

RIZVI EDUCATION SOCIETY'S

RIZVI LAW COLLEGE

New Rizvi Educational Complex, Off Carter Road, Bandra (West), Mumbai 400 050
Phone: 2600 2230, 2600 2222.

Criteria 2.4.4

Measures taken by the institution for faculty retention

Dr. Sajan G. Patil
I/c Principal





RIZVI EDUCATION SOCIETY'S

RIZVI LAW COLLEGE

New Rizvi Educational Complex, Off Carter Road, Bandra (West), Mumbai 400 050
Phone: 2600 2230, 2600 2222.

2.4.4 Measures for Faculty Retention

INDEX

Sr. No.	List of Documents
1.	Provident Fund
2.	Best Teacher Award
3.	Salary Increment
4.	Free Medical Camps
5.	Incentive – Paper Assessment
6.	Maternity Leave Application
7.	Sick Leave Application
8.	Flexible Time Management

Dr. Sajan G. Patil
I/c Principal





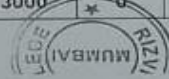
RIZVI EDUCATION SOCIETY'S

RIZVI LAW COLLEGE

New Rizvi Educational Complex, Off Carter Road, Bandra (West), Mumbai 400 050
Phone: 2600 2230, 2600 2222.

1. Provident Fund Details

RIZVI LAW COLLEGE SALARY FOR THE MONTH OF MAY 2022									
SR. NO.	EMPLOYEE NAME	GROSS SALARY	P.F.	P.T.	ADVANCE	TDS	TOTAL DEDUCTION	SALARY PAYABLE	ACCOUNT NO.
1	SAJAN PATIL	100505	10461	200	0	0	10661	89844	9624
2	MEHRAJ MUTAWALLI	30000	0	200	0	0	200	29800	9105
3	SNEHA HITENDRA SONI	30000	0	200	0	0	200	29800	9790
4	SADIYA IRFAN SYED	35000	0	200	0	0	200	34800	9698
5	SAMIDHA DINDE	30000	0	200	0	0	200	29800	9825
6	POOJA KISAN BHOSALE	30000	0	200	0	0	200	29800	9926
7	SHWETA SHAH	30000	0	200	0	0	200	29800	9824
8	KATIRA BHOOMI ASHOK	30000	0	200	0	0	200	29800	9949
9	SANT SHREYA GANESH	30000	0	200	0	0	200	29800	9967
10	SYED MOHSIN N.	63511	6686	200	0	0	6886	56625	5618
11	SMITA MAHAJAN	36915	3893	200	0	0	4093	32822	8611
12	REHANA SHAIKH	30000	3156	200	0	0	3356	26644	9649
13	JTOYI VIJAYSHIL PARAB	21013	2198	200	0	0	2398	18615	9473
14	HANUMANT SATRE	28358	2981	200	0	0	3181	25177	9168
15	JENNIFER D'SOUZA	25655	2667	200	0	0	2867	22788	6016
16	SHAIKH MOHAMED SAAD	15007	1557	200	0	0	1757	13250	9725
17	ABHISHEK KUMAR JAISWAR	18000	1877	200	0	0	2077	15923	9848
18	SYED MANZAR ABBAS	26103	2740	200	0	0	2940	23163	6445
19	RAJENDRA KACHHE	24570	2577	200	0	0	2777	21793	6575
20	PRAKASH SOLANKI	23628	2485	200	0	0	2685	20943	6894
21	GHANSHYAM NAKHAVA	20244	2116	200	0	0	2316	17928	8055
22	SIMOSON D'SOUZA	20413	2134	200	0	0	2334	18079	8456
23	SHAIKH AJAZ AHMED	14074	1458	200	3000	0	4658	13166	8936
24	JHOSHNA SOLANKI	8775	761	175	0	0	936	7840	8624
25	YOGITA SANDESH YELVE	8775	761	175	0	0	936	7840	9756
SECURITY									
1	ARVIND SINGH	22435	2349	200	0	0	2549	20610	4120
2	IMTIYAZ KHAN	21624	2263	200	0	0	2463	23000	7101
3	KHAN SHAHNAWAZ	11797	1227	200	0	0	1427	11704	9121
4	ANAMUDDIN MAJHARBHUIYA	11797	1227	200	0	0	1427	11704	9122
5	JAFAR AHMAD	11797	1227	200	0	0	1427	11132	9253
6	SAYYAD MOHD. ASIF	11797	1227	200	0	0	1427	11323	9128
7	SHAMSHULHASAN SAYED	11797	1227	200	0	0	1427	11513	9758
TOTAL		833590	61255	6350	3000	0	70605	776826	



Principal

Dr. Sajan G. Patil
I/c Principal





RIZVI EDUCATION SOCIETY'S

RIZVI LAW COLLEGE

New Rizvi Educational Complex, Off Carter Road, Bandra (West), Mumbai 400 050
Phone: 2600 2230, 2600 2222.

2. Best Teacher Award.



Dr. Sajan G. Patil
I/c Principal





RIZVI EDUCATION SOCIETY'S

RIZVI LAW COLLEGE

New Rizvi Educational Complex, Off Carter Road, Bandra (West), Mumbai 400 050
Phone: 2600 2230, 2600 2222.

3. Salary Increment

RIZVI LAW COLLEGE
SALARY FOR THE MONTH OF MAY 2022

S. NO.	EMPLOYEE NAME	SALARY	ACCOUNT NO.
1	SAJAN PATIL	89844	9624
2	MEHRAJ MUTAWALLI	29800	9105
3	SNEHA HITENDRA SONI	29800	9790
4	SADIYA IRFAN SYED	34800	9698
5	SAMIDHA DINDE	29800	9825
6	POOJA KISAN BHOSALE	29800	9926
7	SHWETA SHAH	29800	9824
8	KATIRA BHOOMI ASHOK	29800	9949
9	SANT SHREYA GANESH	29800	9967
10	SYED MOHSIN N.	56625	5618
11	SMITA MAHAJAN	32822	8611
12	REHANA SHAIKH	26644	9649
13	JTOYI VIJAYSHIL PARAB	18615	9473
14	HANUMANT SATRE	25177	9168
15	JENNIFER D'SOUZA	22788	6016
16	MOHAMED SAAD SHAIKH	13250	9725
17	ABHISHEK KUMAR JAISWAR	15923	9848
18	SYED MANZAR ABBAS	23163	6445
19	RAJENDRA KACHHE	21793	6575
20	PRAKASH SOLANKI	20943	6894
21	GHANSHYAM NAKHAVA	17928	8055
22	SIMOSON D'SOUZA	18079	8456
23	SHAIKH AJAZ AHMED	13166	8936
24	JHOSHNA SOLANKI	7840	8624
25	YOGITA SANDESH YELVE	7840	9756
SECURITY			
1	ARVIND SINGH	20610	4120
2	IMTIYAZ KHAN	23000	7101
3	KHAN SHAHNAWAZ	11704	9121
4	ANAMUDDIN MAJHARBHUIYA	11704	9122
5	JAFAR AHMAD	11132	9253
6	SAYYAD MOHD. ASIF	11323	9128
7	SHAMSHULHASAN SAYED	11513	9758
TOTAL		776826	

RI

Dr. Sajan G. Patil
I/c Principal





RIZVI EDUCATION SOCIETY'S

RIZVI LAW COLLEGE

New Rizvi Educational Complex, Off Carter Road, Bandra (West), Mumbai 400 050
Phone: 2600 2230, 2600 2222.

4. Free Medical Camps



5. Incentive Paper Assessment

Rizvi Education Society's
Rizvi Law College
New Rizvi Educational Complex, Off Carter Road, Bandra (W), Mumbai - 50.
Tel. : 2600 2230 / 2600 2222

CASH VOUCHER

Paid to: Naushad Ahmad Shaikh Date: 04.10.22
For: Examination Remuneration for Ada Academic Year 21-22 (Supervision, Assessment of Papers, Internals)

Account Description	Bill No.	Date	Amount	
			Rs.	P.
<u>Examination Remuneration</u>			<u>3080</u>	<u>-</u>
<u>210 paper x 8 + T.A. D.A @ 175 x 8</u>				
Rupees: <u>Three thousand and eighty only</u>	Total Rs.		<u>3080</u>	<u>-</u>

Prepared by Shaikh Approved by Shaikh Signature Naushad
Accountant Principal

Dr. Sajan G. Patil
I/c Principal





RIZVI EDUCATION SOCIETY'S

RIZVI LAW COLLEGE

New Rizvi Educational Complex, Off Carter Road, Bandra (West), Mumbai 400 050
Phone: 2600 2230, 2600 2222.

6. Maternity Leave Application

To
The Principal
Dr. Sajan G. Patil
Rizvi College of law
Sherly Rajan Road,
Off Carter Road,
Bandra West, Mumbai,
Maharashtra 400050

Date - 29th March 2019 to 23rd July 2019

Subject: Maternity Leave Application of Jyoti Vijayshil Parab

Sir,

I, Mrs Jyoti Vijayshil Parab being a non-teaching staff in the administrative department of your College, would like to inform you about the fact of my pregnancy and thus I am planning to take leave from 29th March 2019 to 23rd July 2019 for my delivery. I expected delivery date would be 8th April 2019. I suppose that I would be able to resume my duty from 24th April 2019 i.e Wednesday onwards.

I will try to put my best efforts to complete my tasks / other responsibilities before going for long leave of my pregnancy. For this purpose, I had already suggested the names of my fellow colleagues to handover all my works during the period of my leave. Further as per our previous oral conversation I have also discussed distribution of my workload & my daily responsibilities with them. I will be available on my contact number & my email id [already on the record of Rizvi college] during the period of my maternity leave.

In this context I have already submitted the medical reports of my pregnancy for allowing me spend some time with my new born baby away from my workload and to take care of myself as well.

Thanking you for your understanding & co-operation.

Kindly let me know if there are any other formalities I need to comply

Sincerely yours

Jyoti Vijayshil Parab
Non-teaching/ Administrative staff
Rizvi College of Law

Rizvi Educational Complex,
Sherly Rajan Road, Off Carter Road,
Bandra West, Mumbai, Maharashtra
400050
Phone – 022 2600-2230
Email id – mail@law.rizvi.edu.in
Website – http://law.rizvi.edu.in

Dr. Sajan G. Patil
I/c Principal





RIZVI EDUCATION SOCIETY'S

RIZVI LAW COLLEGE

New Rizvi Educational Complex, Off Carter Road, Bandra (West), Mumbai 400 050
Phone: 2600 2230, 2600 2222.

7. Sick Leave Application

To
The Principal
Dr. Sajan G. Patil
Rizvi College of law
Sherly Rajan Road,
Off Carter Road,
Bandra West, Mumbai,
Maharashtra 400050

Date - 19-5-2023

Subject: Sick Leave Application

Sir,

I, Miss Tanisha Singh being a teaching faculty of your college would beg to inform you that since three days from 18th May 2023 Thursday I am having mild fever with headache thus I am not in a position to attend college and conduct my lecture till 22nd May 2023 Monday. I will be able to re-join my duty on & from 23rd May 2023 Tuesday and on this account I have already adjusted my lectures of Contract II & Administrative Law for BLS.LLB & 3 Years LLB students with other faculties over phone so that students should not miss any lecture in my absence.

That I will be available on my contact number & my email id [already on the record of Rizvi college] during the period of my sick leave. Would be highly obliged if you kindly consider my sick leave for two days.

Thanking you in anticipation for granting my leave application having regard to my sickness.

Sincerely yours's

Miss Tanisha Singh
Faculty of Law
Rizvi College of Law

Rizvi Educational Complex,
Sherly Rajan Road, Off Carter
Road,
Bandra West, Mumbai,
Maharashtra 400050
Phone – 022 2600-2230
Email id – mail@law.rizvi.edu.in
Website – http://law.rizvi.edu.in

Dr. Sajan G. Patil
I/c Principal





RIZVI EDUCATION SOCIETY'S

RIZVI LAW COLLEGE

New Rizvi Educational Complex, Off Carter Road, Bandra (West), Mumbai 400 050
Phone: 2600 2230, 2600 2222.

8. Flexible Time Management in case of Emergencies

To
The Principal
Dr. Sajan G. Patil
Rizvi College of law
Sherly Rajan Road,
Off Carter Road,
Bandra West, Mumbai,
Maharashtra 400050

Date - 22-11-2023

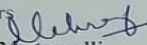
Subject: Application for flexible time schedule for staffs on emergencies

Sir,

I Mrs Mehraj Mutawalli being a teaching faculty of your college beg to inform you that my daughter Faraza Mutawalli is ill and having fever since [2] two days. I want to take leave on 23rd November 2023 for I need to take her to Doctor as to know the reason of such fever & sudden illness. I can understand that it is an unplanned leave as I am unaware of such sudden illness of my daughter.

I am actually very stressed and obsessed about her, my only request to give permission of this one-day leave by arranging lecture appropriately for the student so that they do not have to suffer in absence of my lecture.

Thanking you for consideration & understanding

Sincerely yours 
Mrs Mehraj Mutawalli
Faculty of Law
Rizvi College of Law

Rizvi Educational Complex,
Sherly Rajan Road, Off Carter Road,
Bandra West, Mumbai, Maharashtra
400050
Phone – 022 2600-2230
Email id – mail@law.rizvi.edu.in
Website – http://law.rizvi.edu.in



Dr. Sajan G. Patil
I/c Principal

