4.12.97
2.	SR clerk	5.12.97 TO 1.02.2004
3.	Head clerk	2.2.2004 TO Till date

Contd... 2

: 2 :

Mother Tongue : Marathi

Language Known : Hindi, Marathi, English

Qualifications and Degree : B-A.

University : Mumbai University

Year : 1989

CONFIDENTIAL ASSESSMENT REPORT REGARDING ABILITY AND CHARACTER

Name : Mr. Pravin Jugannath. Khamkar

Period of Report : 2017-18

Post or posts held during the period of Report : Head Clerk.


Department / Office / Section : Administrative Staff.

Leave taken during the period E.L./ C.L./Other Leave : CL-8 EL-16 SL-8

PERFORMANCE ASSESSMENT

Sr. No.	Item	Very Good (A)	Good (B)	Fair (C)	Average (D)	Below Average (E)
I. TECHNICAL ADEQUACY						
01.	Industry		✓			
02.	Application		✓			
03.	Initiative		✓			
04.	Neatness		✓			
05.	Accuracy			✓		
06.	Punctuality in Work		✓	✓		
07.	Methodical and Systematic Working			✓		
08.	Promptness in Disposal		✓			
09.	Regularity in Attendance		✓			
10.	Relations with Superiors		✓			
11.	Relations with Colleagues		✓			
12.	Relations with Members of Public		✓			
13.	Dependability			✓		
14.	Capacity to work done			✓		
II. GENERAL IMPRESSION						
01.	General Impression and Grasp			✓		
02.	Leadership Qualities		✓			
03.	Level of Knowledge (related to the Section / Dept.)			✓		
04.	Technical Ability (wherever relevant)			✓		
05.	Special Complementary (Aptitude qualities, etc. other than Job requirements)			✓		

Sr. No.	Item	Very Good (A)	Good (B)	Fair (C)	Average (D)	Below Average (E)
III. Recommendations						
01.	Administrative ability including judgement, Initiative, Promptness and drive		✓			
02.	Fitness to continue in the present post		✓			
03.	Fitness for Promotion		✓			
04.	Any other item not covered but which you would like to record, please specify the aspect		Hardworskup .			
05.	Recommendation – Observation of the Reporting					

Date: 5th June 2019Place: Bandra (W)Signature: (Mrs. Mehjabeen S. Khan)
Office Superintendent

Name and Designation of the Reporting Officer

Note: Items covered by I, II and III may not be applicable to all categories of employees and in all cases. Where assessment in respect of particular item is not necessary, the Reporting Officer should state in the column NT (Not Applicable). Assessment has to be done in five points i.e. Very Good, Good, Fair, Average, Below Average. Please mark "3" in appropriate columns to arrive final assessment.

OBSERVATION OF REVIEWING OFFICER IN THE REPORT

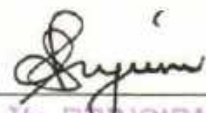
(To be filled in by the Reviewing Officer)

1. Length of Service under Reviewing Officer during the period under report.
2. Do you agree with the Reporting Officer or do you wish to modify or add to his Assessment?
3. Observation of remarks to the employees and clarification from the Reporting Officer sought, if any.
4. Communication of remarks to the employees and clarification from the Reporting Officer sought, if any.

Date: _____

Place: _____

Signature: _____


 I/c. PRINCIPAL
 Rizvi Education Society's
 RIZVI COLLEGE
 DEPT. OF S.S. & COM.
 Bandra (W), Mumbai-400 050.

Name and Designation of the Reviewing Officer

CONFIDENTIAL
FORM NO. 6 (SEE RULE 12)

University or College: **Rizvi Education Society's**
RIZVI COLLEGE OF ARTS, SCIENEC & COMMERCE
OFF CARTER ROAD, BANDRA (WEST), MUMBAI - 400 050.

CONFIDENTIAL ASSESSMENT AND SELF ASSESSMENT REPORT OF NON-TEACHING

Serial No.: _____ File No.: _____ Year ending 31st March 20

Name: Shri/Smt./Kum. Atul Madhusudan Railkar
(Department or Office including Section)

PERSONAL INFORMATION

Name: ATUL Father's Name: MADHUSUDAN Surname: RAILKAR

Date of Birth as recorded in the Service Book /
S.S.C. Certificate/School Leave Certificate : 28th Oct, 1968

Place of Birth : Mulund, Mumbai
(Village / Town / Taluka / District / State)

Nationality and Religion : Indian - Hindu - Brahmin

Whether belongs to Scheduled Castes/
Scheduled Tribes/Nomadic Tribes/Other
Backward Classes, etc. : —

Home Town (with residential address) : Chaul Chauki, Tal: Alibaug,
Dist: Raigad 402203.

Permanent Address (Local) : Room No.2, Himnadi CHS,
R-2, MIDC Residential Zone, MIDC,
Opp. R.R. Hospital, Dombivli (E)

Date of joining University Services and
Designation at the time of first appointment : 19th May, 1992

Intermediary positions held between Initial
Appointment and Present, if any :

Positions	Period from
1. Junior clerk	19.05.1992
Transferred to Lab. Assistant	01.06.1997
3. Sr. clerk	01.10.1999

Mother Tongue : Marathi

Language Known : Hindi, English

Qualifications and Degree : B.A.

University : Mumbai Hindi Vidyapith.

Year : 2006

CONFIDENTIAL ASSESSMENT REPORT REGARDING ABILITY AND CHARACTER

Name : Mr. Atul Railkar

Period of Report : 2017-18

Post or posts held during the period of Report : Senior clerk.

Department / Office / Section : Administrative Office.

Leave taken during the period E.L./C.L./Other Leave : CL-8. EL-18 SL-10

PERFORMANCE ASSESSMENT

Sr. No.	Item	Very Good (A)	Good (B)	Fair (C)	Average (D)	Below Average (E)
I. TECHNICAL ADEQUACY						
01.	Industry		✓			
02.	Application		✓			
03.	Initiative		✓			
04.	Neatness		✓			
05.	Accuracy		✓			
06.	Punctuality in Work		✓			
07.	Methodical and Systematic Working		✓			
08.	Promptness in Disposal		✓			
09.	Regularity in Attendance		✓			
10.	Relations with Superiors	✓				
11.	Relations with Colleagues	✓				
12.	Relations with Members of Public	✓				
13.	Dependability		✓			
14.	Capacity to work done		✓			
II. GENERAL IMPRESSION						
01.	General Impression and Grasp		✓			
02.	Leadership Qualities		✓			
03.	Leave of Knowledge (related to the Section / Dept.)		✓			
04.	Technical Ability (wherever relevant)		✓			
05.	Special Complementary (Aptitude qualities, etc. other than Job requirements)		✓			

Contd... 3

Sr. No.	Item	Very Good (A)	Good (B)	Fair (C)	Average (D)	Below Average (E)
III. Recommendations						
01.	Administrative ability including judgement, Initiative, Promptness and drive	✓				
02.	Fitness to continue in the present post		✓			
03.	Fitness for Promotion		✓			
04.	Any other item not covered but which you would like to record, please specify the aspect		Efficient &		Sincere.	
05.	Recommendation – Observation of the Reporting					

Date: 3/6/2019.Signature: MehjabinPlace: Bandra (W)(Mrs. Mehjabin S. Khan)
Officer Supd.

Name and Designation of the Reporting Officer

Note: Items covered by I, II and III may not be applicable to all categories of employees and in all cases. Where assessment in respect of particular item is not necessary, the Reporting Officer should state in the column NT (Not Applicable). Assessment has to be done in five points i.e. Very Good, Good, Fair, Average, Below Average. Please mark "3" in appropriate columns to arrive final assessment.

OBSERVATION OF REVIEWING OFFICER IN THE REPORT
(To be filled in by the Reviewing Officer)

1. Length of Service under Reviewing Officer during the period under report.
2. Do you agree with the Reporting Officer or do you wish to modify or add to his Assessment?
3. Observation of remarks to the employees and clarification from the Reporting Officer sought, if any.
4. Communication of remarks to the employees and clarification from the Reporting Officer sought, if any.

Date: _____

Signature: _____

Place: _____

Name and Designation of the Reviewing Officer

Sujin
PRINCIPAL
Rizvi Education Society's
RIZVI COLLEGE
OF ARTS, SCI. & COM.
Bandra (W), Mumbai-400 050.

CONFIDENTIAL

PART - II

University or College: Rizvi Education Society's

RIZVI COLLEGE OF ARTS, SCIENEC & COMMERCE
OFF CARTER ROAD, BANDRA (WEST), MUMBAI - 400 050.

**CONFIDENTIAL SELF-ASSESSMENT REPORT
REGARDING ABILITY AND CHARACTER**

(For the Officers and Superintendents)

1. Name : Mrs. Mehjabeen S. Khan.
2. Department / Office / Post : Administrative Office
3. Period of Report : 2019-2020.
4. Leave taken during the period C.L./ E.L./Other Leave : CL-8 EC- HPL-
5. Additional Qualifications / Training, etc. Earned Undergone during the period : Seminars, workshops online attended.
6. Promotions / Rewards / Appreciation, if any : -
7. Length of Service in the Present or Similar Post : 24
8. Brief Description of your duties indicating the norms, standards, targets to be observed, etc. : All the assigned work as per duty chart.
9. Supervisory Ability (Capacity to get work done) : V. Good
10. Relations with Staff/Members of Public/Superiors : Good.
11. Have you imparted any training guidance to your staff : Yes, always as and when required by any staff.
12. Were you required to take any disciplinary action against any of your subordinates, if so, state number of cases reported : 03.
13. Could you maintain cordial atmosphere in your department. If 'Yes' state whether the following methods you adopted
(a) Welfare Activity (b) By your own hard work
(c) Accommodativeness and (d) Impartiality and just method. : Yes, b & d.
14. How would you rank your leadership ability : Excellent.
15. What efforts were made by you to acquire or Promote the quality of leadership. : Always having positive approach toward all work.
16. The Quality and Quantity of work done during the period of report as compared with the prescribed norms standard or targets of previous year : Most of the work done online, carry out the work successfully, starting period of Covid. Contd. 2


- 17. Details of any specific item(s) of work done by you which you think especially noteworthy / innovative / economical : All online work carried out at home during lockdown period.
- 18. Are you aware of the opinion of Public / Teachers, Employees, etc about your Section, state what it is : Good, systematic
- 19. Do you think that there is a scope for improvement : Yes, with team work it can improve
- 20. If in your own opinion you were unable to maintain the expected quality or quantity of performance, indicate briefly your reasons for the same and the action you propose to take. What measure would you suggest / intent to take to step up the present performance. : Lack of support from authority.
- 21. State what special difficulty did you experience were there beyond your control. : Lack of communication & co-ordination of staff among themselves.
- 22. State whether you could get guidance from your Superiors / you could have done better with better Guidance / adequate guidance and assistance were provided. : Yes.
- 23. State whether you could derive 'job satisfaction' from your work during the period of reports : Yes, as far as my job role I am satisfied
- 24. Your General Assessment: Very Good / Good / Fair / Average / Below Average : Good.

OBSERVATION OF THE REPORTING OFFICER

- 1. State whether the facts stated above are correct. If not, state the correct facts. : Yes correct.
- 2. Do you agree that the Self-Assessment is honest and based on rational and impartial self-observation. If not, give reasons why you do not agree : Yes its true and fair.
- 3. State whether the performance of Officer during the period of Self-Assessment can be rated as (1) Very Good (2) Good (3) Fair (4) Average (5) Below Average : N, good -
- 4. Whether in your opinion the Officer has (i) Potentiality to develop (ii) Desire to develop (iii) Capability of making adequate efforts to develop : High potential for growth.
- 5. Any other remarks : NA -

Date: _____

Place: _____


 I/C. PRINCIPAL
 Rizvi Education Society's
 RIZVI COLLEGE
 Bandra (W), Mumbai - 400 050
 Signature, Name and Designation of
 the Reporting Authority

CONFIDENTIAL
FORM NO. 6 (SEE RULE 12)

2019-20

University or College: Rizvi Education Society's
RIZVI COLLEGE OF ARTS, SCIENEC & COMMERCE
OFF CARTER ROAD, BANDRA (WEST), MUMBAI - 400 050.

CONFIDENTIAL ASSESSMENT AND SELF ASSESSMENT REPORT OF NON-TEACHING
Serial No.: _____ File No.: _____ Year ending 31st March 2020

Name: Shri/Smt./Kum. KHAMKAR PRAVIN JAGANNATH
(Department or Office including Section)

PERSONAL INFORMATION

Name: PRAVIN Father's Name: JAGANNATH Surname: KHAMKAR

Date of Birth as recorded in the Service Book /
S.S.C. Certificate/School Leave Certificate :

30-09-1965

Place of Birth :

Mazgaon. Mumbai. Maharashtra
(Village / Town / Taluka / District / State)

Nationality and Religion :

Indian . Hindu . Maratha

Whether belongs to Scheduled Castes/
Scheduled Tribes/Nomadic Tribes/Other
Backward Classes, etc. :

N.A.

Home Town (with residential address) :

Ak-post. Saundal Tal. Rajapur
Dist. Ratnagiri . Maharashtra

Permanent Address (Local) :

181/183/10 Rayu Komathi chawl,
ghodapdev . R.B. Marg . Sabhash
Lane Mumbai - 400033

Date of joining, University Services and
Designation at the time of first appointment :

05-05-1992 (JR clerk)

Intermediary positions held between Initial
Appointment and Present, if any :

	Positions	Period from
1.	JR clerk	05-05-1992 TO 4-12-97
2.	SR clerk	05-12-1997 TO 01-02-2004
3.	Head clerk	02-02-2004

Contd... 2

Mother Tongue : 2: Marathi

Language Known : Marathi, Hindi, English

Qualifications and Degree : B.A.

University : Mumbai

Year : 1989

CONFIDENTIAL ASSESSMENT REPORT REGARDING ABILITY AND CHARACTER

Name : Mr. Pravin Khankar

Period of Report : 2019-2020

Post or posts held during the period of Report : Head Clerk

Department / Office / Section : Admin Dept.

Leave taken during the period E.L./ C.L./Other Leave :

PERFORMANCE ASSESSMENT

Sr. No.	Item	Very Good (A)	Good (B)	Fair (C)	Average (D)	Below Average (E)
I. TECHNICAL ADEQUACY						
01.	Industry		✓			
02.	Application		✓			
03.	Initiative		✓			
04.	Neatness	✓				
05.	Accuracy		✓			
06.	Punctuality in Work		✓			
07.	Methodical and Systematic Working		✓			
08.	Promptness in Disposal			✓		
09.	Regularity in Attendance		✓			
10.	Relations with Superiors		✓			
11.	Relations with Colleagues	✓				
12.	Relations with Members of Public	✓				
13.	Dependability	✓				
14.	Capacity to work done		✓			
II. GENERAL IMPRESSION						
01.	General Impression and Grasp		✓			
02.	Leadership Qualities	✓				
03.	Leave of Knowledge (related to the Section / Dept.)		✓			
04.	Technical Ability (wherever relevant)			✓		
05.	Special Complementary (Aptitude qualities, etc. other than Job requirements)					

Sr. No.	Item	Very Good (A)	Good (B)	Fair (C)	Average (D)	Below Average (E)
III. Recommendations						
01.	Administrative ability including judgement, Initiative, Promptness and drive		✓			
02.	Fitness to continue in the present post		✓			
03.	Fitness for Promotion		✓			
04.	Any other item not covered but which you would like to record, please specify the aspect	Sincere, handwriting.				
05.	Recommendation – Observation of the Reporting					

Date: 25/5/2022Place: Bondra (W)

Signature: Mehjabeen
 (Mrs. Mehjabeen S. Khan)
 Office Suptl.
 Name and Designation of the Reporting Officer

Note: Items covered by I, II and III may not be applicable to all categories of employees and in all cases. Where assessment in respect of particular item is not necessary, the Reporting Officer should state in the column 'N/A' (Not Applicable). Assessment has to be done in five points i.e. Very Good, Good, Fair, Average, Below Average. Please mark "3" in appropriate columns to arrive final assessment.

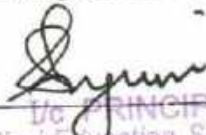
OBSERVATION OF REVIEWING OFFICER IN THE REPORT
 (To be filled in by the Reviewing Officer)

1. Length of Service under Reviewing Officer during the period under report.
2. Do you agree with the Reporting Officer or do you wish to modify or add to his Assessment?
3. Observation of remarks to the employees and clarification from the Reporting Officer sought, if any.
4. Communication of remarks to the employees and clarification from the Reporting Officer sought, if any.

Date: _____

Place: _____

Signature: _____


 DC PRINCIPAL
 Rizvi Education Society's
 RIZVI COLLEGE
 OF ARTS, SCI. & COM.
 Name and Designation of the Reviewing Officer

2019-20

CONFIDENTIAL
FORM NO. 6 (SEE RULE 12)

University or College: **Rizvi Education Society's**
RIZVI COLLEGE OF ARTS, SCIENCE & COMMERCE
OFF CARTER ROAD, BANDRA (WEST), MUMBAI - 400 050.

CONFIDENTIAL ASSESSMENT AND SELF ASSESSMENT REPORT OF NON-TEACHING
Serial No.: _____ File No.: _____ Year ending 31st March 2020

Name: Shri/Smt./Kum. Smita. Mahesh Kadam.
(Department or Office including Section)

PERSONAL INFORMATION

Name: Smita. Father's Name: Mahesh Surname: Kadam

Date of Birth as recorded in the Service Book /
S.S.C. Certificate/School Leave Certificate : 01-09-1974

Place of Birth : Mumbai
(Village / Town / Taluka / District / State)

Nationality and Religion : Indian Hindu

Whether belongs to Scheduled Castes/
Scheduled Tribes/Nomadic Tribes/Other
Backward Classes, etc. : -

Home Town (with residential address) : 368/5, Kalpanth Soc.
Charap, Sector - III
1 Condiwadi (W) Mumbai - 67

Permanent Address (Local) : Same as above.

Date of joining, University Services and
Designation at the time of first appointment : 20-1-1997

Intermediate positions held between Initial Appointment and Present, if any	Positions	Period from
1.	<u>Junior Clerk</u>	<u>20-1-1997</u>
2.		
3.		

Mother Tongue : 2: Marathi

Language Known : Hindi, Marathi English

Qualifications and Degree : B.A. Com.

University : Mumbai

Year : 1996.

CONFIDENTIAL ASSESSMENT REPORT REGARDING ABILITY AND CHARACTER

Name : Samita Mahesh Kadam

Period of Report : 2019-20.

Post or posts held during the period of Report : Junior College

Department / Office / Section : Admin Office

Leave taken during the period E.L./ C.L./Other Leave : _____

PERFORMANCE ASSESSMENT

Sr. No.	Item	Very Good (A)	Good (B)	Fair (C)	Average (D)	Below Average (E)
I. TECHNICAL ADEQUACY						
01.	Industry		✓			
02.	Application		✓			
03.	Initiative		✓			
04.	Neatness		✓			
05.	Accuracy	✓				
06.	Punctuality in Work	✓				
07.	Methodical and Systematic Working	✓				
08.	Promptness in Disposal	✓				
09.	Regularity in Attendance	✓				
10.	Relations with Superiors	✓				
11.	Relations with Colleagues	✓				
12.	Relations with Members of Public	✓				
13.	Dependability	✓				
14.	Capacity to work done	✓				
II. GENERAL IMPRESSION						
01.	General Impression and Grasp	✓				
02.	Leadership Qualities		✓			
03.	Level of Knowledge (related to the Section / Dept.)	✓				
04.	Technical Ability (wherever relevant)	✓				
05.	Special Complementary (Aptitude qualities, etc. other than Job requirements)					

Contd... 3

Sr. No.	Item	Very Good (A)	Good (B)	Fair (C)	Average (D)	Below Average (E)
III. Recommendations						
01.	Administrative ability including judgement, Initiative, Promptness and drive	✓				
02.	Fitness to continue in the present post	✓				
03.	Fitness for Promotion					
04.	Any other item not covered but which you would like to record, please specify the aspect	Hard working, Sincere				
05.	Recommendation - Observation of the Reporting					

Date: 30/7/2020Place: Bandra (W)Signature: M. Khan(Mrs. Mehjabeen S. Khan)
Office Inpd.

Name and Designation of the Reporting Officer

Note: Items covered by I, II and III may not be applicable to all categories of employees and in all cases. Where assessment in respect of particular item is not necessary, the Reporting Officer should state in the column 'N/A' (Not Applicable). Assessment has to be done in five points i.e. Very Good, Good, Fair, Average, Below Average. Please mark "3" in appropriate columns to arrive final assessment.

OBSERVATION OF REVIEWING OFFICER IN THE REPORT
(To be filled in by the Reviewing Officer)

1. Length of Service under Reviewing Officer during the period under report.
2. Do you agree with the Reporting Officer or do you wish to modify or add to his Assessment?
3. Observation of remarks to the employees and clarification from the Reporting Officer sought, if any.
4. Communication of remarks to the employees and clarification from the Reporting Officer sought, if any.

Date: _____

Place: _____

Signature: [Signature]

I/c. PRINCIPAL
Rizvi Education Sr.
RIZVI COLL
OF ARTS, SCI
Bandra (W), Mum.

Name and Designation of the Reviewing Officer

University or College: Rizvi Education Society's
RIZVI COLLEGE OF ARTS, SCIENEC & COMMERCE
OFF CARTER ROAD, BANDRA (WEST), MUMBAI - 400 050.

**CONFIDENTIAL SELF-ASSESSMENT REPORT
REGARDING ABILITY AND CHARACTER**

(For the Officers and Superintendents)

1. Name : MRS. MEHTABEEN S. KHAN
2. Department / Office / Post : ADMINISTRATIVE OFFICE
3. Period of Report : 2020-21
4. Leave taken during the period C.L./ E.L./Other Leave :
5. Additional Qualifications / Training, etc. Earned Undergone during the period : NIL.
6. Promotions / Rewards / Appreciation, if any : NIL.
7. Length of Service in the Present or Similar Post : 17 YRS.
8. Brief Description of your duties indicating the norms, standards, targets to be observed, etc. : As per the duty chart issued
9. Supervisory Ability (Capacity to get work done) : Good.
10. Relations with Staff/Members of Public/Superiors : Good
11. Have you imparted any training guidance to your staff : Whenever required always provided guidance.
12. Were you required to take any disciplinary action against any of your subordinates, if so, state number of cases reported : NIL.
13. Could you maintain cordial atmosphere in your department. If 'Yes' state whether the following methods you adopted : Impartially and just method.
(a) Welfare Activity (b) By your own hard work
(c) Accommodativeness and (d) Impartiality and just method.
14. How would you rank your leadership ability : V. Good.
15. What efforts were made by you to acquire or Promote the quality of leadership. : Always try to distribute the work and complete the table.
16. The Quality and Quantity of work done during the period of report as compared with the prescribed norms standard or targets of previous year : -

- 17. Details of any specific item(s) of work done by you which you think especially noteworthy / innovative / economical : -
- 18. Are you aware of the opinion of Public / Teachers, Employees, etc about your Section, state what it is : Good.
- 19. Do you think that there is a scope for improvement : Yes.
- 20. If in your own opinion you were unable to maintain the expected quality or quantity of performance, indicate briefly your reasons for the same and the action you propose to take. What measure would you suggest / intent to take to step up the present performance. : All my colleagues should take the work seriously and should work together i.e. team work method. Help each other as per requirement.
- 21. State what special difficulty did you experience were there beyond your control. : → Action not taken on default
- 22. State whether you could get guidance from your Superiors / you could have done better with better Guidance / adequate guidance and assistance were provided. : Yes.
- 23. State whether you could derive 'job satisfaction' from your work during the period of reports : Yes.
- 24. Your General Assessment: Very Good / Good / Fair / Average / Below Average : Very Good.

OBSERVATION OF THE REPORTING OFFICER

- 1. State whether the facts stated above are correct. If not, state the correct facts. : Yes Correct
- 2. Do you agree that the Self-Assessment is honest and based on rational and impartial self-observation. If not, give reasons why you do not agree
- 3. State whether the performance of Officer during the period of Self-Assessment can be rated as (1) Very Good (2) Good (3) Fair (4) Average (5) Below Average
- 4. Whether in your opinion the Officer has (i) Potentiality to develop (ii) Desire to develop (iii) Capability of making adequate efforts to develop
- 5. Any other remarks

Signature: Mumbai

[Signature]
 I/c. PRINCIPAL
 Signature, Name and Designation of
 Rizvi Education Society's
 Reporting Authority
 RIZVI COLLEGE
 OF ARTS, SCI. & COM.
 11/11/2018

CONFIDENTIAL
FORM NO. 6 (SEE RULE 12)

University or College: Rizvi Education Society's
RIZVI COLLEGE OF ARTS, SCIENEC & COMMERCE
OFF CARTER ROAD, BANDRA (WEST), MUMBAI - 400 050.

CONFIDENTIAL ASSESSMENT AND SELF ASSESSMENT REPORT OF NON-TEACHING
Serial No.: _____ File No.: _____ Year ending 31st March 2023, _____

Name: Shri/Smt./Kam. Pravin Kumar Sheshnarayan Dubey
(Department or Office including Section)

PERSONAL INFORMATION

Name: Pravin Kumar Father's Name: Sheshnarayan Surname: Dubey

Date of Birth as recorded in the Service Book /
S.S.C. Certificate/School Leave Certificate :

04/07/1990

Place of Birth :

Mumbai (Maharashtra)
(Village / Town / Taluka / District / State)

Nationality and Religion :

Indian (Hindu Bramhan)

Whether belongs to Scheduled Castes/
Scheduled Tribes/Nomadic Tribes/Other
Backward Classes, etc. :

Home Town (with residential address) :

Village Madaiyam Bhubhuar
Post Sahapatti, Madiyahy
Dis. Jaampur (U.P.)

Permanent Address (Local) :

13A/C1/Room No 702 -
Siddhivinayak SRA Sanstha
Sangharsh Nagar, Chandivali
Andheri (E) Mumbai 400072

Date of joining University Services and
Designation at the time of first appointment :

01 December - 2012

Intermediary positions held between Initial
Appointment and Present, if any :

Class - IV

Positions

Period from

- 1.
- 2.
- 3.

Contd... 2

: 2 :

Mother Tongue : Hindi

Language Known : Hindi, English, Bhojपुरी -

Qualifications and Degree : T.Y. B.A.-

University : Veer Bahadur Singh Purvanchal
University, Jhansi

Year : 2012

CONFIDENTIAL ASSESSMENT REPORT REGARDING ABILITY AND CHARACTER

Name : Pravin Kumar S. Dubey

Period of Report : 2020-21

Post or posts held during the period of Report : Class IV (Peon)

Department / Office / Section : Examination Dept

Leave taken during the period E.L./ C.L./Other Leave : EL SL CL

PERFORMANCE ASSESSMENT

Sr. No.	Item	Very Good (A)	Good (B)	Fair (C)	Average (D)	Below Average (E)
I. TECHNICAL ADEQUACY						
01.	Industry	✓				
02.	Application	✓				
03.	Initiative	✓				
04.	Neatness	✓				
05.	Accuracy	✓				
06.	Punctuality in Work	✓				
07.	Methodical and Systematic Working		✓			
08.	Promptness in Disposal	✓				
09.	Regularity in Attendance		✓			
10.	Relations with Superiors	✓				
11.	Relations with Colleagues	✓				
12.	Relations with Members of Public	✓				
13.	Dependability		✓			
14.	Capacity to work done	✓				
II. GENERAL IMPRESSION						
01.	General Impression and Grasp	✓				
02.	Leadership Qualities	✓				
03.	Level of Knowledge (related to the Section / Dept.)	✓				
04.	Technical Ability (wherever relevant)		✓			
05.	Special Complementary (Aptitude qualities, etc. other than Job requirements)					

Sr. No.	Item	Very Good (A)	Good (B)	Fair (C)	Average (D)	Below Average (E)
III. Recommendations						
01.	Administrative ability including judgement, Initiative, Promptness and drive	✓				
02.	Fitness to continue in the present post	✓				
03.	Fitness for Promotion	✓	1			
04.	Any other item not covered but which you would like to record, please specify the aspect	Sincere and hardworking. Intelligent				
05.	Recommendation - Observation of the Reporting					

Date: June 2021Signature: MehraPlace: Bandra (W)

(Mrs. Mehrajaben S. Khan)

Name and Designation of the Reporting Officer

Note: Items covered by I, II and III may not be applicable to all categories of employees and in all cases. Where assessment in respect of particular item is not necessary, the Reporting Officer should state in the column NT (Not Applicable). Assessment has to be done in five points i.e. Very Good, Good, Fair, Average, Below Average. Please mark "3" in appropriate columns to arrive final assessment.

OBSERVATION OF REVIEWING OFFICER IN THE REPORT
(To be filled in by the Reviewing Officer)

1. Length of Service under Reviewing Officer during the period under report.
2. Do you agree with the Reporting Officer or do you wish to modify or add to his Assessment?
3. Observation of remarks to the employees and clarification from the Reporting Officer sought, if any.
4. Communication of remarks to the employees and clarification from the Reporting Officer sought, if any.

Date: _____

Signature: _____

Place: _____

I/c. PRINCIPAL
Rizvi Education Society's
RIZVI COLLEGE
DEPT. OF ARTS, SCI & COM
Bandra (W), Mumbai-400 050.

Name and Designation of the Reviewing Officer

CONFIDENTIAL
FORM NO. 6 (SEE RULE 12)

Lib

University or College: Rizvi Education Society's
RIZVI COLLEGE OF ARTS, SCIENEC & COMMERCE
OFF CARTER ROAD, BANDRA (WEST), MUMBAI - 400 050.

CONFIDENTIAL ASSESSMENT AND SELF ASSESSMENT REPORT OF NON-TEACHING

Serial No.: _____ File No.: _____ Year ending 31st March 2021

Name: Shri/Smt./Kum. Arun Narayan Shete
(Department or Office including Section)

PERSONAL INFORMATION

Name: Arun Father's Name: Narayan Surname: Shete

Date of Birth as recorded in the Service Book /
S.S.C. Certificate/School Leave Certificate : 26-9-1964

Place of Birth : Mumbai
(Village / Town / Taluka / District / State)

Nationality and Religion : Indian - Hindu

Whether belongs to Scheduled Castes/
Scheduled Tribes/Nomadic Tribes/Other
Backward Classes, etc. : —

Home Town (with residential address) : Risvi House Row No 9-1
Hill Rd Opp. T. Sarda
Police Sta T. Sarda (W)

Permanent Address (Local) : Mumbai - 50

Date of joining University Services and
Designation at the time of first appointment : 15-6-1985

Intermediary positions held between Initial
Appointment and Present, if any :

Positions Period from

- 1.
- 2.
- 3.

Contd... 2

Mother Tongue : : 2: Marathi

Language Known : : Hindi Marathi English

Qualifications and Degree : : 7th Pass

University : : -

Year : : -

CONFIDENTIAL ASSESSMENT REPORT REGARDING ABILITY AND CHARACTER

Name : : Mr. Arun N. Bhosle.

Period of Report : : 2020-21

Post or posts held during the period of Report : : Lib Attendant.

Department / Office / Section : : Administrative Office.

Leave taken during the period E.L./ C.L./Other Leave : : EL SL CL.

PERFORMANCE ASSESSMENT

Sr. No.	Item	Very Good (A)	Good (B)	Fair (C)	Average (D)	Below Average (E)
I. TECHNICAL ADEQUACY						
01.	Industry		✓			
02.	Application		✓			
03.	Initiative		✓			
04.	Neatness		✓			
05.	Accuracy		✓			
06.	Punctuality in Work		✓			
07.	Methodical and Systematic Working		✓	✓		
08.	Promptness in Disposal		✓			
09.	Regularity in Attendance		✓			
10.	Relations with Superiors	✓				
11.	Relations with Colleagues	✓				
12.	Relations with Members of Public		✓			
13.	Dependability		✓	✓		
14.	Capacity to work done		✓			
II. GENERAL IMPRESSION						
01.	General Impression and Grasp		✓			
02.	Leadership Qualities			✓		
03.	Level of Knowledge (related to the Section / Dept.)		✓			
04.	Technical Ability (wherever relevant)			✓		
05.	Special Complementary (Aptitude qualities, etc. other than Job requirements)					

Contd... 3

Sr. No.	Item	Very Good (A)	Good (B)	Fair (C)	Average (D)	Below Average (E)
III. Recommendations						
01.	Administrative ability including judgement, Initiative, Promptness and drive	✓				
02.	Fitness to continue in the present post	✓				
03.	Fitness for Promotion	✓				
04.	Any other item not covered but which you would like to record, please specify the aspect	Very	honest	Sincere		
05.	Recommendation – Observation of the Reporting					

Date: April, 2021Signature: M. S. KhanPlace: Randwa (W)

M. S. Khan
Office In-charge

Name and Designation of the Reporting Officer

Note: Items covered by I, II and III may not be applicable to all categories of employees and in all cases. Where assessment in respect of particular item is not necessary, the Reporting Officer should state in the column NT (Not Applicable). Assessment has to be done in five points i.e. Very Good, Good, Fair, Average, Below Average. Please mark "3" in appropriate columns to arrive final assessment.

OBSERVATION OF REVIEWING OFFICER IN THE REPORT
(To be filled in by the Reviewing Officer)

1. Length of Service under Reviewing Officer during the period under report.
2. Do you agree with the Reporting Officer or do you wish to modify or add to his Assessment?
3. Observation of remarks to the employees and clarification from the Reporting Officer sought, if any.
4. Communication of remarks to the employees and clarification from the Reporting Officer sought, if any.

Date: _____

Signature: _____

Place: _____

M. S. Khan
I.C. PRINCIPAL
Rizvi Education Society's
RIZVI COLLEGE
OF ARTS, SCI. & COM.

Name and Designation of the Reviewing Officer

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 : 90048 34583 / 96533 56852

08th September, 2021

NOTICE (DEGREE COLLEGE)

All HOD's /Incharges /Faculty Members /Committee Convenors are required to email Departmental /Personal Achievement /Committee Reports with all supporting documents in word file according to the format attached emailed on or before 26th November, 2021.

Email ID: iqac@rizvicollege.edu.in

Please Note:- All supporting documents should be in word file. Please copy and past your pdf / jpeg /png files in word file and email it with suitable labelling.

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

CONFIDENTIAL
PART - II

University or College: Rizvi Education Society's

RIZVI COLLEGE OF ARTS, SCIENEC & COMMERCE

OFF CARTER ROAD, BANDRA (WEST), MUMBAI - 400 050.

CONFIDENTIAL SELF-ASSESSMENT REPORT
REGARDING ABILITY AND CHARACTER

(For the Officers and Superintendents)


1. Name : Mrs. Mehjabeen S. Khan.
2. Department / Office / Post : Administrative Office
3. Period of Report : June 2021 to March 2022
4. Leave taken during the period C.L./ E.L./Other Leave : CL-06, EL-
5. Additional Qualifications / Training, etc. Earned Undergone during the period : -
6. Promotions / Rewards / Appreciation, if any : -
7. Length of Service in the Present or Similar Post : 25 yrs
8. Brief Description of your duties indicating the norms, standards, targets to be observed, etc. : All the administrative, exam work is assigned in duty chart.
9. Supervisory Ability (Capacity to get work done) : V. Good,
10. Relations with Staff/Members of Public/Superiors : Good
11. Have you imparted any training guidance to your staff : Always give guidance to my subordinates as and when required
12. Were you required to take any disciplinary action against any of your subordinates, if so, state number of cases reported : Memos issued to irregular staff.
13. Could you maintain cordial atmosphere in your department. If 'Yes' state whether the following methods you adopted : Yes.
(a) Welfare Activity (b) By your own hard work (c) Accommodativeness and (d) Impartiality and just method. b & d.
14. How would you rank your leadership ability : Good.
15. What efforts were made by you to acquire or Promote the quality of leadership : Self confidence, positive approach
16. The Quality and Quantity of work done during the period of report as compared with the prescribed norms standard or targets of previous year : All the work completed with the help and support of subordinates on time.

- 17. Details of any specific item(s) of work done by you which you think especially noteworthy / innovative / economical : Pension files submitted on time, follow up done resulted Pension orders received before retirement of staff
↳ Good.
- 18. Are you aware of the opinion of Public / Teachers, Employees, etc about your Section, state what it is : Yes.
- 19. Do you think that there is a scope for improvement : Yes.
- 20. If in your own opinion you were unable to maintain the expected quality or quantity of performance, indicate briefly your reasons for the same and the action you propose to take. What measure would you suggest / intent to take to step up the present performance. : Support of my authority is needed for quality and quantity of performance and lack of faith while doing job from authority
- 21. State what special difficulty did you experience were there beyond your control. : Lack of communication and misunderstanding among my colleagues.
- 22. State whether you could get guidance from your Superiors / you could have done better with better Guidance / adequate guidance and assistance were provided. : Yes.
- 23. State whether you could derive 'job satisfaction' from your work during the period of reports : Yes.
- 24. Your General Assessment: Very Good / Good / Fair / Average / Below Average : Good.

OBSERVATION OF THE REPORTING OFFICER

- 1. State whether the facts stated above are correct. If not, state the correct facts. : Correct.
- 2. Do you agree that the Self-Assessment is honest and based on rational and impartial self-observation. If not, give reasons why you do not agree : Yes its honest and rational
- 3. State whether the performance of Officer during the period of Self-Assessment can be rated as (1) Very Good (2) Good (3) Fair (4) Average (5) Below Average : V. good.
- 4. Whether in your opinion the Officer has (i) Potentiality to develop (ii) Desire to develop (iii) Capability of making adequate efforts to develop : Both potential and desire to develop.
- 5. Any other remarks : No-

Date: _____
Place: _____


 I/c. PRINCIPAL,
 Rizvi Education Society's
 Signature, Name and Designation of
 the Reporting Authority
 Bandra (W), Mumbai-400 050

CONFIDENTIAL
FORM NO. 6 (SEE RULE 12)

2021-22

University or College: Rizvi Education Society's
RIZVI COLLEGE OF ARTS, SCIENEC & COMMERCE
OFF CARTER ROAD, BANDRA (WEST), MUMBAI - 400 050.

CONFIDENTIAL ASSESSMENT AND SELF ASSESSMENT REPORT OF NON-TEACHING

Serial No.: _____ File No.: _____ Year ending 31st March _____

Name: Shri/Smt./Kum. KHAMKAR PRAVIN JAGANNATH
(Department or Office including Section)

PERSONAL INFORMATION

Name: Pravin Father's Name: Jagannath Surname: Khamkar

Date of Birth as recorded in the Service Book /
S.S.C. Certificate/School Leave Certificate : 30-09-1965

Place of Birth : Mumbai
(Village / Town / Taluka / District / State)

Nationality and Religion : Indian - Hindu - (Maratha)

Whether belongs to Scheduled Castes/
Scheduled Tribes/Nomadic Tribes/Other
Backward Classes, etc. : N.A.

Home Town (with residential address) : At post - Saundal Tal. Rajapur
Dist - Ratnagiri Maharashtra

Permanent Address (Local) : 131/133/10 Subhash Lane.
Ghodapdev. R.B. Marg. Mumbai
400033

Date of joining University Services and
Designation at the time of first appointment : 5.5.1992 (JR. Clerk)

Intermediary positions held between Initial
Appointment and Present, if any :

	Positions	Period from
1.	JR Clerk	5.5.92 TO 4.12.97
2.	SR Clerk	5.12.97 TO 02.02.2004
3.	Head Clerk	3.02.2004

Contd... 2

Mother Tongue : Marathi

Language Known : Marathi, Hindi, English

Qualifications and Degree : B.A.

University : Mumbai University

Year : 1989

CONFIDENTIAL ASSESSMENT REPORT REGARDING ABILITY AND CHARACTER

Name : Khankar Pravin Jagannath

Period of Report : 2021-22

Post or posts held during the period of Report : Head Clerk

Department / Office / Section : Adm. Office (Cashier)

Leave taken during the period E.L./ C.L./Other Leave : _____

PERFORMANCE ASSESSMENT

Sr. No.	Item	Very Good (A)	Good (B)	Fair (C)	Average (D)	Below Average (E)
I. TECHNICAL ADEQUACY						
01.	Industry		✓			
02.	Application		✓			
03.	Initiative	✓	✓			
04.	Neatness		✓			
05.	Accuracy	✓				
06.	Punctuality in Work		✓			
07.	Methodical and Systematic Working		✓			
08.	Promptness in Disposal		✓			
09.	Regularity in Attendance		✓			
10.	Relations with Superiors		✓			
11.	Relations with Colleagues	✓				
12.	Relations with Members of Public	✓				
13.	Dependability			✓		
14.	Capacity to work done			✓		
II. GENERAL IMPRESSION						
01.	General Impression and Grasp	✓	✓			
02.	Leadership Qualities		✓			
03.	Level of Knowledge (related to the Section / Dept.)		✓			
04.	Technical Ability (wherever relevant)			✓		
05.	Special Complementary (Aptitude qualities, etc. other than Job requirements)					

Contd... 3

Sr. No.	Item	Very Good (A)	Good (B)	Fair (C)	Average (D)	Below Average (E)
III. Recommendations						
01.	Administrative ability including judgement, Initiative, Promptness and drive	✓				
02.	Fitness to continue in the present post	✓				
03.	Fitness for Promotion		✓			
04.	Any other item not covered but which you would like to record, please specify the aspect		Sincere			
05.	Recommendation – Observation of the Reporting					

Date: April, 2022Place: MumbaiSignature: M. Khan

(Mrs. Mehjabeen S. Khan)

Name and Designation of the Reporting Officer

Note: Items covered by I, II and III may not be applicable to all categories of employees and in all cases. Where assessment in respect of particular item is not necessary, the Reporting Officer should state in the column N/A (Not Applicable). Assessment has to be done in five points i.e. Very Good, Good, Fair, Average, Below Average. Please mark "3" in appropriate columns to arrive final assessment.

OBSERVATION OF REVIEWING OFFICER IN THE REPORT
(To be filled in by the Reviewing Officer)

1. Length of Service under Reviewing Officer during the period under report.
2. Do you agree with the Reporting Officer or do you wish to modify or add to his Assessment?
3. Observation of remarks to the employees and clarification from the Reporting Officer sought, if any.
4. Communication of remarks to the employees and clarification from the Reporting Officer sought, if any.

Date: _____

Place: _____

Signature: Syau

Name and Designation of the Reviewing Officer

I/c PRINCIPAL
Rizvi Education Society's
RIZVI COLLEGE
OF ARTS, SCI & COM
Dahisar (W), Mumbai-400 060.

2021-22

CONFIDENTIAL
FORM NO. 6 (SEE RULE 12)

University or College: **Rizvi Education Society's**
RIZVI COLLEGE OF ARTS, SCIENCE & COMMERCE
OFF CARTER ROAD, BANDRA (WEST), MUMBAI - 400 050.

CONFIDENTIAL ASSESSMENT AND SELF ASSESSMENT REPORT OF NON-TEACHING
Serial No.: _____ File No.: _____ Year ending 31st March 2022

Name: Shri/Smt./Kum. Sonita Mahesh Kodam (Office)
(Department or Office including Section)

PERSONAL INFORMATION

Name: Sonita Father's Name: Mahesh Surname: Kodam

Date of Birth as recorded in the Service Book /
S.S.C. Certificate/School Leave Certificate : 01-09-1974

Place of Birth : Mumbai
(Village / Town / Taluka / District / State)

Nationality and Religion : Indian - Hindu

Whether belongs to Scheduled Castes/
Scheduled Tribes/Nomadic Tribes/Other
Backward Classes, etc. : -

Home Town (with residential address) : 368/5, Kalpatti Soc.
Sector - 3, Chaulap
Kandivadi (W) Mumbai 67

Permanent Address (Local) : "

Date of joining University Services and
Designation at the time of first appointment : 20-1-1997

Intermediary positions held between Initial
Appointment and Present, if any :

	Positions	Period from
1.	<u>Jr. Clerk</u>	<u>20-1-1997</u> <u>4/11</u> <u>dat</u>
2.		
3.		

Mother Tongue : 2: Marathi

Language Known : English, Hindi Marathi

Qualifications and Degree : M.Com

University : Mumbai

Year : 1995

CONFIDENTIAL ASSESSMENT REPORT REGARDING ABILITY AND CHARACTER

Name : Mrs. Samita Kadam

Period of Report : 2021-22

Post or posts held during the period of Report : Junior Clerk

Department / Office / Section : Admin Office (Accts Sect)

Leave taken during the period E.L./C.L./Other Leave :

PERFORMANCE ASSESSMENT

Sr. No.	Item	Very Good (A)	Good (B)	Fair (C)	Average (D)	Below Average (E)
I. TECHNICAL ADEQUACY						
01.	Industry	✓				
02.	Application	✓				
03.	Initiative	✓				
04.	Neatness		✓			
05.	Accuracy	✓				
06.	Punctuality in Work	✓				
07.	Methodical and Systematic Working		✓			
08.	Promptness in Disposal	✓				
09.	Regularity in Attendance	✓				
10.	Relations with Superiors		✓			
11.	Relations with Colleagues		✓			
12.	Relations with Members of Public		✓			
13.	Dependability	✓				
14.	Capacity to work done	✓				
II. GENERAL IMPRESSION						
01.	General Impression and Grasp	✓				
02.	Leadership Qualities		✓			
03.	Depth of Knowledge (related to the Section / Dept.)	✓				
04.	Technical Ability (wherever relevant)	✓				
05.	Special Complementary (Aptitude qualities, etc. other than Job requirements)	-				

Contd... 3

Sr. No.	Item	Very Good (A)	Good (B)	Fair (C)	Average (D)	Below Average (E)
III. Recommendations						
01.	Administrative ability including judgement, Initiative, Promptness and drive	✓				
02.	Fitness to continue in the present post	✓				
03.	Fitness for Promotion	✓				
04.	Any other item not covered but which you would like to record, please specify the aspect	Sincere & efficient & hardworking.				
05.	Recommendation – Observation of the Reporting					

Date: 20/5/2020Place: Bandra (W)Signature: M. M. Khan(Mr. Mehjabeen S. Khan)
Office Superintendent

Name and Designation of the Reporting Officer

Note: Items covered by I, II and III may not be applicable to all categories of employees and in all cases. Where assessment in respect of particular item is not necessary, the Reporting Officer should state in the column NA (Not Applicable). Assessment has to be done in five points i.e. Very Good, Good, Fair, Average, Below Average. Please mark "3" in appropriate columns to arrive final assessment.

OBSERVATION OF REVIEWING OFFICER IN THE REPORT
(To be filled in by the Reviewing Officer)

- Length of Service under Reviewing Officer during the period under report.
- Do you agree with the Reporting Officer or do you wish to modify or add to his Assessment?
- Observation of remarks to the employees and clarification from the Reporting Officer sought, if any.
- Communication of remarks to the employees and clarification from the Reporting Officer sought, if any.

Date: _____

Place: _____

Signature: _____

M. M. Khan
I/c PRINCIPAL
Rizvi Education Society's
RIZVI COLLEGE

Name and Designation of the Reviewing Officer
Bandra (W), Mumbai - 400 050