



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 6.3.1

THE INSTITUTION HAS EFFECTIVE WELFARE MEASURES FOR  
TEACHING AND NON-TEACHING STAFF

Dr. Sajan G. Patil  
I/c Principal





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## THE INSTITUTION HAS EFFECTIVE WELFARE MEASURES FOR TEACHING AND NON-TEACHING STAFF

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DESCRIPTION OF THE INSTITUTION HAS EFFECTIVE WELFARE MEASURES FOR TEACHING AND NON-TEACHING STAFF

Dr. Sajan G. Patil  
I/c Principal





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## **1. PUBLIC PROVIDENT FUND FOR STAFF –NON-TEACHING – [PPF FUND]**

Rizvi Education Society's Rizvi Law College considers the financial well-being of its staff a top priority. In order to provide them with the necessary support, the college offers various special savings schemes, including the Public Provident Fund (PPF) and the Provident Fund. These schemes, which are Government-supported, offer an attractive rate of interest and ensure a commendable return for the staff. The primary objective behind introducing such schemes is to offer financial stability to the staff members whenever in need. The PPF scheme, in particular, provides additional benefits such as the option to apply for a loan or fulfil other financial responsibilities effortlessly. By offering the PPF facility, the college ensures that its staff's financial security is secured, allowing them to focus on their professional endeavours without any worries.

## **2. UNIFORM FOR NON-TEACHING STAFF – PEONS**

Rizvi Law College, known for its commitment to professionalism, has recently put in place a progressive policy aimed at enhancing the sense of unity among its staff members. In keeping with this objective, the college now requires all non-teaching staff members to don uniforms while on college premises. By adopting this measure, the institution seeks to create an environment that fosters a strong work ethic and promotes teamwork. This policy serves as a gentle reminder to staff members of their shared professional goals and encourages them to form a cohesive team that is dedicated to fulfilling their commitments.

## **3. TRAVELLING ALLOWANCE GIVEN TO TEACHING / NON-TEACHING STAFFS FOR COLLEGE WORK – WITH DUTY – LEAVE WITH PAYMENT.**

The college believes in supporting its staff, whether they are in teaching or non-teaching roles, by providing them with travel allowances. These allowances are specifically allocated for academic and administrative work that contributes to the overall growth of the organization. Staff members are able to utilize these allowances for various travel-related expenses such as train and taxi fares, photocopying costs, as well as meals and food during their journeys. The main objective behind the provision of these allowances is to alleviate the financial burden on staff, ensuring that they do not have to rely solely on their basic salary to cover expenses related to work-related travel. This not only demonstrates the college's commitment to their staff's well-being, but also ensures that they can fully dedicate themselves to their duties without any financial constraints.

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## **4. BEST TEACHER – BEST STUDENT AWARD**

The Rizvi Education Society's prestigious Rizvi Law College takes great pride in conducting an annual award ceremony called the Best Teacher and Best Student Award ceremony. The purpose of this event is to acknowledge and commend the unwavering dedication and tireless efforts put forth by the teaching and non-teaching staff of the college. The responsibility of organizing and hosting this grand celebration lies solely on the capable shoulders of the students themselves, who deem it essential to create an atmosphere of appreciation and honor for the deserving recipients. It is during this significant occasion that the esteemed Principal, Dr. Sajan G. Patel, takes centre stage, fulfilling the honor of presenting the highly anticipated awards to the most outstanding teachers and students. This program serves as a platform to showcase the exceptional talents and skills of those individuals who have wholeheartedly contributed to the academic success of Rizvi Law College.

CH MAN-MADE DISASTERS ARE CRIME, ARSON, CIVIL DISORDER, TERRORISM, WAR,  
BIOLOGICAL/CHEMICAL  
THREAT, CYBER-ATTACKS, ETC

## **5. SALARY INCREMENT SCHEME**

At Rizvi College, we have implemented a comprehensive "Salary Increment Scheme" that is aimed at recognizing and rewarding the hard work and dedication of our staff members. This scheme ensures that the salary and remuneration of our employees are regularly reviewed and increased, taking into account their performance and potential. By doing so, we create an environment that not only retains honest and talented individuals but also motivates them to continue delivering high-quality work.

One of the main advantages of this scheme is its ability to help staff members keep pace with the rising rate of inflation. With the cost of living constantly increasing, it is crucial for us to ensure that our employees are adequately compensated for their efforts and able to meet their financial needs. This not only provides them with a sense of security and stability but also fosters a positive work culture where they can focus on their roles and responsibilities without worrying about financial constraints.

## **6. FREE MEDICAL CAMPS - BREAST CANCER SCREENING**

Rizvi College of Law, a prestigious institution dedicated to serving the community, actively organizes highly impactful Free Medical Camps each year. These camps play a crucial role in raising social awareness and bridging the healthcare gap for economically disadvantaged or weaker sections of society. The primary

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objective of these camps centres around providing vital medical support to individuals who are unable to afford basic healthcare facilities. The comprehensive range of services offered during these camps is remarkable. Not only are free medicines disbursed to those in need, but professional and compassionate medical advice is also readily available. The dedicated team of doctors and healthcare practitioners aim to ensure that each attendee receives the necessary health check-ups and examinations. This proactive approach serves as a vital lifeline, enabling early detection and prevention of underlying health issues.

## **7. BIRTHDAY CELEBRATION**

Birthday celebration programs are a prominent feature at Rizvi Law College, as they serve to foster a strong sense of unity among the entire team. The management of the college always prioritizes the satisfaction of the faculty, which is why celebrating birthdays in the workplace has such a transformative effect on the overall work environment. These celebrations offer the faculty a valuable opportunity to take a much-needed break from the demanding pressures of their professional lives. In addition to providing the faculty with individual recognition, these celebrations also play a crucial role in promoting team building and job satisfaction among the faculty members. The key objective is to create a harmonious work atmosphere where everyone feels valued and supported.

## **8. MATERNITY LEAVE BENEFIT**

Rizvi Law College ensures the well-being of its teaching and non-teaching staff by offering paid maternity benefits. This policy allows female staff members to take time away from their work responsibilities to focus on self-care and the care of their new-born child. By providing both post and pre-maternity benefits, the college aims to reduce the rate of infant mobility by allowing new mothers to enjoy the precious initial days of motherhood. Additionally, this thoughtful benefit program also serves as a means for the college to retain more women faculty members, thereby strengthening the employer-staff relationship and creating a more supportive work environment for all.

## **9. SICK LEAVE POLICY**

Paid sick-leave is given by Rizvi Law College to its staff with the aim of providing them with timely access to medical facilities and ensuring a speedy recovery from their illnesses, thereby reducing the likelihood of developing more complicated health issues. This policy not only contributes to a healthier and more productive work environment, but also allows employees the necessary time off to heal and recuperate from any ailments

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or injuries they may have, promoting their overall physical and mental well-being. Furthermore, this provision for sick-leave helps to foster a healthy work-life balance, which ultimately enhances employee satisfaction and boosts morale within the College. To ensure clarity and consistency, the specific terms and conditions for availing sick-leave are explicitly outlined in the College's Sick Leave Policy, which is thoroughly explained to all staff members to ensure a comprehensive understanding of the process.

## **10. ACADEMIC COUNSELLOR FOR STAFFS**

Preparing and maintaining Academic counsellor is also in the list of many other responsibilities of this Rizvi Law College. This calendar helps the faculties and students in many different ways such as Streamlining all academic activities / events to be organized in a whole year in the college.

Career advancement planning

It helps to demonstrate a commitment professional and personal growth.

Developing communication and other skills to get more expertise in the field of learning at institutional and academic level; etc

## **11. CANTEEN FACILITY**

The college provides a canteen facility for its staff to ensure their overall well-being and satisfaction. The canteen offers various delicious menus, and the college takes utmost care towards the health of its staff by providing fresh, healthy, and nutritious food at a cheaper rate. The college understands that productivity cannot be achieved without an appropriate healthcare system and consuming healthy food. Therefore, the canteen facility inside the college is aimed at protecting the health of the staff from consuming outside adulterated food. The canteen is controlled by the Rizvi Education Trust management to ensure proper food quality, safety, and standards. Fresh, healthy, and nutritious food is required not just for the staff but also for the students who travel from far-away places to the institution for their job.

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## **12. LIBRARY FACILITY**

In order to promote academic excellence, foster creativity, and nurture the students' potential, it is of utmost importance for educational institutions to establish and maintain a well-equipped and comprehensive college library. At Rizvi Law College, the library serves as a vital resource hub, housing an extensive collection of law books that have been meticulously updated with the latest amendments, offering students a comprehensive and up-to-date reference material. In addition to the vast array of law books, the library also boasts an impressive collection of Law Journals, allowing students to delve deeper into the intricacies of the legal field. Furthermore, the college library prides itself on providing a peaceful and conducive learning environment. It is well-furnished with comfortable seating arrangements and state-of-the-art facilities, ensuring that students can focus and concentrate on their studies without any distractions. To maintain a sense of security and proper administration, the library is equipped with CCTV camera facilities, which are diligently monitored by the librarian. This not only provides a safe and controlled environment but also ensures that the library resources are efficiently managed and utilized by the students. Through the establishment and maintenance of an exceptional college library, Rizvi Law College aims to empower its students with the resources and tools necessary to excel in their academic pursuits, foster their creativity, and unlock their full potential.

## **13. FLEXIBLE TIME SCHEDULE MANAGEMENT FOR EMERGENCIES**

The college goes above and beyond in demonstrating a sympathetic attitude towards its staff. It recognizes the importance of mental health and understands that unexpected emergencies can have a negative impact. To support its staff during such times, the college allows flexible work schedules, providing a level of understanding and support that is truly commendable. This shows just how much the college management values its staff, going so far as to consider them as part of the Rizvi Education Society Trust family.

To further cater to the needs and well-being of its faculty members, the college offers additional alternatives. In situations where attending in-person lectures is not possible, the college affords faculty the option to conduct online lectures, granting them the flexibility and convenience required. This not only ensures that valuable educational content continues to be delivered but also demonstrates the college's commitment to supporting and accommodating the diverse needs of its faculty.

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## **14. MEDICAL FACILITY BY COLLEGE FOR STAFFS**

The Breast Cancer Screening & Awareness Drive Program, organized by Rizvi Education Society's Rizvi Law College, took place from 21st to 26th August 2023 within the college campus. It was followed by a dental check-up and anaemia testing for the staff members. The provision of such facilities is crucial for promoting the well-being of all the staff members working in this organization. These events are organized on a regular basis to inspire and encourage a healthy lifestyle among the college community. By engaging in fitness activities, both the faculties and staff members can effectively manage and alleviate stress in the workplace. Recognizing the significance of mental health in contributing to overall productivity, the college has future plans to introduce counselling courses that address mental health issues at an early stage. This initiative is aimed at fostering a positive work environment and ensuring the overall well-being of the college community.

## **15. WOMEN FRIENDLY WORK PLACE WITH CCTV, GIRLS / BOYS COMMON ROOM**

The college focuses on creating a woman-friendly environment that fosters the concept of equal employment opportunities for career advancement and promotion in a professional aspect. It prioritizes providing quality education to all students regardless of their gender, socio-economic status, religion, caste, creed, and other such factors. Rizvi Law College has MAJORITY OF FEMALE FULL TIME FACULTIES working tirelessly for the college. The college believes in promoting diversity and establishing a healthy work-life balance by implementing strategies to create a "women-friendly" workplace based on feedback systems. In the future, the college plans to include a child-care system to further enhance the work environment. Embracing the importance of diversity, the college is committed to establishing a healthy work-life balance by implementing various strategies and systems aimed at creating a "women-friendly" workplace, all of which are greatly informed by feedback from both faculty and students. In line with this commitment, the college has exciting plans for the future, including the introduction of a comprehensive child-care system that will further enhance the overall work environment and support the needs of its faculty and staff.

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## **16. SEMINARS / WORKSHOPS CONDUCTED FOR STUDENTS FOR ACADEMIC**

Every year, the Rizvi Education Society Trust organizes various academic and value-added workshops for students to enhance their overall academic growth. These workshops include activities such as cancer awareness programs like the Tobacco Free-zone at Bandra [W] Railway Station, environmental day celebrations, legal awareness programs, and more. The trust ensures that these workshops are conducted by distinguished research scholars, senior advocates, and legal associates who are experts in their respective fields. The primary aim of these workshops is to improve the students' legal research and judicial interpretation skills, as they are the future lawyers of our society. Moreover, by inviting industry experts and external trainers, the trust strives to stimulate critical thinking and provide insights into potential career paths for the students. These workshops and seminars are held within the premises of the college, creating a conducive environment for learning and personal growth.

## **17. YOGA CENTRE FOR MENTAL HEALTH BENEFIT**

Recognizing the utmost significance of mental health, Rizvi Law college, with its forward-thinking approach, proactively took a significant step towards nurturing the overall wellbeing of its staff and students by establishing a dedicated yoga centre within the campus premises. This thoughtful and commendable initiative not only serves as a testament to the college's unwavering commitment to the physical and mental welfare of its community members but also accentuates its holistic approach towards education.

Moreover, alongside the establishment of the yoga centre, Rizvi Law college actively goes the extra mile by organizing a plethora of events and engaging activities that aim at ameliorating mental health and fostering a healthy environment. These initiatives are meticulously designed to address and alleviate the various stressors and challenges that students and faculty members may encounter during their academic journey. By fostering an environment that promotes mental wellness, Rizvi Law college ensures that its community members have access to a wide range of resources and opportunities that foster personal growth and psychological wellbeing. These commendable efforts truly highlight the college's genuine dedication and unwavering commitment towards enhancing the psychological welfare of its diverse community.

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## **18. JOB SECURITY FOR THE STAFF**

The said college is tirelessly working towards faculty and other staff retention by creating job security for all employees working at Rizvi Law College. There are instances where staffs were working in this institution more than ten / twelve years continuously and no sudden decision of termination of those employees ever taken by the management. This organization wants permanency in workforce through retention of hardworking, honest and sincere employees. Without security in workplace the management cannot expect full devotion & commitment of workers in any organisation.

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## SUPPORTING DOCUMENTS

INDEX – LIST OF DOCUMENTS	
SR NO	NAME OF EVENTS
	PROVIDENT FUND FOR STAFF – TEACHING, NON-TEACHING
	UNIFORM FOR NON-TEACHING STAFF – PEONS
	TRAVELLING ALLOWANCE GIVEN TO TEACHING / NON-TEACHING STAFFS FOR COLLEGE WORK
	BEST TEACHER – BEST STUDENT AWARD
	SALARY INCREMENT
	FREE MEDICAL CAMPS, BREAST CANCER SCREENING
	BIRTHDAY CELEBRATION
	MATERNITY LEAVE BENEFIT
	SICK LEAVE BENEFIT
	ACADEMIC COUNSELLOR FOR STAFFS
	CANTEEN FACILITY
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## 1. PUBLIC PROVIDENT FUND FOR STAFF –NON-TEACHING – [PPF FUND]

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	KATRINA 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	36916	3893	200	0	0	4093	32822	8611
12	REHANA SHAIKH	30000	3166	200	0	0	3366	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	26655	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	6576
20	PRAKASH SOLANKI	23628	2485	200	0	0	2685	20943	6894
21	GHAMSHYAM 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	7401
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	9263
6	SAYYAD MOHD. ASIF	11797	1227	200	0	0	1427	11323	9128
7	SHAMSHULHASAN SAYED	11797	1227	200	0	0	1427	11513	9768
<b>TOTAL</b>		<b>833590</b>	<b>61255</b>	<b>6350</b>	<b>3000</b>		<b>70605</b>	<b>776826</b>	

Principal  
Rizvi Law College

RIZVI LAW COLLEGE SALARY STATEMENT FOR THE MONTH OF MAY 2022																		
Sl. No.	DATE OF BIRTH	AGE AS ON 30.04.22	NAME OF THE EMPLOYEE	CURRENT BASIC	PAY IN BAND	GRADE PAY	REVISED PAY	10% DA	30% HRA	CLA	TA	GROSS TOTAL	P.F.	P.T.	NET SALARY	ADVANCE SALARY	SAI PAY	
1	06-05-1975	47.1	SAJAN GAJANAN PATIL	14500	34070	9500	26370	26070	10942	600	2000	109910	10461	200	19849			
2	09-07-1978	43.9	SMITA NAKASHI	5000	18100	2400	13540	13660	4073	200	200	30910	3893	200	32822			
3	31-08-1963	60.8	MOHSIN NAZI ZAIDI SYED	9100	17900	4000	23310	23400	6794	600	400	63510	6686	200	59924			
4	09-02-1976	46.3	SHAIKH REHANA MOHAMMED NATEM	4500	4370	2000	11000	15290	3300	300	3000	30000	3166	200	26644			
5	25-08-1984	37.8	HANUMANT BALASAHEB SATRE	4100	7910	2000	10070	14440	3110	300	200	28350	2981	200	25177			
5	26-05-1996	26.0	ABHISHEK KUMAR J. JAISWAR	2500	4630	1700	6840	9050	1963	200	200	18000	1877	200	15923			
7	21-07-1996	25.9	SHAIKH MOHAMMED SAAD	2000	3730	1700	5430	7540	1620	200	200	15000	1557	200	13250			
8	10-07-1986	35.9	JTOYI VIJAYSHIL PARAB	2000	5560	1800	7660	10650	2390	200	200	21010	2198	200	18615			
9	05-03-1964	58.1	JENNIFER D'SOUZA	4350	8090	1600	11010	12120	3030	200	200	25550	2667	200	22788			
10	12-08-1972	50.1	SYED MANZAR ABBAS	4050	7540	1600	6550	12280	2867	200	200	24110	2740	200	21363			
11	09-08-1975	46.8	RAJENDRA JAYANAND KACHHE	3740	6730	1600	4980	12400	2496	200	200	24570	2577	200	21793			
12	19-05-1978	44.1	PRAKASH MADHAVLAL SOLANKI	3630	6700	1500	6660	10940	2599	125	125	23620	2485	200	20943			
13	16-05-1972	50.1	GHAMSHYAM BALKRISHNA NAKHAVA	2000	5550	1900	7370	10250	2210	200	200	20240	2116	200	17928			
14	20-07-1962	59.9	SIMOSON ROCKY D'SOUZA	2800	5330	1900	7400	10340	2220	200	200	20410	2134	200	18079			
15	07-04-1980	42.1	AJAZ USMAN SHAIKH	1970	3660	1200	5180	7060	1510	200	200	14870	1458	200	13417		3000	
16	01-12-1979	42.5	YOGITA SANDESH YELVE	970	1800	1200	3180	4400	950	125	125	8770	761	175	7840			
17	01-06-1985	37.0	JHOSHNA PRAKASH SOLANKI	970	1800	1200	3180	4400	950	125	125	8770	761	175	7840			
18	05-01-1965	57.4	ARVIND BISHWANATH SINGH	3700	6890	1300	8190	11380	2457	200	200	22430	2349	200	19849			
19	08-11-1969	52.6	IMTIYAZ TAHIR KHAN	3500	6550	1300	7090	10950	2367	200	200	21620	2263	200	19163			
20	02-11-1971	50.6	SHAHNAWAZ KHAN	1570	2850	1200	4270	5940	1280	90	200	11790	1227	200	10370			
21	10-09-1972	49.7	ANAM UDDIN MAJHARBHUIYA	1570	2850	1200	4270	5940	1280	90	200	11790	1227	200	10370			
22	16-05-1996	26.1	JAFAR AHMAD	1570	2850	1200	4270	5940	1280	90	200	11790	1227	200	10370			
23	03-02-1984	38.3	MOHAMMAD ASIF KAZIM HUSSAIN	1570	2850	1200	4270	5940	1280	90	200	11790	1227	200	10370			
24	01-01-1975	47.4	SHAMSHULHASAN AMIRHASAN SAYED	1570	2850	1200	4270	5940	1280	90	200	11790	1227	200	10370			
												588591	61255	6350	3000			

Principal  
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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. TRAVELLING ALLOWANCE FOR TEACHING / NON-TEACHING STAFFS

PUNE - MUMBAI - PUNE TAXI SERVICE  
Government Reg. No : PNR/Consumer:157/1973 24 X 7 Available  
The Pune Taximens Consumer Co-operative society Ltd. ( Chalak-Malak)

Pune Off: Opp Pune St Stand, Sanjay Gandhi Marg, Pune Phone 020-2614 5365 / 2612 1090 Mobile No: 8600537222  
Mumbai Off: Jagannath Shankar Seth Flyover, Gala No 26-30, Dadar TT, Mumbai Phone No 022-24169191 Mobile No: 8600539222

**Passenger Ticket NO. 5415**

Driver Name : ANIL DEVKAR 9326983292 Badge No : 8593  
Type : Non-AC Special Cab Vehicle No : MH12FC3675 SWIFT DEZIRE  
Journey From : Mumbai Dadar Destination : Pune ST

Passenger Name	Mobile No	Taxi Fare	Luggage Fare	Other Fare	Total
rajan kachhe	9029564450	2200	000	000	2200

Service Charges 0 Office Use Only Grand Total 2200  
Date :- 17/02/2023 Time :- 8.26 AM dattaram  
Clerk Signature

Thank you Happy Journey Book cab www.bookcoolcab.com

Rizvi Education Society's  
**Rizvi Law College**  
New Rizvi Educational Complex, Off Carter Road, Bandra (West), Mumbai No. 400 050  
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**CASH VOUCHER** Date: 17/2/23

Paid to: Syed Mohsin N. & Rajan Kachhe  
For: Conveyance of Luggage

Account Description	Bill No.	Date	Amount
Conveyance			5160/-
Breakfast			2200/-
Lunch			2200/-
Refreshment			3200/-
Total Rs.			6380/-

Rupees: *Prepared by Accountant* *Approved by Principal*

PUNE - MUMBAI - PUNE TAXI SERVICE  
Government Reg. No : PNR/Consumer:157/1973 24 X 7 Available  
The Pune Taximens Consumer Co-operative society Ltd. ( Chalak-Malak)

Pune Off: Opp Pune St Stand, Sanjay Gandhi Marg, Pune Phone 020-2614 5365 / 2612 1090 Mobile No: 8600537222  
Mumbai Off: Jagannath Shankar Seth Flyover, Gala No 26-30, Dadar TT, Mumbai Phone No 022-24169191 Mobile No: 8600539222

**Passenger Ticket NO. 20765**

Driver Name : Nasir Abdul Sattar Sayed 8698897927 Badge No : 29105  
Type : AC Special Cab Vehicle No : MH12 KN 8905 Swift Dizer  
Journey From : Pune ST Destination : Mumbai Dadar

Passenger Name	Mobile No	Taxi Fare	Luggage Fare	Other Fare	Total
Mr Rajan	9029564450	2200	000	000	2200

Service Charges 50 Office Use Only Grand Total 2200  
Date :- 17/02/2023 Time :- 2.20 PM Faisal  
Clerk Signature

THANK YOU HAPPY JOURNEY BOOK CAB WWW.BOOKCOOLCAB.COM

NAME: Syed Mohsin & Rajan Kachhe

DATE	MODE	FROM	TO	PURPOSE/DETAILS OF TRAVEL	AMOUNT	AMOUNT
17/2/23	Taxi	Dadar	Pune	DHE		2200/-
						1400/-
						2000/-
						1000/-
						1000/-
						2200/-
						1000/-
						600/-
TOTAL Rs.						5160/-

RUPEES: Five thousand One Hundred Sixty only

*Prepared by* *Approved by*

Dr. Sajan G. Patil  
I/c Principal





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# RIZVI LAW COLLEGE

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## 4. BEST TEACHER – BEST STUDENT AWARD



Dr. Sajan G. Patil  
I/c Principal





RIZVI EDUCATION SOCIETY'S

# RIZVI LAW COLLEGE

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## 5. SALARY INCREMENT

RIZVI LAW COLLEGE  
SALARY FOR THE MONTH OF JUNE 2022

SR. NO.	EMPLOYEE NAME	SALARY	ACCOUNT NO.
1	SAJAN PATIL	89845	9624
2	MEHRAJ MUTAWALLI	32800	9105
3	SNEHA HITENDRA SONI	32800	9790
4	SADIYA IRFAN SYED	38300	8698
5	SAMIDHA DINDE	32800	9825
6	POOJA KISAN BHOSALE	32800	9926
7	SHWETA SHAH	32800	9824
8	KATIRA BHOOMI ASHOK	32800	9949
9	SANT SHREYA GANESH	32800	9967
9	ROSHAN VARMA BEDI	29800	9045
10	SYED MOHSIN N.	62214	5618
11	SMITA MAHAJAN	36071	8611
12	REHANA SHAIKH	29284	9649
13	JTOYI VIJAYSHIL PARAB	20464	9473
14	HANUMANT SATRE	27672	9168
15	JENNIFER D'SOUZA	25046	6016
16	MOHAMED SAAD SHAIKH	14570	9725
17	ABHISHEK KUMAR JAISWAR	17508	9848
18	SYED MANZAR ABBAS	25460	6445
19	RAJENDRA KACHHE	23955	6575
20	PRAKASH SOLANKI	23023	6894
21	GHANSHYAM NAKHAVA	19709	8055
22	SIMOSON D'SOUZA	19875	8456
23	SHAIKH AJAZ AHMED	11592	8936
24	JHOSHNA SOLANKI	8463	8624
25	YOGITA SANDESH YELVE	8463	9756
<b>SECURITY</b>			
1	ARVIND SINGH	24328	4120
2	IMTIYAZ KHAN	27407	7101
3	KHAN SHAHNAWAZ	12707	9121
4	ANAMUDDIN MAJHARBHUIYA	14870	9122
5	JAFAR AHMAD	14437	9253
6	SAYYAD MOHD. ASIF	13572	9128
7	SHAMSHULHASAN SAYED	14437	9758
<b>TOTAL</b>		<b>882672</b>	

  
  
Principal  
Rizvi Law College,

RIZVI LAW COLLEGE  
SALARY FOR THE MONTH OF MAY 2022

SR. 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
<b>SECURITY</b>			
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
<b>TOTAL</b>		<b>776826</b>	


Dr. Sajjan G. Patil  
I/c Principal







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## 6. FREE MEDICAL CAMPS, BREAST CANCER SCREENING

**RUMI CARE**  
HELP YOURSELF FOUNDATION  
HEALING HEARTS, SAVING LIVES

**Dr. Akhtar Hasan Rizvi**  
President, Rizvi Education Society  
Founder, Help Yourself Foundation

**Adv. (Mrs) Rubina Akhtar Hasan Rizvi**  
Director, Rizvi Education Society  
Founder, Help Yourself Foundation

**BREAST cancer**

**SCREENING & AWARENESS DRIVE**  
**21- 26 AUG 10 AM - 5 PM**  
RIZVI COLLEGE Of Arts, Science & Commerce  
Off Carter Road, Bandra West, Mumbai - 400 050.

**FREE!** No Radiation  
BREAST CANCER No Touch  
BASIC SCREENING No Pain  
SERVICE

**Dental Check Up & Anemia Testing**  
1 In 22 Urban Women In India Are At Risk For Breast Cancer

Register now: Project Co- ordinator

Dr. Shilpa S 98330 83922	Dr. Alkama Faqih 93234 09313	Wasim Mansuri 99303 91551	Enyaat Ansari 79776 63850
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SAI HOSPITAL, BENZ HOSPITAL, incredible, Rotary, Healium Partnerships for Health



Dr. Sajan G. Patil  
I/c Principal





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## 7. BIRTHDAY CELEBRATION



Dr. Sajan G. Patil  
I/c Principal





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## 8. MATERNITY BENEFIT

To

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

Date - 13<sup>th</sup> September 2021 to 10<sup>th</sup> April 2022

Subject: Maternity Leave Application of Samidha Dinde

Sir,

I, Mrs Samidha Dinde being a teaching faculty our college would like to inform you about the fact of my pregnancy and thus I am planning to take leave from 13<sup>th</sup> September 2021 to 10<sup>th</sup> April 2022 for my delivery. I expected delivery date would be 13<sup>th</sup> December 2021. I suppose that I would be able to resume my duty from 11<sup>th</sup> April 2022 Monday.

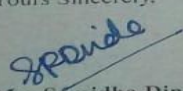
I promise that I will try to put my best efforts to complete my tasks / other responsibilities before going for long leave of my pregnancy. For this purpose, I had already suggested the names of my fellow colleagues Mrs Sweta Shah & Sneha Soni to handover all my works during the period of my leave. Further as per our previous oral conversation I have also discussed distribution of my workload & my daily responsibilities with them.

That I am always available to conduct online workshops, Webinars, Assessment of exams and 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 in anticipation for considering the grant of my maternity leave.

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

Yours Sincerely,

  
Mrs Samidha Dinde  
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





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## 9. SICK LEAVE BENEFIT

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 18<sup>th</sup> 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 22<sup>nd</sup> May 2023 Monday. I will be able to re-join my duty on & from 23<sup>rd</sup> 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





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## 10. ACADEMIC COUNSELOR



RIZVI EDUCATION SOCIETY'S  
**RIZVI LAW COLLEGE**  
New Rizvi Educational Complex, Off Carter Road,  
Bandra (W.), Mumbai - 400 050.

**WOMEN DEVELOPMENT CELL**  
Cordially invites you for a  
workshop on  
"Right to Self-Defence: A  
step towards  
empowerment of women"

**Dr. Chhaya Shah**  
BCOM LLM PHD  
Assistant professor  
Jitendra Chauhan  
College of Law

Time: 10am -12pm  
Date: 14th March 2023  
Venue: Seminar Hall  
Dress code: Active Wear

**FACULTY REPRESENTATIVE**  
ADV. SHWETA SHAH  
86523 30834

**STUDENT REPRESENTATIVE**  
MS. MUBBASHEERA SHAIKH  
83699 23558  
(President)

MS. EFA SHAIKH  
90826 35336  
(President)

**DR. SAJAN G. PATIL**  
(PRINCIPAL)



Dr. Sajan G. Patil  
I/c Principal





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## 13. CANTEEN FACILITY



Dr. Sajan G. Patil  
I/c Principal





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## 14. LIBRARY FACILITY



Dr. Sajan G. Patil  
I/c Principal





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## 15. FLEXIBLE TIME SCHEDULE MANAGEMENT FOR 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 23<sup>rd</sup> 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







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## 16. MEDICAL FACILITY BY COLLEGE FOR STAFFS



Dr. Sajan G. Patil  
I/c Principal





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## 17. WOMEN FRIENDLY WORK PLACE WITH CCTV, GIRLS COMMON ROOM



Dr. Sajan G. Patil  
I/c Principal





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## 18. SEMINARS / WORKSHOPS CONDUCTED FOR STUDENTS FOR ACADEMIC EXCELLENCE



Dr. Akhtar Hasan Rizvi  
President



RIZVI EDUCATION SOCIETY'S  
**RIZVI LAW COLLEGE**

New Rizvi Educational Complex, Off carter Road,  
Bandra (W.), Mumbai - 400 050.



Adv. Rubina Akhtar Hasan Rizvi  
Director

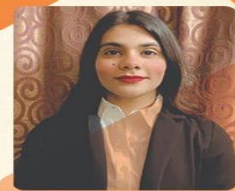
### Guest Lecture : How to Draft a Research Paper

Adv. Anshika Yadav is a judicial services aspirant and is currently appearing for judicial service examinations. Miss Yadav is a distinguished alumni of Rizvi Law College and apart from acing her academics in college she has also garnered accolades for the college by winning moot court competitions, judgement writing competitions and has further received Special Mention as speaker in the 2nd Indian Law Conclave Conference, New Delhi for her paper presentation on "animals as legal persons". She is known for her prolific writing and her research paper publications in renowned journals such as International journal of law and legal studies, corpus juris, legal foxes law times, etc attest the same. Through her research papers, Miss Yadav has very succinctly shed light on various aspects of law and has presented her views on pivotal topics such as abortion laws, rights of animals as legal persons, constitutional dilemma in view of the Kashmir internet ban and anti-defection laws and has thus, highlighted crucial constitutional aspects. She has always emphasized the importance of legal writing and believes in exploring various research methodologies in order to present research papers.

**Date & Time : 16<sup>th</sup> February, 2023 @ 10.00 AM**

**Venue : 6<sup>th</sup> Floor, Seminar Hall**

### Guest Speaker



Adv. Anshika Yadav

: For Further Details and Queries, Contact :

Aaditya Chakrabarti : +91 98203 21721 | Rutvi Soni : +91 99202 19309 | Jimson Lemos : +91 95185 10023

(First 180 students to register  
will be permitted to attend)

**DR. SAJAN G . PATIL**  
(PRINCIPAL)

: Note :  
This lecture is for 1<sup>st</sup>, 2<sup>nd</sup> 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> Year  
B.L.S./LL.B. 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> Year LL.B. Students.

Dr. Sajjan G. Patil  
I/c Principal





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## 19. YOGA CENTRE FOR MENTAL HEALTH BENEFIT



Dr. Sajan G. Patil  
I/c Principal



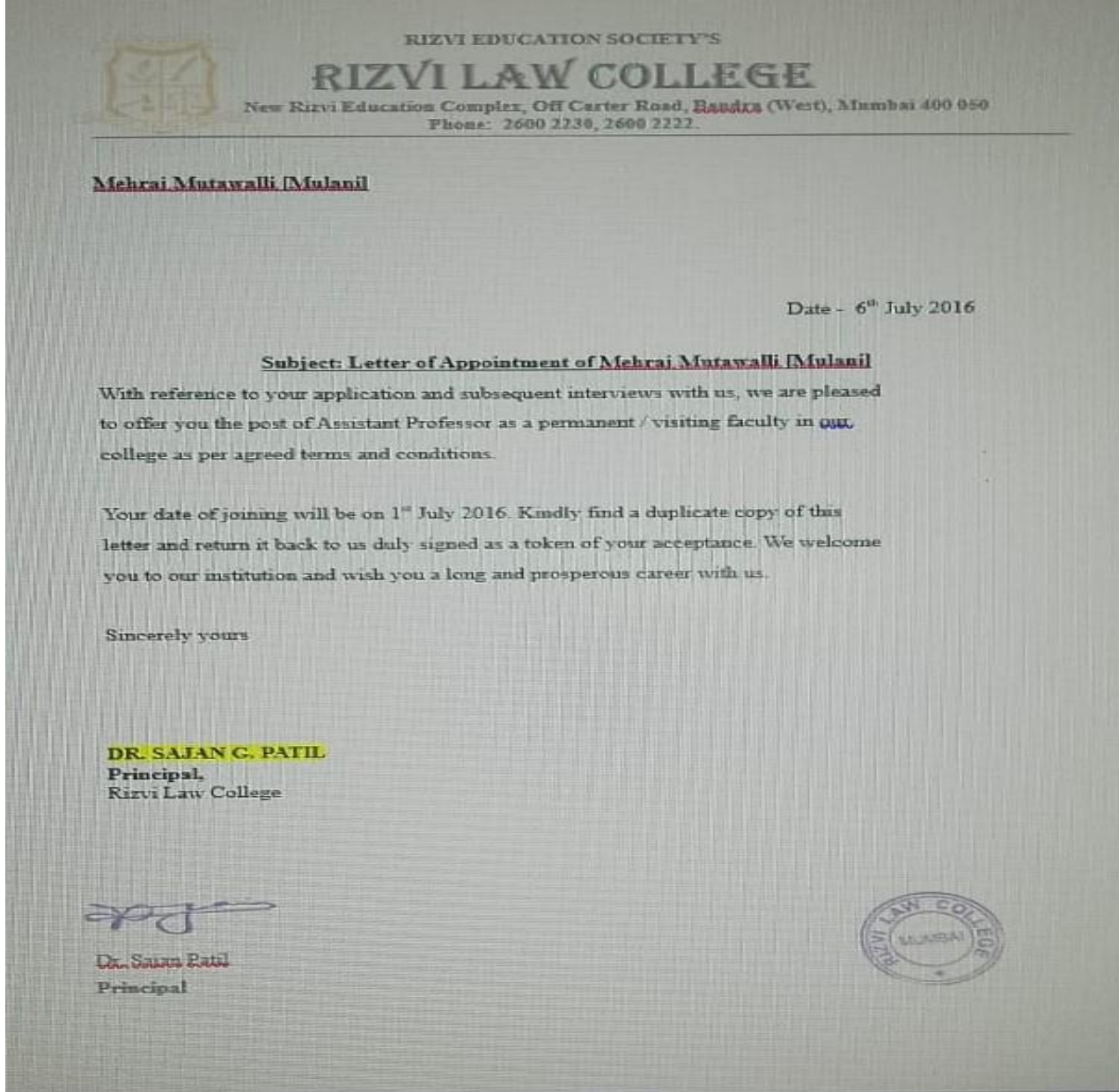


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## 20. JOB SECURITY FOR THE STAFF



Dr. Sajam G. Patil  
I/c Principal

