



Rizvi Education Society's
RIZVI COLLEGE
OF ARTS, SCIENCE & COMMERCE

RIZVI EDUCATION COMPLEX, OFF. CARTER ROAD, BANDRA (WEST), MUMBAI - 400 050
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Ref. No. : SC/AQAR-2015-16/132/2016-17

Dated: - 30th September, 2016.

To,
The Director,
National Assessment and Accreditation Council,
Post Box No. 1075, Nagarbhavi,
Bangalore – 560722

Sub: Submission of AQAR Report 2015-16
Ref: TRACK ID No. 13338.

Respected Sir,

We hereby submit the AQAR Report 2015-16 of Rizvi Education Society's Rizvi College of Arts, Science & Commerce, accredited by NAAC with CGPA of 2.84 and B grade (Ref. No. EC/56/RAR/56 dated 16th Sep, 2011 of NAAC Certificate)

This AQAR report is in the format prescribed by NAAC. The required annexure are also attached with this report

Kindly accept and acknowledge this AQAR report sent by us.

Yours faithfully



M. Z. Farooqui
(Dr. M.Z. Farooqui)

Principal

Rizvi Education Society's
RIZVI COLLEGE
OF ARTS, SC. & COM.

Bandra (W), Mumbai - 400 050

Enclosures:

- AQAR of 2015-16
- Annexure 1 : Tentative Calendar for the Academic Year 2015-16
- Annexure 2 : Analysis of feedbacks and its Interpretation
- Annexure 3.1: Best Practice in College for News Letter
- Annexure 3.2: Best Practice in the College for Quality Enhancement.

Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance Report (AQAR) in Accredited
Institutions
(Revised in October 2013)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

Rizvi Education Society's
Rizvi College of Arts, Science & Commerce
The Annual Quality Assurance Report (AQAR) of the IQAC
2015-2016

Part – A

1. Details of the Institution

1.1 Name of the Institution	Rizvi Education Society's Rizvi College of Arts, Science & Commerce
1.2 Address Line 1	Rizvi Complex, Off Carter Road
Address Line 2	Bandra (West)
City/Town	Mumbai
State	Maharashtra
Pin Code	400 050
Institution e-mail address	principal.asc@rizvicollege.edu.in
Contact Nos.	022-26480348
Name of the Head of the Institution:	Dr. M. Z. Farooqui
Tel. No. with STD Code:	022-26041696
Mobile:	09869543598
Name of the IQAC Coordinator:	Dr. (Mrs.) Anjum Ara M. K. Ahmad
Mobile:	09819825929
IQAC e-mail address:	iqacrizvi@gmail.com
1.3 NAAC Track ID	13338

1.4 Website address:

www.rizvicollege.edu.in

Web-link of the AQAR:

http://rizvicollege.edu.in/sites/default/files/AQAR-2015-16.pdf

For ex. http://www.ladykeanecollege.edu.in/AQAR201213.doc

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	70.05	2004	5 Years
2	2 nd Cycle	B	2.84	2011	5 Years
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

1.6 Date of Establishment of IQAC: DD/MM/YYYY

20/4/2004

1.7 AQAR for the year

2015-2016

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*):

- i. AQAR 2011-12 submitted to NAAC on 15/05/2015
- ii. AQAR 2012-13 submitted to NAAC on 30/04/2014
- iii. AQAR 2013-14 submitted to NAAC on 01/12/2014
- iv. AQAR 2014-15 submitted to NAAC on 28/01/2016

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women
 Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)
 TEI (Edu) Engineering Health Science Management
 Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence	<input type="text" value="--"/>	UGC-CPE	<input type="text" value="--"/>
DST Star Scheme	<input type="text" value="--"/>	UGC-CE	<input type="text" value="--"/>
UGC-Special Assistance Programme	<input type="text" value="--"/>	DST-FIST	<input type="text" value="--"/>
UGC-Innovative PG Programmes	<input type="text" value="--"/>	Any other (<i>Specify</i>)	<input type="text" value="--"/>
UGC-COP Programmes	<input type="text" value="--"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	08
2.2 No. of Administrative/Technical staff	03
2.3 No. of students	01
2.4 No. of Management representatives	02
2.5 No. of Alumni	01
2.6 No. of any other stakeholder and Community representatives	01
2.7 No. of Employers/ Industrialists	01
2.8 No. of other External Experts	01
2.9 Total No. of members	18
2.10 No. of IQAC meetings held	04

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

1. **API Workshop:** A one day workshop on API for College Teachers was organized on 29th August 2015 by the University of Mumbai in Association with Internal Quality Assurance Cell of **Rizvi College of A/S/C**, DTSS College of Commerce, J M Patel College of Commerce and Narsee Monjee College of Commerce & Economics. This workshop was held in Rizvi College of Arts, Science & Commerce with IQAC of Rizvi College taking the lead role.

2. **Training to Staff:** Training programme for fifteen days was conducted by Font Computers for Non- teaching staff on Accounting Package Tally and Excel from 15th October to 30th October 2015 in our Computer Lab. At the end of the course the staffs appeared for an exam and were awarded certificates. Students were also trained at a nominal fee by Font Computers. This program was jointly organised by the Departments of Commerce and Computer Science.
3. **E-Learning:** Training for Students mainly from Commerce faculty was organised on 19th November 2015 on E-learning Programme for all subjects, CPT and other Competitive exam. This training programme was conducted in coordination with Goyal Academy (Gold).
4. **Seminar on NAAC Accreditation:** To train Teaching and Non-teaching staff a Seminar was organised in the college on 01st July 2015 entitled “Quality Improvement through NAAC Accreditation” in the Seminar Room. 105 teaching and non teaching staff attended the same. Dr Dharmadhikari N.S., former Principal, a member of NAAC (Bangalore) peer team was the resource person.
5. **Workshop on Quality Enhancement:** A one day workshop was organised on 14th July 2015 for teaching staff entitled “Accreditation Process and Quality Enhancement in Higher Education”. Dr Vijay M Pandharipandey, former VC of Babasaheb Ambedkar Marathwada University, Aurangabad was the resource person
6. **Workshop on Examination Rules:** A workshop was jointly organised by JM Patel College and Rizvi College of Arts, Science and Commerce on “Simplifying Examination Rules” on 10th October, 2015 at JM Patel College, Goregaon.
7. **Workshop organised for ISO certification:** A workshop was organised for teaching and non teaching staff on 18th November 2015 to make them aware about quality assurance and ISO Certification. Forty seven teachers and fifty one non teaching staff attended the same.
8. **Workshop for IQAC Members:** Smt. Kapila Khandvala College of Education, L S Raheja College of Arts and Commerce, Rizvi College of Arts, Science & Commerce, J M Patel College of Commerce jointly organised a workshop on “ Enriching SSR” at Smt. Kapila Khandvala College of Education on 2nd April 2016. The resource person was Dr Shirish Chindhade, former Principal and a trained assessor of NAAC peer team. About thirty faculties attended the said workshop which included eight of our IQAC Members.
9. **A Workshop on Solid Waste Management** was organised in co-ordination with Stri Mukti Sanghatana was organized on 17th February, 2016 for students and staff. 52 Students and 14 staff members actively participated in the workshop

2.14 Significant Activities and contributions made by IQAC

- The College was certified ISO 9001:2008.
- University of Mumbai conducted the Academic Audit of our College.
- Teaching Plan was uploaded on the website was by every department.
- To enhance a paper-less environment, Notices, Circulars were sent in digital form through email and hats Apps platform.
- Institutional Scholarships were given to Minority Students.
- To motivate sports, free-ships of Rs. 9,63,721/- were distributed to sports students.

- Orientation Program was organized for the first year Students.
- Academic Achievers and those who excelled in extracurricular activities were felicitated by Eminent Personalities at the Prize Distribution Function organized at our college.
- Students were motivated to make PAN Cards.
- Teachers were motivated to use of modern techniques like LCD projector, Interactive board & chat rooms on BAND platforms.
- A Computer Literacy workshop was organized for teachers and students.
- Students are motivated to participate in Inter-University Avishkar Research Convention at the University level and Inter- University Level. An Intra- collegiate Research Convention was organised for the first time in College to motivate students
- To motivate teachers to write research papers, the college continued its peer reviewed double blind biannual journal “International Journal of Research” with ISSN.
- Remedial teaching for academically weak students from minority community.
- Arrangement of feedback from students, alumni and other stakeholders.
- A new online feedback system was introduced for curriculum and peer review from faculties.
- Interacting with Faculties, Departments and the Committees for better documentation
- Facilitating the placement of teachers by maintaining the records of their API-PBAS forms.
- Workshops and Seminars by Experts for improving the overall quality in Higher Education.
- Free Training programme for accounting package Tally 9 was organized for administrative staff in coordination with Font Computers.
- **MOU with MIT, New Zealand:** On Feb 14, 2016 an MOU was signed by Rizvi Education Society’s Rizvi College of Arts, Sc & Commerce with the Dean of Management Studies MIT New Zealand Dr John for twining programs where students can study two/three semesters in India and remaining semesters in New Zealand. The MOU was signed for five undergraduate courses BMM/BMS/BAF/BBI & B.Sc. (IT).
- **MOU signed with IIAI:** Rizvi College of Arts, Science & Commerce has collaborated with Institute of ISO Auditing & Implementation (IIAI) for Business Courses in the Field of ISO for seven Diploma and PG Diploma Courses.

2.15 Plan of Action by IQAC/Outcome

The Plan of Action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. Academic Audit of the college was planned. University of Mumbai would be conducting the audit. The report was already sent.	1. Academic Audit was conducted by the University on 18 th June 2015. The committee gave a good report with few recommendations.
2. To improve the Quality Standards of the college we decided to go for ISO 9001: 2008 certification.	2. The college received the ISO 9001: 2008 certification a benchmark for quality assurance. The said audit was conducted on 14 th December 2015.

<p>3. To Tie-up with reputed International/National Institutes for Career Oriented Programmes.</p>	<p>3. The college signed an MOU with Institute of ISO Auditing & Implementation (IIAI) for Business Courses in the Field of ISO for seven Diploma and PG Diploma Courses. These courses are recognised all over the World.</p>
<p>4. To collaborate with International/National institutes for undergraduate course.</p>	<p>4. a) On Feb 14, 2016 an MOU was signed between Rizvi Education Society's Rizvi College of Arts, Sc & Commerce and Dr. John Dean of Management Studies MIT, New Zealand on 23rd June, 2016 for twining programs where students can study two/three semesters in India and remaining semesters in New Zealand. b) Jamia Milia Islamia (a Central University) approved of our college as a Study Centre of Distance Mode Programme.</p>
<p>5. Keeping in mind the thrust for research work in academic institutions, the international peer reviewed research journal was to be continued. Steps were to taken to improve the citation of the papers published in the journal.</p>	<p>5. We have completed five years of our biannual peer reviewed International Research Journal. The Abstract of published papers are uploaded on Google Scholar.</p>
<p>6. Orientation Programme for first year students</p>	<p>6. Orientation Programme for first year students was held on 13th July 2015 where students are introduced to the various committees of the college. They were appraised of all rules and regulations of the college specially examination.</p>
<p>7. To train Non-Teaching Staff and Students in Computerized Accounting Package. Also to conduct a training on Financial Literacy.</p>	<p>7. In association with Department of Commerce and IQAC Cell conducted short term courses on 'tally 9' from 15th Oct. to 30th Oct. 2015 for students and Admin Office staff. The fee charged for students was minimal whereas for Admin staff the training was free of cost since their fee was paid from UGC funding. Font Computer Education, Bandra (West), Mumbai conducted this course. Financial Literacy Program for non teaching Staff was organized with the help of Tiksna Mission Trust an NGO on 25 Feb 2016.</p>
<p>8. To start short term career oriented certificate courses for Students.</p>	<p>8. Four short term certificate courses were started in College. One by Botany Dept and two by Commerce Dept & the other by Physics dept. on Laptop repair and maintenance.</p>
<p>9. To introduce Intra-collegiate research competition so as to promote research</p>	<p>9. In Intra collegiate research competition three students were awarded with cash prizes for their</p>

<p>culture amongst students. Also to guide students to present their research projects at Avishkar Research Convention organised by University of Mumbai.</p> <p>10. To organise a Two day UGC sponsored National Level Conference on “ Application of Statistics in Commerce, Economics & Social Sciences” in the month of January.</p> <p>11. To Promote Urdu Literature among teachers and students an International Seminar was planned.</p> <p>12. To make College Environment friendly by taking serious steps towards Solid Waste Management.</p> <p>13. To hold our annual Inter-Collegiate Youth Festival “Jashn-E-Rizvi” in the month of December.</p> <p>14. To improve the academics of the students.</p> <p>15. To award the academic achievers by organising Prize Distribution cum Annual Day.</p>	<p>best projects. All participating students were given certificates. Students also took part in Inter University, State level, ‘Avishkar Research Convention’. Seven students participated and three of them won at the Zonal Level, two at UG and one at PG level.</p> <p>10.A two day UGC sponsored National Level Conference was organised by Mathematics & Statistics Department and three other Social Sciences departments on 8th and 9th January 2016. About 140 participants from all over India and a few from outside India attended the Conference.</p> <p>11. An International Seminar was organised on “Daure Hazir Me kalame Hali ki Manawiyat aur Afadiyat” by Dept of Urdu on 15th February 2016.</p> <p>12. A Compost Pit has been made for Solid Waste Management where everyday wet garbage from the Canteen and Bio Degradable Garbage from the entire campus is collected and processed for making manure.</p> <p>13.The Inter-Collegiate Youth Festival Jashn-E- Rizvi was organized on 21st, 22nd and 23rd of December 2015 and received a very good response.</p> <p>14.Remedial lectures were taken by teachers especially for minority students to improve the result of the college.</p> <p>15.A Prize Distribution Ceremony was organised by the College to felicitate toppers in academics and in research on 11th Feb 2016. Students received prizes and certificates from Eminent Personalities invited for the function.</p>
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** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes No
Management Syndicate Any other body (LMC)

Provide the details of the action taken

- ✓ The expense for making the Compost pit was mainly borne by the Management.
- ✓ The International Conference of Urdu was sponsored by Management.

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes (Total)	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	4	-	4	--
PG	2	1(to start in 2016-17)	2	--
UG	9 (3 aided + 6 unaided)	5(to start from next year)	6	--
PG Diploma	--	7(to start from next year)	--	--
Advanced Diploma	--	--	--	--
Diploma	--	10(to start from next year)	--	--
Certificate	4	4+1(to start from next year)	4	4
Others	--	--	--	--
Total	19	4+23 (to start from next year)	16	4
Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	Nine UG and Two PG
Trimester	-
Annual	MSc(By Research) & PhD.

1.3 Feedback from stakeholders *Alumni Parents Employers Students
 (On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Online for Students and Manual in other Cases.

****Please provide an analysis of the feedback in the Annexure***

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

On regular basis University revises the syllabi of various Subjects in consultation with the Board of Studies. These revised syllabi are implemented in the college curriculum as per the University Circulars from time to time.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

- **MOU with MIT, New Zealand:** Rizvi Education Society's Rizvi College of Arts, Science & Commerce signed an MOU with Dr. John, Dean of Management Studies MIT, New Zealand on February 14, 2016 for twining programs where students can study two/three semesters in India and remaining semesters in New Zealand. The MOU was signed for five undergraduate courses BMM/BMS/BAF/BBI & B.Sc. (IT).
- **Jamia Milia Islamia** (a Central University) approved our college as Study Centre of Distance Mode Programme on 23rd June 2016.
- **MOU signed with IIAI:** Rizvi College of Arts, Science & Commerce has collaborated with Institute of ISO Auditing & Implementation (IIAI) for Business Courses in the Field of ISO for seven Diploma and PG Diploma Courses.
- **Coordinated with AIM Institute of Management** for short term courses under skill development program **for one year diploma course** in Marketing Management/Business Management/Dip in Accountancy and Book keeping. Course for Minority students only (**127 students got enrolled**). Also around 80 students registered for **Certificate course in Travel and Tourism** conducted free of cost with scholarship of Rs 1450/- upon completion of course.
- Tie up with **IDOL of Mumbai University** to conduct lectures and practicals for their MCA, MSc (IT) courses.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors (Principal)	Others (Librarian)
	37	21	14	01	01

2.2 No. of permanent faculty with Ph.D. 15

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors (Principal)		Others (Librarian)		Total	
	R	V	R	V	R	V	R	V	R	V
	21	02	14	-	01	-	01	-	37	02

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest	Visiting	Temp
11	48	33

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level	Total
Attended Seminars/ Workshops	08	22	36	66
Presented papers	10	26	02	38
Resource Persons	02	08	08	18

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Academic Audit was conducted by University of Mumbai on 18th June 2015.
- We went for ISO audit to check whether our quality management systems were in place. The college was successfully ISO 9001:2008 certified
- Modern teaching through LCDs and Power Point Presentations.
- Audio-Visual Aids are used by many Faculties across all disciplines.
- Field visits / Excursions and Industrial visits are organized regularly to enhance understanding of the subject.
- Screening of Movie method is used by English, Sociology and Physics Department. A visit to Rang-Sharda, Bandra was organised by English Dept. for theatrical experience of Shakespeare's "Tempest".

- Students of TYBMM (Journalism) class work on the *College Newsletter* “Rizvi News & Views” as a Live project as part of their course incorporating knowledge from various subjects like Editing; Magazine Making.
- **House Journals** by three classes FYBAF, FYBMM and SYBMM on various themes like Sports, Entertainment.
- We have our own Channel ‘Campus 24x7’ --- an Edutainment (Education & Entertainment) Channel in College campus for Youth. We produce shows related to current affairs that include sports, news, entertainment and politics. We also have debate program ‘Campus Debate’ where students discuss various topics.
- Poster competitions on various themes are organised by the departments.
- Guest and Experts from the relevant subjects are invited to share their expertise with staff as well as the students.
- In EVS, students are encouraged to generate various thematic maps of the world using different techniques and studying these maps in terms of commercial activities and environmental features.
- Case study method is widely used in Commerce & Management departments.
- The Foundation Course faculties encourage discussion on news published in different newspapers.
- Street Plays on social issues were performed and this performance was recorded by students.
- Debates, skits and discussions are organized to involve students in an active learning process.
- Overnight sky observation organized for students by Physics Dept.
- Sociology students are introduced to gender issues by organizing various gender sensitization programmes.
- In Economics and Business Economics Department, students are given assignments and asked to make presentation in the class to bring confidence among students.
- Mathematics Dept in coordination with Accountancy Dept organize lectures for students by professionals on topics common to both departments.
- Practical Handbooks are printed in-house for CS and IT students.
- Botany department organised guest talks on bio diversity by Dr Parvish Pandya, on bird watching by Dr Sanjay Monga and on bottle garden by Dr Meenakshi Vaidya.

2.7 Total No. of actual teaching days during this academic year 180

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- Masking Answer books for Semester End Examination.
- Periodical Class Tests are conducted.
- Photocopy of assessed answer-papers are provided to the students, if applied for.

- Internal Assessment Examinations are conducted with Multiple Choice Questions.

2.9 No. of faculty members involved in curriculum restructuring

/ revision / syllabus development as member of Board of Study

08

/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage: **2015-2016 (CBSGS)**

Title of the programme	Total No. of Students appeared	Number of Students						Pass Percentage
		Grade O	Grade A	Grade B	Grade C	Grade D	Grade E	
B. A	58	3	7	6	9	3	2	51.72
B. Sc	123	2	24	23	13	8	2	58.54
B.Com	413	-	10	31	98	81	51	65.62
BMS	109	-	7	15	25	12	2	55.96
BMM	44	-	-	8	20	11	1	90.91
BAF	52	1	19	12	14	2	-	92.31
BBI	24	1	1	6	5	5	-	75.00
B. Sc-IT	40	1	14	5	-	1	1	55.00
M.Com	64	02	21	21	06	02	-	81.25

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- Teaching Plan for each academic year with Month-Wise details is uploaded on the college website.
- Lectures are monitored on daily basis.
- Mandatory Number of teaching days are completed.
- Examination and Centralized assessment are completed as per schedule.
- On the request of Maharashtra College Principal Dr Siraj Chougale on 9th April 2016 a five member team with Chairperson Dr Abdul Majid made visited in our college for hands on experience from our exam committee. They were briefed about the procedures adopted by our examination Committee.
- Remedial lectures are conducted for academically weak and minority students to improve their performance.
- Regular PTA meetings are conducted to communicate student performance to their parents.
- Training Workshops are organized in coordination with Examination Committee for informing teaching staff of the Examination Rules.
- Mentoring Committee keeps a regular watch on the Students Attendance and informs the student through Notices displaced in Classrooms. Students and Parents of defaulters are informed about their poor attendance through SMS facility and in PTA meetings.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	03
UGC – Faculty Improvement Programme (STC)	05
HRD programmes	NIL
Orientation programmes	NIL
Faculty exchange programme	NIL
Staff training conducted by the university	17
Staff training conducted by other institutions	10
Summer / Winter schools, Workshops, etc.	25
Others	245

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	23	01	NIL	NIL
Technical Staff	43	01	NIL	NIL

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Students were encouraged to take part in Avishkar-Research based competition for student at Inter-University level.
- This year we arranged an Intra-Collegiate Research Competition for the students where three students were awarded with cash prizes for their best projects. All participating students were given certificates.
- An orientation programme was kept on 10th August 2015 to promote research among students in College. Dr Pradeep Khamtekar, Avishkar Coordinator at University of Mumbai was the resource person.
- A two day UGC sponsored National level Conference was organized on 8th and 9th of January 2016 to promote Application of Statistics in Commerce, Economics & Social Sciences.
- Teachers are encouraged to take up Major / Minor research projects.
- Teachers are motivated to pursue Ph.D.
- Managing successfully for the last five years blind peer reviewed biannual international journal entitled “International Journal of Research” with ISSN.
- Teachers are given duty leave to attend and present papers at conferences and seminars. Their registration fees are also reimbursed by the college.
- Ph.D. centre for Commerce is started.

3.2 Details regarding major projects (in lakhs) in 2015-16

	Completed	Ongoing	Sanctioned	Submitted
Number	-	1	-	-
Outlay in Rs. Lakhs	-	6.67	-	-

3.3 Details regarding minor projects in 2015-16

	Completed	Ongoing	Sanctioned	Submitted
Number	4	-	3	4
Outlay in Rs. Lakhs	2.4	-	1.18	2.4

3.4 Details on research publications

	International	National	Others
Peer Review Journals	19	2	8
Non-Peer Review Journals	-	-	-
e-Journals	7	-	-
Conference proceedings	1	8	-

3.5 Details on Impact factor of publications: Not Available

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organizations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2015-16	UGC	NIL	1,82,400
Minor Projects	2015-16	UGC	NIL	NIL
Interdisciplinary Projects	NIL	NIL	NIL	NIL
Industry sponsored	NIL	NIL	NIL	NIL
Projects sponsored by the University/ College	2015-16	University of Mumbai	1,18,000	NIL
Students research projects (other than compulsory by the University)	NIL	NIL	NIL	NIL
Any other(Specify) Conference	2015-16	UGC	110000	88000
Total	2015-16	UGC + Univ.	2,28,000	2,70,400

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	1	1	-	-	2
Sponsoring agencies	College	UGC	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year **in lakhs:** Rs 2.704/-

From funding agency From Management of University/College

Total

3.16 No. of patents received this year: None

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialized	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
04	01	03	-	-	-	-

3.18 No. of faculty from the Institution

who are Ph. D. Guides

and students registered under them.

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility.

NSS:

- **Adopted Area:** Khar Danda and Ambedkar Road, Mumbai
- **Orientation Programme:** On 6th July, 2015 orientation programme was organized.
- **Tree plantation:** Tree Plantation was a part of our University level project was held on 21st July, 2015. Session on Dengue and Malaria was conducted on 2nd July, 2015.
- **Session on Drug Abuse:** conducted on 9th July, 2015.
- **Street Play on Drug Abuse:** was performed on 6th August, 2015.
- **Street Play on Effect of Alcohol on Youth:** was performed on 20th August, 2015.
- **Poster Competition on Personal Hygiene:** was conducted on 10th September, 2015.
- **Lecture and Check Up Drive on Skin and Hair Care:** was held on 19th November, 2015.
- **Street Play on HIV/AIDS:** was performed on 1st December, 2015.

- **Elocution Competition, Debate on HIV/AIDS:** was organized on 3rd December, 2015 by RRC.
- **Poster Competition, on HIV/AIDS:** was organized on 10th December, 2015 by RRC.
- **Slogan Writing Competition on HIV/AIDS:** was organized on 1st December, 2015.
- **Rally on Cancer:** A rally on cancer was held from community area to college on 21st January 2016.
- **Save Electricity Project:** was undertaken for the period from August, 2015 to January, 2016.
- **Making and Distribution of Paper Bags and Note-Books:** 104 volunteers from August, 2015 to January 2016 made more than 5000 paper bags and 983 note books in the campus.
- **Street Play on Say No to Plastic:** 49 volunteers participated in the event. This play was performed on Ambedkar Road on 28th November, 2015.
- **Street Play on Save Water:** 54 volunteers performed the play at Khar Danda on 9th January, 2016.
- **Women Issues:**
 - a) Lecture on Women and Domestic Violence: 2nd July,2015
 - b) Street Play on Women and Education : 9th July,2015
 - c) Poster Competition and Exhibition on Women Empowerment : 10th September,2015
 - d) Exhibition on Role of Women in Indian Economy: 10th September,2015
 - e) Quiz Competition on Role of Women in Indian Politics: 10th December,2015
 - f) Elocution Competition on Gender Issues: 7th January,2016
- **Free Mega Health Check Up Drive and Blood Donation on 6th August 2015** - 190 volunteers and Programme officers participated in the drive in the college auditorium on 6th August, 2015.
- **Independence Day:** All NSS volunteers, NCC cadets, NSS and NCC Programme officers and all the staff participated in the flag hosting ceremony organized in the college campus on 15th August, 2015. Traditional day was organised by Students on the same day. To promote national Integration each division & class was asked to represent a State. Best dressed girl, boy and couple were given prizes.
- **Poster Competition on Women Issues on 24 august, 2015** - 39 volunteers participated in the event in the college auditorium.
- **Senior Citizen Survey:** This event took place on 15th and 16th September, 2015 in the Bandra (West).
- **Constitution Day Celebration** on 26th November, 2015 - 87 volunteers participated in the event in the college auditorium.
- **Republic Day Celebration:** 62 NSS volunteers, NCC cadets, NSS & NCC Programme officers and all staff participated in the flag hosting ceremony organized in the college campus.
- **Swachh Bharat Mission:**
 - a. Swachata Oath: 23rd July, 2015
 - b. Campus Cleaning: 23rd July, 2015
 - c. Poster Competition: 8th August,2015

- d. Street Competition on 'Mera Bharat Clean Bharat' on 12th August, 2015
- e. Rally from Churchgate Station to Gate Way of India. : 2nd October 2015
- **Road Safety:**
 - a. Street Play: In College Campus, Khar Station, Bandra Station, Khar Danda, Ambedkar Road, Carter Road, Hill Road and S.V.Road on 5th and 12th August, 2015.
 - b. Manning of S.V.Road Traffic with Bandra RTO for one week.
 - c. Poster and Slogan Writing Competition: 30th November, 2015.
 - d. Exhibition of Posters at Bandra RTO and College auditorium.

DLLE:

- **PROJECT OPTED:** This year from the list of projects provided to us, we chose 'ANNAPOORNA YOJNA' i.e. APY just like we did in the first year to make the students aware of the new techniques that have come up in the field of cooking and serving the larger society.
- **ACTIVITIES DONE:** A 25 days sales was organized in the college campus keeping in mind the needs of students. This activity taught the students earn profits and develop Entrepreneurship.
- A field visit was organized to SHAWAYA DHABA, Bhiwandi to get some practical experience of how cooking takes place on a large scale.
- Awards received by the Department: UDAAN Festival, organised by University, the students bagged the 2nd position in the street play.

WDC:

- **Orientation Programme** for Women Development Cell was organised on 4th August 2015. Ms. Neeta Khujaria and Ms. Maleni from Population First were present for the programme to sensitize the students on gender issues. It also initiated the formation of Change Makers Club amongst the students who can participate in college and intercollegiate gender sensitization programme.
- **Annual poster competition on Gender Issues** was held in January 2016 which received an overwhelming response from the students across all the streams of the college 20 participants took part. All the posters were displayed in the college auditorium on January 30th 2016, the day of Parents Teachers Meet with the purpose to sensitize the students, parents and staff of the college.
- In order to enlighten the students about their rights a **lecture on "Women and Law"** was organised by WDC and Dept. of sociology on Saturday 23rd January 2016. Ms Jamila Damani, advocate High court and an ex-student of the college shared her expertise.
- A series of **short films and documentaries** were screened for the students to sensitize them on gender related issues like sexual harassment, equality, rape, acid attack, female foeticide on Thursday 25th February 2016. Ms. Neeta Khujaria from Population First was present on the occasion to initiate the discussion on the same.
- A group of 20 students along with Prof. Mariyah Gour, Prof. Shaikh Shahida and office superintendent, Mrs. Mehjabeen Khan participated in **seminar on "Women Health and**

Wellness'' at "Taj Lands' End" on Monday 29th February 2016. This event was organised by Hinduja Surgical, Khar.

- On the occasion of **Women's Day** on 8th of March 2016 "**Pad Vending Machine with cornator machine for disposal**" was installed in the ladies washroom on the first floor to facilitate the female students and staff of the college

Avishkar:

- The year 2015-16 began with an orientation of students on 10th Aug, 2015 about Avishkar by Dr Pradeep Khamtekar, Avishkar Coordinator at University of Mumbai.
- We had two rounds of Competition. The first round was an intra-collegiate level round where three students (two projects) were given cash prizes for their project and presentation.
- Six students from Undergraduate level and one student at the post graduate level participated in Avishkar Research Convention at the University. Two students won at Zonal level at UG level and one student won at Zonal level at PG level.

Student Council:

- **Orientation Programme:** An orientation programme was organized in the College on 13th July 2015 at 11:00 am in the Auditorium for the first year students.
- **Prize distribution programme** was held in Rizvi College of Arts, Science & Commerce (Bandra) on Thursday 11th Feb 2016. Chief Guest of the programme were Shree Quaisar Khalid (IPS), DIG, Mumbai and Shree B.S.Bidve Co-ordinator (Mumbai University, N.S.S Co-ordinator) was Guest of Honour.

Counseling Cell:

- Mrs Saba Jivani from the renowned Machiswala Counseling Centre was appointed as the Counsellor for the students.
- She was available in the College every Wednesday from 10.30 am to 1.00 pm. She gave personal counselling and guidance to thirty students on individual basis with follow-ups'.
- She also delivered talk on topics like Time management, Stress Management and Soft Skills development for the students.
- A career guidance test was also carried out for over 100 students free of cost.
- She also delivered a lecture on Personality development for the students on 16th December 2015.
- Mr Rajiv Bhole from "Be Happy Foundation" and Emotional Intelligence Coaching gave a lecture on Stress Management on 14th September 2015.

Department of Business Law – Seminars conducted for students

- Session on Anti Narcotics – 'Live Life Drug Free, Say No to Drugs'- Keynote speaker – Mr Ravrane, Sr Inspector Anti Narcotics Cell, Crime Branch.
- Guest lecture on 'Human Rights under Article 15 of the Indian Constitution'- Prof. Sunil John, Vice Principal, Rizvi Law College.
- Self Awareness Workshop – conducted by Mr Shahbaz Siraj Shaikh, Coordinator Laher in partnership with NGO – Pravah.

- Guest lecture on ‘Companies Act 2013’.
- Guest lecture on ‘Environment – Legal Awareness of students’- talk by Prof. Shreedhar Mundhe, Department of Law, University of Mumbai.

Nature Club:

The nature club of Rizvi College enrolled 56 students from different classes this year. The following activities were carried out.

- **Excursion :**
 - a. Asangaon
 - b. Botanical excursions to the Rani Baug (Jijamata Udyan)
 - c. Sanjay Gandhi National park in August
 - d. Excursion to Maharashtra Nature Park.

- **Tree Awareness Drive:**

More than 100 exhibits of important trees of India were displayed and the exhibition was well attended.

- **Guest Talks**

Experts in the field gave talks on various aspects in the year. Dr Parvish Pandya gave a talk on biodiversity, Sanjay Monga on bird watching, Dr Meenakshy Vaidya on bottle garden.

- **Water Conservation**

The students carried out a water conservation drive in the college and displayed poster in the topic at various locations.

Institutional Social Responsibility

- For creating environment awareness among the student Inter-Collegiate competition is held every year on bio-jewellery year by Botany department. This event is totally funded by the Management. No entry fee is charged to the participating students.
- The Free Health Check up organised by NSS is sponsored by Management.
- Informing, educating and sensitizing parents through various PTA activities such as Cyber safety awareness workshop etc.
- Rizvi Education Society contributes Rs. 2,000/- per month towards Solid Waste Management to BMC (H) Ward.
- Pan Cards were made for students and staff by ‘Infra Structure Technologies & Services’, a Govt. of India Company at a very nominal rate.
- Career Guidance and Placement cell: Free Career Counselling given to Students through Placement drives conducted by reputed companies like TCS, Grofers, theChairr.com, PNP Polytex Pvt. Ltd., Goldman Communications, Squad Infotech Pvt. Ltd. Full Time placement: - 24 on-campus + 16 off-campus = 40, Internships: - 37. Total No. of placements done = 77
- Our faculty CA Ashfaque Karim has been helping students to deal with stress and personal problems every Saturday from 10.00 am to 1 pm in the Counselling Room.
- Scholarships to needy students of minority communities. 15 students of Degree College got financial support from the institution, an amount of Rs 45,000/- was spent on it.
- Awards to meritorious students in Prize Distribution Function by eminent personalities

- Financing our Inter-Collegiate fest and many extra-curricular activities for overall development of the students
- Welfare measures for retiring employees (both teaching and non-teaching staff) through felicitation and befitting farewell.
- An arrangement for ten days of mourning is made by the Management in the month of Moharram. The Management finances the food and other requirements for thousands of mourners.
- Organized a Workshop for Non Teaching Staff on **Interest Free Banking** on 9th April 2016. Speakers were Dr. Abdul Majid and Dr. Mehmood Alam Khan from Maharashtra College Mumbai.
- Teacher's major achievements are felicitated by the Principal at the end of each term.
- Free-ship amounting to Rs. 9,63,721/- given to sports student by the Management.
- Winners in Sports are given cash prizes. College also bears the expense of their TA, DA, Track suit and full kit.
- Management has given twenty four wards of Staff given fifty percent fee waiver amounting to Rs.1,08,810/-
- Faculties studying are also given fifty percent fee waiver.
- We have a Co-op credit society the membership of which can be availed by any staff member. Members can avail of loan facility from this society in times of financial emergency.
- Students can pay their fees in instalment in case of financial crises. 133 students in unaided section and 14 students in aided section availed this facility.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	39718 sq.mt.	-	-	39718 sq.mt.
Class rooms	30	-	-	30
Laboratories	08	-		08
Seminar Halls	01	-		01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	2	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	3.2605	-	-
Others (Rs. in Lakhs)	-	-	-	-

4.2 Computerization of administration and library

- Office is totally computerized.
- All admissions are done online.
- All functions of Library are computerized.
- Bar-coding of all books completed.
- The Library software “SLIM + +” has been upgraded to “SLIM 21” with web OPAC.
- The library prepares data base of books and their bibliography descriptions are added in the Online Public Access Catalogue – OPAC.
- College has joined the information service infrastructure - NLIST (INFLIBNET) programmer under which access to e-resources is available to students and faculties.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value(in Rs)	No.	Value	No.	Value(in Rs)
Text Books	21938	2122306	2198	260111.8	24136	2382417.8
Reference Books	18128	5634152	545	349151.2	18673	5983303.2
e-Books	-	-	-	-	-	-
Journals	41	535612	03	97162	44	632774
e-Journals	-	-	-	-	-	-
Digital Database **	-	-	-	-	-	-
CD & Video, DVD	102	36648	01	1437	103	38085
Magazine	33	268298	03	27452	36	295750
Newspaper	25	305961	Nil	43955	25	349916

**We are digitizing our collection of rare books of Shri Mehmood Sarosh. At present 100 books have been digitized and the digitized book is available for reference in the library.

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs**	Internet#	Browsing Centres*	Computer Centres	Office	Departments	Others
Existing	173	100	173	10	-	22	15	36
Added	20	20	20	-	-	-	-	-
Total	193	120	193	10	-	22	15	36

*Some of the Computers in the Library and Computer Science Labs are used for sharing internet facility and as Browsing Centers by Staff and Students.

** Some Computers were removed as Scrap from the Computer Labs.

All the Computers in the college have internet facility

4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, E-Governance etc.)

- Students & Teachers are provided with separate computers for Internet access in the library.
- Students avail this facility for project work.
- Book Bank facility is available to the students.
- Library orientation programme was held on 31.7.2015.
- Collage competition was organized on 16th September, 2015 for the students and the topic given was “nature”.
- Teachers also have access to computers in respective departments and staff room.
- NLIST database can be accessed via internet in the library.
- Library has membership of British Council Library and American Centre Library.
- LAN network.
- A separate computer is placed for OPAC, two computers for circulation section, three computers for updating the records, three computers for students for accessing e-resources for study purpose and one computer for faculties for e-resources.

4.6 Amount spent on maintenance in lakhs Rs.:

i) ICT	20.220
ii) Campus Infrastructure and facilities	17.997
iii) Equipments	22.030
iv) Others	18.316
Total:	78.563

Criterion – V

5. Student Support and Progression:-

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- a. Gives regular and continuous publicity of information about student support facilities new facilities, courses/programmes started or to be conducted.
- b. Gives information about any changes in examination rules/pattern.
- c. Ensures that each class mentor guides and encourages his/her students to take advantage of schemes available. Members of IQAC help to certify forms for financial aid/book bank.
- d. Organizes Orientation Programs for the first year students of the College.
- e. Encourages students to take part in research and helps them to participate in research activities inside and outside the College.
- f. Coordinates for Tie-ups with National & International Institutes for Students Studies.
- g. Organizes Prize Distribution Function for those who excel in Academics and Extra- Curricular activities in coordination with Student Council.

5.2 Efforts made by the institution for tracking the progression

Tracking is done through our Departments and Alumni Association and through requests made by our students for transcripts/recommendations for higher studies.

5.3 (a) Total Number of students

	UG	PG	Ph. D.	Others	Total
(Aided)	1568	-	-	-	1568
(Un-Aided)	1505	130	05	-	1640
Total	3073	130	05	-	3208

(b) No. of students outside the state

71

(c) No. of international students

--

	No	%		No	%
Men	2040	63.59%	Female	1168	36.40%

	Last Year (2014-15)								This Year (2015-16)							
	Gen.	SC	ST	OBC	NT	SBC	Physically Challenged	Total	Gen.	SC	ST	OBC	NT	SBC	Physically Challenged	Total
Total	3009	30	---	60	06	15	---	3120	3145	28	01	28	04	02	---	3208

DEMAND RATIO: 2.74:1

DROPOUT RATE: 5.37%

5.4: Details of student support mechanism for coaching for competitive examinations (if any) -

- Shiv Vidya Prabodhini (Public Trust) conducted a UPSC Exam Awareness Campaign in our College. They conducted an entrance exam for free coaching for UPSC/MPSC exams on 18th July 2015. 25 students appeared for this exam. This was an initiative taken by Department of Business Law to spread awareness about the Civil services examinations.
- On 14th November, 2015 MIT-Civil Services Training Institute, Pune conducted a lecture on career in civil services.

5.5 – No of students qualified in these exams: Data Not Available

5.6 Details of Students Counselling and Career Guidance:

1) Students Counselling - The Students Counselling Cell of our college has been quite active in the field of providing personal counselling. Mrs. Saba Givani from the renowned Machiswala Counseling Centre was appointed as the Counsellor for our students. She was available in the College every Wednesday from 10.30 am to 1 pm to give personal guidance and 30 students availed of this facility on individual basis with follow-ups.

Students have benefitted from Counsellor Saba's talks on topics like 'Time Management, Stress Management and Soft Skills Development'. She also delivered a very informative talk on Personality Development.

Students enjoyed talk by Mr Rajiv Bhole from 'Be Happy Foundation'. Another talk on Stress Management by Emotional Intelligence Coaching was found useful by students.

Our faculty – CA Ashfaq Karim has been helping students to deal with stress and personal problems every Saturday from 10.00am to 1 pm.

Under the aegis of Parent Teachers' Association – a parent counselling meeting was arranged where eminent personalities like journalist from Asian Age Mr Abbas Dhodia and Prof. Shailaja Shetty, HOD Philosophy Department engaged with the parents on problems of parenting today's youth.

2) Career Guidance & Placement Cell has worked throughout the year to provide proper guidance and counselling to our students based on their potential and interest regarding higher studies and job market. To achieve their objective, this Cell invited more than 16 well known organisations (TCS Ltd, TCS BPS, IGATE, ICICI Prudential Life Insurance Co. Ltd, Toyota Tsusho Insurance Broker Pvt. Ltd, Wipro Ltd, theChairr.com, Grofers, KES (Kraft Educational Services), Global Talent Track, PNP Polytex Pvt. Ltd, Vee9-Tech Solutions, Squad Infotech Pvt. Ltd, Nubar Nail Academy, Fly Aviation Academy, Grow Your Skill, MIT- Civil Services Training Institute, BSE Brokers forum, AIM Institute of Management, We Bind Technologies, ITM group of Institutes, Taj Eduglobe Ltd, Tikсна Mission Trust). Senior members of these organisations addressed our students about the need of the market as well as conducted campus interviews. We are happy to mention that total placements done this year are 40 students – 24 on-

campus and 16 off-campus in esteemed companies like TCS, Goldman Communications, TCS-BPS, ICICI Prudential Life Insurance Co. Ltd.

No. of students benefitted – about 1200 students.

Details of Campus Placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
16	900	24	16

Our Placement Committee has put in tremendous efforts to provide internship to first and second year students as well. We are glad to mention that 37 students received internships in reputed organisations like Grofers and theChairr.com.

Seminars and Workshops conducted:-

- **Organized field visit** for TYBCom- “A Day at Pearl-Creative workshop” on 28th Nov 2015 (Andheri Campus)
- **Organized field visit for TYBCom** students to BSE on 13th Jan 2016 at BSE Brokers Forum.
- On 14th November 2015 **MIT-Civil Services Training Institute**, Pune conducted a lecture on career in civil services for TY & SY B Com students.
- **ITM group of Institutes** conducted an Aptitude test for TYBCom students on 12th Nov 2015 for short listing students for their **Post Graduate Diploma in Financial Services**. (One year residential Program)
- Discover Brain -Taj Eduglobe Ltd conducted a seminar for SYBCom students on 25th Feb 2016 in Room No 108 (**Briefed about DMIT/MET/PSYCHOMETRIC** test)
- Tiksna Mission Trust conducted **Investor Awareness Program** for students of SY & TY BCom on 25th Feb 2016.
- On 19th Feb 2016 Star United INC conducted a Lecture on **Global opportunities to Earn and Learn**. Briefed TYBA/BSc /BCom students about Foreign Universities and courses for higher studies.
- On 19th Feb 2016 Imarticus Learning conducted a lecture on Career in Global Investment Banking and Analytics. They introduced their **short term PG professional program** to our TYBCom students.
- Collaborated with **We Bind Technologies** for Free Live Webinars that will be conducted by industry experts from all over the world. We Bind is an Edu-tech start-up connecting students to subject specific industry experts via live interactive sessions. Live Webinars will be conducted using the projector and speaker facility in the Computer Science Lab.

- Organized a seminar on “**Career in IT as Software Tester**” conducted by Rohit Sharma of Squad Infotech Pvt. Ltd. for B.Sc.I.T. and B.Sc. Computer Science students on 25th February 2016.
- Seminar and Workshop was conducted by **Nubar Nail Academy** explaining to our students the significance of Nail Art and its scope.
- One day guest lecture on “*Personal Branding*” through “*Video Resumes*” for selected students, through a professional organisation, Metier Store was organised on 2nd April 2016 for students of TYBMS/TYBMM/TYBAF/ TYBBI. As the making of video resumes was chargeable the workshop was not made compulsory. 36 students participated in the workshop.
- Our College started an initiative of making ‘Video Resumes’ for selected TY students through a professional organisation. Although this service is chargeable, it was done free for few students as a start. We now plan to make this service available to other students with minimum charge.

Add-on Courses conducted or introduced:

- Department of Commerce organised a ‘Short Term Certificate Course’ by BSE Brokers – five days which included three days lectures in college and two days visit to BSE for hands on experience – organised for SYB Com students.
- Introduced one year diploma course in Marketing Management/Business Management/Dip./ in Accountancy and Book Keeping – this course was in coordination with AIM Institute of Management for short term courses under Skill Development Programme – 127 students enrolled for this one year course.
- A Certificate Course in Travel and Tourism (three month duration) was introduced under Skill Development Programme with AIM Institute of Management – Free of cost with scholarship of Rs. 1,450/- upon completion of this course – around 80 students registered.

5.8 Details of Gender Sensitization Programmes

- a. Lecture on Women and Domestic violence by NSS – 2nd July, 2015
- b. Street play on Women and Education played by NSS Volunteers – 9th July, 2015
- c. Orientation for WDC – Gender sensitization Workshop -4th August, 2015 by Ms Neerja Khujaria and Ms. Malene from Population First.
- d. Poster competition and exhibition on ‘Women Empowerment’ - 10th September, 2015 (NSS)
- e. Exhibition on Role of Women in Indian Economy – 10th September, 2015 (NSS)
- f. Quiz competition on ‘Role of Women in Indian Politics’ 10th December, 2015 (NSS)
- g. Elocution Competition on Gender Issues – 7th January, 2016 (NSS)
- h. Annual poster competition and exhibition – 30th January, 2016 topic Gender Issues (WDC)
- i. Lecture on Women’s Rights – 23rd January, 2016 by Advocate High Court and an ex student of our College Ms Jamila Damani (WDC)
- j. A series of short films and documentaries were screened for students – title ‘Female foeticide’- 25th February, 2016 (WDC).

5.9 STUDENTS ACTIVITIES

5.9.1 No. of students participated in Sports, Games and other events-

a) No. of students participated in Sports

Inter-University players	184	State & University(All India)	54 & 56
National level	31	International level	03

Senior National Player (Women) – 05

Ranji trophy (Men) – 04

For the first time in Mumbai's cricket history – Mumbai University and Association of Indian Universities' hosted the West Zone and the All India Women's Inter University Cricket Women Tournament from December 8 to 21, 2015. The responsibility of organizing this tournament was entrusted to Rizvi College of A/S/C. The college made arrangements for stay, hospitality and transport of players.

This tournament was played on knockout basis and about 34 university teams from the West Zone came to Mumbai to take part in this competition.

We are proud that 08 of our women students participated in this tournament-

b) No. of students participated in Cultural Events

State Level	Nil	University level	15
National level	Nil	International level	Nil

c) No. of students participated in research event Avishkar

State Level	Nil	University level	07
National level	Nil	International level	Nil

d) No. of students participated in DLLE

State Level	Nil	University level	09
National level	Nil	International level	Nil

e) NCC – The NCC unit of our College is associated with 1 MAH BN NCC Army Wing, Mumbai 'B' Group with strength of 53 cadets.

f) NSS of our college has two units of 100 students each.

g) Students of Botany Department have participated in a variety of events like Bio-jewellery, Vegetable printing, Floral rangoli, Botanica in bio-festivals held in Ramniranjan Jhunjhunwala College and Mithibai College 'Saptarni'.

55.9.2:- No. of medals /awards won by students in Sports, Games and other events

A. SPORTS: DEGREE COLLEGE; FIRST PLACE AT UNIVERSITY OF MUMBAI

- International level- 01 (Swimming) (Gold)
- National level – 01 (Swimming) (Gold)
 - 02 (Cricket (M) and (W)) (Silver)
 - 01 (Kho-Kho (M)) (Bronze)
- University level – Winner of 10 inter-collegiate team events (Gold)
 - Winner of 06 inter-collegiate individual events (Gold)
 - 02 team events (Boxing (M) and Kho Kho (M)) (Silver)
 - 04 individual events (Silver)
 - 04 team event (Bronze)
 - 10 individual events (Bronze)

In Degree College Sports we hold the first place at University Of Mumbai out of 750 colleges and have been the Continuous Winner of Guru Nanak Dev Champion Trophy for the last seven years.

B. CULTURAL: Had been winners at various Inter-Collegiate Competitions

1. SNTD (Melange) – Winner – Raz Rehman Ali secured 2nd place in RJ (Radio Jockey)
 - 2nd place in Crazy Games
2. SM Shetty (EMORZIL) – Winner – Kamran Khan – 3rd place on Photoshop editing
3. HK Management College (ETHOS) – Winners – Raz Rahman secured 1st place in Mono acting and Big Boss: The Survival
 - 2nd place in Radio Jockey by Shehbaz Khan
4. Mithibai (#ashtag) – Winners:
 - 1st place in Spotlight (poetry) – Faizan Khan
 - 1st place in Actors Hunt (mono acting)-Raz Rehman
 - Best contingent award in performing arts
5. KJ Somaiya (Megahertz)-Winners – 2nd place in writing event: Haider and Jainka
 - 2nd place in Treasure Hunt: Ibtisam and Haider
 - Best ACL – Ibtisam
6. KES College -
 - 1st place in Matte painting
 - 3rd place in Poster making
7. Lala College (BLAZE) – Second Best College.

Drama: Won at various competitions Inter Collegiate levels: 8 places

Date	Name of College	Play	Prize
August 2015	St. Xaviers College (Malhar)	Theatre	First
August, 2015	St. Xaviers College (Malhar)	Street Play	Reached the Finals
Sept. 2015	IPTA	One Act Play	Second merit certificate
October, 2015	MMP Shah College,	Street Play	First
November, 2015	Ghanshyam Das Saraf College	Street Play	First
January, 2016	Ideal Drama Competition	One Act play	Second
	Best Director, Best Actor, and Best Actress		

January, 2016	Rizvi College –Jashn E Rizvi	Street Play	First Prize
February, 2016	Rizvi Law College	Street Play	Second Prize

We encourage our students to participate in many cultural activities both within the campus and in festivals conducted by other colleges. We have Mr. Rajab Jaffry, our drama director who is paid by the College to guide and train our students in theatre. The college pays entry fees for participation in events, transport costs and even cost of hiring costumes for various types of performances.

C. Avishkar: Winners at Zonal/District Level: 02 (Undergraduate) & 01 (Post Graduate) at University of Mumbai.

D. DLLE: 2nd position – in street play at the UDAAN FESTIVAL, organized by University of Mumbai. Nine students participated in it.

E. N.C.C: NCC cadets of Rizvi College have regularly and successfully participated in physically and mentally highly demanding national level camps (competitions) like TSC (Thal Sena Camp), RDC (Republic Day Camp) etc. Though this in itself an achievement, some endured to achieve greater goals. **Sushant Sail**, a second year cadet of Rizvi College was the sole cadet from Mumbai selected in Maharashtra Kabbaddi team in N.C.C National Games, Delhi in August 2015. The Maharashtra team won **silver medal** in the competition.

5.10: FINANCIAL ASSISTANCE

1. Financial support from institution:	No. of students Benefiting	Amount (Rs.)
i. Sports Free-ship	183	9,63,721.00
ii. Waiver in fees to children of employees (50%)	24	1,08,810.00
iii. Department of Minority Welfare	22*	Grant Pending
iv. Scholarship from College:	15	45,000.00
v. From DSWO, Chembur	03	11,285.00
a) Vimukta Jati (VJNT)	01	3,755.00/-
b) SC	02	7,530.00/-
c) Vimukta Jati (VJNT)	01*	Grant Pending
d) SC	05*	
e) OBC	01*	
vi. Outsider Free ship	32	1,15,515.00

* Grant pending on GOI Level. Also many more students might have applied online but data is not available.

Students are given benefit to pay fees in installment. 133 students in unaided section and 14 students in aided section availed this facility.

Sports Students: Sports Students are also given support in various other ways like

1. Winner team gets Rs. 1,000/- each. Gold medal winner gets Rs. 1,000/- cash.
2. Silver medal winner or runner up team gets Rs. 500/- cash each member.
3. Bronze medal winner or third place team – each member gets Rs. 250/-
4. Freeship to all medal winners.
5. Travelling and Daily allowance for matches/tournament provided.

6. Track suit for all winners.
7. Team game players get full kit (college jersey, shorts, shoes etc.)
8. Full free-ship to 67 students, half free-ship to 101 students, part free-ship to 15 students.

5.11 – No. of student organised initiatives –

- Student members of Cultural Committee take a lot of interest and initiative in organising fun filled activities in the college. Friendship Day, Chocolate and Rose Day, Tie and Saree Day.
- Traditional day was organised by Students on 15th August 2015. To promote national Integration each division & class was asked to represent a State. Best dressed girl, boy and couple were given prizes.
- Jashn-E-Rizvi is a student initiative where they work relentlessly to make this annual intercollegiate youth festival of our College a grand success. Right from the selection of the theme of the festival, to designing of brochure and posters, sponsorships, following up for participation, inviting celebrities to the grand finale – it is all a students' initiative supported by the Management and staff of the College.
- 'Çampus Shopping' a marketing event organised on 19th January 2016 by students of SYBCom & TY BCom under the guidance of Commerce Department. Students try to create market-like ambience –they distribute pamphlets in advance to market their wares, set up colourful stalls of eatables and merchandise to get first hand experience of marketing, sales and account keeping.
- Students of TYBMM (Journalism) have started a College Newsletter – “Rizvi News and Views” as a Live Project. Such an initiative helps them to get hand on training in various subjects like collection of news, editing, and magazine making.
- Orientation Programmes and Prize Distribution are organized by Students Council.
- Cultural committee organised a camp to distribute clothes and shoes to street children at the hands of famous singer Shaan.

5.12 – No. of social initiatives by students –

Major Social Initiatives in the Year 2015-16 are as follows:

By NSS students –

Adopted area – Khar Danda and Ambedkar Road. Area based activities –

- a. Health awareness – Session on Dengue and Malaria. 136 NSS volunteers, Programme officers, BMC officials and staff participated in this session.
- b. Session on Drug Abuse – 108 NSS volunteers along with Programme officers participated.
- c. Street play on Drug Abuse.
- d. Street play on 'Effect of Alcohol on Youth'.
- e. Street play on HIV/AIDS
- f. Rally on cancer – Health awareness – rally was from community area to college. 87 volunteers participated in this rally.
- g. Save electricity project – Environment Awareness. Each volunteer adopted 07 households and conducted a survey regarding electricity bills and made them aware of power shortage in our country. After the survey they visited each household every month to assess the impact of their talk – at the end of the project 2011 units of electricity could be saved.

h. Making and distribution of paper bags and note books – part of area based activity on Environment awareness. 104 volunteers made more than 5000 paper bags and 983 note books in the college campus. These paper bags were distributed to shop keepers, vegetable and fish vendors and notebooks were distributed to BMC schools of the community area.

i. Street play on ‘say NO to plastic’- area based activity – environment awareness. Play held at Ambedkar Road.

j. Street play on ‘Save Water’- area based activity – Environment Awareness. Play held at Khar Danda.

College activities –

a. Free Health-check up drive and Blood Donation drive

b. Poster competition on Women Issues

c. Senior Citizen Survey – with Khar Police Station Staff.

d. Constitution Day Celebration.

e. Talk on Drug Abuse by Padmashri Fr. Joe Pereira.

University level

a. Swachh Bharat Mission

b. Road Safety – Manning of SV Road Traffic with Bandra RTO for one week.

Other activities

A. Nature and Science Club– Excursions –

a. To Asangaon – a two days three nights botanical excursion to Asangaon forest was undertaken. More than 45 students enjoyed this excursion which included interaction with experts from field of Ornithology and Taxonomy.

b. Botanical excursions to – Rani Baug a zoological garden; Sanjay Gandhi National Park and Maharashtra Nature Park.

c. Tree awareness Drive – more than 100 exhibits of important trees of India were displayed and this exhibition was well attended.

d. Water conservation Drive in College – poster display on this topic.

e. Department of Botany and Zoology organised their annual event – ‘Landscapes and Bio designing – An Intercollegiate Competition’- to include flower arrangement, bio-jewellery, vegetable printing, fruit carving and bottle garden.

f. Botany Department started a vocational course in Bioaesthetics – this course was conducted on holidays or on Saturdays. 25 students completed this course which was of ten sessions – each session of two hours each.

B: DLLE:

1. The DLLE held its ‘Annual 25 days sale’ wherein student members put up market stalls for 25 days – from 20th November 2015 to 18th December, 2015 to teach students about marketing, sales accounts – this would develop entrepreneurship skills in them.

2. DLLE organised a field visit to Shaways Dhaba, Bhiwandi as a part of their community level activity to give students practical knowledge about mass cooking. It gave students a chance to interact with the workers – to understand their activities, their problems.

Criterion – VI

6. Governance, Leadership and Management:-

6.1 State the Vision and Mission of the institution

Vision: The Upliftment of Muslim minority students through quality education.

Mission: Dr. A.H. Rizvi, President of Rizvi Education Society, has succeeded in fulfilling his deep desire to help the less fortunate ones who are not able to pursue higher education, especially those belonging to the ‘Muslim Minority Community’. Our mission statement being ‘**Education for all**’, we admit students with low percentage and nurture them to improve their performance and to hone their skills in all respect for overall development.

Objectives :

1. To impart quality education to our students
2. To develop the self-reliance and determination of our students so that they can respond with courage and sensitivity to personal and social issues
3. To enhance the overall personality of our students
4. To generate an awareness of women’s issues, human rights and environmental issues, so that they understand and respond constructively
5. To encourage Muslim students to develop their religious conviction in an atmosphere of respect for other faiths and for each individual’s personal beliefs
6. To foster, in our students, a sense of national identity that is secular and multicultural with respect to tolerance and respect for all religions and cultures. We try to foster the goals of the college through the teaching-learning process. We address the needs of the community and national development through NSS and NCC units.

6.2 Does the Institution has a Management Information System

Yes

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- To fulfill our mission of providing ‘Quality Education for All’ we practice innovative teaching methods such as power point presentation, group discussions, seminars, workshops, industrial visits, field trips etc.
- Working within the curriculum designed by the University, we give weightage for academic improvement and at the same time give sufficient time for overall development of students by encouraging them to work in various forums of the college such as Student’s Council, NSS, NCC, magazine committee, cultural committee.
- Many of our teachers are part of Syllabus formation committees, Board of Studies. Students

and others state holders opinion on syllabus is conveyed to BOS.

- Teachers are allowed to attend various workshops & seminars related to their syllabus.
- College has Research Centers for guiding M.Sc. & Ph.D. students

6.3.2 Teaching and Learning

- The academic calendar is prepared before the beginning of the academic year. Teaching plans are submitted by all the teachers for both the semesters, month wise as per the syllabi prescribed by the university at the beginning of the year. Teaching plan for is uploaded on our website. Planning for tutorials, assignment and project is undertaken by the concerned departments and is implemented immediately.
- Apart from the lecture method of teaching, field studies, study tours, group discussions, case-study method & other interactive methods are practiced intensively to facilitate better learning.
- The goal is not only to help the students to secure good results and enhance their career prospects, but to encourage them as become better human beings and productive citizens of the country as well.
- There is a seminar room in the college where seminars are organized for the students with the help of LCD projector. The college has several laptops and a smart board which teachers of various departments use to make classroom teaching more interactive. Almost every class room is equipped with LCD projector and white screen.
- Our library is equipped with computers and internet connectivity. The library regularly adds latest books to the existing stock as recommended by the faculty. Besides, all the science departments have their own computers with internet connections which are of great use in accessing information. We have two libraries in the College. The library also has a Smart TV to show films on literature and other fields using you tube and educational DVDs.
- Teachers conduct studies on the academic growth of students and adopt different strategies to cater to different categories. For weak students, remedial classes are conducted on a regular basis. Apart from that, concept clarifications and problem solving exercises are given, simple but standard notes and course material is provided. Advanced learners are given additional work such as assignments/difficult level problems which are prescribed in reference books and are encouraged towards research as well. Many departments conduct test series for better performance in semester end exam.

6.3.3 Examination and Evaluation

- Examination committee is responsible for preparing the time table for conducting the internal and Semester/yearly examination and announcement of results.
- The college conducts all examinations strictly as per the University guidelines.
- Monitoring of regular attendance of students is done as a part of continuous evaluation system.
- The college has adopted internal class test & active participation by the students during class for internal assessment component.

- The college follows the centralized assessment process for all Semesters.
- All answer books are masked.
- Students are informed about examination schedule through notices circulated in the class room, by displaying on the notice board, through electronic display and on College website.
- Declaration of result and distribution of mark list is done within the scheduled dates.

6.3.4 Research and Development

- To promote research in the college, the principal encourages faculty members to participate and present papers in seminars and conferences at various levels and also motivates to pursue quality research in the respective fields.
- Faculty members are granted permission to leave the premises directly after their lectures and practical's for their data collections, visits to libraries, and for other research related works.
- To create and promote an environment for research, our college has continued with a peer reviewed biannual international journal titled "International Journal of Research" with ISSN number. The journal has completed five years.
- Many of the faculties have undertaken major and minor research projects. Some have also registered for Ph.D.
- The Principal encourages teachers to become Research guides for M.Sc., M.Phil. and Ph.D. courses and some of the professors are already recognized as research guides.
- Some of our science laboratories are recognized for research work and are equipped with state of the art facilities to carry research work.
- Students are motivated to do research at college level and also to take part in inter-university research convention 'Avishkar'. The Avishkar Research Convention Committee of the college conducted an orientation programme on 10th August 2015 for the students about Avishkar, Dr. Pradeep Khamtekar, Avishkar Coordinator at University of Mumbai was invited as the resource person. This programme had two rounds of Competition. The first round was an intra-collegiate level round where two students were given prizes for their project and presentation. Ms Jignesh received the first prize and Ms Sheeba received the second prize. Students who went upto the final level at the Intra-Collegiate round were trained and asked to participate at the University level. Six students from Undergraduate level and one student from the post graduate level participated in Avishkar Research Convention at the University. Two students Mr. Adil Shaikh and Mr. Mohsin Khan won at the Zonal Level in Commerce & Management Category. Our Student Mustafa Rangwala won at the Zonal level in the Humanities Category (PG level).

6.3.5 Library, ICT and Physical Infrastructure / Instrumentation

Library

- There is open access to all the library resources for students and staff members.
- College Library is well equipped with internet facility.
- An orientation programme is conducted at the beginning of every academic year for the

first year students about the various library services and the procedure for issuing books and other reading materials

- Students from the economically weaker sections can avail of the Book Bank scheme.
- The Library software “SLIM + +” has been upgraded to “SLIM 21” with web OPAC.
- The library prepares data base of books and their bibliography descriptions are added in the Online Public Access Catalogue – OPAC. College has joined the information service infrastructure - NLIST (INFLIBNET) programmer under which access to e-resources is available to students and faculties.
- A separate computer is placed for OPAC, two computers for circulation section, three computers for updating the records, three computers for students for accessing e-resources for study purpose and one computer for faculties for e-resources.
- Library has membership of British Council Library and American Centre Library.
- The library has a good collection of reference books, research journals, general magazine, e-books, and periodicals on education, maps, audio/video CD etc.
- Students and teachers are provided with previous years question papers.
- Library staff is allowed to attend workshop to enhance their ability.
- A *Collage* competition was organized by our library on 16-09-2015 on the topic “Nature” for students.
- The college library has a smart TV to show educational films on You-tube, Khan Academy and other web-based platforms.
- The college library is digitizing rare books.

ICT

- The college has two spacious air-conditioned computer laboratories which are used mainly by the Dept. of Computer Science and Information Technology.
- Both the labs together have a total of about 120 computers, 5 laptops, 02 printers, interactive white board and other accessories.
- All computers have internet connectivity.
- These laboratories are used by different faculty members and students for study and research purpose.
- These laboratories are used for online admission purpose as well.
- The Computer laboratories are sometimes used for conducting workshops/training programs by other departments as well.

Infrastructure

- The college has seminar room with LED projector where seminars are conducted on a regular basis.
- All class rooms are spacious, well ventilated and fitted with sufficient number of lights & fans.
- Each classroom is fitted with 3 pin electric power supply and large size black board.
- Classroom has large benches for the students with sufficient leg space & space for placing bags students.
- Almost every classroom is now equipped with LCD projector and screen.

- Entire college has intercom facilities and huge electronic displays at various strategic locations in the college.
- College has gymkhana facility.
- CCTV, intercom system and internet connection in the administrative office.
- To improve security in the campus we have installed CCTV cameras at certain strategic points such as the main gate, office and near the lift.
- College has four large LED panels working as Notice Boards.

Besides, the college has the following facilities for students and staff:

- Auditorium.
- Air conditioned staff room equipped with computer & printer.
- Canteen.
- Xerox centre.
- Ladies common room.
- Lifts one-Automatic and one manual.
- Four & two wheeler parking outside the college premises for students and inside the premises for the staff members.
- Clean and hygienic toilets.
- Fully computerised office with internet facility.
- Xerox facility available in office for official purpose.
- All laboratories have computer and internet facilities.

6.3.6 Human Resource Management

Staff Development Programme:

- Faculties are encouraged to participate in various programmes like orientation, refresher, workshops and other short term courses to upgrade their knowledge.
- Non-teaching staff are encouraged to attend various training programmes
- The College has organized a UGC sponsored two day National Conference on Application of statistics in social sciences on 8th and 9th January 2016.
- A day-long training workshop on Compost Pit and Environment for class IV employees had been organized on 17th Feb 2016.
- A workshop on API for College teachers was organized by University of Mumbai in Association with IQAC of Rizvi College of ASC, DTSS College of Com., J.M. Patel College of Com., and N.M. College of Com. & Eco. on 29th August 2015.
- A seven day workshop and training on tally 9.0 was organized in the College for non-teaching staff and students from 15th to 30th October 2015
- A Seminar on “Simplifying Exam. rules” was conducted for College teachers on 10th October 2015 by Rizvi College in association with J.M. Patel College.
- An Orientation programme regarding examination system was conducted on 8th March 2016 at the college level by the Exam Dept.
- A workshop on enriching SSR was organized on 2nd April 2016 at S.L.Raheja college
- **Virtual Learning** workshop for Non –Teaching with the help of ROBOMATE+ FREE

App (A virtual Teacher) In Collaboration with Global Trust. on 11th Feb 2016.

- **Financial Literacy Program for Non teaching Staff** organized with the help of Tikсна Mission Trust an NGO on 25 Feb 2016 (5th Floor Library)
- Organized a Workshop for Non Teaching Staff on **Interest Free Banking** on 9th April 2016. Speakers were Dr Abdul Majid and Dr Mehmood Alam Khan from Maharashtra College Mumbai.

Self Appraisal method:

- Performance based appraisal system proforma (API-PBAS) is filled by the teaching staff at the end of the academic year. It is a mandatory requirement for all the teaching staff
- The form requires the employee to give his/her self evaluation of the research, academic, co-curricular and extra -curricular work done during that academic year, such as papers presented at various conferences, research activities undertaken, seminars, refresher courses, workshops, orientation programmes attended.
- The details are then evaluated and analyzed.

Student's feedback:

- Students fill up online feedback form for every teacher at the end of each academic year on various parameters.
- This feedback is analysed by IQAC and a copy is given to the teachers. This data is used to guide and encourage them to become better teachers.
- Students feedback is also taken on the administrative aspects of the college including facilities like canteen, cleanliness, Library facilities, etc.
- Online feedback is taken on Curriculum design by the University and the analysed feedback is send to the University.

Staff Placement and Promotions:

- Placements of the faculties are done according to the UGC norms.
- Promotions of the non-teaching staff is done as per the directives of the Maharashtra Government issued from time to time.

Grievance Redressal system:

- The College has a Grievance committee to redress various grievances of the staff.
- For taking up Grievances of Women, the college has a separate committee named "Mahila Takrar Committee".
- The college has a provision of addressing issues related to harassment of women at work place through its Women`s Development Cell (WDC).

6.3.7 Faculty and Staff recruitment

Teaching Staff

- The institution follows Govt. and University rules & regulations for the recruitment of staff members.

- After obtaining the NOC from the Joint director's office, the post is advertised in a national and local newspaper.
- Shortlisted candidates are interviewed by a duly constituted selection committee.
- Approval for selected candidates is obtained from the University of Mumbai.
- Qualified candidates are appointed initially on probation for one year and then confirmed in services, subject to their satisfactory performances through assessment reports submitted by the HOD.

Non - Teaching Staff

- Recruitment takes place as per the circular from the Joint's Director's Office.
- The selection committee is formed as prescribed by the Government standard code and the recommendations are sent to the Joint director of Higher Education.

Self Finance Course Staff

- The Management appoints competent, qualified and experienced staff for all its self financing programmes.
- The payment to this staff is done as per the UGC guidelines.

6.3.8 Industry Interaction / collaboration

Industry Interaction:

The college has several tie up with esteemed institutes such as:

- Bharti Vidyapeeth-Faculty exchange.
- Rotary Club-Khar-NSS unit for holding Community level programmes.
- NGO-Population First with the Women Development Cell.
- Tata Memorial Hospital-NSS unit for holding Community level programmes
- Anubhav Mumbai-N.G.O. for youth.
- Think foundation-N.G.O.-Thellaseemia.
- Jamia Millia Islamia University-Study centre of Distance mode programme for various courses.
- Institute for ISO Auditing & Implementation- for seven courses offered by IIAI (diploma / post graduation diploma courses) such as ISO 14001 - Environment Management System, ISO 22000 - Food Safety Management System, ISO 27001 - Information Security Management System, ISO 31000 - Risk Management System, ISO 45001 - Occupational Health & Safety Management System, ISO 50001 - Energy Management System.
- IDOL of Mumbai University for conducting lectures practicals of MCA, MSc(IT) students.
- An MOU was signed by Rizvi Education Society with Dr. John, Dean of Management Studies of MIT (Manukau Institute of Technology, New Zealand) on February 14, 2016 for twining programs where students can study two/three semesters in India and remaining semesters in New Zealand for five under graduate courses.
- We have tie-up with Font Computers for add-on courses for students.
- The Career and Placements Committee had interacted with the Companies for Placements & Trainings

TCS Ltd., TCS BPS, IGATE, ICICI Prudential Life Insurance Co. Ltd., Toyota Tsusho Insurance Broker Pvt. Ltd, Wipro Ltd., theChairr.com, Grofers, KES (Kraft Educational Services), Global Talent Track, PNP Polytex Pvt. Ltd., Vee9-Tech Solutions, Squad Infotech Pvt. Ltd., We Bind Technologies, ITM group of Institutes, Taj Eduglobe Ltd

6.3.9 Admission of Students

- The admissions for U.G. & P.G classes are given as per the University norms.
- The admission process is online.
- Online registration for first year U.G. students.
- 50% seats are reserved for Muslim Minority Students.
- First preference is given to in-house students at entry level.
- Admission to self finance course is done as per the University norms.
- Admission process is transparent, rules & regulations relating to admission are strictly adhered by the college.
- Cut-off percentage for the year 2015-16

Aided Courses

Courses	Open category		Reserved SC/ST/OBC		Muslim minority	
	Highest %	Lowest %	Highest %	Lowest %	Highest %	Lowest %
FYBA	63.23	35.00	66.62	35.00	76.31	35.00
FYBSc	65.23	35.00	50.77	35.00	71.23	42.15
FYBcom	77.69	50.00	96.85	54.77	76.62	50.00

Self financed courses:

Courses	Open category		Reserved SC/ST/OBC		Muslim minority	
	Highest %	Lowest %	Highest %	Lowest %	Highest %	Lowest %
FYBMS	86	57.54	86.77	48.77	85.20	57.23
FYBMM	88.62	56.62	71.08	53.23	90.00	61.85
FYBBI	70.92	54.46	56.62	52.80	82.00	45.54
FYBAF	78.77	62.62	70.92	58.15	84.15	54.15
FYBSc-CS	54.62	45.69	48.77	-----	69.80	41.69
FYBSc-IT	79.85	56.46	68.92	47.54	77.69	56.46
M.Com	74.86	49.29	59.29	-----	82.14	43.29

6.4 Welfare schemes for

Teaching	<ol style="list-style-type: none"> 1. Fee waiver for children of the staff to study at in Rizvi college of A/S/C. 2. We have a Cooperative credit society the membership of which can be availed by any staff member. Members can avail of the loan facility from this society in times of financial emergency. 3. Teaching and Non-teaching staff avail of medical and leave travel reimbursement. 4. The Management reimburses registration fees for refresher courses, short term courses, workshops, seminars and conferences attended by the staff. 5. Workshops and seminars on Quality Enhancement are organised for Teachers by Experts. 6. Teacher's achievements are felicitated in Term End Staff Meetings.
Non-Teaching	<ol style="list-style-type: none"> 1. 50% concession in fees is allowed for the ward of non-teaching staff taking admission in our college. 2. When the salary cheque from the Govt is delayed class (III) and class (IV) staff members can apply for an advance payment from the management. 3. Free workshops and training programs are organised for Non- Teaching Staff on Quality Enhancement.
Students	<ol style="list-style-type: none"> 1. Scholarships, Free-ship and Financial support: Financial support from the institution: 15 students of Degree College got financial support from the institution an amount of Rs 45,000/- was spent on it. An amount of Rs: 108810/- was spent on free-ship (50% concession in fees) by the Management to the ward of employees. A generous amount of Rs. 963721/- was spent on sports free ship. Students can also pay their fees in instalments in case of financial crises. 133 students in unaided section and 14 students in aided section availed this facility. 2. Group insurance: All students of the senior college are covered by the Group Personal Accident insurance Protection cover scheme-Yuva raksha policy of The New India Assurance Company Ltd for a nominal annual charge of Rs 40/- per student. They are given accident and life cover. Each student is covered for Rs 2,00,000/- (Two lakh).The claimed amount was given to the family of the deceased. (A student of T.Y.B.Com who died in road accident) 3. Book bank facility. Students from economically weak background are allowed to borrow subject-related books for the whole year. Many teachers and alumni help needy students on an informal level. 4. Free counseling. The college has a counseling centre with trained personnel lady Counselor Mrs. Saba Givani from the renowned Machiswala Counseling Centre. She is available in the college every Wednesday from 10.30am to 1.00pm. Faculty members counsel students and encourage them to approach the counseling centre if necessary. A career guidance test was conducted free of cost for the students. Lectures on stress management by Mr. Rajiv Bhole and personality development by Mrs. Saba Givani were also conducted as part of the activities of the

	<p>counseling cell.</p> <p>5. Remedial coaching is given for academically weak students and slow learners: Teachers of all Departments tutor such students on the basis of their individual needs.</p> <p>6. PAN Cards: To create awareness towards paying proper taxes to the government and make students and staff abide by it, special PAN Camp was organised between 10th - 12th February 2015 in coordination with Infrastructure Technology and Services (a Govt. Of India Company) to get pan card made at a very nominal rate. Sixty two applications were collected during this period.</p> <p>7. Health Awareness Programmes: Rallies, Street plays, Seminars, Poster competition are periodically conducted by the NSS Unit. A variety of Health Checkup camps/Detection camps on various health issues such as Thallassemia, Bone density, Eye check up, CBC, Dental, BMI, ECG etc was arranged for the students as part of the activities of the NSS Unit of the college. Street play on Drug Abuse, Effect of alcohol on youth, Save Water, Say no to plastic etc was organized by the NSS unit. Poster competition on Women issues & HIV/AIDS ,Constitutional day celebration on 26th January 2016 , Swachh Bharat mission and many more activities were organized by the NSS unit of the college</p> <p>8. Career Guidance and Placement cell has organized several placement drives, seminars and workshops in the college for the empowerment of the students and to guide them about various vocational courses available to them at Under graduate (UG) and Post graduate (PG) levels. Placement drives were conducted by TCS, ICICI Prudential Life Insurance Co. Ltd, Grofers , Chairr.com & PNP Polytex Pvt. Ltd. Seminars and workshops were conducted by Nubar Nail Academy.</p> <p>Total placements done were Full Time: - 24 on-campus + 16 off-campus = 40. Internships:- 37.</p> <p>The career guidance cell has organized several activities some of which include- On 14th November 2015 MIT- Civil Services Training Institute, Pune. Conducted a lecture on career in civil services. Organized field visit for TYBCom- “A Day at Pearl-Creative workshop” on 28th Nov 2015 (Andheri Campus) to BSE on 13th Jan 2016 at BSE Brokers Forum.</p> <p>Coordinated with AIM Institute of Management for short term courses under skill development program. 127 got enrolled for one year diploma course in Marketing Management/Business Management/Dip in Accountancy and Book keeping. Course for Minority students only. Around 80 students registered for Certificate course in Travel and Tourism (three month duration) under skill development program with AIM Institute of Management free of cost with scholarship of Rs 1450/- upon completion of course.</p> <p>9. Add-on Courses: – A short term certificate course from BSE Brokers forum of five days. Thirty students were trained by Font Computers for Tally 9 and given certificates.</p> <p>10. Seminars and Workshops are held periodically to develop soft skills like resume</p>
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	<p>writing, group discussions and preparing for interviews.</p> <ol style="list-style-type: none"> 11. A number of co-curricular and extra-curricular activities to develop different skills, promotion of research culture among students and leadership qualities. The students of BMM, BAF, BBI & BMS are involved in various activities such as publishing house journal, video resumes, College newsletter. Besides our students participate in various extracurricular and co-curricular activities organized by other colleges and bagged prizes in events SNTD (Melange)-2nd Prize, HK Management College-1st Prize, Mithibai (Ashtag) -1st Prize. 12. College canteen: The college canteen remains open from 7.00 am to 5.00 pm. Affordable food is provided. A canteen committee comprising of staff members is appointed by the management to monitor the quality and price of the food served. 13. Sports students are given 100% exemption of fees, Travelling & daily allowances provided with sports kit and get trained under the guidance of reputed coaches. Cash prizes are given to winners. 14. Doctor on call Dr. Anwar to attend medical emergencies. 15. First Aid boxes are available in all science laboratories, College office & Staff room. 16. Sanitary Pad dispensing unit has been installed for girl students & women staff. 17. Training for Students mainly from Commerce faculty was organised on 19th November 2015 on E-learning Programme for all subjects, CPT and other Competitive exam. This training programme was conducted in coordination with Goyal Academy (Gold). 18. ITM group of Institutes conducted an Aptitude test for TYBCom students on 12th Nov 2015 for short listing students for their Post Graduate Diploma in Financial Services. (One year residential Program). 19. Discover Brain -Taj Eduglobe Ltd conducted a seminar for SYBCom students on 25th Feb 2016 in Room No 108 from 9:20- 10:00 am (Briefed about DMIT/MET/PSYCHOMETRIC test) 20. Tikсна Mission Trust conducted Investor Awareness Program for students on 25th Feb 2016. 21. On 19th Feb 2016 Staar United INC conducted a Lecture on Global opportunities to Earn and Learn. Briefed TYBA/BSc/BCom students about Foreign Universities and courses for higher studies. 22. On 19th Feb 2016 Imarticus Learning conducted a lecture on Career in Global Investment Banking and Analytics. Introduce their short term PG professional program to our TYBCom students. 23. Collaborated with We Bind Technologies for Free Live Webinars that will be conducted by industry expert from all over the world. We Bind is an Edu-tech startup connecting students to subject specific industry experts via live interactive sessions. Live Webinars was conducted using the projector and speakers facility in the Computer Science Lab
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6.5 Total corpus fund generated: **Rs. 5,77,000/-**

6.6 Whether annual financial audit has been done Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	University of Mumbai & NQAC International (ISO)	Yes	Principal/ VP/ HODs
Administrative	Yes	Dept. of JD/AG. Financial Audit was conducted by Lasrado as well.	Yes	Principal/Registrar & Internal Auditors

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- Teachers are motivated to submit soft copies of question papers for internal and external assessment exams..
- We have two high speed duplicator machine with a capacity of 180 papers/minute, which enables us to print in house question papers for all examination under the surveillance of a closed circuit television (CCTV)
- Spacious examination control room with a team of cooperative staff , two computers with internet facility, two printers, intercom facility, Xerox machine,
- All answer books are masked.
- Centralised assessment of answer books.
- Procedure/patterns and rules of the examination are explained to the teachers during special meetings convened for this purpose
- An Orientation programme for new teachers is planned to inform them about the examination procedure, paper pattern and important circulars related to examination.
- HODs explain the paper pattern in their subjects to their departmental colleagues.
- Salient points of the examination procedure and the method of evaluation are communicated to the students through college prospectus, orientation programmes, workshop and by displaying notices related to exams at prominent places on campus / on

each floors or circulated in the classroom or conveyed to students by using digital displays outside examination control room, canteen, library and on college website

- SMS alert are send to students/ Parents informing them about the dates of examination and / or the date of submission of University forms and circulars related to exams
- On 9th April 2016 the examination committee of our college guided and interacted with Chairperson Dr. Abdul Majid & his five member team of teachers of the examination committee from Maharashtra College along about the various procedure for the smooth conduct of examinations both Regular and ATKT Exams along with internals for all semesters.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?-NA

6.11 Activities and support from the Alumni Association.

Alumni meet was held on 29th November 2015 in the college auditorium. The alumni who brought glory to the college by contribution in their respective fields were felicitated by the Principal Dr.M.Z.Farooqui. An Alumnus paid fees of some student. In addition to this they help us in arranging industrial visits and organizing cultural fest Jashn-E- Rizvi as well. Some of them are also invited as Guest Lectures.

6.12 Activities and support from the Parent – Teacher Association

The first PTA meeting was held on 12th September 2015 in the seminar room. About 180 Alumni attended the same. A second PTA-meeting was held on 30th January 2016.This meeting included two talks one by our own senior teacher Prof: S. Shetty Head, Department of Philosophy on problems faced by youth & the other by Mr. Abbas Dhodiya, Senior correspondent Asian Age on problems of educating today's youth.

6.13 Development programme for Support Staff

Staff : Teaching

- ❖ To train Teaching and Non-teaching staff a Seminar was organised in the college on 01st July 2015 entitled “Quality Improvement through for NAAC Accreditation” by IQAC.
- ❖ A workshop for teachers on CAS was organized by the IQAC in coordination with University of Mumbai and three other colleges on 29th August 2015.
- ❖ IQAC & the counselling cell has organized a workshop on “Stress Management” for staff and students on 14th September 2015
- ❖ A Seminar on “Simplifying Exam. Rules” was conducted for College teachers on 10th October 2015 by IQAC of Rizvi College in association with J.M. Patel College.
- ❖ The college has organized a UGC sponsored two day national conference on “Application of Statistics in Commerce, Economics & Social Sciences” on 8th and 9th January 2016.
- ❖ An Orientation programme regarding examination system was conducted on 8th March 2016 at the college level by the Examination Department.
- ❖ A workshop on enriching SSR was organized on 2nd April 2016 at S.L.Raheja college.

Staff: Non teaching

- ❖ A short term certificate course on tally 9.0 was conducted by the IQAC in coordination with Department of Commerce & Computer science from 15th October to 30th October 2015.
- ❖ **Virtual Learning** workshop for Non –Teaching with the help of ROBOMATE+ FREE App (A virtual Teacher) in Collaboration with Global Trust. On 11th Feb 2016.
- ❖ A training workshop on Compost Pit & Environment was conducted for the class-IV employees by the Environment committee of the college and an NGO-Shri Mufti Sangathana on 17th February 2016.
- ❖ **Financial Literacy Program for Non teaching Staff** organized with the help of Tikсна Mission Trust an NGO on 25 Feb 2016 (5th Floor Library)
- ❖ Organized a Workshop for Non Teaching Staff on **Interest Free Banking** on 9th April 2016. Speakers were Dr Abdul Majid and Dr Mehmood Alam Khan from Maharashtra College Mumbai.
- ❖ Quality Enhancement Workshops organised by IQAC on 01st July 2015 also included Non-teaching Staff.
- ❖ With the initiative of **Prof. Vishwas V. Deshmukh** (Asst. Prof in Physics) a training program of service, repair and maintenance of the various electronic instruments conducted from **13/04 /2016 to 23/04/2016** for the staff of the laboratory like Lab Assistants and lab attendants. Five Lab Assistants got trained.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Inter-collegiate Project and Poster Competition was organized by the Department of Botany & Zoology on Thursday, 23rd July 2015 some of the topics of this Intercollegiate competition were flower arrangement, Bio-jewellery, vegetable printing, fruit carving and bottle garden. The theme of the competition was **“Impact of climate change”**.
- Soft copies of important circulars/manuals are mailed directly to the faculty on their email thereby minimizing the use of paper.
- Dr. Nitesh Joshi, Associate Professor, Department of Botany has published papers in several reputed journals and presented papers in conferences on various aspects of environmental pollution. Dr. Alkama Faqih has completed his Ph.D. in environment related issues. Dr. Rana Ansariya & Prof Nagma Tamkeen from Department of Zoology have also presented papers on various aspects of environmental pollution in their respective fields.
- Huge dustbins are kept at prominent places such as canteen, on each floor, in all science departments, girls common room, wash rooms etc and prompt disposal of waste is done to ensure cleanliness and hygiene in the campus. A compost pit has been prepared to dispose the garbage generated in the college in an eco friendly manner.
- Pest control in all classrooms, washrooms, office, laboratories and library.
- All science departments, administrative office, library, canteen are equipped with fire extinguishers
- Dripping of water through pipes, taps are taken care of by prompt replacement thereby avoiding wastage of water.

- Chemistry department teachers ensure and train their students to carry out all chemical analysis using micro scale techniques / using only the required amount of reagents thereby preventing unnecessary waste of chemicals. All concentrated acids, Kipps apparatus are kept in fume cupboard.
- The NSS unit as part of the Swachh Bharat Mission conducted a variety of activities such as campus cleaning, Street play on Mera Bharat Clean Bharat as part of their University level programme. Making and distribution of paper bags, Save Electricity drive as part of their Area based activities. Tree plantation as part of their University level projects with a task to save the environment.
- Waste Management system has been introduced in our College. With a view to improve the environment, compost pit has been constructed which takes care of garbage disposal of the college.
- Department of Botany & Nature Club have organized a Tree Awareness Drive on 12th February 2016.

Criterion – VII

7. Innovations and Best Practices

7.1. Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Upgradation of Online admissions system facilitated smooth conduct of admission in 2015-16.
- Research Activities have increased as evidenced by a large number of teachers publishing papers at National and International level and undertaking major and minor research projects.
- Taking care of the changing needs of faculty and the growing interest in research the college continued publishing its biannual international peer reviewed research journal with ISSN, the abstract of which was uploaded on Google Scholar.
- Financial support from the institution to Sports, Wards of Employees and Needy Students.
- Students can also pay their fees in instalments in case of financial crises. 133 students in unaided section and 14 students in aided section availed this facility.
- With the vision and foresight of our Management and Principal we have reinvented ourselves towards a digital transformation. As we have embarked on a series of transformations in 2016 we have adopted a new technology and innovative practice in marking the attendance of students electronically. The technology aims to monitor the participation of students in lectures and SMS alerts sent to students and parents at the end of each day to highlight their absence from lectures offering them chance to improve their attendance and comply with the university norm. Class mentors closely monitor and guide the students in improving their attendance.
- The college has installed e-card reader for attendance of students and teachers in classrooms.
- We encourage our students to participate in many cultural activities both within the campus and in festivals conducted by other colleges. We have a drama director who is paid by the College to guide and train our students in theatre. The college pays entry fees for participation in events, transport costs and even cost of hiring costumes for various types of performances.
- Traditional day was organised by Students on 15th August 2015. To promote national Integration each division & class was asked to represent a State. Best dressed girl, boy and couple were given prizes.
- We are committed to continuous improvement in quality accordingly we had undertaken academic audit by the University and the ISO audit. The checks and balances are in place and the academic audit committee has provided a positive report of the same. The college also got ISO 9001: 2008 certified.
- Newsletter has been launched aiming to cover all the achievements and events in the College and is handled exclusively by Students and teachers of the BMM department of our College.
- With a view to improve the environment, compost pit has been constructed which takes care of garbage disposal of the college.
- In the era of social media the power of the youth who will form the Gen-Next modern methods of communication is very useful. Accordingly, a campus channel for spreading edutainment was launched in the College. This gave adequate opportunity to the students to unleash their creativity through the campus channel 24x7.
- Three students of Physics (FYBSc) were sent to Summer School in Physics at Wilson College, IAPT from 11th April to 23rd April 2016.

- Workshops were organised for Non-teaching staff to train them with the latest version of Tally and to improve their Financial Literacy and to give knowledge about Interest Free Banking.
- College has tied up with BAND and Reliance Jio to setup chat-rooms for teachers, students and non-teaching staff.
- The college is in process of starting its own platform ‘YUVAA’ for students, teachers and non-teaching staff for smooth flow of communication in all directions.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Academic Audit was conducted by the University. The committee gave a good report with few recommendations.
- The college received the ISO 9001: 2008 certification a benchmark for quality assurance.
- Use of technology was emphasized. Teachers in most of the departments use LCD projector for lectures and has created a new learning experience for the students.
- Research activities have been accelerated with several teachers undertaking minor, major research and publishing papers. Number of research papers in International and national journals were on the rise.
- Proper Waste Management System has been introduced in the College. Compost pit has been constructed in the Campus which takes care of garbage disposal of the college.
- In the era of social media, the power of the youth who will form the Gen-Next the modern methods of communication play an important role. Accordingly, a campus channel for spreading edutainment was launched in the College. This gave adequate opportunity to the students to unleash their creativity through the campus channel 24x7.
- An National level UGC sponsored Conference was organized by Mathematics & Statistics Dept and three other Social Sciences dept in coordination with JJT University, Rajasthan on “Application of Statistics in Commerce, Economics & Social Sciences” on 8th and 9th January 2016. About 140 participants from all over India and a few from outside India attended the Conference.
- An International Seminar was organised on “Daure Hazir Me Kalame Hali Ki Manawiyat Aur Afadiyat” by the Dept of Urdu on 15th February 2016.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

i. **Newsletter**

Rizvi College introduced a newsletter to provide the students of journalism with first-hand experience of collecting news, creating content, editing them and publishing the newsletter. This provides the students with rich experience in all phases of the life-cycle of a publication.

ii. **Quality Enhancement – Teaching, learning and external checks**

To improve academic standards and improve the quality of teaching and learning experience in the college a host of measures were introduced. Starting with improving the infrastructure for teaching and learning to changes administrative methods. The changes were benchmarked through academic audit and culminated in getting accredited with ISO 9001:2008.

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

- **Saving Electricity:** Environment Awareness was the part of NSS Area Based Activity. It was undertaken for the period of August, 2015 to January, 2016. Initially under this project each volunteer adopted seven households and conducted the survey regarding the electricity

bills and made aware them of the power shortage in the nation and consequences of using making excessive usage on supply of electricity and environment. After the survey and talk they visited the respective households every month to assess the impact of talk. Due to this initiative 2011 units of electricity could be saved.

- **Tree plantation:** It was held on 21st July, 2015. 27 boys and 13 girls' volunteers participated in the event. 100 saplings of Neem, Banyan, Peepal and Mango were planted at Netali Village, Manor, Palghar.
- **Poster Competition on Save Environment:** Poster Competition on Save Environment was held on 8th August, 2015 in the college auditorium. Dr. Anjum Ara M.K. Ahmad, Vice - Principal and Convener, IQAC, Mrs. Vandana Joshi, HOD, Dept. of English and Dr. (Mrs.) Shadab Akhtar, HOD, Dept. of Foundation Course were the judges. Total 26 students participated in it. Ms. Yogeeta Rajput, FYBCom (D) and Ms. Shehnaz Ansari, SYBCom (A) were given First and Second Prizes respectively.
- **Best Out of Waste Competition:** Best out of Waste Competition was held on 12th September, 2015 in the college auditorium. Total 17 students participated in it.
- **Campus Cleaning Drive:** Campus Cleaning Drive was held on 14th August, 2015 in the college campus. 39 Students participated in the event. Students cleaned the college auditorium and NSS Office.
- **Sea Shore Cleaning Drive:** It was held on 2nd October, 2015 at Sea Shore, Carter Road in association with BMC and R.D. National College, Bandra (West), Mumbai – 400 050. Twenty four students participated in it.
- **Rally on Swachh Bharat Mission:** A Rally was held from Churchgate Station to Gate Way of India on Swachh Bharat Mission on the occasion of Gandhi Jayanti. 31 students participated in it.
- **Making Paper Bags:** 104 volunteers of NSS from August 2015 to January 2016 made more than 5000 paper bags and 983 note books in college the campus. Paper bags were distributed to shopkeepers, vegetable and fish vendors and notebooks were distributed to BMC School of our community on 16th January, 2016.
- **Tree Awareness Drive:** More than 100 exhibits of important trees of India were displayed by Botany Dept. This exhibition was well attended by Students.
- **Play on Environment Awareness:** This activity was the part of NSS Area Based Activity – II i.e. Environment Awareness. 49 volunteers participated in a play performed at Ambedkar Road on 28th November, 2015. 54 volunteers participated in another play held at Khar Danda on 9th January, 2016.
- **Guest Talks:** Nature Club arranged talks by Experts. Some of them were Dr Parvish Pandya on biodiversity, Sanjay Monga on bird watching, Dr Meenakshy Vaidya on bottle garden.
- **Water Conservation:** The students carried out a water conservation drive in the college and displayed poster in the topic at various locations.
- **E-Waste** The College has taken an initiative to dispose of old hardware from the computer department for recycling to an NGO. The NGO in turn has issued a green audit certificate.

7.5 Whether environmental audit was conducted?

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)
Strengths

1. Pro-active visionary leadership and supportive management.
2. Fully computerized administrative office.

3. Capacity building by improving computer literacy through short computer training programmes conducted by IT Department/ CS Department.
4. Welfare measures for retiring employees (both teaching and non-teaching staff) through felicitation and befitting farewell.
5. Highly inclusive educational environment. 50% Free-ships and scholarships for students are provided by the management.
6. Financial Inclusion efforts by formation of credit co-operative society for personal loans.
7. Inclusive practices have been adopted and enlarged for students from socially, economically weak students.
8. Provision of opportunities to excel in the field of media, fine arts entertainment, sports and academics.
9. College is first in Sports amongst 750 colleges of University of Mumbai from last seven years and was awarded the Guru Nanak Dev Champions Trophy for the seventh consecutive year.
10. Encouragement to Students for participation in co-curricular activities resulting in winning prizes in several events for the College.
11. Quality enhancement of teachers through regular training on various aspects.

Weakness

1. Lack of adequate space coming in the way of add-on courses, lab expansion plans.
2. Due to paucity of funds, number of journals, books and periodicals were also limited.

Opportunities

1. Being a minority institution, opportunity to bring about inclusive approach to bring minority community into the mainstream
2. Teachers are given every opportunity to excel in their respective field, providing them a highly research oriented environment. Encouraging them to publish papers and chair sessions at state, national seminars and undertake minor and major research projects under UGC and Mumbai University.
3. Students are encouraged to reorient learning to meet the new system through intensive coaching and remedial classes for the weaker students.
4. Opportunities for student's participation in research activities through annual convention. (Avishkar).

Threats

1. Due to a large number of self-financing courses takers for Humanities and Science stream has been dwindling
2. As the college expenses are mostly based on grants from the government (in the aided section) meeting the growing demand of education is a major threat.

8. Plans of institution for next year

- To prepare for NAAC visit by sending the SSR to NAAC.
- To improve our website.
- Promote environmental awareness in and around Campus.
- To conduct the Energy Audit as well as Green Audit in the College.
- To get the gender audit done of the college.
- Enhance use of technology in teaching learning.
- Improve teacher's participation in research.
- To motivate Consultancy Services.
- To start more career oriented add-on courses.
- To make our tie-ups more effective.
- To start the Academic Diary system.

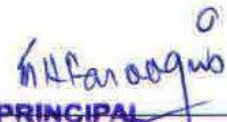
Dr. (Mrs)Anjum Ara M K Ahmad



Signature of the Coordinator, IQAC



Dr. M Z Farooqui



Signature of the Chairperson, IQAC
PRINCIPAL
Rizvi Education Society's
RIZVI COLLEGE
OF ARTS, SC. & COM.
Bandra (W), Mumbai - 400 050

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

Annexure I
Tentative Calender for the Academic Year 2015-2016

**(All dates and programmes are subject to change)*

DATES	PROGRAMME
08 th June, 2015	Degree College Re-opens
08 th June, 2015	Additional Examination of BMS/BMM Sem II & IV
09 th June, 2015	Lectures/Practical's begin for SY/TYBA/B.Sc/BCom/BMS/BMM/BAF/BBI
10 th June, 2015	First IQAC Meeting
10 th to 30 th June, 2016	Remedial for FY.SY.TY. BA.,BSc. ,BCom Sem II, IV, V &VI
15 th June, 2015	Junior College Re-opens
15 th June, 2015	Additional Examination of FY/SY/BA/BSc/BCom
16 th June, 2015	Lectures/ Practical's begin for SYJC Arts/Science/Commerce/MCVC
16 th June, 2015	Academic Audit of the College
01 st July, 2015	Lectures begin for FYBCom/BA/B Sc/BAF/BBI/BMM/BMS
4 th July,2015 – 15 th July, 2015	Students to collect scholarship forms from office and submit
4 th July,2015	Orientation programme for FYBCom/BA/B.Sc/BAF/BBI/BMM/
17 th July, 2015	Staff members to submit online teaching plan
18 th July, 2015	Orientation programme for Parents And Students of FYJC (Arts/Sci/MCVC/Comm)
22 nd July, 2015	Lectures begin for FYJC (Arts/Science/Com./MCVC)
25 th July, 2015	Friendship Day
08 th August, 2015	First Mentoring of Students Meeting
15 th August, 2015	Independence Day Celebration
17 th August, 2015	ATKT BMS/BMM Sem I & III
22 nd August, 2015	Tie & Saree Day
29 th August, 2015	First PTA Meeting –Degree College
1 st September, 2015	First Unit for FYJC (Arts/Sci./Com./MCVC) Begins
05 th September,2015	Teachers Day & Traditional Day
08 th September,2015	ISO Audit for certification
4 th -12 th September, 2015	Internal assessment/ Class Test (BA/BSc/BCom) Sem I, Sem III + ATKT Old Course
12 th September, 2015	Second Mentoring of Students Meeting
22 nd Sept, 2015	TET/ATKT Examination for FY/SY – BA/B.Sc/Com/BMM/BMS/BAF/BMS
26 th Sept, 2015	First Alumni Meet
5 th October, 2015	Regular Sem I & III BMS/BMM
17 th October, 2015	Second IQAC Meeting
20 th & 21 st October, 2015	National Level UGC Sponsored Statistics Conference
26 th October, 2015	First Terminal Exams for FY/SY JC – Arts/Science/Commerce/MCVC

19 th October, 2015 to 08 th November, 2015	DIWALI VACATION (Junior College)
26 st October, 2015 to 15 th November, 2015	DIWALI VACATION (Degree College)
09 th November 2015	College re-opens- Lectures/Practical's begin for all classes (Junior College)
16 th November 2015	College re-opens- Lectures/Practicals begin for all classes (DegreeCollege)
18 th – 24 th November 2015	7 day NSS residential camp
28 th November 2015	Black and White Day
30 th November, 2015	Declaration of results : Semester 1 and 3: FY/SY–BA/B Com/BSc/BAF/BMM.
3 rd - 15 th December, 2015	University Viva-voce – TYBMS/BMM/BBI/BAF
12 th December, 2015	Third Mentoring of Students Meeting
22 nd – 23 rd December, 2015	Jashn-E-Rizvi – annual inter collegiate youth festival
15 th December, 2015	Third IQAC Meeting
26 th December, 2015 to 01 st January, 2016	WINTER BREAK
02 nd January, 2016	College Re-Opens
04 th January, 2016	2 nd Unit Test for FYJC (Arts/Sci/Com, MCVC) AND SYJC – Practical Exams
5 th January, 2016	Prelims - SJYC
16 th January, 2016	Second PTA Meet–Degree College
19 th January, 2016	Prize Distribution Day Cum Annual Day
22 nd - 29 th January, 2016	Internal assessment/ Class Test (BA/BSc/BCom) Sem II, Sem IV
26 th January, 2016	Republic Day celebration
01 st to 6 th February, 2016	Industrial Visit for FY/SY – BAF/BMM/BBI/BMS
06 th February, 2016	Fourth Mentoring of Students Meeting
10 th February, 2016	Additional BMS/BMM I & II / ATKT BMS/BMM II & IV
15 th Feb 2016 - 27 th Feb 2016	Placement assistance for TYs and internships for FY/SY – BAF/BMM/BBI/BMS
22 nd February, 2016	Annual examination for FYJC (Arts/Sci/MCVC/Com.)
27 th February, 2016	Last teaching date –Degree College
01 st March, 2016	Regular Sem II & IV FY/SY-BA/B.Sc/B Com, ATKT , BMS / BMM
08 th March, 2016	International Women's Day
09 th March, 2016	Fourth IQAC Meeting
End of April 2016	Declaration of Results – FYJC – Arts/Sci./Commerce/MCVC
First week of May 2016	Declaration of results – FY/SY – BA/B Com/B Sc./BMM/BAF/BBI
01 st May, 2016	Summer Vacation of Degree College Starts
02 nd May, 2016	Summer Vacation of Junior College Starts

Annexure 2
Analysis of feedback given by the Students, Alumni, Parents and Faculties
Annexure 2.1
Analysis of Students’ Feedback of Teachers

Feedback is information about how we are doing in our efforts to reach our goal. Feedback is considered as one of the most powerful influences on any achievement as it enhances performance.

Students being the most important stakeholders in an educational institute, their feedback have become a widely used source of information to evaluate and improve teaching effectiveness. In order to provide good learning atmosphere, teachers have to be accountable for their performance. Feedback makes a teacher aware of students’ pedagogical requirements and guides them to think what kind of facilitation is needed by their students.

Every year we gather feedback from students by asking them to complete an anonymous on-line survey about every teacher taking a course of study. Our form contains 10 questions – and we need quantitative response with ‘1’ being poor to ‘5’ being excellent.

The feedback received is then analyzed and a copy of the feedback is given to each faculty member. Those needing guidance are advised/counselled by the Vice Principal/Principal without disturbing the teacher’s self esteem. Methods of improvements are discussed and recommended because a systematic measure of students’ view cannot be ignored.

Faculty of Science: - No. of teachers: 22

Score range: 0-2: NIL

2-3: NIL

3-4 : 07

4-5: 15

The average performance was found ranging from GOOD TO VERY GOOD –with five faculty members getting 4.66, 4.67, 4.68, 4.71 and 4.62 respectively (moving towards ‘excellence’.)

Faculty of Arts: - No. of teachers: 10

Score range - 0-2: Nil

2-3: Nil

3-4: 03

4-5: 07

The average performance was found ranging from GOOD to VERY GOOD – with four faculty members getting 4.66, 4.70, 4.75 and 4.79 respectively (moving towards excellence).

Faculty of Commerce: - No. of teachers: 21

Score range: 0-2 : Nil

2-3: Nil

3-4: 09

4-5: 13

The average performance was found ranging from GOOD to VERY GOOD.

Faculty of Science (Information Technology) :-No. of teachers: 08

Score – 0-2: Nil

2-3: Nil

3-4: 04

4-5: 04

The average performance was found ranging from: GOOD TO VERY GOOD.

Faculty of Science (Computer Science): - No. of teachers: 07

Score: 0-2: Nil

2-3: Nil

3-4: 01

4-5: 06

The average performance was mostly VERY GOOD with three members getting – 4.60, 4.73 and 4.80 respectively, moving towards excellence.

Faculty of Commerce (Banking and Insurance):- No. Of teachers: 09

Score: 0-2 Nil

2-3: 01

3-4: 03

4-5: 05

Only one faculty members has received a score of 2.98. She has been counselled and was asked to improve on her performance. Three faculties score was between 3 & 4 and five faculties between 4 & 5. The average performance was found ranging from: GOOD TO VERY GOOD.

Faculty of Commerce (Accounts & Finance) :-No. Of teachers: 08

Score: 0-2: Nil

2-3: Nil

3-4: 04

4-5: 04

Fifty percent of faculty has scored marks between 3 & 4 and fifty percent between 4 & 5.

Faculty of Bachelor of Management Studies:- No. Of teachers: 10

Score: 0-2 : Nil

2-3: Nil

3-4: 03

4-5: 05

Three faculty members have received score between 3–4 and five faculties between 4– 5. The average performance was found ranging from GOOD to VERY GOOD.

Faculty of Bachelor of Mass Media:- No. Of teachers: 03

Score: 0-2: Nil

2-3: Nil

3-4: 03

All the BMM faculties have received score between 3 & 4. All scores were above 3.5 and can be further improved.

Questionnaire of Student's Feedback form for Teacher 2015-2016

Q. No.	Criterion
1	Command over the Subject
2	Command over the Language
3	Class Control
4	Coverage of Syllabi
5	Ability to keep the students' attention by giving illustrations, anecdotes, etc.
6	Helping students to prepare for College/University Examinations
7	Punctuality and Regularity in taking lectures/practicals
8	Student-teacher relationship - friendly, motivating, helpful, etc.
9	Accessibility to students for clearing doubts
10	Suitability as an Ideal Teacher

Annexure 2.2

Analysis of Students' Feedback on 'Support and Administrative'

We, at Rizvi College of Arts, Science and Commerce want to enhance and provide excellent physical infrastructure and create conditions in which students can achieve their best by developing a holistic environment for learning and self development. Hence our Student Feedback form includes Feedback on Support and Administrative services. Moreover, such a feedback helps us to understand the current state and pinpoint areas that need improvement. This study also helps us to allot resources based on the user's perspective' about service quality.

We present our study on students' satisfaction with administrative services conducted through an on-line survey where services are rated on a scale of 1 to 5 with '1' being poor and '5' being excellent.

No. of services: 16

Score	Number of Services
0-2	NIL
2-3	4
3-4	11
4-5	1

The questionnaire with score received Course-wise is attached for kind reference.

Our services have improved and now our college canteen provides variety of food items in a congenial atmosphere. Numbers of books and journals in the College library have been increased to cater to the demands of the students.

We need to upgrade a few services and we have initiated the improvement process, and are sure the positive results of our efforts would be seen in the next feedback.

Questionnaire & Analysis of Admin Feedback, Course-wise 2015 -2016

Q No.	Question	B.Com.	B.A.	B.A.F	B.M.M.	B.Sc	B.Sc . I.T.	B.B.I.	B.Sc. - C.S.	B.M.S.	B.Sc Bot/ Zoo	Gnd . Avg
1	Choice of Courses offered	3.34	3.20	2.91	3.13	2.34	2.89	3.04	2.87	3.15	2.79	2.97
2	Equipment	3.01	2.76	2.73	2.37	2.15	2.92	2.54	2.62	2.55	3.21	2.69
3	Functioning of Students' Grievance Cell	4.24	4.11	4.24	3.78	3.59	4.37	3.95	3.77	4.27	4.50	4.08
4	Functioning of Career Guidance cell	3.35	3.53	3.42	3.47	2.98	2.94	3.80	2.67	3.26	3.29	3.27
5	Functioning of Overall environment conducive for learning	3.38	3.53	3.27	2.83	2.82	2.98	3.20	2.66	2.99	3.50	3.12
6	Co-operation of the Administrative Office	3.87	4.19	3.33	3.12	3.39	3.57	3.36	3.03	3.16	3.57	3.46
7	Co-operation of Class IV employees / Peons	3.78	3.95	3.61	3.16	3.66	3.77	3.67	3.22	3.60	3.93	3.63
8	Cultural and Extra-Curricular Activities in the College	3.93	3.98	3.38	2.77	3.19	3.39	3.59	3.01	3.47	3.79	3.45
9	Canteen Facilities in the College	3.95	4.03	3.55	3.07	3.67	3.64	3.73	3.18	3.53	4.21	3.66
10	Maintenance of cleanliness and hygiene in the College	3.50	3.57	3.10	2.90	3.37	3.61	3.33	2.63	3.08	3.79	3.29
11	Provision of Drinking Water in the College	3.31	3.71	3.35	3.05	3.11	3.78	3.24	3.19	3.37	3.86	3.40
12	Maintenance of Toilets in the College	2.75	2.85	2.59	2.54	2.27	2.75	2.86	2.19	2.28	2.57	2.57
13	Internet and Computer Facilities	3.47	3.57	3.05	2.63	3.14	3.42	3.57	2.80	2.88	3.07	3.16
14	Lift	2.81	2.88	2.50	2.01	2.73	2.67	2.73	2.48	2.40	3.29	2.65
15	Xerox Facility	3.61	3.45	3.46	2.59	3.33	3.50	3.62	3.15	3.07	3.79	3.36
16	Book-Stall	3.26	3.10	3.21	3.23	2.42	2.92	3.18	3.17	3.14	3.21	3.08
	Average	3.47	3.53	3.23	2.92	3.01	3.32	3.34	2.91	3.14	3.52	3.24

Annexure 2.3

Alumni Appraisal of Administrative Services/Facilities and Curriculum

An alumnus is a former student and the alumni are best equipped to give a feedback because they have had the opportunity to experience the College at the fullest. They are an institute's loyal supporters and are also its ambassadors. It is important to realize that they are also a part of our future – not just of our past. Many have progressed to higher education and most are now well placed in life and so their input will give us insight into institutional quality improvement.

An on line feedback was conducted – there were two questionnaires –

(a) Alumni Appraisal of Administration Services and Facilities Offered to Students

The feedback form evaluated 17 services – wherein '1' is poor and '5' is excellent. The range in which the Scores can be divided are as follows.

Score:

0-2: Nil

2-3: 06

3-4: 11

We need to upgrade several facilities and we have already initiated the improvement process and are sure the positive results of our efforts would be noticed in the next survey.

(b) Alumni appraisal of 'Curriculum prescribed for study'

The feedback form evaluated five aspects of the 'curriculum prescribed for study' – wherein '1' is poor and '5' is excellent.

Score:

0-2: Nil

2-3: Nil

3-4: 05

Most of the Alumni were found to be satisfied by the Curriculum prescribed by the University. Analysis on the feedback given by Alumni on the Curriculum has been communicated to the University.

Annexure 2.4

Analysis of the feedback given by the Parents - 2015-16

Parent's feedback is a systematic process of determining whether an institution is moving to achieve its mission and vision. This feedback is beneficial to the College as a service provider as often parents offer unique solutions/provide additional guidance to enhance the learning environment.

At Rizvi College, we have an active Parent Teachers Association – we hold a parent-teachers meet once each semester. Each class mentor takes time to talk to parents about issues arising – challenges faced by all three stakeholders – students, parents and teachers. During the second meet, which is at the end of the year – parents fill in their feedback form. Our evaluation process makes us aware of various issues and it gives parents an opportunity to visit the college and guides us to overcome challenges. Their feedback is valued, discussed in various in the college and implemented to the best of our ability.

Parents feedback form covers 20 services offered by college for grading –with '1' being poor and '5' being excellent. The scores obtained are as follows

Score: 0-2: Nil

2-3: 06

3-4: 12

4-5: 02

We observed that in six questions the feedback was found to be satisfactory and in twelve good and two questions Choices of Courses offered and Availability & Co-operation of Teachers it was found to be very good.

Annexure 2.5

Analysis of feedback of Curriculum & Peer Review by Faculties - 2015-16

(a) In the year 2015-16 we started for the first time Curriculum and Peer review from Faculties. All teachers gave an average score between 3 & 4 for all questions put on Curriculum. The Average Scores for individual questions are given below.

Curriculum Feedback Survey Report showing average Score

Srno	Question	Count	Score	Average
1	The curriculum prescribed by the University is relevant and meaningful.	51	186	3.65
2	The content covered under the curriculum gives the student in depth knowledge	51	179	3.51
3	Student can apply the knowledge the get from the curriculum to the real life situation	51	177	3.47
4	The topics covered in the curriculum helps them in developing their practical and manual skills	51	182	3.57
5	The reference books and other material for the preparation of the Curriculum is easily available with us	51	215	4.22
6	The curriculum is so vast that it is difficult to complete the syllabus within the prescribed time limit	51	184	3.61
7	The activities assigned to them under this curriculum provide scope for real life application	51	177	3.47
8	The curriculum is updated at regular interval	51	179	3.51
9	The curriculum prepares the student for internship and then for job market	50	164	3.28
10	The curriculum provides student the time and opportunities for co-curricular activities like NSS, NCC, cultural activities, DLL, Avishkar	51	182	3.57
			1825	3.59

The feedback and its analysis for Curriculum will be sent to University for further review and action.

(b) Peer review is the evaluation of work done by one or more people of similar competence. This method is used to maintain standards of quality and improve performance. Peer review is one of the most established of all assessments whereby each faculty has gained benefit from such a review because it has helped to guide/correct unnoticed errors. Peer review is crucial for career advancement and is adopted in many well established organizations all over the world.

This is the first time we have had Peer Review in our institution. An on-line feedback form was filled and our review process has been fair and transparent. We have defined a series of metrics for evaluating quantitatively various aspects of each teacher's work and personality.

Our feedback form has five main heads with several sub set questions with marking of '1' for poor and '5' being excellent. 46 members of our teaching staff have been evaluated –

Score: 0-1: Nil

1-2: Nil

2-3: Nil

3-4: 04

4-5: 36

5-Excellent: 05

Five Faculties were graded as Excellent by their peers.

Annexure 2.6

Questionnaire & Analysis of feedback of Curriculum by Students - 2015-16

Q No.	Question	B.Com	B.A.	B.A.F.	B.M.M	B.Sc	B.Sc.- I.T.	B.B.I	B.Sc - C.S.	B.M.S	B.Sc.- Bot/ Zoo	Gnd. Avg.
1	The curriculum prescribed by your University is relevant and meaningful.	3.89	3.91	3.71	3.38	3.13	3.77	3.96	3.57	3.89	3.71	3.69
2	The content covered under your curriculum gives the student in depth knowledge.	3.95	4.16	3.83	3.64	3.43	3.96	4.04	3.77	3.69	4.29	3.88
3	You can apply the knowledge you get from your curriculum to your real life situations.	3.93	4.03	3.79	3.83	3.87	3.98	4.00	3.72	3.88	4.21	3.92
4	The topics covered in your curriculum help you in developing your practical and manual skills.	3.93	4.22	3.75	3.77	3.84	4.04	3.96	3.55	3.83	3.86	3.87
5	The text books and reading material for the study of your Curriculum is easily available to us.	4.15	4.26	3.93	3.63	3.74	4.16	4.32	3.84	4.17	4.57	4.08
6	Your curriculum is so vast that you find it difficult to study within the prescribed time limit.	4.13	4.22	3.70	3.72	3.69	3.89	4.15	3.74	3.94	4.21	3.94
7	The activities assigned to you under this curriculum provide scope for real life application.	3.79	3.87	3.81	3.37	3.34	3.72	3.68	3.46	3.73	4.00	3.67
8	Your curriculum is too lengthy to be covered in two semesters.	3.85	3.80	3.80	3.32	3.12	3.90	3.83	3.41	3.72	3.79	3.65
9	Your curriculum prepares you for internship and then for job market.	3.81	3.70	3.53	3.36	2.98	3.52	3.79	3.41	3.77	3.57	3.54
10	Your curriculum provides you time and opportunities for co-curricular activities like NSS, NCC, cultural activities, DLL, Av	3.68	3.92	3.23	3.51	3.10	2.79	3.61	3.14	3.23	3.50	3.37
Average		3.91	4.01	3.71	3.55	3.42	3.77	3.93	3.56	3.79	3.97	3.76

Annexure 3.1

Best Practice in the College for Newsletter

1. Title of the Practice

Newsletter – Rizvi news and views

2. Goal

The Aim of the newsletter is to cover all events and achievements in the college. It also provides an opportunity for the students of journalism hands on experience of handling the print media based paper on behalf of the college..

3. The Context

The College was using the traditional method of announcing events and dissemination of achievements this was limited and diffused. The students coming from the current milieu were more attuned to the use of computers, internet and social media exchanges found it difficult to accept the traditional methods. In order to improve the dissemination of the events and achievements of the college it was felt that a newsletter could be started with the engagement of the students of journalism.

4. The Practice

The main objective of this practice was to address the information asymmetry and also provide chance to the students enrolled for journalism the opportunity to get a feel of the processes and stages involved in preparation of a print media periodical. Students actually get a chance to go out to do field work, meet new people, interact with them, gather news and present the report from the content gathered. They edit the draft contents themselves as part of the life cycle of newsletter generation. Design aspects are also attended to by the students. This gives them an overall sense of various phases involved in newsletter preparation to publication.

5. Evidence of Success

The newsletter has begun to be published and two issues have already been released. The students and teachers have benefited from the newsletter. It is our endeavour to cover stories regarding achievements of college students, sports (college as well as university),

culture, seminar and conferences. The newsletter also has room to incorporate articles written by students, sketches and photographs,

6. Problems Encountered and Resources Required

Challenges faced by the newsletter are design related. When the content flows from all directions, layout of the news and editorial call on which news should figure becomes an issue. Editing the articles is another dimension of the challenge faced by the team. Selection of visuals appropriate to the story and of desired quality remains another area of concern.

7. Contact Details

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Annexure 3.2

Best Practice in the College for Quality Enhancement – Teaching, Learning and External Audit

1. Title of the Practice

Quality Enhancement – Teaching, learning and external audit

2. Goal

The Aim of the quality enhancement is ensure that the teaching and learning process are constantly improved with a view to ensuring learning outcomes. There is also a goal of improving quality of lectures. To that end we decided to go in for external audit at six monthly intervals to verify whether teaching, learning and other processes are in place.

3. The Context

The academic performance of the students of the college needed to be continuously improved, life skills have to be cultivated and imbibed. On the part of teachers there had to be a sustained improvement in learning environment and pedagogy. To achieve the required quality benchmark, we decided to go through two audits **(i) academic audit (ii) audit for ISO certification.**

4. The Practice

To achieve quality college upgraded technology on all fronts, LCD projects were fitted in all the classrooms. Teachers were imparted training in preparing PowerPoint presentations, innovative teaching methods, field visits etc. To ensure effective learning outcomes feedback is taken from students and corrective action is taken for any deficiency found. Results of students are reviewed to measure performance and through remedial teaching classes the gaps are bridged to some extent.

Academic audit was conducted by the University of Mumbai on 18th June 2015 to assess the quality and level of academic preparedness of the college to enable a transition to higher level of teaching and learning. The audit was also involved review of administration and other systems of the college to ensure overall improvement in the environment. To conduct the same the college has sent the academic audit report to the University in the year 2014-15.

The college also went through the process of ISO 9001-2008 certification, an international benchmark for standards in quality management system on 14th December 2015. We received a favorable report from the body.

5. Evidence of Success

a) The success of the measures initiated is evidenced by the fact that the college was accredited with ISO 9001:2008 – a benchmark in quality. With most of our systems in place there was continuous improvement in all spheres of teaching and learning outcomes.

Highlights of the ISO audit report

- The report favourably highlighted management's commitment to quality up-gradation.
- Every function undertaken by the college has measurable quality objectives and

relevant quality policies

- Management's contribution in providing resources whenever required helped the institution favourably
- The Principal is extremely interested in ensuring students satisfaction. This is evidenced in the systematic feedback system from the stakeholders of the institution (parents, students, teachers)
- Responsibility and authority is clearly defined which enables the institutions to maintain quality
- Management review meetings are conducted regularly
- Appropriate monitoring and measurement exists for all services. Planned internal tests, and examinations are conducted regularly to verify whether students have achieved planned targets
- There is an apparent control of non-confirming product. i.e. students who are unsuccessful (through remedial and intensive coaching).

b) The Academic Audit which was conducted by the University of Mumbai on 18th June 2015 also gave a positive report with only few recommendations. The positive highlights are

- Well equipped infrastructure
- Supportive Management
- Proactive & Visionary Leadership
- Optimum utilisation of resources
- Emotional bond between faculty and students
- Motivated faculty
- Excellent counselling procedure
- Placement cell active

6. Problems Encountered and Resources Required

To maintain quality more resources are required. No specific problems were encountered as it was a fully funded initiative of the management.

7. Contact Details

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