



# RIZVI COLLEGE OF ARTS, SCIENCE & COMMERCE



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

15<sup>th</sup> March, 2022

## NOTICE

(IQAC DEGREE COLLEGE)

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

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

### Agenda:

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

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

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Date: 17/03/2022

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

Following in-charges and members attended the same.

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

**Internal Quality Assurance Cell:**

Dr. Ashfaq Khan : Coordinator

Mrs. Shweta Dubey : Co-Coordinator

**Criterion I**

Mrs. Swati Vora : Incharge

1 P. R. Washmare 2. Mrs. M. S. Khan 3. Syed Qamar Bano

**Criterion II**

Dr. N.A. Jafry : Incharge

1 Vishwas Deshmukh 2. Zaidi

**Criterion III**

Mrs. Shahida Shaikh : Incharge

1 Dr. Shadab Syed 2. Tabassum A. Shaikh

**Criterion IV**

Dr. Rajesh Masurkar : Incharge

1 2.

**Criterion V**

Dr. Parhad Dattatray : Incharge

1 Parhad 2. Dand

**Criterion VI**

Mrs. Farhana K. Wali : Incharge

1 Khan Mohazzam Ali 2. Farhan Khan

**Criterion VII**

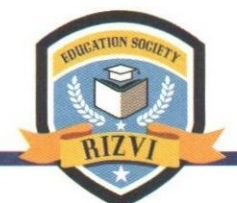
Dr. Abhay Ranade : Incharge

1 Javed Pathan 2. Sujata K. Sars

Mr. Mohammad. Arif - Sec. Assistance

**Following Business was transacted:**

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Date: 17/03/2022

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Following in-charges and members attended the same.

### Following Business was transacted:

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

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

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

#### Criterion VII

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

#### Criterion VI

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

#### Criterion V

- Number of Participant and Scholarships Should Increase

#### Criterion IV

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

#### Criterion III

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

#### Criterion II

- Training Session on PO, CO, PSO

#### Criterion I

- Feedback Must be given on time


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Proposed by

Seconded by

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

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

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