



# 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

23<sup>rd</sup> August, 2022

## Notice (Sr. College)

**IQAC Meeting with Teaching Staff** is scheduled on **Monday, 29<sup>th</sup> August, 2022** at **11.00 am** in the **Staff Room, First Floor.**


All Teaching Staff should be present for the same.

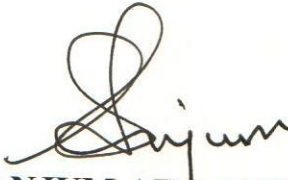
### Agenda:

- AQAR 2021 - 22
- Academic Plan 2022 - 23
- SSR

### Special Invitee:

1. Dr. Ashfaq Khan, Vice Principal

  
(MRS. SHWETA DUBEY)  
Coordinator, IQAC

  
(DR.) MRS. ANJUM ARA AHMAD M.K.)  
Principal I/C

Rizvi Education Society's  
Rizvi College of Arts, Science & Commerce  
Off Carter Road, Bandra (W), Mumbai-400 050.

List of Teaching Staff in Degree College for the Academic Year 2021-2022

PRINCIPAL : DR. ANJUM ARA AHMAD

INCHARGE PRINCIPAL

VICE-PRINCIPAL : DR. ASHFAQ KHAN

S. N.	Name of the Staff Member	Department	S. N.	Name of the Staff Member	Department
<b>ARTS FACULTY</b>			<b>COMMERCE FACULTY</b>		
1	<del>Mrs. Bhaswati Parasar</del>	English	28	Dr. Ashfaq Khan	Commerce
2	Mrs. Preeti Bambolkar	English	29	Mrs. Swati Vora	Commerce
3	<del>Ms. Mehvish Shaikh</del>	English	30	Mr. Mukhtar Khan	Commerce
4	Mrs. Shweta Dubey	Economics	31	Ms. Mumtaz Shaikh	Commerce
5	Dr. Shaikh Ansarpasha Abdulrajak	Hindi	32	Dr. Malan Zardi	Business Economics
6	Dr. Abbas Alam Rizvi	Urdu	33	Ms. Tabassum Shaikh	Business Economics
	Mrs. Shailaja Shetty	Philosophy	34	Mr. Ashfaque Karim	Accountancy
8	Dr. (Mrs.) Mariyah Ghori	Sociology	35	Mr. Salim Kantawala	Accountancy
9	Mrs. Shaikh Shahida	Sociology	36	Ms. Shehnaz Khan	Accountancy
10	Dr. (Mrs.) Syed Shadab Akhtar	F.C.	37	Mr. Nadeem Parve	Accountancy
			38	Mr. Roshan Khobragade	Business Law
			39	<del>Ms. Sujata Kharat</del>	Environmental Studies
11	Mrs. Farhana Khalid Wali	Chemistry		<b>LIBRARIAN</b>	
12	Dr. Rajesh Masurkar	Chemistry	40	Mrs. Suma Thomas	
13	Mr. Damarwala Oan Abbas	Chemistry			
14	Dr. Nazar Abbas Jafry	Chemistry			
15	Dr. Abhay J Ranade	Physics			
16	Mr. Vishwas Deshmukh	Physics			
17	Mr. Khan Moharram Ali	Physics			
18	Mr. Pradnyesh R Waghmare	Physics			
19	Dr. (Ms.) Ansariya Rana Montazir	Zoology			
20	Mrs. Saba Shadab Rais	Zoology			
21	<del>Ms. Saima Khan</del>	Zoology			
22	Mrs. Neha Nangia	Botany			
23	Dr. Nitesh Joshi	Botany			
24	Dr. Alkama Faqih	Botany			
25	Dr. Arunachalam S.	Mathematics			
26	Dr. (Mrs.) Anjum Ara M.K. Ahmad	Mathematics			
27	Dr. Parhad Dattatraya V.	Mathematics			

UNIDED SECTION TEACHING STAFF LIST

Sr. No.	Name of the Staff Member	Designation	Signature
1	Mr. Arif Patel	Coordinator in CS	
2	Ms. Rafat Khan	Coordinator in IT	
3	Ms. Najmunnisa Saydu Shaikh	Co-ordinator BBI	
4	Mr.Subhash Shobhnath Gupta	Co-ordinator BAF	
5	Mr.Amir Ahmed Khan	Co-ordinator BMM	
6	Mr. Mohd Mukhtar Khan	Asst.Professor	
7	Mr.Sameer Hasan Shaikh	Asst.Professor	
8	Dr. Alkama Faqih	Asst.Professor	
9	Ms.Hina Mahmood	Asst.Professor	
10	Mr. Zaidi Zari Haider Zaidi	Asst.Professor	
11	Ms.Saba Parveen Shadab Rais	Asst.Professor	
12	Dr.Suhana Khan	Asst.Professor	
13	Ms.Zahra Dehghani	Asst.Professor	
14	Ms.Bushra MD Hanif Qureshi	Asst.Professor	
15	Ms.Shabnam Amin Sheikh	Asst.Professor	
16	Mr.Javedkha Asifkha Pathan	Asst.Professor	
18	Dr.Ruchi Gupta	Asst.Professor	
19	Ms. Mumtaz Rafique Shaikh	Asst.Professor	
20	Mr. Nadeem Abdul Sattar Parve	Asst.Professor	
21	Mr. Pankaj Laljibhai Shrivastava	Asst.Professor	
22	Ms. Shabana Ansari	Teacher	
23	Mr. Hasan Zameer Shaikh	Teacher	
24	Mr. Safdar Ulde	Teacher	
25	Mr.Navneet Hirdaynarayan Mishra	Asst.Professor	
26	Ms. Mehvash Zubair Shaikh	Asst.Professor	
27	Ms.Aiman Akbar Ali Peerzade	Asst.Professor	
28	Ms.Zulfa Khan	Asst.Professor	
29	Ms.Gauri	Asst.Professor	
30	Mr. Syed Mahe Zafar	Librarian	

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. (Mrs.) Anjum Ara Ahmad (Principal I/C)**  
**Vice Principal : Dr. Ashfaq Khan**

Notice Reg.:

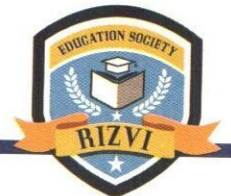
IPAC Meeting with Teaching Staff

dt.: 29/08/22

Aided		Unaided	
Name	Signature	Name	Signature
Ms. Preeti Bambolkar	AB	Mr. Arif Patel	
Mrs. Shweta Dubey	<i>[Signature]</i>	Ms. Rafat Khan	<i>[Signature]</i> 29/8/22
Dr. Ansarpasha Shaikh	<i>[Signature]</i>	Dr. Mohammad Mukhtar Khan	<i>[Signature]</i>
Mrs. Shailaja Shetty	AB	Dr. Zardi Malan	<i>[Signature]</i>
Dr. Abbas Alam Rizvi	<i>[Signature]</i>	Mr. Subhash Gupta	<i>[Signature]</i>
Mrs. Mariyah Ghori	AB	Dr. Alkama Faqih	<i>[Signature]</i>
Mrs. Shaikh Shahida	AB	Mr. Amir Ahmed Khan	<i>[Signature]</i>
Dr. (Mrs.) Syed Shadab Akhtar	<i>[Signature]</i>	Ms. Hina Mahmood	<i>[Signature]</i> 29/8
Mrs. Farhana Khalid Wali	<i>[Signature]</i>	Mr. Sameer Hasan Shaikh	<i>[Signature]</i> 29/8/22
Dr. Rajesh Masurkar	<i>[Signature]</i>	Mr. Zaidi Zari Haider Zaidi	<i>[Signature]</i> 29/8/22
Mr. Damarwala Oan Abbas	<i>[Signature]</i>	Ms. Saba Parveen Shadab Rais	<i>[Signature]</i> 29/8/22
Dr. Nazar Abbas Jafry	<i>[Signature]</i>	Dr. Suhana Khan	<i>[Signature]</i> 29/08/22
Dr. Abhay J. Ranade	<i>[Signature]</i>	Ms. Zahra Dehghani	<i>[Signature]</i>
Mr. Vishwas Deshmukh	<i>[Signature]</i>	Ms. Najmunnisa Shaikh	<i>[Signature]</i> 29/08/22
Mr. Khan Moharram Ali	<i>[Signature]</i>	Ms. Bushra Qureshi	<i>[Signature]</i>
Mr. Pradnyesh Ramesh W.	<i>[Signature]</i>	Ms. Shabnam Sheikh	<i>[Signature]</i> 29/8/22
Dr. Nitesh Joshi	AB	Mr. Pathan Javedkha Asifkha	<i>[Signature]</i>
Dr. Ansariya Rana Muntazir	<i>[Signature]</i>	Dr. Ruchi Gupta	AB
Dr. Arunachalam S.	<i>[Signature]</i>	Ms. Tabbassum Shaikh	AD
Dr. Parhad Dattatraya V.	<i>[Signature]</i>	Ms. Mumtaz Shaikh	<i>[Signature]</i>
Dr. Ashfaq Khan	<i>[Signature]</i>	Mr. Nadeem Parve	<i>[Signature]</i> 29/8/22
Mrs. Swati Vora	<i>[Signature]</i> 29/8/22	Dr. Pankaj Shrivastava	<i>[Signature]</i>
Mr. Roshan Khobragade	<i>[Signature]</i> 29/8/22	Ms. Mehwish Shaikh	<i>[Signature]</i> 29/8/22
Mr. Ashfaque Karim	<i>[Signature]</i>	Ms. Aiman Peerzade	<i>[Signature]</i> 29/8/22
Mr. Salim Kantawalla	<i>[Signature]</i>	Ms. Zulfa Khan	<i>[Signature]</i> 29/08/22
Mrs. Shehnaz Khan	<i>[Signature]</i>	Mr. Navneet Mishra	<i>[Signature]</i>
Ms. Dipti Ghadge	<i>[Signature]</i>	Ms. Gauri K.	<i>[Signature]</i> 29/8
		Mr. Mohammad Shahil H.	<i>[Signature]</i>
		Ms. Shilpa Serigar	AR
Mrs. Suma Thomas	<i>[Signature]</i>	Mr. Syed Mahe Zafar	<i>[Signature]</i>

Dr. Anjali V. Bondre  
 Dr. Deepika W. Chaudhari  
 Mr. Mohammad Saif  
 Mrs. Mehjabeen Khan  
 Mr. Syed *[Signature]* Haider

Anjali  
 Chaudhari  
*[Signature]*  
 Jey



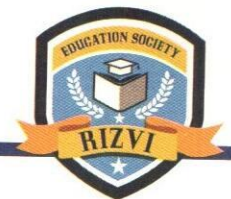
**A Meeting of IQAC with Teaching Staff is held in the Staff Room, First Floor on 29<sup>th</sup> August, 2022 at 11.00 am.**

**Following Business was transacted:**

1. Principal Dr. Anjum Ara Ahmad gave the opening remarks though briefing the gathering about the NAAC Accreditation and SSR. After her address she requested the faculty in - charges to brief the faculties about the requirements of their respective criterion.
2. Criterion I Incharge Mrs. Swati Vora briefed the faculties about Criterion I, details are as follows:
  - a. Formats of various reports to be submitted by the staff should be emailed by the IQAC on the onset of Summer Vacation so that Criterion In - charges get the data to prepare the AQAR in the month of June which will help to submit the AQAR before Diwali Vacation.
  - b. Efforts should be undertaken to increase the number of the enrollment of the students for Add - On/Value Added/Skill Enhancement/Certificate/Short Term Courses.
  - c. Instead of Annual Feedback System, Bi - Annual Feedback System should be implemented.
3. Criterion II Incharge Dr. Nazar Abbas Jafry briefed the faculties about Criterion I, details are as follows:
  - a. Every Class Mentor should classify the students into Slow Learners, Moderate Learners and Advanced Learners and take appropriate measures to help Slow Learners.
  - b. As a measure to improve the performance of Slow Learners, Principal instructed to conduct regular Remedial Lectures/Bridge Courses/Tutorials.
  - c. Experiential Learning, Use of ICT, Preliminary Examinations and Regular Class Tests should be encouraged.
  - d. A workshop on 'Academic Planning' should be conducted.
  - e. Class Mentors should maintain a proper record and documentation of mentoring.
  - f. IQAC should be informed about the Awards/Recognition received regularly.
4. Criterion III Incharge Mrs. Shahida Shaikh was on a Duty Leave for Arts' Students' Excursion and had emailed her requirements which were briefed by Mrs. Shweta Dubey, Coordinator, IQAC. Details are as follows:
  - a. Proper Reports should be submitted along with all supporting documents.
  - b. Efforts should be enhanced to increase the number of collaborations and MOUs.



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- c. Social Outreach Programmes should be conducted by Departments and Committees also which are found to be mostly organised by NSS/NCC only.
5. Criterion IV Incharge Dr. Rajesh Masurkar briefed the faculties about Criterion IV, details are as follows:
- a. Office and CS/IT Department should maintain updated Dead Stock Register.
  - b. Efforts should be taken to increase the number of textbooks, books and journals in the library to improve their respective ratios in relation to the students.
  - c. Departments should organise Library Sessions to increase the students' frequency of library visits.
  - d. Faculties should access Delnet and N-list regularly.
  - e. IQAC should visit CS/IT Department on 10<sup>th</sup> September, 2022 to assess the Dead Stock Register.
  - f. All Computers should be regularly checked by Technicians and reports should be submitted to the CS/IT HODs.
  - g. Principal and Superintendents (Aided & Unaided) will hold a separate meeting with CS/IT HODs and Technicians to resolve the technical issues related to computers and technical facilities available.
6. Criterion V Incharge Dr. Dattatraya Parhad briefed the faculties about Criterion V, details are as follows:
- a. Class Mentors should be trained about various available Government/Non - Government Scholarships so that they can communicate it effectively to the students and convince them to apply for the same.
  - b. Efforts should be undertaken to improve the contribution of Alumni towards the institution.
  - c. Audit of Alumni Fund/Association should be done at the earliest.
7. Criterion VI Incharge Mrs. Farhana Wali briefed the faculties about Criterion V, details are as follows:
- a. All the reports should be emailed with supporting documents at the earliest to prepare the first draft of AQAR 2021 - 22.
  - b. Provision should be made for the Welfare Schemes for Chemistry Lab Assistants and Staff as they are continuously exposed to hazardous chemicals during most of their duty hours.
  - c. Number of Skill Based Activities should be increased for the Non - Teaching Staff.
8. Criterion VII Incharge Dr. Abhay Ranade was absent.



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The Meeting was adjourned at 1.25 pm with concluding remarks by the Principal Dr. Anjum Ara Ahmad.

Proposed by *Dr. Dattatraya Pashad* 

Seconded by *Bambah*

  
**Mrs. Shweta Dubey**  
Co-ordinator, IQAC

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