

RIZVI COLLEGE OF ARTS, SCIENCE AND COMMERCE

Off Carter Road, Bandra (West), Mumbai - 400 050

IQAC SUMMARY REPORT

IQAC of the college has been continuously working towards the faculty empowerment through organizing various programmes for the faculties and motivating them to participate in the same.

The IQAC has organized a National Level online faculty development program. Seminars, Conferences and Webinars were organized by most of the departments. Due to the pandemic condition all Workshops, Seminars, and Conferences were conducted in a hybrid mode. A total of sixty three outgoing students were placed from various departments.

A summary of various activities organized by the IQAC during academic year 2021 - 22 is given in as follows.

Two Day Online National Level Workshop on Research Methodology

Two Day Online National Level Workshop on Research Methodology, jointly organized by IQAC, Dept. of Economics, Mathematics & Statistics and M.Com in collaboration with Dept. of MA Business Economics, K.P.B. Hinduja College of Commerce from 9th February, 2022 to 10th February, 2022.

The workshop was inaugurated by Dr. (Mrs.) Anjum Ara Ahmad M.K. Principal I/C, Rizvi College of Arts, Science and Commerce and Dr. (Ms.) Minu B. Madlani Principal, K.P.B. Hinduja College of Commerce on 9th February, 2022 at 3.30 pm. Mrs. Shweta Dubey, Coordinator, Workshop & Co Coordinator, IQAC welcomed the gathering by Welcome Address.

Dr. Kuldeep Kumar, assistant Professor, K.P.B. Hinduja College of Commerce was the Resource Person on Day 1 i.e. 9th February, 2022. He deliberated on Effective Research Report writing and free research sites available on the internet. His session was elaborative and highly interactive.

The first day of the workshop concluded at 6.30 pm by vote of Thanks offered by Dr. Suhana Khan.

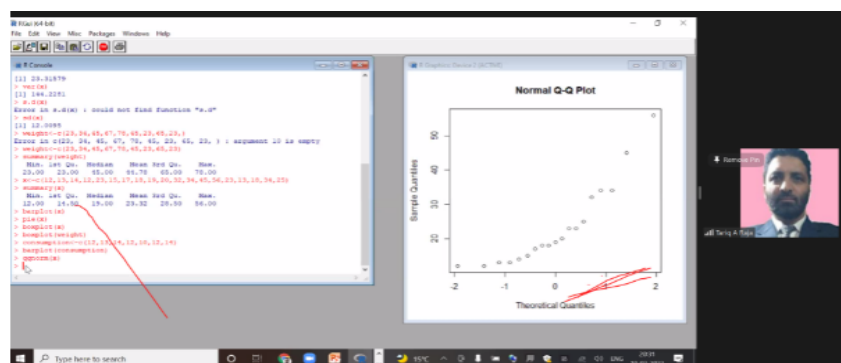
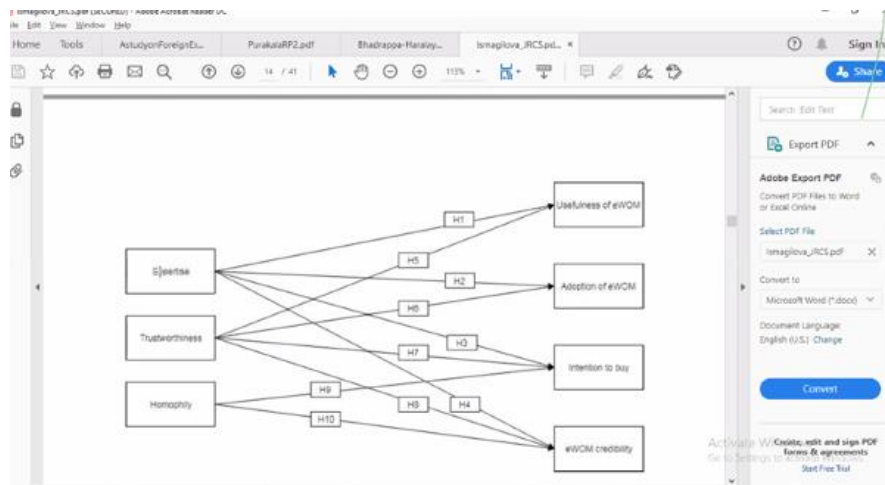
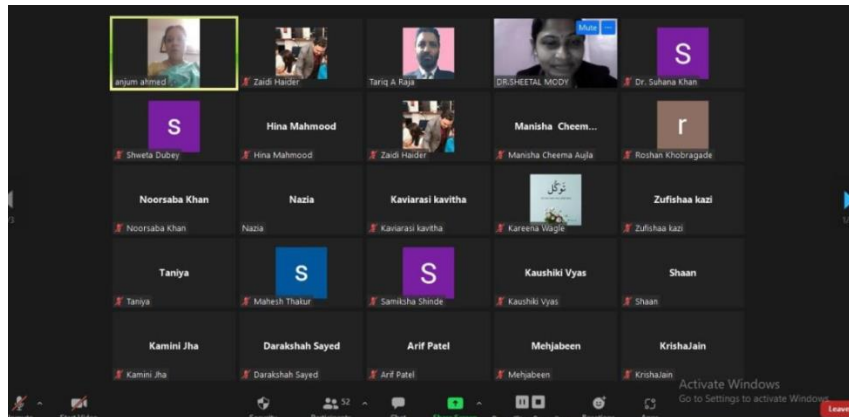
The Second day of the workshop began at 6.45 pm on 10th February, 2022. Dr. Tariq Raja, Associate Professor, Technical University of Kashmir was Resource Person on Day 2. He elaborated on Free Research Software and their effective use in research. He deliberated mainly on SPSS and R. His session was highly engaging, informative and interactive.

The session concluded at 9.10 pm.

The Valedictory Address was given by Dr. (Mrs.) Anjum Ara Ahmad M.K. Principal I/C, Rizvi College of Arts, Science and Commerce. The workshop concluded at 9.45 pm through

concluding remarks and vote of thanks by Dr. Shital Modi, Coordinator, Workshop & Coordinator, Dept. of M.Com (Business Economics), K.P.B. Hinduja College of Commerce.

About 310 students actively participated in the workshop. Dr. Suhana Khan and Ms. Mehwish Shaikh did the anchoring of the workshop. Mr. Haider Ziadi and Ms. Hina Mahmood were the Technical Incharge. Students acquired a significant knowledge about the Research Methodology from this workshop which will be helpful for them in pursuing the research.



Report

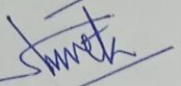
One Day Workshop on 'Geo Tagged Photograph'

18th December, 2021

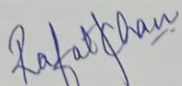
As a requirement of NAAC documentation and skill enhancement of the teachers, IQAC and Dept. of CS & IT jointly organized a Workshop on 'Geo Tagged Photograph' on 18th December, 2021 at 11.00 am in CS/IT lab.

Mr. Zari Haider Zaidi, Assistant Professor, (Dept. of CS/IT) was the resource person.

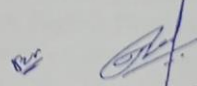
He demonstrated the skill with live presentation and resolved all the queries effectively. 23 Teachers across the faculties actively participated in the same and learnt the skill of 'Geo Tagged Photograph'.



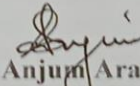
(Mrs. Shiweta Dubey)
Co Coordinator, IQAC



(Mrs. Rafat Khan)
HOD, IT



(Mr. Aarif Patel)
HOD, CS



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



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



Mumbai, Maharashtra, India

Pinto Terrace 6, Sherly Rajan Rd, Rizvi Complex, Chuim, Bandra West, Mumbai, Maharashtra 400050, India

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Long 72.824408°
18/12/21 11:20 AM



Mumbai, Maharashtra, India

D102, Diago Society, Sherly Rajan Rd, Rizvi Complex, Chuim, Pali Hill, Mumbai, Maharashtra 400050, India

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Long 72.824457°
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ONE DAY TRAINING PROGRAM ON 'VARIOUS ASPECT OF DOCUMENTATION'

ONE DAY TRAINING PROGRAM ON 'VARIOUS ASPECT OF DOCUMENTATION' was organised by IQAC on **Saturday, 26th February, 2022 (6th Floor, Seminar Room).**

Ms. Keyaa Mukherjee, (Office Superintendent, Maniben Nanavati Women's College) was the **Resource Person** for the training programme. IQAC Team and Administrative Staff along with Principal and Vice Principal actively attended and participated in the session.



Online National Level FDP on ‘IBM Statistical Package & Structural Equation Modeling with AMOS’

Under the patronage of Rizvi Education Society, Hon. President Dr. Akhtar Hasan Rizvi and Hon. Director Advocate Mrs. Rubina Akhtar Hasan Rizvi, in collaboration with Department of Statistics, K.C. College, HSNC University, Mumbai, **Ten Day National Level Online FDP on ‘IBM Statistical Package & Structural Equation Modeling with AMOS’ conducted from 3rd December, 2021 To 12th December, 2021.**

The FDP was jointly organised by IQAC, Research Cell & Department of Mathematics & Statistics Rizvi College of Arts, Science and Commerce, Bandra (West) and Department of Statistics, K.C. College, HSNC University, Mumbai.

We had the privilege of the presence of distinguished guests and experts who consented to be a part of the FDP. Rizvi College of Arts, Science and Commerce is obliged to all the dignitaries. The FDP commenced on 3rd December, 2021 at 3.30 pm with a Welcome Address by Principal In Charge and Convener of the FDP Dr. (Mrs.) Anjum Ara Ahmed and Co - Convener Dr. Asha Jindal, HOD, Department of Statistics, K.C. College, HSNC University, Mumbai.

Chief Guest Prof. (Dr.) Basavaraj Benni, Director, PG Centre & Professor of Economics, Dean and Director, Social Sciences, Vijayanagara Sri Krishnadevaraya University, Koppal, Karnataka delivered an Inaugural Address. In his address, he explained the significance of research and role of SPSS, SEM and AMOS in today's areas of research.

After the inaugural address Dr. Sagarika Damle briefed the participants about DBT Star - Status College of K.C. College, HSNC University, Mumbai.

The technical session began at 4.00 pm with renowned resource person Prof. Dr. Suresh Kumar Sharma from University of Punjab and Ex – Chairman and Ex – Coordinator, Centre for Biology and Bioinformatics. Sir explained IBM SPSS to the participants very effectively.

The details of his sessions are as follows:

Friday, 3rd December, 2021: Measurements Scales and Nature of Variables; Introduction of SPSS

Saturday, 4th December, 2021: Correlation and Regression; Normality of Data and Graphical and Procedures and Exact Test

Sunday, 5th December, 2021: Parametric Test and ANOVA

Monday, 6th December, 2021: Non Parametric Tests

Saturday, 11th December, 2021: Multivariate Techniques: Factor Analysis and Problems faced in factor Analysis and Cluster Analysis

Sunday, 12th December, 2021: Multivariate Techniques: Logistic Regression and Discriminant Analysis.

SEM with AMOS was conducted by Dr. Parul Kumar, Delhi Skill and Entrepreneurship University, Government of NCT, Delhi. She explained her sessions very elaborately to the participants.

The details of Madam's sessions are as follows:

Tuesday, 7th December, 2021: Introduction to SEM Assessment of Measurement Model

Wednesday, 8th December, 2021: Correction of Validity and Reliability Issues Assessment of Structural Model.

Thursday, 9th December, 2021: Assessment of Structural Model

Friday, 10th December, 2021: Mediation and Moderation Analysis

Total 274 participants from across the nation & one international participant from Nepal actively participated in the FDP.

The FDP was concluded on Sunday, 12th December, 2021.

The concluding remarks were given by Dr. (Mrs.) Anjum Ara Ahmed M. K., Principal I/C, Rizvi College of Arts, Science and Commerce.

Valedictory address was delivered by Dr. Hemlata Bagla, Vice Chancellor, HSNC University, Mumbai and Principal, K C College, Mumbai

The FDP concluded at 7.30 p.m. through a Vote of Thanks by Ms. Mehwish Shaikh.

The Inaugural and Valedictory Sessions were conducted on ZOOM Online Platform.

The participants benefitted from the interactions and knowledge of the experts. The various discussions added value to knowledge creation through the FDP. This FDP served as a platform for academicians, research scholars, corporates and students from across the different faculties to discuss the various aspects of research and effective use of SPSS and SEM.

The analysis of feedback received from the participants and the number of participants depict the success of the FDP.

The screenshot shows a Zoom meeting window with a presentation slide. The slide contains the following text:

Series I : 1, 5, 9, 13, 17, Sum=45, n=5, mean=9, R=16
Series II : 7, 8, 9, 10, 11, Sum=45, n=5, Mean=9, R=4

Series I: $(x_i - \bar{x})$: -8, -4, 0, 4, 8
 $(x_i - \bar{x})^2$: 64, 16, 0, 16, 64

$$\sum_{i=1}^5 (x_i - \bar{x})^2 : 160; \text{Variance} = \frac{1}{n} \sum_{i=1}^n (x_i - \bar{x})^2 = 32$$

Series II: $(x_i - \bar{x})$: -2, -1, 0, 1, 2
 $(x_i - \bar{x})^2$: 4, 1, 0, 1, 4

$$\sum_{i=1}^5 (x_i - \bar{x})^2 : 10; \text{Variance} = \frac{1}{n} \sum_{i=1}^n (x_i - \bar{x})^2 = 2$$

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Online One Day International Conference on “Emerging Trends & Issues in Field of Commerce, Management, Economics & Social Science”

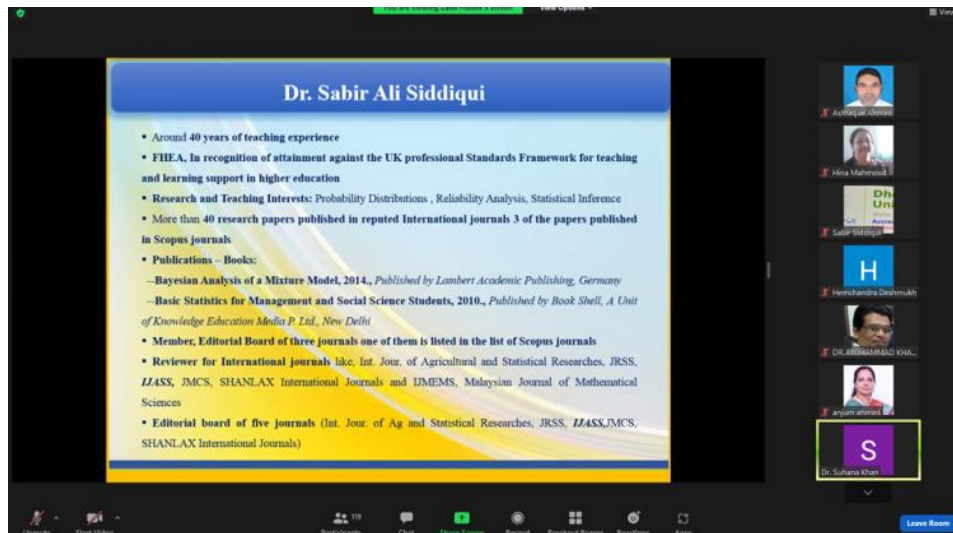
Online One Day International Conference on “Emerging Trends & Issues in Field of Commerce, Management, Economics & Social Science” was successfully organised on **19th February, 2022** in collaboration with M.B.Harris College of Arts & A.E. Kalsekar College of Commerce and Management, Nallasopara (West), Palghar.



SEMT's
M. B. Harris College of Arts & A. E. Kalsekar College of Commerce & Management
Nawayat Nagar, Nallasopara (West) Dist: Palghar, Maharashtra
Department of Commerce and IQAC

In Collaboration with
**Department of Commerce,
University of Mumbai**
And
**Rizvi Education Society's
Rizvi College of Arts, Science and Commerce**
Rizvi Educational Complex, Off Carter Road, Bandra (W), Mumbai- 400 050

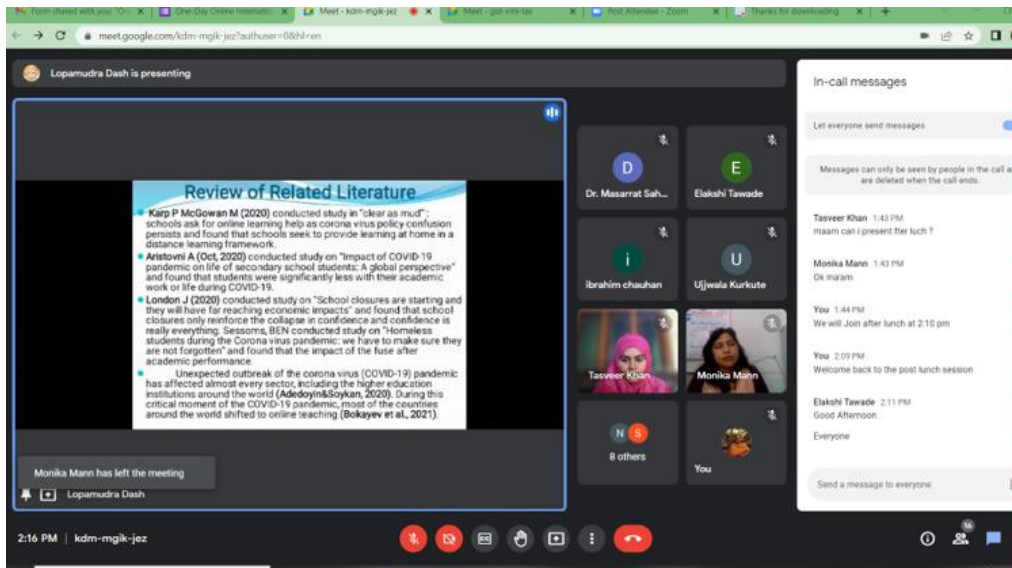
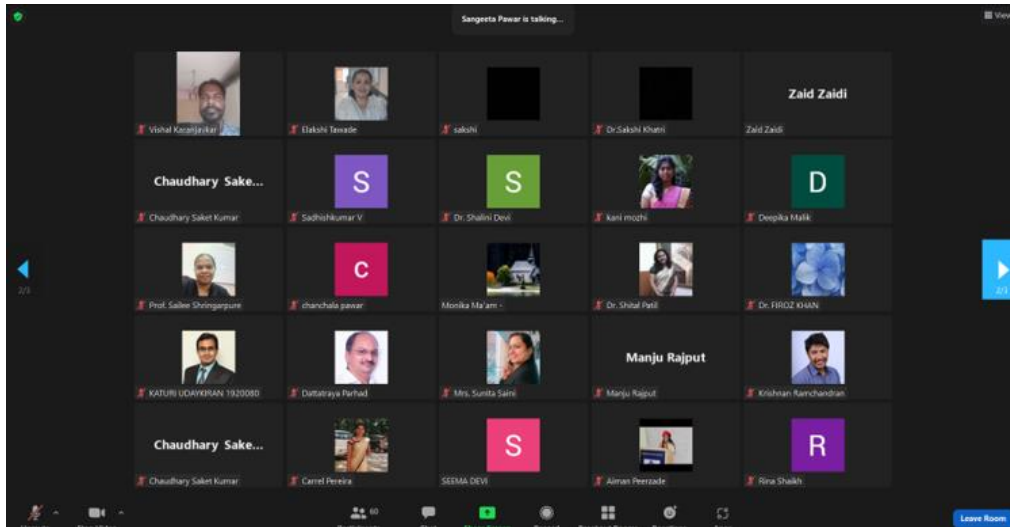
Organises
**Online One Day International Conference on
“Emerging Trends & Issues in Field of Commerce, Management, Economics & Social
Science”**
19th February, 2022



Dr. Sabir Ali Siddiqui

- Around 40 years of teaching experience
- FHEA, in recognition of attainment against the UK professional Standards Framework for teaching and learning support in higher education
- **Research and Teaching Interests:** Probability Distributions , Reliability Analysis, Statistical Inference
- More than 40 research papers published in reputed International journals 3 of the papers published in Scopus Journals
- **Publications – Books:**
 - Bayesian Analysis of a Mixture Model, 2014., Published by Lambert Academic Publishing, Germany
 - Basic Statistics for Management and Social Science Students, 2010., Published by Book Shell, A Unit of Knowledge Education Media P. Ltd., New Delhi
- Member, Editorial Board of three journals one of them is listed in the list of Scopus journals
- Reviewer for International journals like, Int. Jour. of Agricultural and Statistical Researches, JRSS, IJASS, JMCS, SHANLAX International Journals and IJMEMS, Malaysian Journal of Mathematical Sciences
- Editorial board of five journals (Int. Jour. of Ag and Statistical Researches, JRSS, IJASS, JMCS, SHANLAX International Journals)

Participants: Dr. Sabir Ali Siddiqui, Hina Mahroof, Dr. Arjun Athode, Dr. Suhana Khan, Dr. Hemchandra Deshmukh, Dr. Jibran Ahmad Khalil.



Anjum

**Dr. Anjum Ara Ahmed
Principal I/C**

ADMINISTRATIVE AUDIT REPORT YEAR 2021-22

Sr.No.	Institutional Data				
1	Name of the College Address & Tel. No.	Rizvi Education Society's Rizvi College of Arts, Science & Commerce Bandra (W), Mumbai-400050 Tel No.99004834583			
2	Name of the Principal	Dr.(Mrs.) Anjum Ara Ahmad Principal I/c			
3	Name of the Office Superintendent	Mrs. Mehjabeen Khan – Aided Section Mr. Qamar Haider – Self Finance Courses			
4	Year of Establishment University of Mumbai Letter No. & Date Government of Maharashtra Letter No. & Date	Year of Establishment : 1985 University of Mumbai Letter No. Aff/Recog./2732 of 1986, 26.5.1987 Government of Maharashtra Letter No. एनजीसी, ३५८५ १३४०, विशि-२, दिनांक -२२/८/१९८५			
5	Date of Visit of the Committee Name of the Auditors	<u>Tuesday, 29.03.2022,</u> Name of the Auditors : 1. Mr. Innus Mulani (Registrar) of Maharashtra College of Arts, Science and Commerce, Mumbai Central 2. Mrs. Rupal Kore (Office Suptd.) of Raheja College of Arts, Commerce, Juhu			
6	Number of full time Teachers (Including Principal & Librarian)	29			
7	Number of CHB Teachers	08			
8	Number of Non – teaching staff	53			
9	Name of the courses, Division and Enrolment	Courses	Division	Courses	Division
		B.A.	03	BAMMC	03
		B.Sc.	03	B.M.S.	06
		B.Com.	9+3	B.B.I.	03
		B.Sc.-I.T	03	B.A.F.	03
		B.Sc.-C.S.	12		

OFFICE AUDIT TEAM REPORT

Sr.	Observation on Key Aspects	
1.	Admissions Procedures	<ul style="list-style-type: none"> ➤ The procedures laid down by the University are followed for all admissions of UG & PG. ➤ The demand ratio for seats as about 1:3 ➤ The separate admission Cell consisting few teaching and non-teaching members is appointed to follow the following process of admission. ➤ Process of Admission: <ul style="list-style-type: none"> • Registration on University Portal by candidates for admission and selection of the college/course as per their liking.(Support is provided to candidate to fill it) • The admissions on merit basis • Once admission is confirmed, registration of candidate on college and to filling personal data on college by him / her, • Generation of roll nos/divisions/fee receipts/ Identity cards etc... through • Generation of Various admission reports for office use through viz course wise, category wise, male/female etc. Observations:- <ul style="list-style-type: none"> • Relevant supporting documents are checked by the administrative staff. • All records Pertaining to Admissions Procedure verified by Committee and maintained properly by the Institution. - As per Criteria 1.1.2. & 1.2.3:Year-wise List of the students enrolled in the Add on Program prepared. - As per Criteria 1.3.2: List of students opted value-added courses offered by institution. maintained. - As per Criteria 2.1.2: Sanctioned admission strength in each program vs No. of Application received for each program. Document relating to Sanction intake from University record maintained . - Approved admission list year wise/program wise prepared. - As per Criteria 2.2.3: Copy of disability certificate indicating the differently abled status/Unique Disability Identification card scanned copy & the list of differently abled students (Divyangjan) maintained.

2.	Enrolment, E- Suvidha, Eligibility & Migration	<p>Every year For the Classes of First Year Enrolment and Eligibility forms Sent to the Mumbai University through the Portal of MKCL online after Scrutinized University confirmed the admissions of the Student and allotted the PRN No's which is required for the students up to completion of his/her Degree.</p> <p>Observations:-</p> <ul style="list-style-type: none"> • Relevant supporting documents are checked by the administrative staff. • All records Pertaining to Enrolment/Eligibility Procedure verified by Committee and maintained properly by the Institution. • Arranged the documents as per NAAC requirement • As per Criteria 2.1.1: Copy of the domicile certificate/ passport from respective states / countries Previous degree/ Matriculation / HSC certificate from other state or country submitted by the Students and maintained record properly.
3.	Extension & Continuation of Affiliation	<p>Every year in the month of August, application for Extension or Continuation is done to the University through online process. Annual affiliation fees are also paid before 31st January, every year. The records of all payment made in each academic year is maintained and date/s prescribed are followed.</p> <p>Observations:-</p> <ul style="list-style-type: none"> • All records Pertaining to Continuation of Affiliation verified by Committee and maintained properly by the Institution. • In Criteria 1.2.1: Maintain List of new courses introduced by the affiliating University highlighting the courses introduced in the Institution year-wise
4	Examinations (F.Y., S.Y. & T.Y.)	<p>The procedures laid down by the University is followed for conducting the Examinations of First Year and Second Year on Institution Level and Conducting the Examination of Third Year on University Level.</p> <p>Observations:-</p> <ul style="list-style-type: none"> - All records Pertaining to Examination Properly maintained, constituted the Examination Committee as per the guidelines of the University, and proper CORE system develop for Examination Optimum use of MKCL Portal for easy accessibility of necessary required information by University and NAAC purpose • In Criteria 2.6.3 : List of Average pass percentage of students (Current year data) Certified report from the Head of the Institution indicating pass percentage of students program-wise should be maintained

5.	Government Scholarships & Free Ships	<p>All Government as well as private scholarships are made available to the concerned students.</p> <ul style="list-style-type: none"> • Notice/s are issued to students so that maximum students can avail benefit of it. • For all government scholarship/s student/s has to apply online through MAHA DBT portal, special arrangements and support is made available at Computer Lab/s for form filling in stipulated time. • The records of all government Free ships/Scholarships and private scholarships are maintained on yearly basis. • The notice for newly introduced EBC scholarship is issued and also announced it in the classes. <p>Observations:- All record maintained properly. All years grant received and properly disbursed</p>
6.	Transcripts, Recommendations & Bonafide certificates	<p>The soft copies of formats for Transcripts/ recommendation letters are available and issued as per the requirements of the students; The process of issuing Transcript through has already been initiated. The Transcript are issued as under:</p> <ul style="list-style-type: none"> • bonafide certificate is generated though System and issued to the students within 3 days • All other certificates are also issued as per the requirement/s of the student viz. gap certificate, provisional passing certificate etc. <p>Observations:- -All certificates Prepared and issuing through the College Management Software. -All reports generated from the Admission Management Software & maintained accuracy.</p>
7.	Railway Concessions	<p>The railway concessions are issued to the students within two working days in the following manner with.</p> <ul style="list-style-type: none"> • Application by student through his online login is under process. • Generation of the report of concessions issued to the students • The report is generated as per Railway Format, Which facilitate to get new Concession book/s immediately. <p>Observations:- - Concessions Certificates Prepared and issued as per Provisions & rules of Railway & State Transport Authority.</p>

8.	Selection, Advertisements & Interview Procedures	<p>*Aided</p> <ul style="list-style-type: none"> • NOC from DHE • Draft Advertisement approved from university • Advertisement in the newspaper • Call letter sent • VC nominee nominated by university and HE nominee nominated by DHE/JD • Interview conducted • Selection committee report and marking scheme • Appointment <p>Observations:-</p> <ul style="list-style-type: none"> • All procedure regarding the selection of Teaching and Non Teaching Staff as per Govt. of Maharashtra Higher Education and University of Mumbai followed by the institution. <p>*Unaided</p> <p>Local selection committee appointment by the management for Selection Teaching Staff and Non Teaching Staff as per the norms of University/Govt.</p>
9.	Teaching Staff Approvals, and all information related to Teachers appointed	<ul style="list-style-type: none"> • Appointment • Joining report • Seven pages report • Annexure wise proposal to university • After receiving the approval, proposal for pay fixation sent to JD office • Salary drawn after pay fixation <p>Observations:-</p> <ul style="list-style-type: none"> • In Criteria 2.4.2: Maintain List of average percentage of full-time teachers with Ph.D. during the last five years. Scan the Copies of Ph.D. certificate & Copies of Ph. D degree certificates • In Criteria 2.4.3: Maintain list of average teaching experience of full-time teachers in number of years (Current year data) Scan Experience certificate/ appointment order of all the faculty • In Criteria 2.4.4 : Maintain list of average percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognized bodies during the last five years e-Copies of award letters (scanned or soft copy) for achievements by the State, National and International level only One Full-time teacher to be counted once for a year irrespective of number of awards or recognition in the same year. • In Criteria 2.4.5: Maintain list of average percentage of full time teachers from other states against sanctioned posts during the last five years Scan documentary evidence in support of teachers from other states

10.	Non- Teaching Staff Appointments & Promotions	<ul style="list-style-type: none"> ● NOC from DHE ● Advertisement in news paper ● Constitute the selection committee ● Interview conducted ● Appointment letter issued ● Management resolution for the promotions ● Proposal sent for pay fixation ● Salary drawn after pay fixation <p>Observations:-</p> <ul style="list-style-type: none"> - All Procedure regarding the appointment & Promotions followed by the institution as per the Provisions & Rules of Govt. of Maharashtra higher Education Deptt.
11.	Service Books & Leave Records (Teaching & Non – Teaching Staff)	<p>All information about the following aspect of teaching and non-teaching staff is maintained.</p> <ul style="list-style-type: none"> ● Service Book ● Scanned Documents / Certificates ● All types of leave are credited/availed/Balance ● Salary and salary slip generation ● special achievements of individual if any <p>Observations:-</p> <ul style="list-style-type: none"> - All record of Service Books and Leave pertaining to Teaching & Non Teaching Staff properly maintained as per norms. - SFC Staff service book also maintained.
12.	Teachers Workload & Class Time Tables	<ul style="list-style-type: none"> ● The time-tables (Class wise and teacher wise) are prepared before the commencement of the term and displayed on Notice Board as well as it is made available to student's login. ● Every day lecture report and attendance of students are maintained <p>Course-wise work (No. of lectures and Practicals) is calculated before the beginning of the term for each faculty.</p> <p>Observations:-</p> <ul style="list-style-type: none"> - Teachers Workload and Time Table Prepared - Digitized formats need to be maintained with NAAC perspective - Standard format and proper documentation need to be maintained - Time to time workload approved from the higher Education accordingly Posts Sanctioned of teachers.

13.	Accounts & Finance Section: Cashbook, Ledger, Salary Registers, Salary Bills, Vouchers, Receipt Books, Fee Registers, etc.	<ul style="list-style-type: none"> ➤ All transactions are recorded through Talley the following Books of accounts are maintained online. <ul style="list-style-type: none"> • Daily Petty Cash Report • Receipts and payments book • Issue of all Receipt • Generation Salary sheets for office as well as Bank ➤ Most of the payments are done with cheque or made online through NEFT. ➤ Entire Accounts is Tally based. <p>Observations:-</p> <ul style="list-style-type: none"> - All records of accounts and Books of Accounts maintained Properly. - Books of Accounts system generated and duly signed by the principal and internal auditor/s - All the relevant reports are computerize generated and signed by the authorities
14.	College Budgets & Audited Balance Sheet	<ul style="list-style-type: none"> • * The College budget is placed before internal meeting of principal with Management as well as before CDC for approval in the month of February every year. • The audit Report and balance sheet/s for each financial year is maintained and kept in the file. • standards for NAAC purpose <p>Observations:-</p> <ul style="list-style-type: none"> - College Budget Prepared and Placed before the CDC for approval and approved by CDC. - In Criteria4.1.4. Prepare the consolidated budget allocation towards infrastructure augmentation facilities. Highlight the relevant items in the balance sheet the document should be certified by Chartered Accountant - As per Criteria 6.2.3.: Institutional budget statements allocation to be made for the heads of E-Governance implementation - As per Criteria 7.1.8.: Provision to be made for waste management in the budget. -As per Criteria 6.3.2.: Provision to be made for the financial support to teachers to attend conferences /workshops and towards membership fee for professional bodies.
15.	Records of Computers, Printers, Lap Tops, Scanners, Projectors & Licensed Software's	<ul style="list-style-type: none"> • The records of all PC's, Laptops, printers, scanners, projectors, etc. are maintained in Dead Stock Register . • As well as it is also maintained Lab wise by respective Lab Assistant/s. <p>The Lab Assistant/s calls the service personnel for any break-downs or for regular service/s of the equipment's</p> <p>Observations:-</p> <ul style="list-style-type: none"> - Record maintained as per Dead Stock Register

16.	Dead Stock Registers	<p>*The Dead stock Register .</p> <p>Observations:-</p> <ul style="list-style-type: none"> - Record maintained in Dead Stock Register is under process
17.	Annual Maintenance Contract: Pest Control Air Conditions, Water Coolers, CC TV, Fire Extinguishers, Computers & Printers	<ul style="list-style-type: none"> • Regular Service/Maintenance Contract/s are signed and the copies of the same are kept in respective files for all the major items viz. Security, House-Keeping, Canteen, Air-conditioners, Water-Coolers, Computers/Printers/Projectors, Pest-Control, Fire-Extinguishers etc. • Every year it is renewed. <p>The concerned persons were called for servicing or for any break-down whenever needed.</p> <p>Observations:-</p> <ul style="list-style-type: none"> - Minimum three quotations received, Proper Charts are maintained , proper register and documentation are maintained.
18.	Records of Minutes College Development Committee, Quality Assurance Cells, Governing Body, School Committee & PTA	<p>* The meetings are held as prescribed in the Maharashtra Universities Act. The files of Agenda/MOM are maintained separately for each statutory body. Even all the details are kept in soft copies for CDC , AAC and IQAC.</p> <p>Observations:-</p> <ul style="list-style-type: none"> - All Committees Constituted as per University Norms, minutes of all meetings properly maintained.
19.	Assessment / Audit Reports	<ul style="list-style-type: none"> • The NAAC was done in the year 2004 and awarded B grade. • The Re accreditation by NAAC was done in the year 2011 and awarded B grade (Score 2.84). • The internal Audit is done regularly. • The Administration or Academic Audit is not done previously, however we are in the process of the same for last three academic years. <p>Observations:-</p> <ul style="list-style-type: none"> - The process is followed properly as per the IQAC and NAAC perspective.
20.	Statistical Information University of Mumbai MIS(DHE, Pune) AISHE(UGC)	<p>*MIS,AISHE, Statistical information filled in portal and submitted to the university and obtained the certificate</p> <p>Observations:-</p> <ul style="list-style-type: none"> - It is observed that the filing system is done properly. - Statistical information sent within the stipulated time to the respective departments.

21.	Inward & Outward Registers	<p>*College maintained inward and outward register manually</p> <p>Observations:-</p> <p>- Digital Management System should to implemented to save time, paper cost and maintain Digital Archive which is need of the hour</p>
22.	Non-Teaching Staff Welfare	<p>Observations:-</p> <p>There are various activities/facilities have been provided to Teaching as well as to Non-teaching Staff:</p> <p>-Provident Fund, Gratuity, Insurance, Loan Sanctioned on Medical Ground, Salary deduction are allowed for staff for Junior College Credit Society</p> <p>Recommendation : Management has to give festival advance to staff</p>
22.	Workshops attended by non-teaching staff	<p>The various Workshops are attended by Teaching as well as non-teaching staff every year organized by University/Government authorities, other colleges. Even Management/College conducts few of such workshops.</p> <ul style="list-style-type: none"> • The concerned staff are deputed to attend the same. • Workshop/s / programs conducted at college are displayed on VMIS Dash Board for information of the concerned staff . <p>The record/s are maintained year-wise of staff who attended the Workshops, the report of the same can also be generated</p> <p>Observations:-</p> <ul style="list-style-type: none"> - Feedback should be taken from the beneficiary - Staff benefited should share with the subordinate about what the learned from the workshop/seminar. - List of name and number of Staff benefited should be documented year wise <p>Recommendation : Organised one workshop only for NTS to motivate them.</p> <p>Best staff award to be given once in year to NTS members as acknowledgement of their efforts.</p>
23.	Training attended by non-teaching staff	<p>There are various Training programs conducted by College every year for teaching as well as for Non-Teaching staff, as well as by various statutory bodies/authorities:</p> <ul style="list-style-type: none"> • The concerned staff are deputed for the same. • Excel-Training programme/s are conducted for staff. • Soft Skills Training programme are also conducted after regular intervals. • Yoga session is also conducted • Orientation programme is also conducted for every new joinee. <p>The records are also maintained for training programmes attended by the staff.</p> <p>Observations:-</p> <ul style="list-style-type: none"> - As per Criteria 6.3.3.:List of professional development/ administrative training programs organized by the institution and keep records:- Brochures, Reports year-wise, List of participants of each program, Photographs with date and caption.

24.	Knowledge of Typing / Computers – non teaching staff	<p>All the staff members are appointed only if they have good knowledge of typing/computer. If required the training in certain areas are given.</p> <p>All the staff are acquainted with computer and using admin software and tally package for accounts</p> <p>Observations:-</p> <ul style="list-style-type: none"> -Reduce duplication of work by organizing and implementing CORE system one time feed data should be utilized for generating multiple information as and when required by University, Joint Director, NAAC etc. - Need to streamline/organize our daily routine work with the knowledge of computer
25.	Library	<ol style="list-style-type: none"> 1) Remote Access to library e-resources 24 x7,through Library website www.librarydrdl.com 2) Open access to a wide range of books 3) Readers can use the journals, magazines & newspapers available in the library 4) Library is fully automated using SLIM 21 library package 5) Fast & efficient issue/return service using barcode technology 6) Free internet access for readers 7) Library orientation for students to accustom students to library services. 8) Activities/ events conducted for students and teachers benefit. 9) Access to thousands of e-books and e-journals is possible with help of NLIST- educational database 10) Access to collections of American Centre Library 11) Access to National Digital Library database 12) Access to DELNET database 13) Book bank facility 14) Past years question papers are available for xeroxing/ available on library website. 15) Library has Web-opac facility where readers can access library catalog via internet 16) Back volumes of journals are available 17) Information on different careers are compiled for students reference 18) Competitive books for various exams are available for students reference 19) A good collection of informative & pictorial books is kept for the students 20) Separate section for specially abled readers with NVDA screen readers for low vision students to use computers is provided 21) Clear reader for visually impaired readers helps to scan the document and reads it aloud to the user <p>Observations:-</p> <ul style="list-style-type: none"> -All Registers and record maintained properly. <p>Recommedation : Required Notice Board</p>

26	Physics, Chemistry, Biology Laboratory	<p>Observations:-</p> <p>Stock Register maintained Process of issuing materials to students followed Safety measures followed First Aid Box available in an emergency Physically Stock verified at the year ending on 31st March.</p>
27	Chemistry Laboratory	<p>Observations:-</p> <p>Stock Register maintained Process of issuing materials to students followed Safety measures followed First Aid Box available in an emergency Physically Stock verified at the year ending on 31st March.</p>
28	Biology Laboratory	<p>Observations:-</p> <p>Stock Register maintained Process of issuing materials to students followed Safety measures followed First Aid Box available in an emergency Physically Stock verified at the year ending on 31st March.</p>
29.	Computer / I.T. Laboratory	<p>The record of PC available in Department In other Department Number of PC connected with Lan, printers, projectors , screens, scanners and license software is maintained in CS/IT Laboratory.</p> <p>Observations:-</p> <p>-All Registers and record maintained properly. Physically Stock verified at the year ending on 31st March.</p>

30.	Feedback Mechanism – Students/Parents	<p>The Feed-back are taken at regular intervals from all the stake holders, the process for online feedback with online system. The data of all such feed-backs are maintained and can be made available as and when require.</p> <p>Observations:-</p> <ul style="list-style-type: none"> - Students should be properly oriented to fill the online forms
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Areas for better improvement to avoid the Major Non-Conformity: -

- Maximum use of computerization for information and data should be done as per today's need and should be online accessible for prompt and accurate information at one click. The other benefits of computerized office are paperless office at a work environment in which the use of paper is eliminated or greatly reduced. This is done by converting documents and other papers into digital form, which can save money, time, boost productivity, save space, make documentation and information sharing easier and keep personal information more secure. There should be a Standard Operating Procedures lay down and implement for all the respective department/s for their significant procedures and process with step-by-step instructions that will act as guidelines for staff work processes. Whether written up in numbered steps or formatted as flow charts, effective SOPs should be complete, clearly written, and based on inputs given from the staffs who execute the work. When the staff follows the SOP for a particular job, they produce a work in consistently, understandingly and also help them to plan their work schedules to meet their goals with efficiently. Standardized procedures will guide the staff and reduce the possibility of missed steps or other errors that impact the quality of the completed work. Well-written SOP's will make it easier for qualified staff to do their assignment /s continuously.
- It was found that the physical files / documentations need to be organized as per the standards, as a result the easy accessibility and will be easy available when the relevant document/s is required. This can be resolve by naming the folders and files physically and electronically in a consistent manner, logical and predictable way means that information may be located, identified and retrieved by the concerned person, as quickly and easily as possible.
- All the documents and data should be reviewed and approved by the authorized personnel prior to use. Current revisions of appropriate documents should be available at locations where they are used. Obsolete documents should be removed from points of use. Obsolete documents that a retained for reference or legal obligations are marked OBSOLETE and are kept separate from active documents. Obsolete electronic documents are removed from the network and are stored in the system that is only accessible to authorized personnel. Any obsolete documents that need to be reactivated must be reviewed, approved and released in the same manner as newly established documents. At least one copy of all obsolete documents must be archived. Electronic documents are writing protected and controlled by the concern person. By choosing a logical and consistent way to name and organize the files allows to easily locate and use them. This will help the concern person to save the time and will help to find what is needed and when it needed.

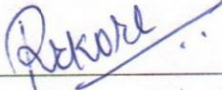
- There should be a proper CORE system to save time and accuracy for admission procedure from the beginning as per NAAC perspective viz admission form, fees receipt, class wise roll no, confide certificate, transfer certificate or any such information required by the University/NAAC should be generated, the same should be easily available from the system.
- As per the NAAC perspective Students Records/Documentation, should be organized and maintain Criteria wise.
- For inward and outward register the digitization system should be introduce and implemented for quick reference, acknowledgment and easy accessible. This will save time, cost and maintain standards for NAAC purpose, which is the need of the hour
- Quarterly meeting of Administrative department should be held compulsory and every meeting should be minute in the Meeting Log Book.
- For the smooth functioning and to update the staff knowledge, the college should organize training / workshop program for Nonteaching Staff to make them proficient in their given assignment/s. The staff should be given appropriate training as per their daily routing task and should share their knowledge / Information of training to their subordinates and the same should implement in their daily course to streamline and smooth the functions for an better advancement.
- Extra Efforts to be taken for Staff Welfare.
- As per directions contained in the Circular of University of Mumbai dtd.13th May, 2003 **Unclaimed Library & Laboratory Deposits & Caution Money for Purchase of Library Books (50%), Gymkhana Equipment's (20%) & Furniture Fixture (30%) & Procedure to be follow for the same as per Joint Director Higher Education letter No. 171 dtd.6th February,2014.**

Report No: AOAR/ 01/21-22

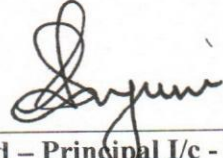
Signature of External Auditor and Head of the Institute with Date:

I 
 (Mr. Innus R. Mulani- External Auditor)

Date : 29-03-2022

II 
 (Mrs. Rupal Kore - External Auditor)

Date: 29.03.2022


 Dr. (Mrs.) Anjum Ara Ahmad – Principal I/c - Head of the Institution

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

GREEN AUDIT

2021-22

ABOUT THE COLLEGE

The Rizvi Education Society was laid out by Dr. AKHTAR HASAN RIZVI in the year 1982, who put his energy into the acknowledgment of a fantasy "the foundation of a little college", taking special care of an assortment of instructive interests and yearnings. The Rizvi College of Arts, Science and Commerce was begun in the scholarly year 1985-86. This was only the start of a line of fruitful endeavors that were to follow. The astonishing velocity with which one expert foundation followed one more was amazing. Today, the Rizvi Educational Empire has extended to impossible aspects. At this point, we have 22 foundations on the whole, in Mumbai as well as in Jaunpur, Allahabad (Kaushambi, Karari) too.

Senior College is partnered to the University of Mumbai for showing courses prompting B.A., B.Sc., B.Com., B.M.M., B.M.S., B.B.I., B.A.F., B.Sc. (Software engineering), B.Sc. (I.T.), and M.Com. Degrees.

Junior College is perceived by the Education Department, Govt. of Maharashtra and H.S.C. Board to lead classes of F.Y.J.C. also, S.Y.J.C alongside professional courses in Electronics, Computer Science and Information Technology.

School has a Research Centers associated to University of Mumbai with M.Sc. in Chemistry (By Research), Ph.D. in Zoology, Chemistry, Botany and Commerce. Due to the school's extensive contributions, its great projects, its remarkably gifted workforce, and its help administrations, Rizvi College appreciates perhaps the biggest number of understudies in Bandra (West), Mumbai region.

GREEN AUDIT

Green Audit is about corporate responsibility. It covers the truth about statements made by the institute with regards to the effects of environment. The aim of

Green Audit is to review the measures taken by the institute to safeguard the environment.

Green Audit is defined as an official examination of the effects on the environment. It is also widely known as Environmental Audit. Green Audit is better understood as compliance of Environmental Laws, audit of Environmental Cost and Environment Impact Assessment and Carbon Credit.

Rizvi College of Arts, Science & Commerce expresses its commitment to sustainability in many ways. It has taken a number of positive steps to reduce its environmental impact.

But in many areas remain in which substantial commitments can be made. This report serves to highlight the accomplishments of **Rizvi College of Arts, Science & Commerce** and to make recommendations for maintaining a sustainable environment in the college. The college conducted the Green Audit in Academic Year 2020-2021 and strives to maintain eco-friendly atmosphere in the campus.

The activities undertaken by the college to make Eco - Friendly Campus

- Mr. Pramod Mane NGO, Sparrow's Shelter Organization) delivered a lecture on Conservation and Protection of Sparrows.
- No Lift Day was observed on 18th of December, 2021.
- College has well maintained Botanical Garden.
- A Webinar on Marine Pollution was conducted on 16th September 2021.
- No Gadget Day was observed on 14th October 2021

SUGGESTIONS/RECOMMENDATIONS

- Some more Clubs / Associations should to be made such as Human Rights/ Disaster Management etc.
- Rain Water Harvesting should to be accommodated in the campus
- Solar Energy Plant can be installed in the campus.
- No Vehicles Day should to be observed once in a Month.



DR. RAJASHEKHAR O. PATIL
(M.A, M.A, LL.M, PGDBM. Ph.D)
(Auditor)

Place: Mumbai

Date: 21st & 22nd March, 2022

IQAC Activities:

1. 08.10.2018
Certificate course with HDFC Life
2. Induction and Orientation Programme
3. 17.10.2018
Cyber gravity IT Company (Ethical Hacking & Cyber Security)
4. 19.10.2018
Teachers Orientation Program.
5. 26.02.2019
Session for internship & Placement by Hindustan Times Ass.Gillete
6. 25.03.2019
Placement Activities
7. 03.04.2019
Annual Prize Distribution

IQAC Meetings:

1. 12.04.2019
2. 10.08.2019
3. 19.09.2019
4. 19.09.2019
5. 22.03.2019
Meeting (Student Council)



Annual Report of Committees

(* Note: All the requirements are mandatory to provide)

Committee's Annual Report for the Academic Year 2019 - 20

Name of the Committee: IQAC

Name of the Coordinator: Dr. Ashfaq Khan

Name of the Co Coordinator: Mrs. Shweta Dubey

1. Any reforms initiated by the committee
2. Course/Programme wise distribution of pass percentage report (specifically by Exam Dept.)
3. No. of Workshop/Seminar any other activities organized during the year
 - i. Workshop on Google Docs
 - ii. Workshop on NET/SLET Examination for Commerce Paper I and II
 - iii. Workshop on Entrepreneurship Skills
4. No. of Collaborations and Extension Activities:
 - i. Two Day National Level Training Workshop on Digital Marketing in collaboration with IIM Calcutta
 - ii. SHORT TERM CERTIFICATE COURSE on Advanced Tally, Advanced Excel ,GST on 10/11/2019 TO 10/02/2020 in collaboration with Dept. of BBI
 - iii. Blood Donation Drive and Health Check Up Camp with NSS

Extension Activities			
Number of awards and recognition received for extension activities from Government /recognized bodies during the last five years			
Name of the activity	Name of the Award/ recognition	Name of the Awarding government/ recognized bodies	Year of award
Documents: E-copy of the award letters			

Number of extension and outreach programs conducted in collaboration with industry, community and NonGovernmentOrganisations through NSS/NCC/Red cross/YRC etc				
Name of the activity	Organising unit/ agency/ collaborating agency	Year of the activity	Number of teachers participated in such activities	Number of students participated in such activities

Average percentage of students participating in extension activities with Government Organisations, NonGovernment Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc.

Name of the activity	Organising unit/ agency/ collaborating agency	Name of the scheme	Year of the activity	Number of teachers participated in such activities	Number of students participated in such activities

5. No. of students Participated in Committee events & No. of Awards won in Committee

University	State	National	International	others

6. Mention Major Activities along with no. of Students during the year in the sphere of extension activities and Institutional Social Responsibility. (NCC, NSS, WDC, DLLE, Avishkaar, Student Council Counselling cell & Nature Club etc.)

University	State	National	International	others

7. Details of Gender Sensitization Programmes

8. No. of social initiatives by students (NCC, NSS, WDC, DLLE, Avishkaar, Student Council Counselling cell & Nature Club etc.)

9. Mention Major Activities along with no. of Students during the year in the sphere of **Sports** : Full Report of the year along with the student support which college provides

Inter-University players	State & University (All India)	National Level	International Level	others

10. No. of MOU's/ Collaborations / Linkages (functional) for faculty exchange, Student exchange, Internship, Field trip, On the job Training, Research, etc.

Sr. No.	Title of the Linkages	Name of the partnering Institution/ Industry/ Research lab with contact details	Year of Commencement	Duration		Nature of Linkages
				From	To	

11. Number of linkages for faculty exchange, students exchange, internship, field trip, on-the-job, training, research, etc

Sr. No.	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Year of commencement	Duration (From-To)	Nature of linkage

Documents:
e-Copies of linkage related documents.

MOUs Number of functional with institutions of national, international importance, other universities, industries, corporate houses etc. the last five years (only functional MOUs with ongoing activities to be considered).

Organisation with which MOU is signed	Name of the institution/ industry/ corporate house	Year of signing MOU	Duration	List the actual activities under each MOU year wise	Number of students/teachers participated under MOUs

Documents:
e-Copies of the MOUs with institution/ industry/ corporate house

- *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).



Annual Report of Committees

(* Note: All the requirements are mandatory to provide)

Name of the Committee: IQAC

Name of the Convenor: Dr. Ashfaq Khan

Name of the Members:

Committee's annual reports for the Academic Year 2020 - 21 (All respective Committees)

1. Any reforms initiated by the committee: **NIL**
2. Course/Programme wise distribution of pass percentage report (specifically by Exam Dept.): **NA**
3. No. of Workshop Seminar any other activities organised during the year
 - i. Organised Online National Level Quiz Competition on 'Union Budget, 2021-22 on 16th February, 2021. (Dept. of Economics and IQAC)
 - ii. Organised National Level Webinar on 'Intellectual Property Rights in India' on 30th March, 2021
 - iii. Organised Workshop on College Level 'Stress Management for Non – Teaching Staff' on 3rd April, 2021
4. No. of Collaborations and Extension Activities

Extension Activities			
Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years			
Name of the activity	Name of the Award/ recognition	Name of the Awarding government/ recognised bodies	Year of award
	NIL		
Documents: E-copy of the award letters			

Number of extension and outreach programs conducted in collaboration with industry, community and NonGovernmentOrganisations through NSS/NCC/Red cross/YRC etc				
Name of the activity	Organising unit/ agency/ collaborating agency	Year of the activity	Number of teachers participated in such activities	Number of students participated in such activities

Average percentage of students participating in extension activities with Government Organisations, NonGovernmentOrganisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc.

Name of the activity	Organising unit/ agency/ collaborating agency	Name of the scheme	Year of the activity	Number of teachers participated in such activities	Number of students participated in such activities
		NIL			

5. No. of students Participated in Committee events & No. of Awards won in Committee

University	State	National	International	others
	NIL			

6. Mention Major Activities along with no. of Students during the year in the sphere of extension activities and Institutional Social Responsibility. (NCC, NSS, WDC, DLLE, Avishkaar, Student Council Counselling cell & Nature Club etc.)

University	State	National	International	others
	NIL			

7. Details of Gender Sensitization Programmes **NIL**

8. No. of social initiatives by students (NCC, NSS, WDC, DLLE, Avishkaar, Student Council Counselling cell & Nature Club etc.) **NIL**

9. Mention Major Activities along with no. of Students during the year in the sphere of **Sports** : Full Report of the year along with the student support which college provides **NIL**

Inter-University players	State & University (All India)	National Level	International Level	others
	NIL			

10. No. of MOU's/ Collaborations / Linkages (functional) for faculty exchange, Student exchange, Internship, Field trip, On the job Training, Research, etc.

Sr. No.	Title of the Linkages	Name of the partnering Institution/ Industry/ Research lab with contact details	Year of Commencement	Duration		Nature of Linkages
				From	To	
		NIL				

11. Number of linkages for faculty exchange, students exchange, internship, field trip, on-the-job, training, research, etc

Sr. No.	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Year of commencement	Duration (From-To)	Nature of linkage
		NIL			

Documents:

e-Copies of linkage related documents.

MOUs Number of functional with institutions of national, international importance, other universities, industries, corporate houses etc. the last five years (only functional MOUs with ongoing activities to be considered).					
Organisation with which MOU is signed	Name of the institution/ industry/ corporate house	Year of signing MOU	Duration	List the actual activities under each MOU year wise	Number of students/teachers participated under MOUs
		NIL			
Documents: e-Copies of the MOUs with institution/ industry/ corporate house					

12. Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

Sr. No.	Name of the Student	Name of the Award/Medal	Class and Roll No.	Contact No. of the student	University/State/National/International	Sports/Cultural
				NIL		

13. Details of sports and cultural events/competitions in which students of the Institution participated during the year.

Sr. No.	Name of the event/competition	University/State/National/International	No. of the Students Participated	Sports/Cultural
		NIL		

14. Measures initiated by the Institution/Committee for the promotion of gender equity during the year.**(To Be Provided by Gender Audit Committee and Women Development Cell).**

15. Describe gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 200 words. **(To Be Provided by Gender Audit Committee and Women Development Cell).**

16. Annual gender sensitization action plan **(To Be Provided by Gender Audit Committee in a Separate Attachment)**

17. Specific facilities provided for women in terms of **(To Be Provided by Gender Audit Committee in a Separate Attachment)**

- a. Safety and security
- b. Counseling
- c. Common Rooms
- d. Day care center for young children
- e. Any other relevant information

- *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).



Annual Report of Committees

(* Note: All the requirements are mandatory to provide)

Name of the Committee: IQAC

Name of the Convenor: Dr. Ashfaq Khan

Name of the Members:

Committee's annual reports for the Academic Year 2020 - 21 (All respective Committees)

- i. Organised A National Level Online Workshop on 'Yoga & Stress Management for Students & Parents' on Saturday, 2nd October, 2021.
- ii. Online National Level Quiz Competition on 'Current Economic Affairs' for students on **Tuesday, 12th October, 2021.**
- iii. Workshop on 'Loop Bands' under the Skill Based Programme on **Tuesday, 14th December, 2021** as.
- iv. Organised Two Day Online National Level Workshop on 'Research Methodology' on **9th & 10th February, 2022.**
- v. Organised One Day Training Programme on 'Various Aspects of Documentation' for Administrative Staff' on **Saturday, 26th February, 2022.**
- vi. Organised Ten Day FDP on **Ten Day National Level Online FDP on 'IBM Statistical Package & Structural Equation Modeling with AMOS' conducted from 3rd December, 2021 To 12th December, 2021.**
- vii. Organised Green Audit 2021 - 22 on 21st and 22nd March, 2022.
- viii. Organised Administrative Audit 2021 - 22 on 29th March, 2022.
- ix. Organised a Workshop on Geo Tagged Photographs for Teaching Staff on 18th December, 2021.

1. No. of Collaborations and Extension Activities

Extension Activities			
Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years			
Name of the activity	Name of the Award/ recognition	Name of the Awarding government/ recognised bodies	Year of award
	NIL		
Documents: E-copy of the award letters			

Number of extension and outreach programs conducted in collaboration with industry, community and NonGovernment Organisations through NSS/NCC/Red cross/YRC etc

Name of the activity	Organising unit/ agency/ collaborating agency	Year of the activity	Number of teachers participated in such activities	Number of students participated in such activities

Average percentage of students participating in extension activities with Government Organisations, Non Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc.

Name of the activity	Organising unit/ agency/ collaborating agency	Name of the scheme	Year of the activity	Number of teachers participated in such activities	Number of students participated in such activities
		NIL			

2. No. of students Participated in Committee events & No. of Awards won in Committee

University	State	National	International	others
	NIL			

3. Mention Major Activities along with no. of Students during the year in the sphere of extension activities and Institutional Social Responsibility. (NCC, NSS, WDC, DLLE, Avishkaar, Student Council Counselling cell & Nature Club etc.)

University	State	National	International	others
	NIL			

4. Details of Gender Sensitization Programmes **NIL**

5. No. of social initiatives by students (NCC, NSS, WDC, DLLE, Avishkaar, Student Council Counselling cell & Nature Club etc.) **NIL**

6. Mention Major Activities along with no. of Students during the year in the sphere of **Sports** : Full Report of the year along with the student support which college provides **NIL**

Inter-University players	State & University (All India)	National Level	International Level	others
	NIL			

7. No. of MOU's/ Collaborations / Linkages (functional) for faculty exchange, Student exchange, Internship, Field trip, On the job Training, Research, etc.

Sr. No.	Title of the Linkages	Name of the partnering Institution/ Industry/ Research lab with contact details	Year of Commencement	Duration		Nature of Linkages
				From	To	
1	One Day Online Symposium in Economics	K.P.B. Hinduja College of Commerce, Departments of MA in Business Economics & Rural Development	2021 - 22	1 st January, 2022	To 28 th February, 2022	Academic

	and Two Day Online National Level Workshop on Research Methodology				
2	IBM Statistical Package & Structural Equation Modeling with AMOS	K.C. College, Department of Mathematics and Statistics	2021 - 22	3 rd December, 2021 To 12 th December, 2021	Academic
3	IBM Statistical Package & Structural Equation Modeling with AMOS	Parul University, Department of Law	2021 - 22	3 rd December, 2021 To 12 th December, 2021	Academic

8. Number of linkages for faculty exchange, students exchange, internship, field trip, on-the-job, training, research, etc

Sr. No.	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Year of commencement	Duration (From-To)	Nature of linkage
		NIL			

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Organisation with which MOU is signed	Name of the institution/ industry/ corporate house	Year of signing MOU	Duration	List the actual activities under each MOU year wise	Number of students/teachers participated under MOUs
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Documents:

e-Copies of the MOUs with institution/ industry/ corporate house

Documents:

e-Copies of linkage related documents.

12. Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

Sr. No.	Name of the Student	Name of the Award/Medal	Class and Roll No.	Contact No. of the student	University/State/National/International	Sports/Cultural
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Sr. No.	Name of the event/competition	University/State/National/International	No. of the Students Participated	Sports/Cultural
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14. Measures initiated by the Institution/Committee for the promotion of gender equity during the year. **(To Be Provided by Gender Audit Committee and Women Development Cell).**

15. Describe gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 200 words. **(To Be Provided by Gender Audit Committee and Women Development Cell).**

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- d. Day care center for young children
- e. Any other relevant information

***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).