

# 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: 13/08/2018

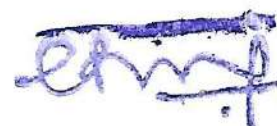
An IQAC meeting held on Monday, the 13<sup>th</sup> August 2018 at 11.00 am in the Vice-Principal Cabin. Following criterion In-charges and Special Invitees attended the same.

|  |   |  |
|--|---|--|
| <b>Internal Quality Assurance Cell</b> | Dr.Ashfaq Khan<br>Mrs.Rajeshwari P  | <b>: Co-ordinator</b><br><b>: Co-Coordinator</b> |
| <b>Criterion I</b>                     | Mrs.Swati Vora  |  |
| <b>Criterion II</b>                    | Dr.N.A.Jafry  |  |
| <b>Criterion III</b>                   | Mrs. Mariyah Ghorl  |  |
| <b>Criterion IV</b>                    | Dr. Rajesh Masurkar   |  |
| <b>Criterion V</b>                     | Dr.Parhad Dattatray   |  |
| <b>Criterion VI</b>                    | Mrs. Farhana K. Wali  |  |
| <b>Criterion VII</b>                   | Dr.Abhay Ranade   |  |
| <b>Special Invitees:</b>               | Mr. Moharram ali<br>Mrs. Shahida Shaikh<br>Mrs. Sweta Dubey<br>Mr. Pradhresh waghmare |  |
| <b>Sec. Assistance</b>                 | Mr. Mohd. Arif  |  |

**Following Business was transacted:**

- Deadline to prepare AQAR is August 2018, Uploading and Sending the hardcopy in Mid of September 2018.

  
 (DR. ASHFAQ KHAN)  
 VP&IQAC Coordinator

  
 (PAUL R.P.)  
 Principal i/c



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19<sup>th</sup> September 2018

An IQAC meeting of all Criterion In-charges held on Wednesday 19/09/2018 at 11.00 am in the Principal cabin for finalising AQAR for the Academic Year 2017-18 Following Criterion Incharges attended the same.

**Criterion I**

Mrs. Swati Vora – Incharge

**Criterion II**

Mr. N. A. Jaffery. – Incharge

**Criterion III**

Mrs. Mariyah G. Ghorl – Incharge

**Criterion IV**

Dr. Rajesh Masurkar – Incharge

**Criterion V**

Dr. Parhad D. – Incharge

**Criterion VI**

Mrs. Farhana K. Wali – Incharge

**Criterion VII**

Dr. Abhay Ranade – Incharge

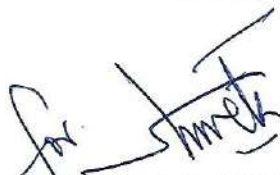
Following members are invited to attend the meeting as special invitees.


**Special Invitees:**

1. Dr. Arunachalam S.
2. Dr. Parhad D.

**Following Business was transacted:**

- Criterion I - Saturday 22<sup>nd</sup> September 2018
- Criterion II - Saturday 22<sup>nd</sup> September 2018
- Criterion III - Saturday 22<sup>nd</sup> September 2018
- Criterion IV - Already Submitted
- Criterion V - Monday 24<sup>th</sup> September 2018
- Criterion VI - Saturday 22<sup>nd</sup> September 2018 (If IQAC Report in the hand)
- Criterion VII - Monday 24<sup>th</sup> September 2018
- Create SOP's formats for any type of Activity
- Regular Updates on website (to discuss with Mrs. Rafat & Principal)
- Induction Program (Issue Departmental Notice)

  
(DR. ASHFAQ KHAN)  
VP&IQAC Coordinator

  
(PAUL R.P.)  
Principal / VC



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19<sup>th</sup> October 2018

A meeting of all Criterion In-charges held on Friday 19 October 2018 at 10.30 am in the Principals cabin for proof reading of each criterion and finalize the AQAR for the Academic Year 2017-18 following in-charges attended the same.

**Criterion I**

Mrs. Swati Vora – Incharge

**Criterion II**

Dr. N. A. Jafry. – Incharge

**Criterion III**

Mrs. Mariyah G. Ghorji / Bhaswati P. – Incharge

**Criterion IV**

Dr. Rajesh Masurkar – Incharge

**Criterion V**

Dr. Parhad D. – Incharge

**Criterion VI**

Mrs. Farhana K. Wali – Incharge

**Criterion VII**

Dr. Abhay Ranade – Incharge

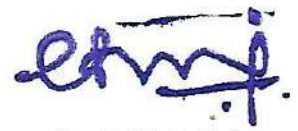
**Sec. Assistance**

Mr. Mohammad. Arif

**Following Business was transacted:**

- Mrs. Mariyah G. & Dr. Abhay ranade could not attend the meeting due to University duties assigned to them.
- Other Criterion heads were given the draft for proof reading.
- All Criterion in-charges are requested to complete proof reading by Monday 21<sup>st</sup> October 2018.

  
(DR. ASHFAQ KHAN)  
VP&IQAC Coordinator

  
(PAUL R.P.)  
Principal /C





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12<sup>th</sup> April 2019

A meeting of all Criterion In-charges and one member of each criterion held on Friday 12th April 2019 at 10.00 am in the Principal's cabin. Following Members attended the same.

**Coordinator**

Dr. Ashfaq Khan

**Co-coordinator**

Mrs. Shweta Dubey

**Criterion I**

Mrs. Swati Vora – Incharge

**Criterion II**

Dr. N. A. Jafry. – Incharge

**Criterion III**

Mrs. Mariyah G. Ghori – Incharge

**Criterion IV**

Dr. Rajesh Masurkar – Incharge

**Criterion V**

Dr. Parhad D. – Incharge

**Criterion VI**

Mrs. Farhana K. Wali – Incharge

**Criterion VII**


Dr. Abhay Ranade – Incharge

**Sec. Assistance**

Mr. Mohammad. Arif

Following Business was transacted:

- PPT is to be emailed to all staff members.
- DSR to be decided by every department.
- Meeting held on 8<sup>th</sup> October 2018 is reviewed.
- Ad-on course.
- All Criterion Incharges should communicate to the respective departments / Incharges to keep the respective documents in soft copy which is to be submitted in the month of June.
- Syllabus completion report is to be submitted by each department.

  
(Dr. Ashfaq Khan)  
VP& IQAC Coordinator

  
(Dr. ANJUM ARA AHMAD)  
Principal I/C