

RIZVI COLLEGE OF ARTS, SCIENCE & COMMERCE



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

Date: 12/08/2021

NOTICE (DEGREE COLLEGE)


An Internal Quality Assurance Cell (IQAC) meeting will be held on Tuesday 17th August 2021 at 11:30 am in the Staff room. All the criterion heads along with one or two members are requested to attend the same.

Office superintendent of Aided & Unaided are also required to attend the meeting.

Internal Quality Assurance Cell	Dr. Ashfaq Khan	: Coordinator
	Mrs. Shweta Dubey	: Co-Coordinator
Criterion I	Mrs. Swati Vora	
Criterion II	Dr. N.A. Jafry	
Criterion III	Mrs. Shahida Shaikh	
Criterion IV	Dr. Rajesh Masurkar	
Criterion V	Dr. Parhad Dattatraya	
Criterion VI	Mrs. Farhana K. Wali	
Criterion VII	Dr. Abhay Ranade	
O.S Aided	Mrs. Mehjabeen Khan	
O.S Un-aided	Mr. Qamar Haider	
Mr. Mohammad. Arif – Sec. Assistance		

Agenda:

- Preparation of AQAR 2020-21


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

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Date: 17/08/2021

NOTICE

(DEGREE COLLEGE)

A meeting of IQAC, of all the In-charges / Convener and any one or two members of each Criterion held on Tuesday 17th August 2021 at 11:30 am in the Staff room.

Following in-charges and members attended the same.

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

Internal Quality Assurance Cell:

Dr. Ashfaq Khan : Coordinator

Mrs. Shweta Dubey : Co-Coordinator

Criterion I

Mrs. Swati Vora : Incharge

1. Pradnyesh Waghmare

Criterion II
Dr. N.A. Jafry : Incharge

1. V. Deshmukh

Criterion III

Mrs. Shahida Shaikh : Incharge

1. Dr. Shadab Syed

Criterion IV

Dr. Rajesh Masurkar : Incharge

1.

Criterion V

Dr. Parhad Dattatray : Incharge

1. Mrs. Preeti Bambolker

Criterion VI

Mrs. Farhana K. Wali : Incharge

1. i Khan Mohamman Ali

Criterion VII

Dr. Abhay Ranade : Incharge

1. Shehnaaz Khan

Mr. Mohammad Arif - Sec. Assistance

Following Business was transacted:

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Date: 17/08/2021

A meeting of IQAC, of all the In-charges / Convener and any one or two members of each Criterion held on Tuesday 17th August 2021 at 11:30 am in the Staff room.


Following in-charges and members attended the same.

Following Business was transacted:


1. Principal discuss the format of AQAR 2020-21 as it has been revised by the NAAC.
2. Principal instructed to IQAC members to complete the first draft on / before 20th September 2021.

Proposed by

Seconded by


Dr. ASHFAQ KHAN
(Co-ordinator, IQAC)


Mrs. SHWETA DUBEY
(Co-Coordinator, IQAC)


Dr. (Mrs.) ANJUM ARA AHMAD
(Principal I/C)



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18th November, 2021

NOTICE


(IQAC DEGREE COLLEGE)

A meeting of IQAC is being scheduled to be held on Thursday, 06th December, 2021 at 11.30 am in the Principal Cabin.

All Criterion in-charges must attend the same

Agenda:

- To assess the progress of first Draft of AQAR 2020-21
- To Plan out the activities for second half of a academic Year 2021-22


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

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06th December, 2021

A meeting of IQAC of all the In-charges / Convener held on Thursday, 06nd December, 2021 at 11.30 am in the Principal Cabin.

Following in-charges and members attended the same.


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

Internal Quality Assurance Cell:

Dr. Ashfaq Khan : Coordinator 


Mrs. Shweta Dubey : Co-Coordinator 


Criterion I  - 

Criterion II 

Criterion III 

Criterion IV 

Criterion V 

Criterion VI 

Criterion VII  

Following Business was transacted:



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6th December, 2021

A meeting of IQAC of all the In-charges / Convener held on Thursday, 06nd December, 2021 at 11.30 am in the Principal Cabin.

Following in-charges and members attended the same.

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

Internal Quality Assurance Cell:

Dr.Ashfaq Khan : Coordinator

Mrs.Shweta Dubey : Co-Coordinator

Criterion I

1. Mrs. Swati Vora & Mehjabeen Khan

Criterion II

1. Mr. Nazar Abbas Jafry

Criterion III

1. Mrs. Shaikh Shahida

Criterion IV

1. Mrs. Suma Thomas

Criterion V

1. Dr. Parhad D.

Criterion VI

1. Mrs. Farhana K. Wali

Criterion VII

1. Dr. Abhay Ranade

Following Business was transacted:

Criterion I

- 1.1.1 done
- 1.1.2 yet to be done
- Add on/ value based courses must be done under Criterion I.
Notice must be prepared for compulsorily conducting add on / value based / Certificate course by each department.
- Councilor to be appointed.
- For documentation deputation of a specific committee has to be done.
- Thursday, 09.12.2021 Criterion I will be ready.

Criterion II

- Student specific activity should be added in the criterion II - AQAR format.



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- Thursday, 09.12.2021 Criterion II will be ready.

Criterion III

- Saturday, 11.12.2021 Criterion III will be ready.

Criterion IV

- Done & submitted through email to IQAC.

Criterion V

- Government scholarship data is left, which will be incorporated once received.

Criterion VI

- Done Expenditure Audit is to be taken from Mr. Wiliam Fargos

Criterion VII

- Green Audit should be conducted.
- Best practice -II is left.
- Saturday, 11.12.2021 Criterion III will be ready.

Proposed by

Seconded by

Dr. ASHFAQ KHAN
(Co-ordinator, IQAC)

Mrs. SHWETA DUBEY
(Co-Coordinator, IQAC)

Dr. (Mrs.) ANJUM ARA AHMAD
(Principal I/C)



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15th March, 2022

NOTICE

(IQAC DEGREE COLLEGE)

A meeting of IQAC is scheduled to be held on Thursday, 17th March, 2022 at 11.30 am in the Principal Cabin.

All Criterion in-charges along with two members must attend the same.

Agenda:

- Finalisation of AQAR 2020-21
- Mastersoft ERP for Examination & IQAC
- Green Audit
- Academic & Administrative Audit
- Add On courses
- Departmental activities
- Any Short fall in criterions
- Proposal to Management from criterion In-charges.
- Submission of MRP
- E - content development and ICT facilities enhancement for teachers

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

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Date: 17/03/2022

A meeting of IQAC, of all the In-charges / Convener and two members of each Criterion held on Thursday 17th March, 2022 at 11:30 am in the Principal cabin.

Following in-charges and members attended the same.

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

Internal Quality Assurance Cell:

Dr. Ashfaq Khan : Coordinator

Mrs. Shweta Dubey : Co-Coordinator

Criterion I

Mrs. Swati Vora : Incharge

1 P. R. Waghmare

2. Mrs. M. S. Khan

3. Syed Anwar Basir

Criterion II

Dr. N. A. Jafry : Incharge

1 Vishwas Deshmukh

2. S. Zaidi

Criterion III

Mrs. Shahida Shaikh : Incharge

1 Dr. Shadab Syed

2. Tabassum. A. Shaikh

Criterion IV

Dr. Rajesh Masurkar : Incharge

1

2.

Criterion V

Dr. Parhad Dattatray : Incharge

1 Parhad

2. Parhad

Criterion VI

Mrs. Farhana K. Wali : Incharge

1 Khan Mohasam Ali

2. Farhana

Criterion VII

Dr. Abhay Ranade : Incharge

1 Javed Pathan

2. Javed K.

Mr. Mohammad. Arif - Sec. Assistance

Following Business was transacted:

RIZVI COLLEGE OF ARTS, SCIENCE & COMMERCE



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Date: 17/03/2022

A meeting of IQAC, of all the In-charges / Convener and two members of each Criterion held on Thursday 17th March, 2022 at 11:30 am in the Principal cabin.

Following in-charges and members attended the same.

Following Business was transacted:

- Green Audit A& A Appointed
- Ms. Sujata K. & Ms. Shabnam S. for Green Audit
- Mr. Mohammad Arif for Criterion work

** Difficulty encountered during preparation of AQAR 2020-21.

- Training session to be organized for Blooms taxonomy for POS, COS & PSO
- Mastersoft ERP Demo on IQAC & Exam Module

Criterion VII

- Documentation discrepancies
- Management must do Water Conservation, Rain Water Harvesting & Solar energy
- Censor Lightening / Dustbin in the Classrooms

Criterion VI

- Data should be available at ease
- Financial Aid to be given
- Departmental Audit to be Done
- Committee to be made for Annual College Report (Magazine College Committee)

Criterion V

- Number of Participant and Scholarships Should Increase

Criterion IV

- Audited Report and Statements email ID is to be created for technical issues

Criterion III

- Personal Achievement / Departmental and Committee Reports formats should be edited according to new format of AQAR
- Incomplete Reports meeting to be held for AQAR 2020-21

Criterion II

- Training Session on PO, CO, PSO

Criterion I

- Feedback Must be given on time


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Proposed by

Seconded by


Dr. ASHFAQ KHAN
(Co-ordinator, IQAC)


Mrs. SHWETA DUBEY
(Co-Coordinator, IQAC)


Dr. (Mrs.) ANJUM ARA AHMAD
(Principal I/C)



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18th April, 2022

NOTICE

(IQAC DEGREE COLLEGE)

A meeting of IQAC is scheduled to be held on Wednesday, 20th April, 2022 at 11.00 am in the Principal Cabin.

All Criterion In-Charges along with two members must attend the same. The office superintendents should also attend the same.

Agenda:

- Finalisation of AQAR 2020-21
- Preparation for next year AQAR 2021-22
- Requirements of each Criterion for submitting SSR to NAAC.

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

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Date: 20/04/2022

A meeting of IQAC, of all the In-charges / Convener and two members of each Criterion held on Wednesday, 20th April, 2022 at 11.00 am in the Principal Cabin.

Following in-charges and members attended the same.

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

Internal Quality Assurance Cell:

Dr. Ashfaq Khan : Coordinator

Mrs. Shweta Dubey : Co-Coordinator

Criterion I

Mrs. Swati Vora : Incharge AB

1. - AB

2. - AB

Criterion II

Dr. N.A. Jafry : Incharge

1. AB

2. AB

Criterion III

Mrs. Shahida Shaikh : Incharge

1. Dr. Shadab Syed

2. Miss Tabassum A. Shaikh

Criterion IV

Dr. Rajesh Masurkar : Incharge

1. Ms. Luma Thomas

2. AB

Criterion V

Dr. Parhad Dattatray : Incharge

1. Dr. Malan Zandi

2. Paerli B

Criterion VI

Mrs. Farhana K. Wali : Incharge

1. Farhana K. Wali

2. Luma Thomas

Criterion VII

Dr. Abhay Ranade : Incharge

1. Abhay Ranade

2. Sujata Kharat

Mr. Mohammad. Arif - Sec. Assistance

Following Business was transacted:

Syed Aamir

Aamir



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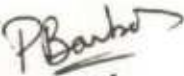
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Date: 20/04/2022

A meeting of IQAC, of all the In-charges / Convener and two members of each Criterion held on Wednesday, 20th April, 2022 at 11.00 am in the Principal Cabin.
Following in-charges and members attended the same.

Following Business was transacted:

- Energy Audit is to be finalized after the consultation with Management.
- Academic Audit will be held tentatively in the month of June/ July 2022.
- Solar Panel management is not agreed to but switch board can be modified with censor in classrooms and offices.
- No lift day once in a month will be held from academic audit 2022-23
- Dr. Ruchi Gupta in Criterion IV should be replaced with Mr. Arif Patel
- Committees have to be made for Annual Report.
- Strategic Plan must make well in advance.
- Stock register & Dead Stock register have to be maintained by all the department / Committees /Office / Library.
- A workshop on CO /PO/PSO will be held in the month of June/ July 2022.

Proposed by 

Seconded by 


Dr. ASHFAQ KHAN
(Co-ordinator, IQAC)


Mrs. SHWETA DUBEY
(Co-Coordinator, IQAC)


Dr. (Mrs.) ANJUM ARA AHMAD
(Principal I/C)



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Date: 18th August, 2020

NOTICE (DEGREE COLLEGE)

This to inform that Criterion In charges with one member should attend an online meeting on **Tuesday 22nd August, 2020 at 7.30 pm** to discuss issues related with AQAR 2019 - 20.

Google Meet Link will be shared in WhatsApp group 30 minutes before scheduled meeting on the same day.

Agenda:

- Preparation of AQAR 2019-20

Dr. ASHFAQ KHAN
(Co-coordinator, IQAC)

Mrs. SHWETA DUBEY
(Co-Coordinator, IQAC)

Dr. (Mrs.) ANJUM ARA AHMAD

(Principal)
PRINCIPAL
Rizvi Education Society's
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Date: 22nd August, 2020

An online meeting of IQAC is held on **Tuesday 22nd August, 2020** at 7.30 pm through **Google Meet**.

Following in-charges and members attended the same.

Chairperson	Dr. (Mrs.) Anjum Ara M.K Ahmad- Principal IC
Coordinator	Dr. Ashfaq Khan- Vice Principal
Co-coordinator	Mrs. Shweta Dubey
Criterion I	Mrs. Swati Vora
Member_Criterion I	Mr. Pradyanesh Waghmare
Criterion II	Dr. N. A. Jafry
Member_Criterion II	Mr. Vishwas Deshmukh
Criterion III	Mrs. Shaikh Shahida
Member_Criterion III	Dr. Shadab Sayed
Criterion IV	Dr. Rajesh Masurkar
Member_Criterion IV	Mrs. Suma Thomas
Criterion V	Dr. Parhad Dattatray
Member_Criterion V	Dr. Malan Zardi
Criterion VI	Mrs. Farhana K. Wali
Member_Criterion VI	Dr. Ansariya Rana
Criterion VII	Dr. Abhay Ranade
Member_Criterion VII	Ms. Shabnam Shaikh
Librarian	Mrs. Suma Thomas
Admin. Rep. (Aided)	Mrs. Mehjabeen Khan
Admin. Rep. (Un-Aided)	Mr. Qamar Haider

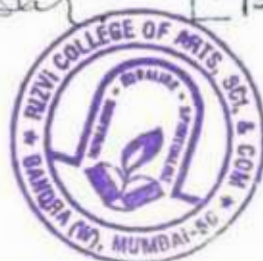
Following Business was transacted:

- Deadline to prepare AQAR 2019 - 20 is 30th November, 2019; the same should be uploaded by Mid December, 2020.

Proposed by

B. Parasar

[Ms. Bhaswati Parasar]



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Seconded by

[MRS. SHAIKH SHAHIDA]

Dr. ASHFAQ KHAN
(Co-coordinator, IQAC)

Mrs. SHWETA DUBEY
(Co-Coordinator, IQAC)

Dr. (Mrs.) ANJUM ARA AHMAD

Dr. PRINCIPAL
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Date: 27th November, 2020

NOTICE (DEGREE COLLEGE)

This to inform that Criterion In charges with one member should attend an online meeting on **Saturday 28th November, 2020 at 6.30 pm** to discuss issues related with AQAR 2019 - 20.

Google Meet Link will be shared in WhatsApp group 30 minutes before scheduled meeting on the same day.

Agenda:

- To assess preparation of AQAR 2019 - 20

Dr. ASHFAQ KHAN
(Coordinator, IQAC)

Mrs. SHWETA DUBEY
(Co-Coordinator, IQAC)

Dr. (Mrs.) ANJUM ARA AHMAD
(Principal)
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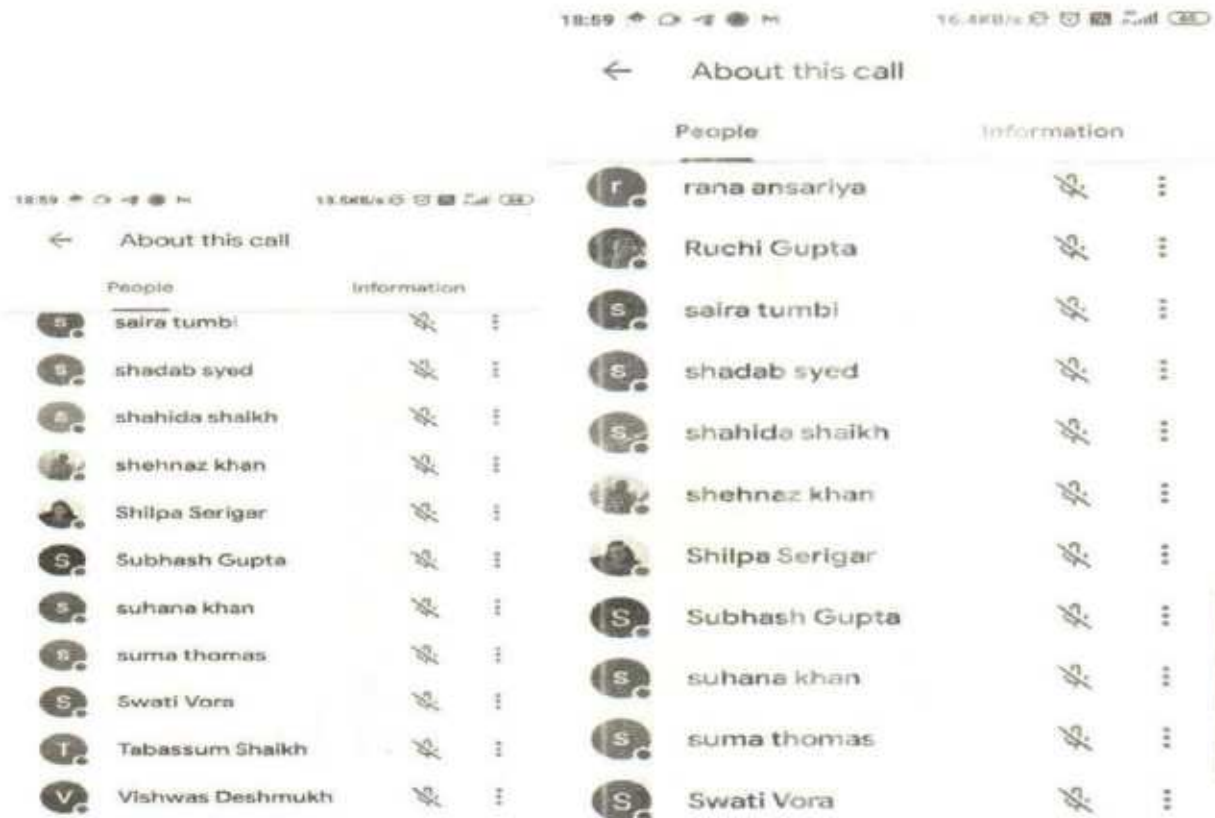


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Date: 28th November, 2020

An online meeting of IQAC is held on **Saturday 28th November, 2020** at **6.30 pm** through **Google Meet**.

Following in-charges and members attended the same.



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18:52 13.6KB/s Call

About this call

People	Information
IN CALL	
shweta dubey (You)	
abbas alam rizvi	
abhay ranade	
alkama faqih	
Arif Patel	
arunachalam s	
Dr Anjum Ara Ahmad	
Dr Ashfaq Ahmad Khan	
Dr Ashfaq Ahmad Khan	
Dr. Ansarpasha Shaikh	

18:59 16.5KB/s Call

About this call

People	Information
Dr. Nazar Abbas Jafry	
farhana wali	
haider zaidi	
malan zardi	
Mehjabeen Khan	
Mohammed Gaus Ans...	
Neha Nangia	
parhad dattatraya	
Pradnyesh Waghmare	
preeti b	
Rajesh Masurkar	

Following Business was transacted:

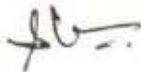
Criterion I	Final draft will be submitted on 5 th December, 2020
Criterion II	Final draft be submitted on 5 th December, 2020
Criterion III	Final draft be submitted on 7 th December, 2020
Criterion IV	Submitted
Criterion V	Submitted
Criterion VI	Submitted
Criterion VII	Final draft will be submitted on 10 th December, 2020



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Proposed by 

[MRS. SHAIKH SHAHIDA]

Seconded by 

[MRS. PREETI BAMOLIKAR]


Dr. ASHFAQ KHAN
(Co-coordinator, IQAC)


Mrs. SHWETA DUBEY
(Co-Coordinator, IQAC)


Dr. (Mrs.) ANJUM ARA AHMAD

PRINCIPAL
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Date: 23rd January, 2021

NOTICE (DEGREE COLLEGE)

This to inform that Criterion In charges with one member, HODs/ In charges/ Coordinators of Departments and Committee Conveners/ Co-Conveners should attend a meeting on Monday to discuss issues related with AQAR/NAAC and 2020-21 committee and Departmental activities to be conducted. You all are required to attend the same on Monday 25th January 2021 at 11.30 am sharp in the Library.

Agenda:

- Finalisation of AQAR 2019-20
- Setting the objectives and targets for Second Half of Academic Year 2020 - 21

Dr. ASHFAQ KHAN
(Coordinator, IQAC)

Mrs. SHWETA DUBEY
(Co-Coordinator, IQAC)

Dr. (Mrs.) ANJUM ARA AHMAD
(Principal)
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Date: 25th January, 2021

A meeting of IQAC, HODs/ In-charges/ Coordinators of Departments and Committee Convener/ Co-Conveners and any one members of each Criterion held on Monday 25th January, 2021 at 11.30 a.m. in the Library.

Following in-charges and members attended the same.

- | | |
|--|----------------------------------|
| 1) Dr. Anjana Ben Akmal - Principal | 2) Dr. D. V. Parikh - Convener V |
| 3) Dr. Ashfaq Khan - Vice Principal | 3) B. Dhanraj - In-charge |
| 4) Dr. S. S. Chavan - In-charge | 4) Mr. Maheshwar, C.A. Co. |
| 5) Mr. Anwar Sabhan | 5) Mr. Maheshwar Chaudhary |
| 6) Mr. Anwar Sabhan | 6) Dr. B. S. Chavan (Commerce) |
| 7) Dr. H. A. Safiq - In-charge | 7) Dr. S. S. Chavan (Commerce) |
| 8) Dr. Parvati S. - In-charge | 8) Dr. S. S. Chavan (Commerce) |
| 9) Dr. Pradyumn Singhania - Convener I | 9) Dr. S. S. Chavan (Commerce) |
| 10) Dr. Rajesh Masurkar - Convener II | 10) Mr. Shobhan Khan |
| 11) Dr. Ravi R. | 11) Mr. Zaidi Zaidi |
| 12) Mr. Anwar Sabhan - Convener III | 12) Mr. Zaidi Zaidi |
| 13) Mr. M. M. Anwar - In-charge | 13) Mr. Zaidi Zaidi |
| 14) Mr. M. M. Anwar - In-charge | 14) Mr. Zaidi Zaidi |
| 15) Mr. M. M. Anwar - In-charge | 15) Mr. Zaidi Zaidi |
| 16) Mr. M. M. Anwar - In-charge | 16) Mr. Zaidi Zaidi |
| 17) Mr. M. M. Anwar - In-charge | 17) Mr. Zaidi Zaidi |
| 18) Mr. M. M. Anwar - In-charge | 18) Mr. Zaidi Zaidi |
| 19) Mr. M. M. Anwar - In-charge | 19) Mr. Zaidi Zaidi |
| 20) Mr. M. M. Anwar - In-charge | 20) Mr. Zaidi Zaidi |
| 21) Mr. M. M. Anwar - In-charge | 21) Mr. Zaidi Zaidi |
| 22) Mr. M. M. Anwar - In-charge | 22) Mr. Zaidi Zaidi |
| 23) Mr. M. M. Anwar - In-charge | 23) Mr. Zaidi Zaidi |
| 24) Mr. M. M. Anwar - In-charge | 24) Mr. Zaidi Zaidi |
| 25) Mr. M. M. Anwar - In-charge | 25) Mr. Zaidi Zaidi |
| 26) Mr. M. M. Anwar - In-charge | 26) Mr. Zaidi Zaidi |
| 27) Mr. M. M. Anwar - In-charge | 27) Mr. Zaidi Zaidi |
| 28) Mr. M. M. Anwar - In-charge | 28) Mr. Zaidi Zaidi |
| 29) Mr. M. M. Anwar - In-charge | 29) Mr. Zaidi Zaidi |
| 30) Mr. M. M. Anwar - In-charge | 30) Mr. Zaidi Zaidi |
| 31) Mr. M. M. Anwar - In-charge | 31) Mr. Zaidi Zaidi |
| 32) Mr. M. M. Anwar - In-charge | 32) Mr. Zaidi Zaidi |
| 33) Mr. M. M. Anwar - In-charge | 33) Mr. Zaidi Zaidi |
| 34) Mr. M. M. Anwar - In-charge | 34) Mr. Zaidi Zaidi |
| 35) Mr. M. M. Anwar - In-charge | 35) Mr. Zaidi Zaidi |

Following Business was transacted:

- Online activities have to be conducted by every department.
- June & July activities will not be counted for Academic year 2020-21 because current academic year start from 7th August, 2020 to 31st May, 2021
- Departmental budgets could not be sanctioned due to management instructions.
- Show cause notice to be issued to absent faculties.



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- Departmental responsibility to conduct activities for the current academic year.
- Tentative data can be uploaded in the coming week for AQAR 2020-21.
- IQAC coordinator suggested free courses from BSE / GTT for departmental activities and FDP programme for Teaching and Non-teaching Staff.
- Principal suggested for a session on GEO Tagged Photography for staff.
- Faculties were promoted to publish papers.

Proposed by

Bambolkar

[MRS. PREETI BAMBOLKAR]

Seconded by

B. Parasal

[MRS. BHASWATI PARASAL]

Ashfaq
Dr. ASHFAQ KHAN
(Co-coordinator, IQAC)

Shweta
Mrs. SHWETA DUBEY
(Co-Coordinator, IQAC)

Anjum
Dr. (Mrs.) ANJUM ARA AHMAD

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





Date: 27th May, 2021

NOTICE
(DEGREE COLLEGE)

An online meeting of **IQAC** is scheduled to be held on **29th May 2021** at **07:30 pm** through **Google meet**. Link will be shared in WhatsApp group 30 minutes before scheduled meeting on the same day.

Agenda:

- Introduction of Diploma/Certificate/Value Added Courses/Add - On Courses
- Enhancement of ICT tools
- Research fund sanction and follow up
- Creation of Incubation Center
- Promoting teachers for FDPs , Orientation and refreshers courses
- Gender equity program to be increased
- E - content development by teachers
- Full time counseling cell for students to deal with Post COVID situations
- Financial aid to students who lost their parents during pandemic due to COVID Finding out drop outs during pandemic if any and reasons for the discontinuation
- Publication of papers by faculties

Dr. ASHFAQ KHAN
(Coordinator, IQAC)

Mrs. SHWETA DUBEY
(Co-Coordinator, IQAC)

Dr. (Mrs.) ANJUM ARA AHMAD
Vc PRINCIPAL
Rizvi Education Society's
RIZVI COLLEGE
OF ARTS, SCI. & COM.
Bandra (W), Mumbai-400 050.



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Date: 29th May, 2021

A meeting of IQAC, HODs/In-charges/Coordinators of Departments and Committee Convener/Co-Conveners and any one members of each Criterion held on **29th May 2021**, at 7.30 a.m. through Google Meet.

Following in-charges and members attended the same.

Chairperson	Dr. (Mrs.) Anjum Ara M.K Ahmad- Principal I/C
Coordinator	Dr. Ashfaq Khan- Vice Principal
Co-coordinator	Mrs. Shweta Dubey
Criterion I	Mrs. Swati Vora
Member_Criterion I	Ms. Bhaswati Parasar
Criterion II	Dr. N. A. Jafry
Member_Criterion II	Mr. Vishwas Deshmukh
Criterion III	Mrs. Shaikh Shahida
Member_Criterion III	Ms. Tabassum Shaikh
Criterion IV	Dr. Rajesh Masurkar
Member_Criterion IV	Mrs. Suma Thomas
Criterion V	Dr. Parhad Dattatray
Member_Criterion V	Mrs. Preeti Bambolkar
Criterion VI	Mrs. Farhana K. Wali
Member_Criterion VI	Mr. Moharrum Ali
Criterion VII	Dr. Abhay Ranade
Member_Criterion VII	Mrs. Shehnaz Khan
Librarian	Mrs. Suma Thomas
Admin. Rep. (Aided)	Mrs. Mehjabeen Khan
Admin. Rep. (Un-Aided)	Mr. Qamar Haider



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Following Business was transacted:

- Efforts should be undertaken for the Online Diploma/Certificate/Value Added Courses/Add On Courses every department.
- Teaching staff members should enhance the ICT tools used during the online teaching learning process in academic year 2021 – 22.
- Teachers should apply for the research fund and do the proper follow up.
- Incubation Centre/Cell will be created to help the students to realise their entrepreneurial potentials.
- Teachers should apply in increasing numbers for various faculty development programmes and training courses organised by UGC, HRDC such as Orientation Programme/Induction Programme/refresher Course/Short Term Course etc.
- Departments should organise more number of activities on Gender Sensitisation.
- Teachers should develop E – Contents on regular basis and upload it on library websites for the universal access to the student community.
- Full time counseling cell for students shall be set up to help the students deal with Post COVID – 19 situations along with the financial aid to the COVID – 19 affected needy students.
- Teachers should publish their research papers in increasing numbers in UGC Listed Journals and Peer Reviewed Journals.

Proposed by

B. Parasar

[MRS. BHASWATI PARASAR]

Seconded by

[Signature]

[MRS. SHAIKH SHAHIDA]

[Signature]
Dr. ASHFAQ KHAN
(Co-coordinator, IQAC)

[Signature]
Mrs. SHWETA DUBEY
(Co-Coordinator, IQAC)

[Signature]
Dr. (Mrs.) ANJUM ARA AHMAD
(Principal)

Principal
Rizvi Education Society's
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10th June 2019

NOTICE (Degree College)

A meeting of all Criterion In-charges and first member of each criterion will be held on Wednesday 12th June 2019 at 11.00 am in the Principal's cabin.

Coordinator

Dr. Ashfaq Khan

Co-coordinator

Mrs. Shweta Dubey

Criterion I

Mrs. Swati Vora – Incharge

Criterion II

Dr. N. A. Jafry. – Incharge

Criterion III

Mrs. Mariyah G. Ghorl – Incharge

Criterion IV

Dr. Rajesh Masurkar – Incharge

Criterion V

Dr. Parhad D. – Incharge

Criterion VI

Mrs. Farhana K. Wali – Incharge

Criterion VII

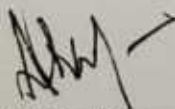
Dr. Abhay Ranade – Incharge

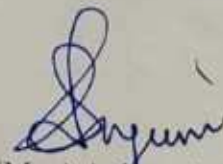
Sec. Assistance

Mr. Mohammad. Arif

Agenda of the meeting:

- Preparation of AQAR 2018-19


Dr. Ashfaq Khan
V.P & IQAC Coordinator


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



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12th June 2019

A meeting of all Criterion In-charges and first member of each criterion held on Wednesday 12th June 2019 at 11.00 am in the Principal's cabin.

Following Members attended the same.

Coordinator

Dr. Ashfaq Khan

Co-coordinator

Mrs. Shweta Dubey

Criterion I

Mrs. Swati Vora – Incharge

Criterion II

Dr. N. A. Jafry. – Incharge

Criterion III

Mrs. Mariyah G. Ghorl – Incharge

Criterion IV

Dr. Rajesh Masurkar – Incharge

Criterion V

Dr. Parhad D. – Incharge

Criterion VI

Mrs. Farhana K. Wali – Incharge

Criterion VII

Dr. Abhay Ranade – Incharge

Sec. Assistance

Mr. Mohammad. Arif

Following Business was transacted:

- Documents have to be scanned & uploaded.
- Criterion meeting has to be called separately.
- Botany, DLLE, Biology can undertake field project/ internship.
- Workshop on bibliometric/ citation by Santosh in next term.
- Workshop on LMS by Mr. Mandar B. / 6 sessions of 90 minutes.
- External Audit has to be brought from the Head office.
- 6.4.2 funding from Mr. Atul, Ms. Shamim, to be obtained.

Proposed by Farhanga K. Wali

Seconded by Shweta

Ashfaq Khan
Dr. ASHFAQ KHAN
(Co-ordinator, IQAC)

Shweta Dubey
Mrs. SHWETA DUBEY
(Co-Coordinator, IQAC)

Anjum Ara Ahmad
Dr. (Mrs.) ANJUM ARA AHMAD
(Principal IC)



19th September, 2019

Notice
(Degree College)

1. A meeting of IQAC is scheduled to be held on Saturday, 28th September, 2019 at 11.00 a.m. in Principal Cabin. All the criterion In-charges must come with the list of activities which can be organized under their respective criterion.
2. Further, Ms. Nuzhat Khan, Mr. Sudhakar Nadar and Ms. Sujata Kharat have been inducted as members in Criterion I, III and VII respectively.

Criterion I

Mrs. Swati Vora : Incharge
Mrs. Bhaswati Parasar
Mr. Pradnyesh Waghmare

Mrs. Shamim Attar
Mr. Qamar Haider
Mrs. Nuzhat Khan

Criterion II

Dr. N.A. Jafry : Incharge
Mr. Vishwas Deshmukh

Mr. Tausif Ansari
Mr. Furqan Shaikh

Criterion III

Mrs. Shahida Shaikh : Incharge
Dr. (Mrs.) Syed Shadab
Mr. Atul Railkar

Mr. Sudhakarraj Nadar
Ms. Bushra Qureshi

Criterion IV

Dr. Rajesh Masurkar : Incharge
Mrs. Suma Thomas

Mr. Arif Patel
Dr. Ruchi Gupta

Criterion V

Dr. Parhad Dattatray : Incharge
Mrs. Malan. Zardi

Ms. Preeti Bambolkar
Mr. R.D. Sonawane

Criterion VI

Mrs. Farhana K. Wali : Incharge
Mr. Khan Moharram Ali

Dr. Ansariya Rana
Ms. Suhana Khan

Criterion VII

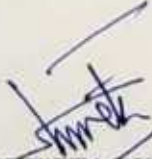
Dr. Abhay Ranade : Incharge
Mrs. Shehnaz Khan
Mr. Mohammad. Arif - Sec. Assistance

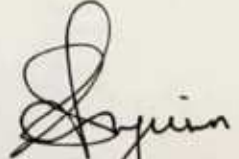
Dr. Alkama Faqih
Ms. Sujata Kharat
Mrs. Shabnam Sheikh

AGENDA:

1. To discuss the progress report of First Draft of AQAR 2019 - 20
2. To Plan out the activities list for Academic Year 2019 - 20


Dr. ASHFAQ KHAN
(Co-ordinator, IQAC)


Mrs. SHWETA DUBEY
(Co-Coordinator, IQAC)


Mrs. ANJUM ARA AHMAD
(Principal I/C)



28th September, 2019

A meeting of all Criterion In-charges and member of each criterion held on Saturday 28th September, 2019 at 11.00 am in the Principal's cabin. Following Members attended the same.

Criterion I

Mrs. Swati Vora : Incharge
Mrs. Bhaswati Parasar
Mr. Pradnyesh Waghmare

Mrs. Shamim Attar
Mr. Qamar Haider
Mrs. Nuzhat Khan

Criterion II

Dr. N.A.Jafry : Incharge
Mr. Vishwas Deshmukh

Mr. Tausif Ansari
Mr. Furqan Shaikh

Criterion III

Mrs. Shahida Shaikh : Incharge
Dr. (Mrs.) Syed Shadab
Mr. Atul Railkar

Mr. Sudhakarraj Nadar
Ms. Bushra Qureshi

Criterion IV

Dr. Rajesh Masurkar : Incharge
Mrs. Suma Thomas

Mr. Arif Patel
Dr. Ruchi Gupta

Criterion V

Dr. Parhad Dattatray : Incharge
Mrs. Malan.Zardi

Ms. Preeti Bambolkar
Mr. R.D.Sonawane

Criterion VI

Mrs. Farhana K. Wali : Incharge
Mr. Khan Moharram Ali

Dr. Ansariya Rana
Ms. Suhana Khan

Criterion VII

Dr. Abhay Ranade : Incharge
Mrs. Shehnaz Khan
Mr. Mohammad. Arif - Sec. Assistance

Dr. Alkama Faqih
Ms. Sujata Kharat
Mrs. Shabnam Sheikh

Following Business was transacted:

- All Criterion in-charges and members have to work in coordination for IQAC report.
- Next academic year, College might go for NAAC.
- By 14th October 2019, first draft of IQAC report has to be made.
- Information and doubts on various courses and certificate course was discussed, to be included in report.
- Each Criterion was thoroughly discussed and each IQAC member shared their input.
- Criterion I has to follow up on Feedback.
- Criterion II has been told to conduct members meeting.
- Criterion III has to conduct meeting and come up with list of activities.

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- Criterion IV has collected data from teachers and data collection from office staff is awaited.
- Criterion V has been asked to initiate Grievance cell and Guidance cell for competitive exams.
- Criterion VI Financial audit has been done regularly.
- Fire audit and Fire extinguisher facilities need to be done.
- Criterion VII needs to do Gender sensitization programs.
- Rain water harvesting & Solar power need to be worked upon.
- Software for blind students in library is being worked upon. Construction of RAM for specially abled children.
- IWD and Rizvi marathon – 2 best practices, Social corner also best practice.
- Collet data for PTA and arrange talk for PTA (FY students).

Proposed by Sarhan g. K. wali

Seconded by [Signature]

[Signature]
Dr. ASHFAQ KHAN
(Co-ordinator, IQAC)

[Signature]
Mrs. SHWETA DUBEY
(Co-Coordinator, IQAC)

[Signature]
Dr. (Mrs.) ANJUM ARA AHMAD
(Principal /C)



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Date: 16th October, 2019

NOTICE

(DEGREE COLLEGE)

A meeting of IQAC is scheduled to be held on **Saturday, 19th October, 2019** at **11.30 a.m.** in the **Principal's Cabin**.

All the In charges and Members of IQAC must attend the meeting and **submit the Final Draft of AQAR 2018 - 19** along with the **List of Activities** to be organized as per their respective criterion for **Academic Year 2019 - 20**.

Criterion I

Mrs. Swati Vora : Incharge
Mrs. Bhaswati Parasar
Mr. Pradnyesh Waghmare

Mrs. Shamim Attar
Mr. Qamar Haider
Mrs. Nuzhat Khan

Criterion II

Dr. N.A. Jafry : Incharge
Mr. Vishwas Deshmukh

Mr. Tausif Ansari
Mr. Furqan Shaikh

Criterion III

Mrs. Shahida Shaikh : Incharge
Dr. (Mrs.) Syed Shadab
Mr. Atul Railkar

Mr. Sudhakarraj Nadar
Ms. Bushra Qureshi

Criterion IV

Dr. Rajesh Masurkar : Incharge
Mrs. Suma Thomas

Mr. Arif Patel
Dr. Ruchi Gupta

Criterion V

Dr. Parhad Dattatray : Incharge
Mrs. Malan Zardi

Ms. Preeti Bambolkar
Mr. R.D. Sonawane

Criterion VI

Mrs. Farhana K. Wali : Incharge
Mr. Khan Moharram Ali

Dr. Ansariya Rana
Ms. Suhana Khan

Criterion VII

Dr. Abhay Ranade : Incharge
Mrs. Shehnaz Khan
Mr. Mohammad. Arif - Sec. Assistance

Dr. Alkama Faqih
Ms. Sujata Kharat
Mrs. Shabnam Sheikh

(Dr. ASHFAQ KHAN)
(Co-ordinator, IQAC)

(Mrs. SHWETA DUBEY)
(Co-Coordinator, IQAC)

(Mrs. ANJUM ARA AHMAD)
(Principal I/C)



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19th October, 2019

A meeting of all Criterion In-charges and member of each criterion held on Saturday 19th October, 2019 at 11.30 am in the Principal's cabin. Following Members attended the same.

Criterion I

Mrs. Swati Vora : Incharge
Mrs. Bhaswati Parasar
Mr. Pradnyesh Waghmare

Mrs. Shamim Attar
Mr. Qamar Haider
Mrs. Nuzhat Khan

Criterion II

Dr. N.A. Jafry : Incharge
Mr. Vishwas Deshmukh

Mr. Tausif Ansari
Mr. Furqan Shaikh

Criterion III

Mrs. Shahida Shaikh : Incharge
Dr. (Mrs.) Syed Shadab
Mr. Atul Railkar

Mr. Sudhakarraj Nadar
Ms. Bushra Qureshi

Criterion IV

Dr. Rajesh Masurkar : Incharge
Mrs. Suma Thomas

Mr. Arif Patel
Dr. Ruchi Gupta

Criterion V

Dr. Parhad Dattatray : Incharge
Mrs. Malan. Zardi

Ms. Preeti Bambolkar
Mr. R.D. Sonawane

Criterion VI

Mrs. Farhana K. Wali : Incharge
Mr. Khan Moharram Ali

Dr. Ansariya Rana
Ms. Suhana Khan

Criterion VII

Dr. Abhay Ranade : Incharge
Mrs. Shehnaz Khan
Mr. Mohammad. Arif - Sec. Assistance

Dr. Alkama Faqih
Ms. Sujata Kharat
Mrs. Shabnam Sheikh

Following Business was transacted:

Criterion 1

1. Shadab maam has to give information about Feedback forms.
2. Field project information has to come from Math Department, Biology Department, Economics Department, Commerce Department, Self-Financing Departments.
3. Swati ma'am has to submit the List of activities to be done for the next year.

Criterion 2

1. Ashfaque sir, Farhana maam and Furqan sir have to give information about Reforms Initiated on Continuous Internal Education (CIE)
2. All Departments should conduct class test to be shown under Reforms.
3. Bridge Course can also be initiated.



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4. All Departments are supposed to give their Program Outcome.
5. Rafat ma'am has to give the Google form for Student Satisfaction Survey (SSS)
6. Attendance Committee has to give the Mentor Mentee ratio.
7. Attendance Committee also must give the Defaulter list of students so that Letters will be sent to those students who have less than 75% attendance.
8. Jaffry sir has to give the list of activities for the next year of his criterion.

Criterion 3

1. Extension activities documentation has to be submitted to Shahida ma'am asap.
2. Workshops on IPR need to be conducted. Roshan sir can arrange some Program on this.
3. Industry Academia Innovative Practise can be done by Self Financing Departments. Furqan sir and Sudhakar sir will be doing this.
4. Incubation centre and Entrepreneurship activities can be seen by CS(IT). Arif Patel sir and Shweta ma'am will be working on this.
5. Cultural Distinctiveness - Shilpa ma'am and Sonawane sir can show activities in Sports.
6. Mr. Santosh can be called for conducting a workshop on Google Citation.

Criterion 4

1. Mandar sir can be called to conduct a workshop for Teachers on E content, MOOC, Swayam. 6 sessions of 90 minutes will be conducted. Interested teachers can give their names.
2. College office needs to prepare Budget for this criterion.

Criterion 5

1. Since no forms are filled for Scholarships, Teachers are expected to talk to the students about the same.
2. Shilpa ma'am has to give Sports data for this Criterion.

Criterion 6

1. External Audit Report needs to be obtained from Management office.
2. Do we need to do Academic and Administrative Audit (AAA) ? ISO can be done by the college.
3. AISHE Portal needs to be done by Shamim ma'am and Parveen ma'am.
4. IQAC activities does not mention number of participants and scanned copies of Personal Achievements and Departmental activities are also not there. Ashfaque sir will be giving the information .
5. Management Funding needs to be checked . Farhana ma'am will be checking this.

Criterion 7

1. Gender Equity programs need to be done. WDC and other Departments can do such Programs under them.
2. Rain water harvesting and solar power plant - under College infrastructure for Best Practice.

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3. Best practices and Institutional vision, mission to be promoted. Activities need to be decided before only

Proposed by Farhan K. Wadi

Seconded by [Signature]

[Signature]
Dr. ASHFAQ KHAN
(Co-ordinator, IQAC)

[Signature]
Mrs. SHWETA DUBEY
(Co-Coordinator, IQAC)

[Signature]
Dr. (Mrs.) ANJUM ARA AHMAD
(Principal I/C)



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Date: 13th December, 2019

NOTICE (DEGREE COLLEGE)

A meeting of IQAC is scheduled to be held on **Tuesday, 17th December, 2019 at 11.00 a.m.** in the **Principal's Cabin.**

All the In charges / Convener and any two members of each Criterion, must attend the meeting.

Criterion I

Mrs. Swati Yora : Incharge

1. Mrs. Bhaswati
2. Mr. R. Waghmare

Criterion II

Dr. N.A.Jafry : Incharge

1. Mr. Vishwas Deshmukh
2. Mr. Farhan Shaikh

Criterion III

Mrs. Shahida Shaikh : Incharge

1. Dr. Shadab
2. Ms. Bushra

Criterion IV

Dr. Rajesh Masurkar : Incharge

1. Ms. Suma
2. Anit Patel

Criterion V

Dr. Parhad Dattatraya : Incharge

1. Mrs. Preeti Bambolikar
2. Ms. (Dr) Malon Zark

Criterion VI

Mrs. Farhana K. Wali : Incharge

1. Moharram Ali
2. Dr. Rama-A

Criterion VII

Dr. Abhay Ranade : Incharge

1. Shehnaz K.
2. Sujata K.

Mr. Mohammad. Arif - Sec. Assistance

Agenda:

- To review and finalise AQAR 2018 - 19.
- To review the minutes of the last meeting.
- To review the activity done and to be done under each criteria.

(Dr. ASHFAQ KHAN)
(Co-ordinator, IQAC)

(Mrs. SHWETA DUBEY)
(Co-Coordinator, IQAC)

Dr. (Mrs. ANJUM ARA AHMAD)
(Principal I/C)



Rizvi Education Society's

RIZVI COLLEGE OF ARTS, SCIENCE & COMMERCE



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Date: 20th December, 2019

A meeting of IQAC, of all the In-charges / Convener and any two members of each Criterion held on Friday 20th December, 2019 at 11.00 a.m. in the Principal's Cabin.

Following in-charges and members attended the same.

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

Criterion I

Mrs. Swati Vora : Incharge

1. Mrs. Bhaswati P.

2. Mr. R. Waghmare

Criterion II

Dr. N.A.Jafry : Incharge

1. Mr. Vishwas Deshmukh

2. Mr. Furqan Shaikh

Criterion III

Mrs. Shahida Shaikh : Incharge

1. Dr. Shadab S.

2. Ms. Bushra Qureshi

Criterion IV

Dr. Rajesh Masurkar : Incharge

1. Ms. Suma Thomas

2. Mr. Arif Patel

Criterion V

Dr. Parhad Dattatray : Incharge

1. Mrs. Preeti Bambolkar

2. Dr. Malan Zardi

Criterion VI

Mrs. Farhana K. Wali : Incharge

1. Mr. Moharram Ali

2. Dr. Ansariya Rana

Criterion VII

Dr. Abhay Ranade : Incharge

1. Ms. Shehnaz Khan

2. Ms. Sujata Kharat

Mr. Mohammad. Arif -Sec. Assistance

Following Business was transacted:

1.

- AQAR 2018-19 is reviewed by all criterion incharges & assigned two members from every criterion.
- Criterion II, V, VI, & VII suggested some corrections which are incorporated.
- After incorporation of suggested corrections, AQAR 2018-19 is aproned to be finalized by all present in the meeting.

2.

Criterion I

- Dr. Shadab Akhtar has to submit the PTA feedback analysis which is done by Mr. Pradyanesh waghmare on 21st December 2019.
- Field project yet to be obtained by following department s:
Mathematics
Economics



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Commerce
Biology
Self finance

Criterion II

- Remedial lecture will be conducted after declaration of I, III, & V Semester.
- Bridge courses will be conducted in the beginning of next academic year i.e. 2020-21
- All departments must maintain record of Continuous Internal Evaluation (CIE) notice regarding this will be calculated.
- All departments should conduct class test & keep a record of it.

Criterion III

- Workshop on IPR will be held by Mr. Roshan Khobragade
- Industry academia innovative practice initiatives have to be planned & implemented in current session.

Criterion IV

- Workshop on E-content MOOCS, swayam have to be organised so that teachers can prepare and utilise the same for self upgradation and students benefit.

Criterion VI

- Mrs. Farhana k. wali suggested to systematise the documentation procedure.

Criterion VII

- Responsibility of ???/of compost pit is given to Dr. Ansariya Rana & Department of Botany.
 - Quotation for rain water harvesting will be asked for to initiate the rain water.
 - One day in a week will be announced as No Vehicle / No Lift day to facilitate the implementation of green campus.
- 3.
- The list of the activities to be done under each criterions will be submitted by criterion In-chages on 25th December 2019.

Proposed by Farhana K. Wali

Seconded by [Signature]

[Signature]
Dr. ASHFAQ KHAN
(Co-ordinator, IQAC)

[Signature]
Mrs. SHWETA DUBEY
(Co-Coordinator, IQAC)

[Signature]
Dr. (Mrs.) ANJUM ARA AHMAD
(Principal IC)

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Date: 13/08/2018

An IQAC meeting held on Monday, the 13th August 2018 at 11.00 am in the Vice-Principal Cabin. Following criterion In-charges and Special Invitees attended the same.

Internal Quality Assurance Cell	Dr.Ashfaq Khan Mrs.Rajeshwari P	: Co-ordinator : Co-Coordinator
Criterion I	Mrs.Swati Vora	
Criterion II	Dr.N.A.Jafry	
Criterion III	Mrs. Mariyah Ghorl	
Criterion IV	Dr. Rajesh Masurkar	
Criterion V	Dr.Parhad Dattatray	
Criterion VI	Mrs. Farhana K. Wali	
Criterion VII	Dr.Abhay Ranade	
Special Invitees:	Mr. Moharram ali Mrs. Shahida Shaikh Mrs. Sweta Dubey Mr. Pradhresh waghmare	
Sec. Assistance	Mr. Mohd. Arif	

Following Business was transacted:

- Deadline to prepare AQAR is August 2018, Uploading and Sending the hardcopy in Mid of September 2018.


 (DR. ASHFAQ KHAN)
 VP&IQAC Coordinator


 (PAUL R P.)
 Principal IC

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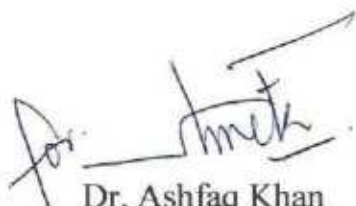


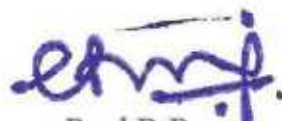
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31st August 2018

Action taken Report (01) **(For 13th Aug 2018 Meeting)**

Repeated follow up and Staff were encouraged to help with the required inputs for the AQAR – criteria to the concerned / criterion in charges


Dr. Ashfaq Khan
IQAC Coordinator


Paul R P.
Principal I/C



19th September 2018

An IQAC meeting of all Criterion In-charges held on Wednesday 19/09/2018 at 11.00 am in the Principal cabin for finalising AQAR for the Academic Year 2017-18 Following Criterion Incharges attended the same.

Criterion I

Mrs. Swati Vora – Incharge

Criterion II

Mr. N. A. Jaffery. – Incharge

Criterion III

Mrs. Mariyah G. Ghorl – Incharge

Criterion IV

Dr. Rajesh Masurkar – Incharge

Criterion V

Dr. Parhad D. – Incharge

Criterion VI

Mrs. Farhana K. Wali – Incharge

Criterion VII

Dr. Abhay Ranade – Incharge

Following members are invited to attend the meeting as special invitees.

Special Invitees:


1. Dr. Arunachalam S.
2. Dr. Parhad D.

Following Business was transacted:

- Criterion I - Saturday 22nd September 2018
- Criterion II - Saturday 22nd September 2018
- Criterion III - Saturday 22nd September 2018
- Criterion IV - Already Submitted
- Criterion V - Monday 24th September 2018
- Criterion VI - Saturday 22nd September 2018 (If IQAC Report in the hand)
- Criterion VII - Monday 24th September 2018
- Create SOP's formats for any type of Activity
- Regular Updates on website (to discuss with Mrs. Rafat & Principal)
- Induction Program (Issue Departmental Notice)


(DR. ASHFAQ KHAN)
VP&IQAC Coordinator

MA


(PAUL R.P.)
Principal VC

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01st Oct 2018

Action taken Report (02) (For 19th Sept 2018 Meeting)

- Follow up was done to encourage the criterion in charges to complete the criteria inputs. Due to exams and assessments schedules and Ganesh festival staffs were pre occupied due to which inputs were getting delayed.
- Already existing SOPs were only followed no new SOPs were drafted or made by any department.
- Due to technical reasons the updates on websites were getting delayed.
- Induction program were conducted.


Dr. Ashfaq Khan
IQAC Coordinator


Paul R.P.
Principal I/C



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19th October 2018

A meeting of all Criterion In-charges held on Friday 19 October 2018 at 10.30 am in the Principals cabin for proof reading of each criterion and finalize the AQAR for the Academic Year 2017-18 following in-charges attended the same.

Criterion I

Mrs. Swati Vora – Incharge

Criterion II

Dr. N. A. Jafry. – Incharge

Criterion III

Mrs. Mariyah G. Ghori / Bhaswati P. – Incharge

Criterion IV

Dr. Rajesh Masurkar – Incharge

Criterion V

Dr. Parhad D. – Incharge

Criterion VI

Mrs. Farhana K. Wali – Incharge

Criterion VII

Dr. Abhay Ranade – Incharge

Sec. Assistance

Mr. Mohammad. Arif

Following Business was transacted:

- Mrs. Mariyah G. & Dr. Abhay ranade could not attend the meeting due to University duties assigned to them.
- Other Criterion heads were given the draft for proof reading.
- All Criterion in-charges are requested to complete proof reading by Monday 21st October 2018.


(DR. ASHFAQ KHAN)
VP&IQAC Coordinator


(PAUL R.P.)
Principal i/c

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31st Nov 2018

Action taken Report (03) (For 19th Oct 2018 Meeting)

- Due to College/ University exams, duties and assessments the proof reading and finalization of AQAR couldn't be done as per the prescribed time frame.
- Finalization part was postponed to second term.
- Second term the report was finalized and finally approved by the principal.


Dr. Ashfaq Khan
IQAC Coordinator


Paul R P.
Principal I/C



12th April 2019

A meeting of all Criterion In-charges and one member of each criterion held on Friday 12th April 2019 at 10.00 am in the Principal's cabin. Following Members attended the same.

Coordinator

Dr. Ashfaq Khan

Co-coordinator

Mrs. Shweta Dubey

Criterion I

Mrs. Swati Vora – Incharge

Criterion II

Dr. N. A. Jafry. – Incharge

Criterion III

Mrs. Mariyah G. Ghori – Incharge

Criterion IV

Dr. Rajesh Masurkar – Incharge

Criterion V

Dr. Parhad D. – Incharge

Criterion VI

Mrs. Farhana K. Wali – Incharge

Criterion VII

Dr. Abhay Ranade – Incharge

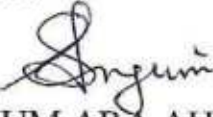
Sec. Assistance

Mr. Mohammad. Arif

Following Business was transacted:

- PPT is to be emailed to all staff members.
- DSR to be decided by every department.
- Meeting held on 8th October 2018 is reviewed.
- Ad-on course.
- All Criterion Incharges should communicate to the respective departments / Incharges to keep the respective documents in soft copy which is to be submitted in the month of June.
- Syllabus completion report is to be submitted by each department.


(Dr. Ashfaq Khan)
VP & IQAC Coordinator


(Dr. ANJUM ARA AHMAD)
Principal VC

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29th April 2019

Action taken Report (04) (For 12th April 2019 Meeting)

- Repeated request were made to all the departments to prepare the DSR.
- Departments were further request to for starting Ad on courses but due to time crunch and end of session it couldn't be materialised except Accounts department started Tally course.
- Syllabus completion reports were submitted by faculties to their respective heads.

PLANNED	ACHIEVEMENTS/OUTCOMES
To have comprehensive MIS	Almost the deal finalized with Pune based firm for implementation comprehensive MIS system in the college
To have extravagant cultural fest	International Sufi fest was held along with week long Women day celebration was held in the college.
To start add on courses	Some departments started the same.
To renovate library and make it digital and differently able friendly	Renovation of library was done and it was also made differently abled.
To have good sound system in Auditorium and Seminar room	Auditorium and Seminar room is equipped with a class sound system.


Dr. Ashfaq Khan
IQAC Coordinator


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



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Date: 13/11/2017

NOTICE
(DEGREE COLLEGE)

An IQAC meeting will be held on Wednesday, the 15th November 2017 at 8.00 am in the IQAC Room. All Criterion Incharges are requested to be present.

IQAC:

Dr. Ashfaq Khan. – **Coordinator**

Criterion I

Mrs. Mehjabeen Khan – Incharge
(Mrs. Swati Vora)

Criterion II

Mr. N. A. Jaffery. – Incharge
(Mr. Furqan Shaikh)/(Mr. Vishwas Deshmukh.)

Criterion III

Mrs. Mariyah G. Ghori – Incharge

Criterion IV

Dr. Rajesh Masurkar – Incharge

Criterion V

Dr. Parhad D. – Incharge
(Preeti Bambolkar)

Criterion VI

Mrs. Farhana K. Wali – Incharge

Criterion VII

Dr. Abhay Ranade – Incharge

The following agenda will be discussed in the meeting:

1. To appoint dedicated IT backup team solely for NAAC purpose.
2. Brain storming for New NAAC.
3. To propose a Workshop on new guidelines.
4. Any other matter with the permission of the Chair.


(DR. ASHFAQ KHAN)
VP&IQAC Coordinator


(PAUL R P.)
Principal



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A preliminary meeting of Criterion In-charges of IQAC was held on 15th Nov 2017 at 8.00 am in the Vice-Principal's cabin of Rizvi college of Arts, Science & Commerce Bandra (west) Mumbai -400050. The meeting was presided over by the Principal Mr. Paul Raj P. and IQAC Coordinator, Dr. Ashfaq Khan.

Following members attended the meeting:

Principal i/c	:	Prof. Paul Raj P.
Vice Principal & IQAC Coordinator	:	Dr. Ashfaq Khan
Criterion I	:	i) Mrs. Mehjabeen Khan : <u>Mehjabeen Khan</u>
	:	ii) Mrs. Swati Vora : <u>Swati Vora</u>
Criterion II	:	Mr. Furqan Shaikh : <u>Furqan Shaikh</u>
Criterion III	:	Mrs. Mariyah G. Ghori : <u>Mariyah G. Ghori</u>
Criterion IV	:	Dr. Rajesh Masurkar : <u>Rajesh Masurkar</u>
Criterion V	:	Mrs. Preeti Bambolkar : <u>Preeti Bambolkar</u>
Criterion VI	:	Mrs. Farhana K. Wali : <u>FR</u>
Criterion VII	:	Dr. Abhay Ranade : <u>Abhay Ranade</u>
Invitees	:	Rajeshwari Padmanabhan : <u>Rajeshwari Padmanabhan</u>

Following Business were transacted:

- Mrs. Rajeshwari Padmanabhan briefed the team about the new guidelines and procedure for application for NAAC Accreditation.
- Final team members of IQAC have been selected.
- Brain storming session for New NAAC guideline was held.
- It was proposed to conduct a Workshop for new guidelines of NAAC in the near future.
- Individual copies of Instructions and guidelines for each criterion were handed to the respective in-charges.

The meeting was adjourned at 9.30 am.

Dr. Ashfaq Khan
(DR. ASHFAQ KHAN)
VP&IQAC Coordinator

Paul Raj P.
(PAUL R P.)
Principal i/c



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Date: 01/02/2018

NOTICE
(DEGREE COLLEGE)

An IQAC meeting will be held on Monday, the 2nd February 2018 at 11.00 am in the IQAC Room. Criterion In-charges & Members of Criterion II, IV, VI, are requested to be present.

IQAC:

Dr. Ashfaq Khan. – **Coordinator**

Mrs. Rajeshwari P. – **Co-coordinator**

Criterion II

Mr. N. A. Jaffery – **In-charge**

Mr. Furqan Shaikh Mr. Vishwas Deshmukh.

Criterion IV

Dr. Rajesh Masurkar – **In-charge**

Mrs. Rafat Khan Mrs. Suma Thomas

Mrs. Akalpita G. Mrs. Supriya P.

Criterion VI

Mrs. Farhana K. Wali – **In-charge**

Dr. (Ms.) Ansariya Rana Mr. Khan Moharram Ali

Dr. Atikah M. Ms. Sabiha Shaikh

Mrs. Salma Pathan

The following agenda will be discussed in the meeting:

- Distribution of work to team members by Criterion in-charges.
- Discussion on new Guidelines of NAAC.


(DR. ASHFAQ KHAN)
VP&IQAC Coordinator


(PAUL R.P.)
Principal UC



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Date: 02/02/2018

NOTICE
(DEGREE COLLEGE)

An IQAC meeting held on Monday, the 2nd February 2018 at 11.00 am in the IQAC Room. Criterion In-charges & Members of Criterion II, IV, VI, who attended the same.

IQAC:

Dr. Ashfaq Khan. – Coordinator

Mrs. Rajeshwari P. – Co-coordinator *10*

Criterion II

Mr. N. A. Jaffery – In-charge *12*

Mr. Furqan Shaikh *17/18* Mr. Vishwas Deshmukh. *14/10*

Criterion IV

Dr. Rajesh Masurkar – In-charge *15*

Mrs. Rafat Khan *16* Mrs. Suma Thomas

Mrs. Akalpita G. Mrs. Supriya P. *18*

Criterion VI

Mrs. Farhana K. Wali – In-charge *19*

Dr. (Ms.) Ansariya Rana *20* Mr. Khan Moharram Ali

Dr. Atikah M. *21* Ms. Sabiha Shaikh *22/23*

Mrs. Salma Pathan

Following Business was transacted:

- Discussed the distribution of work to the Members.
- Members should start working on the new guidelines.
- Highlight any doubts pertaining to their Criterion.

(DR. ASHFAQ KHAN)
VP&IQAC Coordinator

(PAUL R.P.)
Principal IC



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Date: 03/02/2018

NOTICE
(DEGREE COLLEGE)

An IQAC meeting will be held on Tuesday, the 6th February 2018 at 11.00 am in the IQAC Room. Criterion In-charges & Members of Criterion I, V, VII, are requested to be present.

IQAC:

Dr. Ashfaq Khan. – **Coordinator**

Mrs. Rajeshwari P. – **Co-coordinator** U

Criterion I

Mrs. Swati Vora – **In-charge** SW

Mrs. Mr. Pradnyesh Waghmare – **In-charge** PW Mrs. Mehjabeen Khan MH

Mr. Qamar Haider QH

Criterion V

Dr. Parhad Dattatray – **In-charge** PD

Mrs. Preeti Bambolkar PB Mrs. Shaikh Shahida SH

Mr. Mustaq Karim MK

Criterion VII

Dr. Abhay Ranade – **In-charge** AR Mrs. Shenaz Khan SK

Dr. Alkama Faqih AF Mr. R.D. Sonawane :Sports

Mr. Arun Bhosle AB

The following agenda will be discussed in the meeting:

- Distribution of work to team members by Criterion in-charges.
- Discussion on new Guidelines of NAAC.


(DR. ASHFAQ KHAN)
VP&IQAC Coordinator


(PAUL R.P.)
Principal IC



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Date: 06/02/2018

NOTICE
(DEGREE COLLEGE)

An IQAC meeting held on Tuesday, the 6th February 2018 at 11.00 am in the IQAC Room. Criterion In-charges & Members of Criterion I, V, VII, who attended the same.

IQAC:

Dr. Ashfaq Khan. – **Coordinator**

Mrs. Rajeshwari P. – **Co-coordinator**

Criterion I

Mrs. Swati Vora – **In-charge**

Mrs. Mr. Pradnyesh Waghmare

Mr. Qamar Haider

Mrs. Mehjabeen Khan

Criterion V

Dr. Parhad Dattatraye – **In-charge**

Mrs. Preeti Bamboikar

Mr. Mustaq Karim

Mrs. Shaikh Shahida

Criterion VII

Dr. Abhay Ranade – **In-charge**

Dr. Alkama Faqih

Mr. Arun Bhosle

Mrs. Shenaz Khan

Mr. R.D. Sonawane :Sports

Following Business was transacted:

- Discussed the distribution of work to the Members.
- Members should start working on the new guidelines.
- Highlight any doubts pertaining to their Criterion.


(DR. ASHFAQ KHAN)
VP&IQAC Coordinator


(PAUL R.P.)
Principal



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Date: 05/02/2018

NOTICE
(DEGREE COLLEGE)

An IQAC meeting will be held on Wednesday, the 7th February 2018 at 11.00 am in the IQAC Room. Criterion In-charges & Members of Criterion III are requested to be present.

IQAC:

Dr. Ashfaq Khan. – Coordinator

Mrs. Rajeshwari P. – Co-coordinator

Criterion III

Mrs. Mariyah Ghori – In-charge

Mrs. Bhaswati Prasar

Mr. Anand Deshpande

Dr. (Mrs.) Syed Shadab

Mrs. Salma Pathan

The following agenda will be discussed in the meeting:

- Distribution of work to team members by Criterion in-charges.
- Discussion on new Guidelines of NAAC.


(DR. ASHFAQ KHAN)
VP&IQAC Coordinator


(PAUL R.R.)
Principal IC



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Date: 07/02/2018

NOTICE
(DEGREE COLLEGE)

An IQAC meeting held on Wednesday, the 7th February 2018 at 11.00 am in the IQAC Room. Criterion In-charges & Members of Criterion III who attended the same:

IQAC:

Dr. Ashfaq Khan. – Coordinator

Mrs. Rajeshwari P. – Co-coordinator

Criterion III

Mrs. Mariyah Ghorj – In-charge

Mrs. Bhaswati Parasar

Mr. Anand Deshpande

Dr. (Mrs.) Syed Shadab

Mrs. Salma Pathan

Following Business was transacted:

- Discussed all the points relating to Criterion III.
- Any doubt should be raised and suitable solutions should be found.
- Since all Question in the SSR relates to last 5 years a question was raised whether the assessment year will change from 2011-12 , 2015-16 to 2013-14, 2017-18
- Members were also informed that AQAR 2016-17 was finalised and we should start working on AQAR 2017-18 by the end of the academic year.


(DR. ASHFAQ KHAN)
VP&IQAC Coordinator


(PAUL R.P.)
Principal IC

Date: 23/02/2018

NOTICE

(DEGREE COLLEGE)

An IQAC meeting will be held on Monday, the 6th March 2018 at 10.00 am in the Vice-Principal Cabin. All Criterion Heads with one member and all HOD's are requested to attend the same to discuss the following agendas.

- Discuss the assessment period.
- Discuss Criterion wise requirements as per the new guidelines.
- Departmental Heads responsibilities.
- Best practices to the selected /workshops /Seminars / Visit /etc.
- Documentation Procedure to be followed – presentation by Prof. Mrs. Farhana K. Wali.
- Brief presentation by Criterion in-charges.



(DR. ASHFAQ KHAN)
VP&IQAC Coordinator



(PAUL R P.)
Principal /C



Rizvi Education Society's
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RIZVI EDUCATION COMPLEX, OFF. CARTER ROAD, BANDRA (WEST), MUMBAI - 400 050
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Date: 06/03/2018

An IQAC meeting held on Tuesday, the 6th March 2018 at 10.30 am in the Vice-Principal Cabin. Following criterion In-charges & Members attended the same.

Internal Quality Assurance Cell	Dr. Ashfaq Khan : Co-ordinator Mrs. Rajeshwari P. : Co-Coordinator	
Criterion I	Mrs. Swati Vora : Incharge Mrs. Mehjabeen Khan	Mrs. Mr. Pradnyesh Waghmare Mr. Qamar Haider
Criterion II	Dr. N.A. Jafry : Incharge Mr. Vishwas Deshmukh Mr. Furqan Shaikh	
Criterion III	Mrs. Mariyah Ghori : Incharge Dr. (Mrs.) Syed Shadab Mrs. Salma Pathan	Mrs. Bhaswati Parasar Mr. Anand Deshpande
Criterion IV	Dr. Rajesh Masurkar : Incharge Mrs. Suma Thomas Ms. Supriya	Ms. Rafat Khan Mrs. Akalpita G
Criterion V	Dr. Parhad Dattatraya : Incharge Mrs. Shaikh Shahida	Ms. Preeti Bambalkar Mr. Mustaq Karim
Criterion VI	Mrs. Farhana K. Wali : Incharge Mr. Khan Moharram Ali Ms. Sabiha Shaikh	Dr. (Ms.) Ansariya Rana Dr. Atikah M. Mrs. Salma Pathan
Criterion VII	Dr. Abhay Ranade : Incharge Ms. Shenaz Khan Mr. R.D. Sonawane : Sports	Dr. Alkama Faqih Mr. Arun Bhosle Mr. Mohd. Arif : Sec. Ass.

Following Business was transacted:

- The Meeting was chaired by the Principal Prof. Paul Raj & IQAC Coordinator and Vice Principal Dr. Ashfaq Khan
- The Principal brief the attendees about the seminar on new NAAC Guidelines that was attended by him and most of the Criterion Heads
- IQAC Co-coordinator Mrs. Rajeshwari Padmanabhan briefed the team about detailed plans of action and documentation requirements from every HOD and Criterion In-charge
- Each of the Criterion Head made brief presentation about the new requirements in their criteria and the progress so far.
- There were detail discussions about the following:

Committee List for the Academic Year, 2017-18

(DEGREE / JUNIOR COLLEGE)

<u>Internal Quality Assurance Cell</u>	Dr.Ashfaq Khan Mrs.Rajeshwari P	: Coordinator : Co-Coordinator
Criterion I	Mrs.Swati Vora : Incharge Mrs. Mehjabeen Khan	Mrs. Mr.Pradnyesh Waghmare Mr. Qamar Haider
Criterion II	Dr.N.A.Jafry : Incharge Mr. Vishwas Deshmukh Mr. Furqan Shaikh	
Criterion III	Mrs. Mariyah Ghori : Incharge Dr. (Mrs.) Syed Shadab Mrs.Salma Pathan	Mrs.Bhaswati Parasar Mr.Anand Deshpande
Criterion IV	Dr. Rajesh Masurkar : Incharge Mrs. Suma Thomas Ms.Supriya	Ms. Rafat Khan Mrs.Akalpita G
Criterion V	Dr.Parhad Dattatraya : Incharge Mrs.Shaikh Shahida	Ms. Preeti Bambolkar Mr.Mustaq Karim
Criterion VI	Mrs. Farhana K. Wali : Incharge Mr. Khan Moharram Ali Ms.Sabiha Shaikh	Dr. (Ms.) Ansariya Rana Dr.Atikah M. Mrs.Salma Pathan
Criterion VII	Dr.Abhay Ranade : Incharge Ms.Shenaz Khan Mr. R.D. Sonawane :Sports	Dr. Alkama Faqih Mr.Arun Bhosle Mr. Mohd. Arif : Sec. Assistance
Attendance & Mentoring	Mrs.Shailaja Shetty : Convenor	
	Class Incharges:	
	Ms.Pankti Surve : F.Y.B.A	
	Mrs.Shailaja Shetty : SYBA	
	Dr. Abbas Alam Rizvi : T.Y.B.A.	
	Mr. Damarwala Abbas : F.Y.B.Se.	
	Mr.Pradnyesh R. Waghmare : S.Y.B.Sc.	
	Dr. (Ms.) Ansariya Rana : T.Y.B.Sc.	
	Dr. N.P. Srivastava : F.Y.B.Com. (A)	
	Dr. Parhad Dattatraya : F.Y.B.Com. (B)	
	Ms.Bhaswati Parasar : F.Y.B.Com.(C)	
	Ms. Preeti Bambolkar : F.Y.B.Com (D)	
	Ms. Malan Zardi : FYBCom (E)	
	Mr.Roshan Khobragade : SYBCom(A)	
	CA Ashfaq Karim : S.Y.B.Com. (B)	
	Dr(Mrs)Syed : Shadab	
	:S.Y.B.Com.(C)	
	Mr. Mukhtar Khan : S.Y.B.Com (D)	
	Mrs. Swati Vora : T.Y.B.Com(A)	
	Mr Manoj K. : T.Y.B.Com. (B)	
	Ms. Seha Dunge : TYBCom (C)	



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- i) Registration of the Alumni Association, the role and involvement of the alumni
 - ii) Setting up of a Campus Recruitment Training Centre
 - iii) Conducting of departmental social responsibilities and ISRs by every department
 - iv) Academic Audits to be conducted
 - v) Submission of Google forms at the entry level such that it includes their Aadhaar Number, Email, And Contact Details which can be later use for students feedback survey
 - vi) Encouraging and Enrolling students for MOOCs.
 - vii) Maintenance of individual personal file by every staff member for documentation purpose
 - viii) Setting up of personal email IDs for every staff members on Rizvi Domain
 - ix) Setting up of a Faculty Contribution Fund where in students with single parent would be given financial assistance. Mentors have been instructed to provide the list of such Students from their Class
- HODs were instructed to initiate, maintain and submit records for the following:
 - i) Activities conducted under departmental social responsibility
 - ii) Workshops / Seminars and Field trips conducted
 - iii) Student centric activities conducted for student development and Employability
 - iv) Add-on courses conducted and MOOC registrations
 - v) Faculty Development Programmes
 - vi) MOUs and Industry Linkages of the departments
 - After discussion the following has been proposed to be implemented :
 - i) "Training the Trainer" a workshop for mentors to be organized by the EVS department in collaboration with the college counselors
 - ii) A computer literacy program for Non-Teaching Staff to be conducted by the II Department
 - iii) Soft Skills training programme for the administrative staff to be conducted by English Department
 - iv) A workshop on "How to Make Classrooms more Interesting" to be conducted by department of Sociology in collaboration with BMM Department
 - v) IT & Financial Literacy programme for parents to be conducted by PTA in collaboration with IT Department


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Date: 15/03/2018

NOTICE
(DEGREE COLLEGE)

An IQAC meeting will be held on Friday, the 16th March 2018 at 10.00 am in the Vice-Principal Cabin. All Criterion Heads are requested to attend the same to discuss the following agendas.

- Criterion wise requirement from
 - a) Faculty
 - b) Departments
 - c) Committees
- AQAR Dead line for Submission

(DR. ASHFAQ KHAN)
VP&IQAC Coordinator

(PAUL R.P.)
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Date: 16/03/2018

An IQAC meeting held on Friday, the 16th March 2018 at 10.00 am in the Vice-Principal Cabin. Following criterion In-charges attended the same.

Internal Quality Assurance Cell	Dr. Ashfaq Khan Mrs. Rajeshwari P	: Co-ordinator : Co-Coordinator
Criterion I	Mrs. Swati Vora	
Criterion II	Dr. N.A. Jafry	
Criterion III	Mrs. Mariyah Ghorji	
Criterion IV	Dr. Rajesh Masurkar	
Criterion V	Dr. Parhad Dattatray	
Criterion VI	Mrs. Farhana K. Wali	
Criterion VII	Dr. Abhay Ranade	
Sec. Assistance	Mr. Mohd. Arif:	

Following Business was transacted:

- For SSR after every 15 days have to arrange a meeting with all Criterion in-charges
- 1st week of April 2018 completing AQAR 2017-18
- Scholarship contribution from staff towards single parents students
- Preparing consolidated office requirement criterion wise file and to be kept Mr. Mohammad Arif
- Preparing consolidated Staff/ Department/ Committee requirement criterion wise file and to be kept Dr. Ashfaq Khan


(DR. ASHFAQ KHAN)
VP&IQAC Coordinator


(PAUL R.P.)
Principal IC