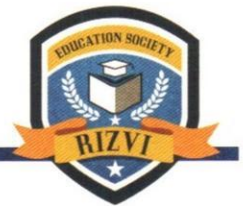


# RIZVI COLLEGE OF ARTS, SCIENCE & COMMERCE



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

Date: 12/08/2021

## NOTICE

(DEGREE COLLEGE)

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

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

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

### Agenda:

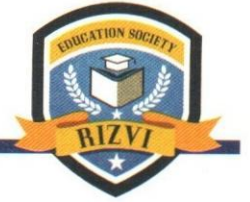
- Preparation of AQAR 2020-21

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



Rizvi Education Society's

# RIZVI COLLEGE OF ARTS, SCIENCE & COMMERCE



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Date: 17/08/2021

## NOTICE

(DEGREE COLLEGE)

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

Following in-charges and members attended the same.

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

*Anjum*

### Internal Quality Assurance Cell:

Dr. Ashfaq Khan : Coordinator

*Ashfaq Khan*

Mrs. Shweta Dubey : Co-Coordinator

*Shweta Dubey*

### Criterion I

Mrs. Swati Vera : Incharge

1. Pradnyesh Waghmare

*Swati Vera*

*B. Paresar*

Criterion II  
Dr. N.A. Jafry : Incharge

1. V. Deshmukh

*Bhaskarwade*

*V. Deshmukh*

3. Haider Zaidi

### Criterion III

Mrs. Shahida Shaikh : Incharge

1. Dr. Shadab Syed

*Shahida Shaikh*

### Criterion IV

Dr. Rajesh Masurkar : Incharge

1.

*Rajesh Masurkar*

*Mrs. Suma Thomas*

### Criterion V

Dr. Parhad Dattatray : Incharge

1. Mrs. Preeti Bambolker

*Parhad Dattatray*

### Criterion VI

Mrs. Farhana K. Wali : Incharge

1. i Khan Mohazzam Ali

*Farhana K. Wali*

*Dr. Ansariya R De Khan Sibani*  
*Khanmulla*  
*Lubana Khan*

### Criterion VII

Dr. Abhay Ranade : Incharge

1. Shehnaaz Khan

*Abhay Ranade*

Mr. Mohammad. Arif - Sec. Assistance

Following Business was transacted:



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Phone : 90048 34583 / 96533 56852

Date: 17/08/2021

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


Following in-charges and members attended the same.

### Following Business was transacted:


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

Proposed by

Seconded by

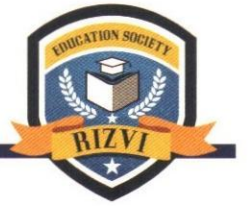
  
**Dr. ASHFAQ KHAN**  
(Co-ordinator, IQAC)

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

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



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18<sup>th</sup> November, 2021

## NOTICE

(IQAC DEGREE COLLEGE)

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

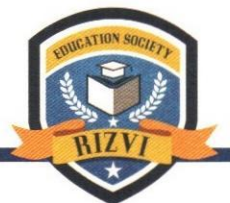
All Criterion in-charges must attend the same

### Agenda:

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

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

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06<sup>th</sup> December, 2021

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

Following in-charges and members attended the same.

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

**Internal Quality Assurance Cell:**

Dr. Ashfaq Khan : Coordinator

Mrs. Shweta Dubey : Co-Coordinator

Criterion I

Criterion II

Criterion III

Criterion IV

Criterion V

Criterion VI

Criterion VII

Following Business was transacted:



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6<sup>th</sup> December, 2021

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

Following in-charges and members attended the same.

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

**Internal Quality Assurance Cell:**

Dr.Ashfaq Khan : Coordinator

Mrs.Shweta Dubey : Co-Coordinator

**Criterion I**

1. Mrs. Swati Vora & Mehjabeen Khan

**Criterion II**

1. Mr. Nazar Abbas Jafry

**Criterion III**

1. Mrs. Shaikh Shahida

**Criterion IV**

1. Mrs. Suma Thomas

**Criterion V**

1. Dr. Parhad D.

**Criterion VI**

1. Mrs. Farhana K. Wali

**Criterion VII**

1. Dr. Abhay Ranade

**Following Business was transacted:**

**Criterion I**

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

**Criterion II**

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



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- Thursday, 09.12.2021 Criterion II will be ready.

### Criterion III

- Saturday, 11.12.2021 Criterion III will be ready.

### Criterion IV

- Done & submitted through email to IQAC.

### Criterion V


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

### Criterion VI

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

### Criterion VII

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

Proposed by 

Seconded by 



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



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



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



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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. Dukhan Khan

**Criterion VII**

Dr. Abhay Ranade : Incharge

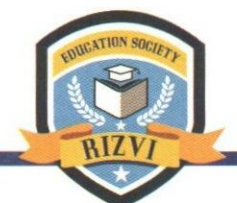
1 Javed Pathan

2. Sujata K.

Mr. Mohammad. Arif - Sec. Assistance

**Following Business was transacted:**

# RIZVI COLLEGE OF ARTS, SCIENCE & COMMERCE



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Date: 17/03/2022

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

Following in-charges and members attended the same.

### Following Business was transacted:

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

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

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

#### Criterion VII

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

#### Criterion VI

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

#### Criterion V

- Number of Participant and Scholarships Should Increase

#### Criterion IV

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

#### Criterion III

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

#### Criterion II

- Training Session on PO, CO, PSO

#### Criterion I

- Feedback Must be given on time

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Proposed by

Seconded by

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

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

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



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18<sup>th</sup> April, 2022

## NOTICE

(IQAC DEGREE COLLEGE)

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

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

### Agenda:

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

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

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Phone : 2648 0348 / 2600 4245 • Fax : 2649 7448

Date: 20/04/2022

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

Following in-charges and members attended the same.

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

### Internal Quality Assurance Cell:

Dr. Ashfaq Khan : Coordinator

Mrs. Shweta Dubey : Co-Coordinator

### Criterion I

Mrs. Swati Vora : Incharge AB

1. - AB

2. - AB

### Criterion II

Dr. N.A. Jafry : Incharge

1. AB

2. AB

### Criterion III

Mrs. Shahida Shaikh : Incharge

1. Dr. Shadab Syed

2. Miss Tabassum A. Shaikh

### Criterion IV

Dr. Rajesh Masurkar : Incharge

1. Ms. Luma Thomas

2. AB

### Criterion V

Dr. Parhad Dattatray : Incharge

1. Dr. Malan Zandi

2. Paarli B

### Criterion VI

Mrs. Farhana K. Wali : Incharge

1. Farhana K. Wali

2. Luma Khan

### Criterion VII

Dr. Abhay Ranade : Incharge

1. Abhay Ranade

2. Sujata Khasat

Mr. Mohammad. Arif - Sec. Assistance

Following Business was transacted:

Syed Aamir

Aamir



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Date: 20/04/2022


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

**Following Business was transacted:**

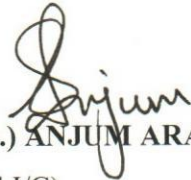
- Energy Audit is to be finalized after the consultation with Management.
- Academic Audit will be held tentatively in the month of June/ July 2022.
- Solar Panel management is not agreed to but switch board can be modified with censor in classrooms and offices.
- No lift day once in a month will be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

Proposed by

Seconded by

  
Dr. ASHFAQ KHAN  
(Co-ordinator, IQAC)

  
Mrs. SHWETA DUBEY  
(Co-Coordinator, IQAC)

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