



Rizvi Education Society's

# RIZVI COLLEGE OF ARTS, SCIENCE & COMMERCE



RIZVI EDUCATIONAL COMPLEX, OFF. CARTER ROAD, BANDRA (W), MUMBAI - 400 050  
Email: principal.asc@rizvicollege.edu.in • Website : www.rizvicollege.edu.in  
Phone : 90048 34583


16<sup>th</sup> March, 2024

## NOTICE

A meeting of Internal Quality Assurance Cell (IQAC) Criterion III along with Heads and Incharges will be held on Monday, 18<sup>th</sup> March 2024, in Principal Cabin at 10.00 am. All must attend the same.

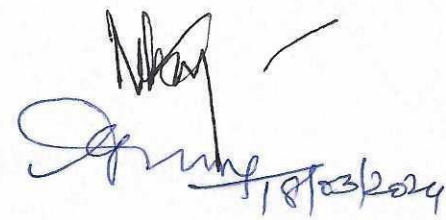
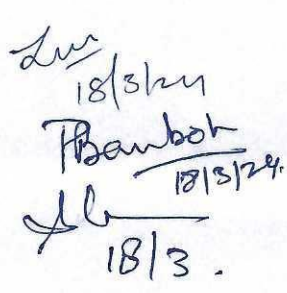
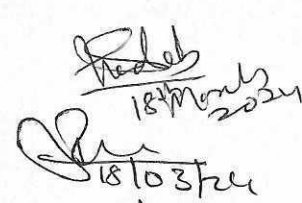
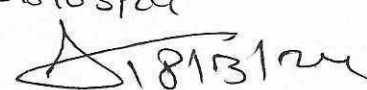
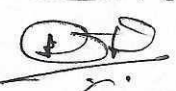
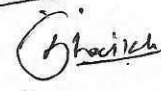




Agenda:

- To prepare standard format for MOU, Collaboration and Linkages.

  
Dr. (Mrs.) Mariyah Ghori  
IQAC Co-ordinator

  
Dr. Ashfaq Ahmad Khan  
Principal

A meeting of Criteria 3 members along with the Heads and Incharges was held in Principal's cabin on 18<sup>th</sup> March 2024 at 10. am to discuss MOU's, Linkages and collaborations. Following members were present for the same.

1. ASHFAD
2. Dr. Arunachalam S.   
18/3/2024
3. Dr. Manjari Gour.
4. Ms. Jeehin Khem
5. Dr. Malan Zaidi
6. Mrs. Preeti Bambolkar   
18/3/24  
Bambolkar  
18/3/24  
18/3.
7. Shaikh Shabida
8. Dr. Shadab Syed
9. BOSHRA QURESHI   
18/3/2024
10. Subhash Gupta   
18/3/24
11. Roshan K. 
12. Dr. Shaikh Anwarpasha   
Shaikh
13. Mr. Arif Patel   
Patel
14. Samiullah Shaikh 
15. Anshuman Chandelkumar 
16. Najmusma Shaikh   
Shaikh



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## Following Business was transacted:

- Explanation and clarity was provided are MOU, Linkages and Function.
- Heads were briefed on how to sign MOU's and make it functional.
- Mrs. Preeti B., Adv. Roshan will prepare sample format for MOU, Linkages Collaboration.
- All should submit the same by Friday, 22<sup>nd</sup> March 2024.
- Mrs. Bushra Q. will update the files for AQAR by 26<sup>th</sup> of March 2024.

Proposed by:

*A. Baaveen*

Seconded by:

*B. Baaveen*

*Mariyah Ghori*  
Dr. (Mrs.) Mariyah Ghori  
IQAC Co-ordinator

*Ashfaq Ahmad Khan*  
Dr. Ashfaq Ahmad Khan  
Principal



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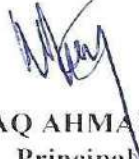
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23<sup>rd</sup> March 2024

**Action Taken Report**  
**(For 18<sup>th</sup> March 2024 Meeting)**

- Sample MOUs, Linkages and Collaboration Letters and the activities conducted under it to show it as functional was shared with all the staff members to do the needful.
- Mrs. Suma Thomas, Mr. Mukhtar, CA Ashfaq Karim shared their proof of Functional MOUs for editing the AQAR
- Dr. Shadab shared activity under collaboration

  
Dr. (Mrs.) MARIYAH GHORI  
Coordinator, IQAC

  
Dr. ASHFAQ AHMAD KHAN  
Principal



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01<sup>st</sup> February, 2024

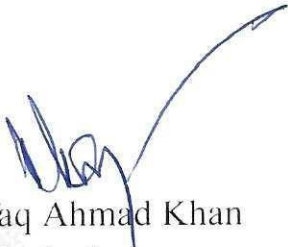
## NOTICE

A meeting of Internal Quality Assurance Cell (IQAC) with all staff members will be held on Friday, 02<sup>nd</sup> February 2024, in 6<sup>th</sup> Floor Seminar Room at 11.00 am. Attendance is compulsory for all.

### Agenda:

- To discuss Peer Team visit requirement.
- To Explain the process

  
Dr. (Mrs.) Mariyah Ghori  
IQAC Co-ordinator

  
Dr. Ashfaq Ahmad Khan  
Principal

Rizvi Education Society's  
**RIZVI COLLEGE OF ARTS, SCIENCE & COMMERCE**  
 Rizvi Complex, Off Carter Road, Bandra (West), Mumbai - 400 050.

**LIST OF TEACHING STAFF IN SENIOR COLLEGE**

PRINCIPAL : Dr. Ashfaq Khan (Principal I/C)

Vice Principal : Dr. Parhad Dattatraya V.

Dr. ARUNACHALAM S.

Notice Reg.:

JGAC meeting regard NAC Peer team visit dt: 02/02/2024

Name	Signature	Name	Signature
<b>Aided</b>		<b>Self Finance Course (SFC)</b>	
Dr. (Mrs.) Anjum Ara Ahmad		Ms. Najmunnisa Saydu Shaikh	
Mrs. Farhana Khalid Wali		Mr. Arif Patel	
Dr. Abhay Ranade		Ms. Rafat Khan	
Dr. Rajesh Masurkar		Mr. Subhash Shobhnath Gupta	
Dr. Arunachalam S.		Mr. Sameer Hasan Shaikh	
Dr. Mariyah Ghori		Ms. Hina Mahmood	
Mr. Ashfaque Karim		Ms. Shabnam Amin Sheikh	
Dr. (Ms.) Ansariya Rana		Ms. Bushra MD Hanif Qureshi	
Dr. Parhad Dattatraya		Mr. Javedkha Asifkha Pathan	
Mr. Damarwala Oan Abbas		Ms. Mehvash Zubair Shaikh	
Mrs. Shaikh Shanida		Ms. Aiman Akbar Ali Peerzade	
Dr. (Ms.) Syed Shadab Akhtar		Ms. Siddiqui Nazia	
Mrs. Shweta Dubey		Mr. Mohd Adil Shaikh	
Mr. Pradnyesh Waghmare		Ms. Salma Bano Khan	
Mr. Roshan Khebragade		Mr. Navneet Hirdaynarayan Mishra	
Ms. Preeti Bambolkar		Mr. Samiullah Shaikh	
Ms. Shehnaz Khan		Ms. Tabassum Shaikh	
Mrs. Swati Vera		Mr. Prabhat K. Singh	
Mr. Vishwas Deshmukh		Mr. Nikhil R. Mane	
Mr. Moharram Ali		Mr. Anshuman Chaudhary	
Dr. Nazar Abbas Jafry		Mrs. Fatma Zahra Gour	
<b>CHB / Full Time</b>		Mr. Mir. Riyazul Haque	
Dr. Shaikh Ansarpasha		Ms. Masoom Zehra	
Dr. Sarfaraz Shaikh		Ms. Nasreen Shaikh	
Mrs. Deepa Nitin Rangadal		Mr. Mois Ahmed Patel	
Dr. Alkama Faqih		Ms. Shabana Ansari	
Dr. Rehana Anjum A Shah		Ms. Zaiba Qureshi	
Mrs. Rais Saba Parveen Shadab		Ms. Sainreen Bano	
Dr. Masooma Zaheer Asad Sayed			
Mr. Nadeem Parve			
Dr. Malan Zardi			
Dr. Deepika Chaudhari			
Ms. Janvi Prajapat			
Mrs. Sujata Kharat			
<b>CHB</b>			
Mrs. Poonam Milind Sakpai			
Dr. Sheeba Samson			
Dr. Anjali V Bondre			
Ms. Hemali Vyas			
<b>CHB + VF</b>			
Ms. Khan Farhin Bano			
Mr. Anand Prajapati			
<b>Unaided FT</b>			
Mr. Mohd Mukhtar Khan			
Mrs. Farhat Hasan			
Mr. Amaan Shakeel Shaikh			
<b>Visiting Faculty</b>			
Ms. Khan Huamira			
Mrs. Suma Thomas			

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## Following Business was transacted:

- Declaration of NAAC Peer Team Visit date
- Preparation of department files and uploading the data.
- Mock NAAC Date: 08<sup>th</sup> February, 2024.
- Discussion on the various corners and updates were taken regarding the same from the In-charges.
- Focusing on Teaching & Learning process in the departments file.
- HOD's are required to force on compiling the data.
- Taking the publication data and compiling it in departments file.
- Documents of outreach events.
- Updating the NSS room First Aid Boxes.
- In-charges for supervision of Departments: Dr. Anjum Ara Mam and Rajesh Sir.
- In-charges of Committees : Preeti and Shehnaz Ma'am
- Research centre In-charge: Mukhtar Sir.
- In-charge of M.Sc : Damkarwala Sir
- In-charge of Floor wise cleanliness: Dr. Parhad Sir (entire College) Ms. Najmunnisa Ma'am
- Charts will be prepared under Ms. Salma ma'am & Nasreen Ma'am
- Ground floor will be taken care by Dr. Arunachalam & Dr. Parhad Sir
- Checking the classrooms
- Tagging chairs & tables
- Presentation Room.  
609 SFC  
209 Commerce  
110 IT & CS  
104 Arts
- Dr. Arunachalam, Dr. Rajesh & Dr. Ansarpasha sir will be with the team.
- NAAC would like to communicate with the Students.
- Mentors should give suggestions.
- A team of around 100 alumni to be invited.

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Proposed by: Dr. Ranade 

Seconded by: Dr. Rajesh Masumcar 

  
Dr. (Mrs.) Mariyah Ghori  
IQAC Co-ordinator

  
Dr. Ashfaq Ahmad Khan  
Principal





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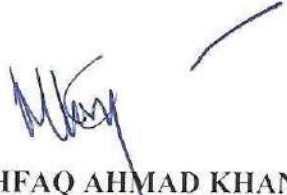
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06<sup>th</sup> February 2024

## Action Taken Report (For 02<sup>nd</sup> February 2024 Meeting)

- Dr. Anjum Ara Ahmed and Dr. Rajesh Masurkar were made incharge to check all the departmental files and submit the report on the same.
- Mock NAAC was conducted twice i.e. on 8<sup>th</sup> Feb and on 14<sup>th</sup> Feb to train the staff from the Peer Team Visit and to learn from the suggestions of experts.
- Various corners were set up for the purpose of presentation like: Management corner, Art and Literature Corner, Eco friendly Corner, Media Corner etc.
- Experiential learning and Participative learning methods were added into departmental files and PPTs.
- Floor wise incharges were allotted the duties to ensure the cleanliness and presentation of chart and graphs on each floor.
- Multiple rooms were arranged for presentation of PPTs in the wake of H.S.C Board exam and with the probability of simultaneous presentations at multiple places.
- Dr. Shadab S., Dr. Anjum Ara and Mrs. Farhana K were made incharge for PTA interaction
- Mrs. Shweta Dubey was made incharge for student interaction with PTA
- Alumni interaction was to be taken care by Alumni committee under the Guidance of Ms. Rafat Khan.
- Sample PPTs were share with the heads and the faculty to facilitate
- Duties were allotted to faculty for Alumni, student and parent's interaction.

  
Dr. (Mrs.) MARIYAH GHORI  
Coordinator, IQAC

  
Dr. ASHFAQ AHMAD KHAN  
Principal



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30<sup>th</sup> January, 2024

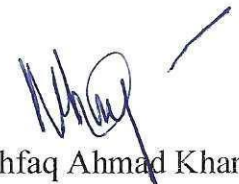
## NOTICE

A meeting of Internal Quality Assurance Cell (IQAC) will be held on Wednesday, 31<sup>st</sup> January 2024, in Principal's cabin at 11.15 am. All the criterion in-charges and HOD's are request to attend the same.

### Agenda:

- To discuss submission of AQAR
- Documentation of SSR
- Updates of website.

  
Dr. (Mrs.) Mariyah Ghori  
IQAC Co-ordinator

  
Dr. Ashfaq Ahmad Khan  
Principal



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A meeting of Internal Quality Assurance Cell (IQAC) is held on Wednesday, 31<sup>st</sup> January 2024, in Principal's cabin at 11.15 am to discuss about QAR Submission, Documentation of SSR & Updates of website.

Following Staff Attended the same.

Dr. Ashfaq Ahmed Khan	Principal	<i>M.A.K.</i>
Mr. Padmakumar Nair	Chief Coordinator	
Dr. Arunachlam S.	Vice Principal	<i>Arunachlam S.</i>
Dr. (Mrs.) Mariyah Ghori	Co-ordinator	<i>Mariyah Ghori</i>
Criterion I	Mr. Pradnyesh Waghmare. Incharge	
	Mrs. Parveen Ansari Ms. Sadhna R. Kharkar	
Criterion II	Dr. Nazar Abbas Jafry : Incharge	<i>N.A.J.</i>
	Mr. VishwasDeshmukh Mr. Faiyaz A. Mansuri	
Criterion III	Mrs. Shahida Shaikh : Incharge	<i>Shahida</i>
	Mrs. Bushra Qureshi Ms. Trupti Laghate	
Criterion IV	Dr. Rajesh Masurkar : Incharge	<i>Rajesh</i>
	Mrs. Suma Thomas <i>ST</i> Mr. Aklesh S. Yadav	
Criterion V	Mr. Moharram Ali Khan : Incharge	<i>M.A.K.</i>
	Dr. Malan Zardi <i>MZ</i> Ms. Colette Noronha	
Criterion VI	Mrs. Preeti Bambolkar : Incharge	<i>P.B.</i>
	Dr. Ansariya Rana <i>AR</i> Mr. Ameer Nazarc	
Criterion VII	Dr. Abhay Ranade : Incharge	<i>A.R.</i>
	Mr. Javed Pathan Mr. Pritesh V. Dhimar	
IQAC Clerk	Mr. Mohamimad Arif Ms. Simran S.	<i>M.A.</i>

Following Business was transacted:

Rizvi Education Society's  
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Rizvi Complex, Off Carter Road, Bandra (West), Mumbai – 400 050.

**LIST OF TEACHING STAFF IN SENIOR COLLEGE**

**PRINCIPAL : Dr. Ashfaq Khan (Principal I/C)**

**Vice Principal : Dr. Parhad Dattatraya V.**

Notice Reg.: IQAC meeting for AQAR Submission, SSR documents: 31/1/2024  
Website Updates.

Name	Signature	Name	Signature
<b>Aided</b>		<b>Self Finance Course (SFC)</b>	
Dr. (Mrs.) Anjum Ara Ahmad		Ms. Najmunnisa Saydu Shaikh	
Mrs. Farhana Khalid Wali		Mr. Arif Patel	
Dr. Abhay Ranade		Ms. Rafat Khan	
Dr. Rajesh Masurkar		Mr. Subhash Shobhnath Gupta	
Dr. Arunachalam S.		Mr. Sameer Hasan Shaikh	
Dr. Mariyah Ghori		Ms. Hina Mahmood	
Mr. Ashfaque Karim		Ms. Shabnam Amin Sheikh	
Dr. (Ms.) Ansariya Rana		Ms. Bushra MD Hanif Qureshi	
Dr. Parhad Dattatraya		Mr. Javedkha Asifkha Pathan	
Mr. Damarwala Oan Abbas		Ms. Mehvash Zubair Shaikh	
Mrs. Shaikh Shahida		Ms. Aiman Akbar Ali Peerzade	
Dr. (Ms.) Syed Shadab Akhtar		Ms. Siddiqui Nazia	
Mrs. Shweta Dubey		Mr. Mohd Adil Shaikh	
Mr. Pradnyesh Waghmare		Ms. Salma Bano Khan	
Mr. Roshan Khobragade		Mr. Navneet Hirdaynarayan Mishra	
Ms. Preeti Bambolkar		Mr. Samiullah Shaikh	
Ms. Shehnaz Khan		Ms. Tabassum Shaikh	
<del>Mrs. Swati Vora</del>	<del>_____</del>	Mr. Prabhat K. Singh	
Mr. Vishwas Deshmukh		Mr. Nikhil R. Mane	
Mr. Moharram Ali		Mr. Anshuman Chaudhary	
Dr. Nazar Abbas Jafry		Mrs. Fatma Zahra Gour	
<b>CHB / Full Time</b>		Mr. Mir. Riyazul Haque	
Dr. Shaikh Ansarpasha		Ms. Masoom Zehra	
Dr. Sarfaraz Shaikh		Ms. Nasreen Shaikh	
Mrs. Deepa Nitin Rangadal		Mr. Mois Ahmed Patel	
Dr. Alkama Faqih		Ms. Shabana Ansari	
Dr. Rehana Anjum A Shah		Ms. Zaiba Qureshi	
Mrs. Rais Saba Parveen Shadab		Ms. Samreen Bano	
Dr. Masooma Zaheer Asad Sayed			
Mr. Nadeem Parve		<u>Atul M. Raikar</u>	
Dr. Malan Zardi			
Dr. Deepika Chaudhari			
Ms. Janvi Prajapat			
Mrs. Sujata Kharat			
<b>CHB</b>			
Mrs. Poonam Milind Sakpal			
Dr. Sheeba Samson			
Dr. Anjali V Bondre			
Ms. Hemali Vyas			
<b>CHB + VF</b>			
Ms. Khan Farhin Bano			
Mr. Anand Prajapati			
<b>Unaided FT</b>			
Dr. Mr. Mohd Mukhtar Khan			
Mrs. Farhat Hasan			
Mr. Amaan Shakeel Shaikh			
<b>Visiting Faculty</b>			
Ms. Khan Huamira			
Mrs. Suma Thomas (Librarian)			

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- Mrs. Shweta Dubey has to prepare Action taken report for the previous years.
- Informed about the AQAR submission (we want be able to submit as are in the assessment process).
- Criterion In-charges are supposed to submit PPT by Friday.
- Cleanliness is required in the premises.
- AQAR will be submitted under UG instead of PG as discussed by the entire staff.
- Website needs to be updated by all the departments, Heads are require to send the data year wise and the same should be uploaded on the website latest by 5<sup>th</sup> February, 2024
- Tentative dates for Mock NAAC – 07<sup>th</sup> or 8<sup>th</sup> February, 2024.

Proposed by: *M. M. M. M.*

Seconded by: *A. A. A. A.*

*M. M. M. M.*  
Dr. (Mrs.) Mariyah Ghori  
IQAC Co-ordinator

*A. A. A. A.*  
Dr. Ashfaq Ahmad Khan  
Principal



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01<sup>st</sup> February 2024

**Action Taken Report**  
**(For 31<sup>st</sup> January 2024 Meeting)**

- Mrs. Shweta Dubey submitted the ATR for IQAC from 2017 till 2022.
- Criterion Incharges submitted their PPTs for NAAC presentation of IQAC
- Duties were allotted for cleanliness in the premises
- Mr. Javed Pihan was made incharge for updating the website.
- Mock NAAC was scheduled on 8<sup>th</sup> February 2024 in consultation with the availability of experts.
- PPTs and Files of all department were to be prepared in accordance with the guidelines share by IQAC.

  
Dr. (Mrs.) MARIYAH GHORI  
Coordinator, IQAC

  
Dr. ASHFAQ AHMAD KHAN  
Principal



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15<sup>th</sup> January, 2024

## NOTICE

A meeting of IQAC committee will be held on *Friday, 19<sup>th</sup> January 2024*, in Principal's cabin at 11.00 am. Attendance is compulsory for all.

Agenda:

- NAAC Visit

Dr. (Mrs.) Maaiyah Ghori  
IQAC Co-ordinator

Dr. Ashfaq Ahmad Khan  
Principal

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A meeting of Internal Quality Assurance Cell (IQAC) is held on Friday, 19<sup>th</sup> January 2024, in Principal's cabin at 11.00 am to discuss about NAAC Peer Team visit.

Following Staff Attended the same.

<b>Dr. Ashfaq Ahmed Khan</b>	<b>Principal</b>
<b>Mr. Padmakumar Nair</b>	<b>Chief Coordinator</b>
<b>Dr. Parhad Dattatraya</b>	<b>Vice Principal</b>
<b>Dr. (Mrs.) Mariyah Ghori</b>	<b>Co-ordinator</b>
<b>Criterion I</b>	Mr. Pradnyesh Waghmare: <b>Incharge</b> <b>Ms. MEHNASH SHAIKH</b> Mrs. Parveen Ansari Ms. Sadhna R. Kharkar
<b>Criterion II</b>	Dr. Nazar Abbas Jafry : <b>Incharge</b> Mr. VishwasDeshmukh Mr. Faiyaz A. Mansuri
<b>Criterion III</b>	Mrs. Shahida Shaikh : <b>Incharge</b> Mrs. Bushra Qureshi Ms. Trupti Laghate FOR: <b>Shahida</b>
<b>Criterion IV</b>	Dr. Rajesh Masurkar : <b>Incharge</b> Mrs. Suma Thomas Mr. Aklesh S. Yadav
<b>Criterion V</b>	Mr. Moharram Ali Khan : <b>Incharge</b> Dr. Malan Zardi Ms. Colette Noronha
<b>Criterion VI</b>	Mrs. Preeti Bambolkar : <b>Incharge</b> Dr. Ansariya Rana Mr. Ameet Nazare
<b>Criterion VII</b>	Dr. Abhay Ranade : <b>Incharge</b> Mr. Javed Pathan Mr. Pritesh V. Dhimar
<b>IQAC Clerk</b>	Mr. Mohammad Arif Ms. Simran S.

Following Business was transacted:



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**LIST OF TEACHING STAFF IN SENIOR COLLEGE**

PRINCIPAL : Dr. Ashfaq Khan (Principal I/C)

Vice Principal : Dr. Parhad Dattatraya V.

Notice Reg.: NAAC PEER TEAM VISIT.

dt.: 19/01/2024

Name	Signature	Name	Signature
<b>Aided</b>		<b>Self Finance Course (SFC)</b>	
Dr. (Mrs.) Anjum Ara Ahmad		Ms. Najmunnisa Saydu Shaikh	
Mrs. Farhana Khalid Wali		Mr. Arif Patel	
Dr. Abhay Ranade		Ms. Rafat Khan	
Dr. Rajesh Masurkar		Mr. Subhash Shobhnath Gupta	
Dr. Arunachalam S.		Mr. Sameer Hasan Shaikh	
Dr. Mariyah Ghori		Ms. Hina Mahmood	
Mr. Ashfaq Karim		Ms. Shabnam Amin Sheikh	
Dr. (Ms.) Ansariya Rana		Ms. Bushra MD Hanif Qureshi	
Dr. Parhad Dattatraya		Mr. Javedkha Asifkha Pathan	
Mr. Damarwala Oan Abbas		Ms. Mehvash Zubair Shaikh	
Mrs. Shaikh Shahida		Ms. Aiman Akbar Ali Peerzade	
Dr. (Ms.) Syed Shadab Akhtar		Ms. Siddiqui Nazia	
Mrs. Shweta Dubey		Mr. Mohd Adil Shaikh	
Mr. Pradnyesh Waghmare		Ms. Salma Bano Khan	
Mr. Roshan Khobragade		Mr. Navneet Hirdaynarayan Mishra	
Ms. Preeti Bambolkar		Mr. Samiullah Shaikh	
Ms. Shehnaz Khan		Ms. Tabassum Shaikh	
Mrs. Swati Vora		Mr. Prabhat K. Singh	
Mr. Vishwas Deshmukh		Mr. Nikhil R. Mane	
Mr. Moharram Ali		Mr. Anshuman Chaudhary	
Dr. Nazar Abbas Jafry		Mrs. Fatma Zahra Gour	
<b>CHB / Full Time</b>		Mr. Mir. Riyazul Haque	
Dr. Shaikh Ansarpasha		Ms. Masoom Zehra	
Dr. Sarfaraz Shaikh		Ms. Nasreen Shaikh	
Mrs. Deepa Nitin Rangadal		Mr. Moiz Ahmed Patel	
Dr. Alkama Faqih		Ms. Shabana Ansari	
Dr. Rehana Anjum A Shah		Ms. Zaiba Qureshi	
Mrs. Rais Saba Parveen Shadab		Ms. Samreen Bano	
Dr. Masooma Zaheer Asad Sayed			
Mr. Nadeem Parve			
Dr. Malan Zardi			
Dr. Deepika Chaudhari			
Ms. Janvi Prajapat			
Mrs. Sujata Kharat			
<b>CHB</b>			
Mrs. Poonam Milind Sakpal			
Dr. Sheeba Samson			
Dr. Anjali V Bondre			
Ms. Hemali Vyas			
<b>CHB + VF</b>			
Ms. Khan Farhin Bano			
Mr. Anand Prajapati			
<b>Unaided FT</b>			
Mr. Mohd Mukhtar Khan			
Mrs. Farhat Hasan			
Mr. Amaan Shakeel Shaikh			
<b>Visiting Faculty</b>			
Ms. Khan Huamira			
Mrs. Suma Thomas			

Shaikh Suwarya

# RIZVI COLLEGE OF ARTS, SCIENCE & COMMERCE



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- NAAC visit dates were informed tentatively 23<sup>rd</sup> & 24<sup>th</sup>, 26<sup>th</sup> & 27<sup>th</sup> and 28<sup>th</sup> & 29<sup>th</sup> February, 2024.
- Some suggestions / recommendations were given by IQAC coordinator on all Criteria's & Departments.

Criterion –I Teaching Learning methods

Criterion –II Documentation for every point

- All departments should have departmental plan along with some proof
- Slow and Advance learner – action taken report (Remedial Lectures Mentors Book)
- Class Test – Documentation

Criterion –III Research Publication details should be kept with the department

- Flex can be prepared for 5 years by WDC, DLLE, NSS, NCC

Criterion –V Scholarship data & Progression data needs to be kept along with supporting documents.

Criterion –VI Policy documents need to be uploaded on the website

- All departments are required to post their activities report on website
- HR policy by Salma madam
- Gymkhana policy by Nasreen Madam
- Infrastructure policy by Atul R. & Mukhtar khan Sir
- ICT policy by Arif Patel Sir
- Differently abled policy by Shahida madam in consultation with exam committee
- E–Governance policy by Preeti B. madam
- Green Space by Ansariya Rana madam
- Admission policy by Dr. Arunachlam , Qamar Haider & Atul R. Sir
- Mentoring policy by Ashfaque Karim sir
- Leave policy by Atul R. & Dr. Arunachlam Sir
- Students and Staff Welfare policy
- Website posting will be done by Arif patel, Javed P., Samreen madam & Amin M.
- Code of conduct by Moharram Ali Sir
- Corner in the premises need to be setup by 15<sup>th</sup> February 2024
- White wash of walls in the premises
- Social Media platform will be updated by Anshuman Sir

Criterion –VII Best practices needs to cross verify in the premises



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- Good posters can be put up in classroom – responsibility had been given to Aman S. & Ansarpasha S. Sir
- Policy by 22<sup>nd</sup> January 2024
- Inter departmental checking by 25<sup>th</sup> January 2024
- Mock visit on 30<sup>th</sup> January 2024
- Paper selection policy by Dr. Anjum Ara madam
- Seminar / Workshop conduct by departments need to have separate file
- CO. PO academic calendars need to be posted on website.

Proposed by:

Seconded by:

  
Dr. (Mrs.) Mariyah Ghori  
IQAC Co-ordinator

  
Dr. Ashfaq Ahmad Khan  
Principal



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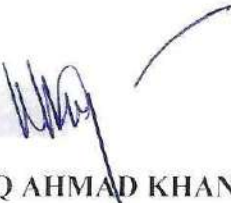
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23<sup>th</sup> January 2024

## Action Taken Report (For 19<sup>th</sup> January 2024 Meeting)

- Tentative date of February end were communicated to NAAC as per their instruction
- Departmental presentations and file were prepared keeping the criterions of NAAC in mind
- Emphasis was laid on Teaching learning Methods, slow and advance learners, CIA and the documents for each was maintained in departmental files
- All the extension units prepared their flex for presentations and their rooms were decorated with chart and relevant photographs of the activities conducted.
- Ms. Aalmeen prepared the file for Scholarships.
- Flex were prepared for each committee.
- Website was updated by Team of Javed Pathan to meet NAAC requirement
- Faculty were assigned to prepare SOPs and Policy Documents

  
Dr. (Mrs.) MARIYAH GHORI  
Coordinator, IQAC

  
Dr. ASHFAQ AHMAD KHAN  
Principal



# RIZVI COLLEGE OF ARTS, SCIENCE & COMMERCE



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07<sup>th</sup> December, 2023

## NOTICE

A meeting of IQAC committee will be held on Friday, 8<sup>th</sup> December 2023, in Principal's cabin at 11.00 am. Attendance is compulsory for all.

### Agenda:

- Uploading of AQAR
- Preparation for Peer Team visit.

Dr. (Mrs.) Mariyah Ghori  
IQAC Co-ordinator

Dr. Parhad Dattatraya  
Vice Principal

Dr. Ashfaq Ahmad Khan  
Principal



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A meeting of IQAC Committee is held on Friday, 8<sup>th</sup> December 2023, in Principal's cabin at 11.00 am. Uploading of AQAR and discuss the prepatration for team visit.

<b>Dr. Ashfaq Ahmed Khan</b>	<b>I/C Principal</b>
<b>Dr. Parhad Dattatraya</b>	<b>Vice Principal</b>
<b>Dr. (Mrs.) Mariyah Ghori</b>	<b>Co-ordinator</b>
<b>Criterion I</b>	Mr. Pradnyesh Waghmare: <b>Incharge</b> Mrs. Parveen Ansari
<b>Criterion II</b>	Dr. Nazar Abbas Jafry : <b>Incharge</b> Mr. VishwasDeshmukh
<b>Criterion III</b>	Mrs. Shahida Shaikh : <b>Incharge</b> Mrs. Bushra Qureshi
<b>Criterion IV</b>	Dr. Rajesh Masurkar : <b>Incharge</b> Mrs. Suma Thomas
<b>Criterion V</b>	Mr. Moharram Ali Khan : <b>Incharge</b> Dr. Malan Zardi
<b>Criterion VI</b>	Mrs. Preeti Bambolkar : <b>Incharge</b> Dr. Ansariya Rana
<b>Criterion VII</b>	Dr. Abhay Ranade : <b>Incharge</b> Ms. Shehnaz Khan
<b>IQAC Clerk</b>	Mr. Mohammad Arif

**Following Points were discussed:**



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- NAAC dates were communicated.
- Uploading of AQAR to be completed by 20<sup>th</sup> December 2023.
- NRIF Registration to be completed by 1<sup>st</sup> week of January 2024.
- Departmental files and PPT's to be prepared and presented on 16<sup>th</sup> December 2023.
- Inviting the experts to see the documentation process at office, departments and committees.

Following update were taken on AQAR 2022-23.

- Criteria – I feedback pending from Kalpesh  
1.1 – 1 Mehvish to be inducted our special request – 14<sup>th</sup> December 2023, 18<sup>th</sup> December 2023
- Criteria – II 18<sup>th</sup> December 2023
- Criteria – III 18<sup>th</sup> December 2023
- Criteria – IV 13<sup>th</sup> December 2023
- Criteria – V 16<sup>th</sup> December 2023


Following reports are pending:

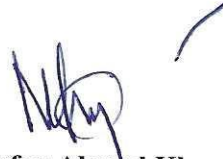
- Placement
- Anti-Ragging
- Cultural
- Sports
- Progression
- Criteria – VI 19<sup>th</sup> December 2023
- Criteria – VII Mr. Javed Pathan will meet Principal with Dr. Abhay Ranade to discuss best practices.

Proposed by: 

Seconded by: 

  
Dr. (Mrs.) Mariyah Ghori  
IQAC Co-ordinator

  
Dr. Parhad Dattatraya  
Vice Principal

  
Dr. Ashfaq Ahmad Khan  
Principal



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11<sup>th</sup> December 2023

**Action Taken Report**  
**(For 08<sup>th</sup> December 2023 Meeting)**

- All the criterion In-charges submitted the data
- After reviewing the files suggestions were given to Mr. Waghmare, Dr. Jaffery, Ms. Malan and Dr, Ranade.
- Ms. Bushra was asked to remove the awardees of hospitality studies and Dr. Malan incorporated the changes in Criteria 5
- Scholarship data was found to be insufficient and the updation on same was done by Ms. Aalmeen.
- Mrs. Priti was asked to remove financial data from Criteria 6
- Dr. Ranade was suggested to update criteria 7 by incorporating all the audit reports.

  
Dr. (Mrs.) MARIYAH GHORI  
Coordinator, IQAC

  
Dr. ASHFAQ AHMAD KHAN  
Principal





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07<sup>th</sup> August, 2023

**NOTICE**

A meeting of Internal Quality Assurance Cell (IQAC) will be held on Wednesday, 09<sup>th</sup> August, 2023 in Principal's cabin at 12.00 noon to finalize the login credentials for the criterion wise data templates.

All are expected to bring the details of criteria templates and name of the person to whom the access is to be allotted

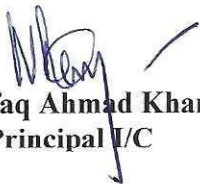
All the Criterion Incharges should attend the same.

**Agenda:**

- To finalize the login credentials for the criterion wise data templates.

  
**Dr. (Mrs.) Mariyah Ghori**  
IQAC Co-ordinator

  
**Dr. Parhad Dattatraya**  
Vice Principal

  
**Dr. Ashfaq Ahmad Khan**  
Principal I/C

# RIZVI COLLEGE

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A meeting of Internal Quality Assurance Cell (IQAC) is held on Wednesday, 09<sup>th</sup> August, 2023 in Principal's cabin at 12.00 noon to finalize the login credentials for the criterion wise data templates.

Following staff attended the same.

Dr. Ashfaq Ahmed Khan Mr. PADMAKUMAR NAIR Dr. Parhad Dattatraya		I/C Principal Chief Coordinator (HS) Vice Principal	<i>[Signatures]</i>
Dr. (Mrs.) Mariyah Ghori		Co-ordinator	<i>[Signature]</i>
Criterion I	HMC7	Mr. Pradnyesh Waghmare : Incharge Sadhana R. Kharkar	<i>[Signatures]</i>
Criterion II	HMC7	Dr. Nazar Abbas Jafry : Incharge Faiyaz A. Mansuri	<i>[Signatures]</i>
Criterion III	HMC7	Mrs. Shahida Shaikh : Incharge MS. TRUPTI LAGHATE	<i>[Signatures]</i>
Criterion IV	HMC7	Dr. Rajesh Masurkar : Incharge AKLESH S. YADAV	<i>[Signatures]</i>
Criterion V	HMC7	Mr. Moharram Ali Khan : Incharge Ms Colette Noronha	<i>[Signatures]</i>
Criterion VI	HMC7	Mrs. Preeti Bambolkar : Incharge MR. AMEET NAZARE	<i>[Signatures]</i>
Criterion VII	HMC7	Dr. Abhay Ranade : Incharge PRITESH V. DHIMAR	<i>[Signatures]</i>
IQAC Clerk		Mr. Mohammad Arif MS. Simran S.	<i>[Signatures]</i>

Following Business was transacted:



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- Briefing was given on documentation
- HMCT criterion incharges were briefed about Mastersoft.
- HMCT Staff will be added in WhatsApp group for better communication.
- All staff are required to keep their documents for SSR ready.
- AQAR 2022-23 to be submitted before 31<sup>st</sup> December 2023.

Proposed by : Shahida

Seconded by : Khan

Mariyah Ghori  
Dr. (Mrs.) Mariyah Ghori  
IQAC Co-ordinator

Parhad Dattatraya  
Dr. Parhad Dattatraya  
Vice Principal

Ashfaq Ahmad Khan  
Dr. Ashfaq Ahmad Khan  
Principal IC



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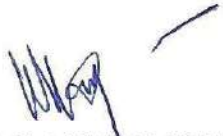
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11<sup>th</sup> August 2023

**Action Taken Report**  
**(For 09<sup>th</sup> August 2023 Meeting)**

- All the Hospitality heads were added into Whatsapp group
- ADMS logins was shared with the criterion incharges to suggest any updation or changes
- Mastersoft Team was called and briefed on the desired changes and updating on templates
- Preparation of Files started for NAAC visit

  
Dr. (Mrs.) MARIYAH GHORI  
Coordinator, IQAC

  
Dr. ASHFAQ AHMAD KHAN  
Principal



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05<sup>th</sup> August, 2023


**NOTICE**

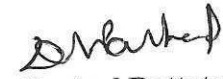
A meeting of Internal Quality Assurance Cell (IQAC) is scheduled on Monday, 07<sup>th</sup> August, 2023 Principal's cabin at 12.00noon to discuss the SOP's for documentation.


All the Criterion Incharges should attend the same.

**Agenda:**

- To discuss the SOP's for documentation.
- To create login credential for ADMS Software

  
Dr. (Mrs.) Mariyah Ghori  
IQAC Co-ordinator

  
Dr. Parhad Dattatraya  
Vice Principal

  
Dr. Ashfaq Ahmad Khan  
Principal I/C

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A meeting of IQAC is held on Monday, 07<sup>th</sup> August, 2023 in Principal's cabin at 12.00 noon to discuss the SOP's for documentation and create login for ADMS Software.

Following staff attended the same.

<b>Dr. Ashfaq Ahmed Khan</b>	<b>I/C Principal</b>	
<b>Dr. Parhad Dattatraya</b>	<b>Vice Principal</b>	
<b>Dr. (Mrs.) Mariyah Ghori</b>	<b>Co-ordinator</b>	
<b>Criterion I</b>	<b>Mr. Pradnyesh Waghmare: Incharge</b>	
<b>Criterion II</b>	<b>Dr. Nazar Abbas Jafry : Incharge</b>	
<b>Criterion III</b>	<b>Mrs. Shahida Shaikh : Incharge</b>	
<b>Criterion IV</b>	<b>Dr. Rajesh Masurkar : Incharge</b>	
<b>Criterion V</b>	<b>Mr. Moharram Ali Khan : Incharge</b>	
<b>Criterion VI</b>	<b>Mrs. Preeti Bambolkar : Incharge</b>	
<b>Criterion VII</b>	<b>Dr. Abhay Ranade : Incharge</b>	
<b>IQAC Clerk</b>	<b>Mr. Mohammad Arif</b>	

Following Business was transacted:


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- Criterion Incharges are required to Submit the name of the concerned faculty who should be given access to which criteria for uploading the AQAR
- HMCT Staff to be called for meeting on 9<sup>th</sup> August 12.00 noon
- Criterion incharges to prepare the list of documents and its availability with the concerned staff duplication of work.
- Workshop for ADMS to be arranged for all staff members to facilitate preparation of AQAR.

Proposed by : 

Seconded by : 

  
Dr. (Mrs.) Mariyah Ghori  
IQAC Co-ordinator

  
Dr. Parhad Dattatraya  
Vice Principal

  
Dr. Ashfaq Ahmad Khan  
Principal I/C



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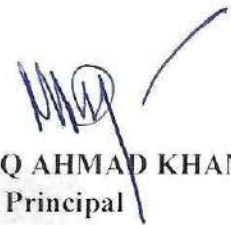
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08<sup>th</sup> August 2023

## Action Taken Report (For 07<sup>th</sup> August 2023 Meeting)

- The Criterion Heads submitted the name against the template to be filled for AQAR in ADMS software
- Hospitality Studies staff was called for the meeting for better understanding of the NAAC process
- All the criterion heads prepared the list of documents available with them to avoid duplication of work
- ADMS workshop couldn't be arranged as the Mastersoft team did not work on suggestion to be incorporated...

  
Dr. (Mrs.) MARIYAH GHORI  
Coordinator, IQAC

  
Dr. ASHFAQ AHMAD KHAN  
Principal





Rizvi Education Society's

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24<sup>th</sup> July, 2023

## NOTICE

A meeting of Internal Quality Assurance Cell (IQAC) Criterion Incharges and documentation committee is scheduled to be held on Tuesday, 25<sup>th</sup> July 2023 at 11.00am in Principal's cabin to discuss the DVV queries regarding SSR. Attendance is compulsory for all.

### Agenda:

- To discuss the DVV queries
- SSR Documentation

  
Dr. (Mrs.) Mariyah Ghori  
IQAC Co-ordinator

  
Dr. Parhad Dattatraya  
Vice Principal

  
Dr. Ashfaq Ahmad Khan  
Principal I/C



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A meeting of IQAC is held on Tuesday, 25<sup>th</sup> July 2023 at 11.00am in Principal's cabin to discuss the DVV queries and documentation committee regarding SSR.

<b>Dr. Ashfaq Ahmed Khan</b>	<b>I/C Principal</b>	
<b>Dr. Parhad Dattatraya</b>	<b>Vice Principal</b>	
<b>Dr. (Mrs.) Mariyah Ghori</b>	<b>Co-ordinator</b>	
<b>Criterion I</b>	<b>Mr. Pradnyesh Waghmare: Incharge</b> Mrs. Parveen Ansari	
<b>Criterion II</b>	<b>Dr. Nazar Abbas Jafry : Incharge</b> Mr. VishwasDeshmukh	
<b>Criterion III</b>	<b>Mrs. Shahida Shaikh : Incharge</b> Mrs. Bushra Qureshi	
<b>Criterion IV</b>	<b>Dr. Rajesh Masurkar : Incharge</b> Mrs. Suma Thomas	
<b>Criterion V</b>	<b>Mr. Moharram Ali Khan : Incharge</b> Dr. Malan Zardi	
<b>Criterion VI</b>	<b>Mrs. Preeti Bambolkar : Incharge</b> Dr. Ansariya Rana	
<b>Criterion VII</b>	<b>Dr. Abhay Ranade : Incharge</b> Ms. Shehnaz Khan	
<b>IQAC Clerk</b>	<b>Mr. Mohammad Arif</b>	

**Following Points were discussed:**



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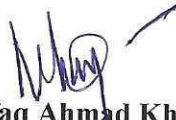
- Discussion on DVV queries took place.
- Each criterion queries were dealt in detail.
- Criterion incharges to submit the clarifications for uploading latest by Monday 31<sup>st</sup> July 2023.
- Each criterion incharges to submit the requirement as per NAAC for next AQAR.

Proposed by : Shahida

Seconded by : Shan

  
Dr. (Mrs.) Mariyah Ghori  
IQAC Co-ordinator

  
Dr. Parhad Dattatraya  
Vice Principal

  
Dr. Ashfaq Ahmad Khan  
Principal I/C



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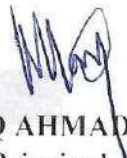
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27<sup>th</sup> July 2023

**Action Taken Report**  
**(For 25<sup>th</sup> July 2023 Meeting)**

- All the criterion incharges submitted the data related to DVV query for uploading
- Student enrolment data was rectified as per the recommendation from the NAAC
- In absence of Certificate of course completion by TOI letter of acknowledgement received by Principal having the name of the students was submitted as proof.
- Sample feed Back forms were uploaded
- Paper publication details were altered as per the recommendation
- Financial audit report signed by the auditor was submitted
- Progression data was altered as per the suggestions
- Criterion 7 data was also updated as per DVV suggestions

  
Dr. (Mrs.) MARIYAH GHORI  
Coordinator, IQAC

  
Dr. ASHFAQ AHMAD KHAN  
Principal



Rizvi Education Society's  
**RIZVI COLLEGE**  
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06<sup>th</sup> July 2023

## NOTICE

A meeting of IQAC committee is called on Friday, 7th July 2023, for final Submission of SSR to NAAC at 11.30 am in Principal's cabin.


Special Invitee:


Prof. (Dr.) Mrs Anjum Ara Ahmad.


Mrs. Shweta Dubey.

Mr Qamar Haider.

All must be presented for the same.

  
Dr. (Mrs.) Mariyah Ghori  
IQAC Co-ordinator

  
Dr. Parhad Dattatraya  
Vice Principal

  
Dr. Ashfaq Ahmad Khan  
Principal I/C



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A meeting of Internal Quality Assurance Cell(IQAC) is held on Friday, 7<sup>th</sup> July 2023, in Principal's cabin at 11.00 am to Uploading of AQAR & Preparation for Peer Team visit.

Following Staff Attended the same.

<b>Dr. Ashfaq Ahmed Khan</b>	<b>Principal</b>	<i>[Signature]</i>
<b>Mr. Padmakumar Nair</b>	<b>Chief Coordinator</b>	<i>[Signature]</i>
<b>Dr. Parhad Dattatraya</b>	<b>Vice Principal</b>	<i>[Signature]</i>
<b>Dr. (Mrs.) Mariyah Ghori</b>	<b>Co-ordinator</b>	
<b>Criterion I</b>	Mr. Pradnyesh Waghmare: <b>Incharge</b> Ms. Mehwish Shaikh Mrs. Parveen Ansari Ms. Sadhna R. Kharkar	<i>[Signatures]</i> 8/12/23 8/12/23
<b>Criterion II</b>	Dr. Nazar Abbas Jafry : <b>Incharge</b> Mr. VishwasDeshmukh Mr. Faiyaz A. Mansuri	<i>[Signatures]</i> 8/12/23
<b>Criterion III</b>	Mrs. Shahida Shaikh : <b>Incharge</b> Mrs. Bushra Qureshi Ms. Trupti Laghate	<i>[Signatures]</i> 8/12/23
<b>Criterion IV</b>	Dr. Rajesh Masurkar : <b>Incharge</b> Mrs. Suma Thomas Mr. Aklesh S. Yadav	<i>[Signatures]</i> 8/12/23
<b>Criterion V</b>	Mr. Moharram Ali Khan : <b>Incharge</b> Dr. Malan Zardi Ms. Colette Noronha	<i>[Signatures]</i> 8/12/23
<b>Criterion VI</b>	Mrs. Preeti Bambolkar : <b>Incharge</b> Dr. Ansariya Rana Mr. Ameet Nazare	<i>[Signatures]</i> 8/12/23
<b>Criterion VII</b>	Dr. Abhay Ranade : <b>Incharge</b> Mr. Javed Pathan Mr. Pritesh V. Dhimar	<i>[Signatures]</i> 8/12/23
<b>IQAC Clerk</b>	Mr. Mohammad Arif Ms. Simran S.	<i>[Signatures]</i> 8/12/23

*[Signature]*

Following Business was transacted:





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- Principal Briefed and thanked the IQAC Team for completing the Task of preparation of SSR.
- The submission of SSR was done with the hands of Dr. (Mrs) Anjum Ara Ahmed
- All members were asked to start working on AQAR 2022-23.

Proposed by:  [Mr. Vishwas V. Deshmukh]

Seconded by:  [Dr. Rajesh Masurkar]

  
Dr. (Mrs.) Mariyah Ghori  
IQAC Co-ordinator

Dr. Parhad Dattatraya  
Vice Principal

  
Dr. Ashfaq Ahmad Khan  
Principal



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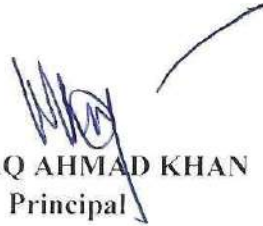
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12<sup>th</sup> July 2023

**Action Taken Report**  
**(For 07<sup>th</sup> July 2023 Meeting)**

- Preparation for AQAR began
- Guidelines for filling of AQAR and Templates were mailed to all the staff members.
- Criterion team along with faculty of Hospitality studies were briefed about each and every matrix to facilitate the process.
- Emphasis was laid on proper documentation to avoid what the team had faced during SSR

  
Dr. (Mrs.) MARIYAH GHORI  
Coordinator, IQAC

  
Dr. ASHFAQ AHMAD KHAN  
Principal





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23<sup>rd</sup> June, 2023

## NOTICE

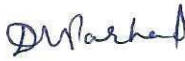
A meeting of IQAC is schedule to be held on Saturday, 24<sup>th</sup> June 2023, at 8:30 am. in Principal cabin, to take update on review reports of criteria and to decide strategies to implant the same while uploading the SSR.

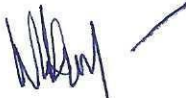
All criterion in-charges and members must attend the same.

### Agenda :

- To take update on review reports of criteria.
- To decide strategies to implant the same while uploading the SSR.
- To take action on assessment reports.

  
Dr. (Mrs.) Mariyah Ghori  
IQAC Co-ordinator

  
Dr. Parhad Dattatraya  
Vice Principal

  
Dr. Ashfaq Ahmad Khan  
Principal I/C

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24<sup>th</sup> June, 2023

A meeting of IQAC is held on Saturday, 24<sup>th</sup> June 2023, at 8:30 am. in Principal cabin, to take update on review reports of criteria and to decide strategies to implant the same while uploading the SSR.

Following staff attended the same.

Dr. (Mrs.) Mariyah Ghori -- Co-ordinator	
Criterion I	Mr. Vishwas Deshmukh : Incharge Mr. Pradnyesh Waghmare
Criterion II	Dr. Nazar Abbas Jafry : Incharge Mrs. Shehnaz Khan
Criterion III	Mrs. Shahida Shaikh : Incharge Mrs. Bushra Qureshi
Criterion IV	Dr. Rajesh Masurkar : Incharge Mrs. Suma Thomas
Criterion V	Mr. Moharram Ali Khan : Incharge Dr. Malan Zardi
Criterion VI	Mrs. Preeti Bambolkar : Incharge Dr. Ansariya Rana
Criterion VII	Dr. Abhay Ranade : Incharge Dr. AnsarPasha Shaikh
IT Support	Dr. Ruchi Gupta Mr. Javed Pathan
Admin Staff	Mr. Syed Qamar Haider
IQAC Clerk	Mr. Sayed Masoom Ali Mr. Muhammad Ali

Dr. Ashfaq Ahmad Khan  
Principal I/C



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24<sup>th</sup> June 2023.

A meeting of IQAC is held on Saturday, 24<sup>th</sup> June 2023, at 8:30 am. in Principal cabin, to take update on review reports of criteria and to decide strategies to implant the same while uploading the SSR.


### Following Points were discussed:


- I. Criteria I & II to be finalized today on 24<sup>th</sup> June 2023.
- II. Dr. Parhad emphasized on importance of documentation to support the claim. So that we can assure better grades.
- III. We have to look into feasibility and possibility of creating the documents wherever needed.
- IV. Hence forth the committee list and notices of junior and degree college will be separated.
- V. For SSS email id and contact number should be ensured that it is functional.
- VI. All the expert reviews about criteria to be incorporated and the same should be change on website and the files (less than 5MB) to be submitted to IQAC in person for replacing in SSR.
- VII. The final date for submission of file for uploading is Wednesday 28<sup>th</sup> June 2023.

Proposed by : 

Seconded by : 

  
Dr. (Mrs.) Mariyah Ghori  
IQAC Co-ordinator

  
Dr. Parhad Dattatraya  
Vice Principal

  
Dr. Ashfaq Ahmad Khan  
Principal I/C



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27<sup>th</sup> June 2023

**Action Taken Report**  
**(For 24<sup>th</sup> June 2023 Meeting)**

- Changes suggested were incorporated and the files were replaced on the website
- Instructions were given for having separate notice for Junior and Degree College
- Documents were created wherever it was possible to do so.
- Criteria 1 and 2 were finalized
- The Uploading of SSR to take place in 1st week of July 2023

  
Dr. (Mrs.) MARIYAH GHORI  
Coordinator, IQAC

  
Dr. ASHFAQ AHMAD KHAN  
Principal



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15<sup>th</sup> June, 2023


**NOTICE**

A meeting of IQAC is schedule to be held on Friday, 16<sup>th</sup> June 2023, at 9:00 am.  
in Principal cabin, for taking update on SSR.

**All criterion in-charges and members must attend the same.**

**Agenda :**

- To take update on submission of SSR.
- To receive finalise executive summary from the criterion in-charge.
- To check the status of link uploaded.
- To cross check the documents uploaded.

  
Dr. (Mrs.) Mariyah Ghori  
IQAC Co-ordinator

  
Dr. Parhad Dattatraya  
Vice Principal

  
Dr. Ashfaq Ahmad Khan  
Principal I/C



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16<sup>th</sup> June 2023

A meeting of IQAC is held on Friday, 16<sup>th</sup> June 2023 at 9:00 am. in Principal cabin, for taking update on SSR.

Following Staff attended the same

Dr. (Mrs.) Mariyah Ghori IQAC Co-ordinator	Dr. Parhad Dattatraya Vice Principal
Criterion I	Mr. Vishwas Deshmukh : Incharge Mr. Pradnyesh Waghmare
Criterion II	Dr. Nazar Abbas Jafry : Incharge Mrs. Shehnaz Khan
Criterion III	Mrs. Shahida Shaikh : Incharge Mrs. Bushra Qureshi
Criterion IV	Dr. Rajesh Masurkar : Incharge Mrs. Suma Thomas
Criterion V	Mr. Moharram Ali Khan : Incharge Dr. Malan Zardi
Criterion VI	Mrs. Preeti Bambolkar : Incharge Dr. Ansariya Rana
Criterion VII	Dr. Abhay Ranade : Incharge Dr. AnsarPasha Shaikh
IT Support	Dr. Ruchi Gupta Mr. Javed Pathan
Admin Staff	Mr. Syed Qamar Haider
IQAC Clerk	Mr. Sayed Masoom Ali Mr. Muhammad Arif

Dr. Ashfaq Ahmad Khan  
Principal I/C



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A meeting of IQAC is held on Friday, 16<sup>th</sup> June 2023 at 9:00 am. in Principal cabin, for taking update on SSR.

### Following Points were discussed:


- I. Principal and IQAC Co-ordinator of HMCT to be called.
- II. Mr. Moharram Ali remained absent.
- III. Mr. Nadeem Parve and Dr. Ansar pasha are to be reminded for efficiency of work.
- IV. Dr. Mukhtar also need to be reminded for completing the task in time.
- V. Dead stock register in office, IT, and Hotel Management to be update and kept ready.
- VI. Criteria I, II, and V to be uploaded today.

Proposed by : 

Seconded by : 

  
Dr. (Mrs.) Mariyah Ghori  
IQAC Co-ordinator

  
Dr. Parhad Dattatraya  
Vice Principal

  
Dr. Ashfaq Ahmad Khan  
Principal I/C



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19<sup>th</sup> June 2023

**Action Taken Report**  
**(For 16<sup>th</sup> June 2023 Meeting)**

- Many matrix of criteria 1, 2 and 5 were successfully uploaded
- Mr. Nadeem Parve and Ansarpasha Shaikh completed their assigned work for respective criteria
- Mr. Mukhtar Khan also completed the task assigned to him.
- Office staff were instructed to prepare the stock and dead stock registers

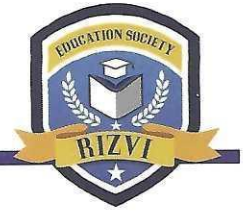
  
Dr. (Mrs.) MARIYAH GHORI  
Coordinator, IQAC

  
Dr. ASHFAQ AHMAD KHAN  
Principal





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9<sup>th</sup> June, 2023

## NOTICE


A meeting of IQAC is schedule to be held on Friday, 9<sup>th</sup> June 2023 at 9:30 am.  
in Principal cabin, for taking update on SSR.


All criterion in-charges and members must attend the same.

### Agenda :

- To take update on submission of SSR.
- To receive finalise executive summary from the criterion in-charge.
- To check the status of link uploaded.
- To cross check the documents uploaded.

  
Dr. (Mrs.) Mariyah Ghori  
IQAC Co-ordinator

  
Dr. Parhad Dattatraya  
Vice Principal

  
Dr. Ashfaq Ahmad Khan  
Principal I/C

**\*\*Note: Attendance is compulsory for all the members and the criterion Heads.**

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9<sup>th</sup> June 2023

A meeting of IQAC is held on Friday, 9<sup>th</sup> June 2023 at 9:30 am. in Principal cabin, for taking update on SSR.

Following Staff attended the same

Dr. (Mrs.) Mariyah Ghori IQAC Co-ordinator	Dr. Parhad Dattatraya Vice Principal
Criterion I	Mr. Vishwas Deshmukh : Incharge Mr. Pradnyesh Waghmare Dr. Mohammed Mukhtar Khan
Criterion II	Dr. Nazar Abbas Jafry : Incharge Mrs. Shehnaz Khan
Criterion III	Mrs. Shahida Shaikh : Incharge Mrs. Bushra Qureshi
Criterion IV	Dr. Rajesh Masurkar : Incharge Mrs. Suma Thomas
Criterion V	Mr. Moharram Ali Khan : Incharge Dr. Malan Zardi Dr. Deepika Chaudhari
Criterion VI	Mrs. Preeti Bambolkar : Incharge Dr. Ansariya Rana
Criterion VII	Dr. Abhay Ranade : Incharge Dr. Ansar Pasha Shaikh Aiman Peerzade
IT Support	Dr. Ruchi Gupta Mr. Javed Pathan
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Dr. Ashfaq Ahmad Khan  
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9<sup>th</sup> June, 2023

A meeting of IQAC is held on Friday, 9<sup>th</sup> June 2023 at 9:30 am. in Principal cabin, for taking update on SSR.

**Following Business was transacted :**

1. Criteria III is finalized and uploaded.
2. Executive Summary from criteria III received other need to submit urgently.
3. Criteria I will be uploaded on Tuesday 13<sup>th</sup> June at 9:00 am.
4. Criteria II will be uploaded on Wednesday 14<sup>th</sup> June.
5. Criteria IV will be uploaded on Monday 12<sup>th</sup> June.
6. Criteria V scholarship data is to be finalized by Mrs. Aalmeen and Mr. Atul.
7. Criteria VI will be done today 9<sup>th</sup> June.
8. Criteria VII will be uploaded on Tuesday 13<sup>th</sup> June.
9. Next meeting will be held on Thursday 15<sup>th</sup> June at 8:30 am.
10. Criterion incharges should review the data received, cross check and then only finalize for uploading.
11. Data should be studied thoroughly. Criterion incharges will be responsible for their entire criterion matrix, template and documents.
12. The staff leaving college on any account will have to submit the personal achievement, departmental input and committee report to obtain relieving letter.
13. The update about the uploading should be update on IQAC group.

Proposed by : Mahida

Seconded by : Shan

Mariyah Ghori  
Dr. (Mrs.) Mariyah Ghori  
IQAC Co-ordinator

Parhad Dattatraya  
Dr. Parhad Dattatraya  
Vice Principal

Ashfaq Ahmad Khan  
Dr. Ashfaq Ahmad Khan  
Principal I/C



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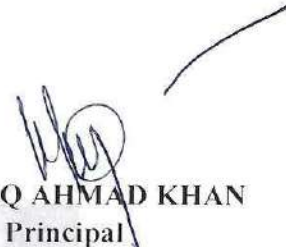
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10<sup>th</sup> June 2023

**Action Taken Report**  
**(For 09<sup>th</sup> June 2023 Meeting)**

- Criteria 3 was uploaded successfully
- Executive summary was received from criterion in-charges
- Relieving from IQAC was declared as mandatory for anyone to get relieving letter from College
- Criterion heads were declared responsible for authentication and submission of data
- Partial uploading of matrix began for each criteria

**Dr. (Mrs.) MARIYAH GHORI**  
Coordinator, IQAC

  
**Dr. ASHFAQ AHMAD KHAN**  
Principal