



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 6.3.5

INSTITUTIONS PERFORMANCE APPRAISAL SYSTEM FOR
TEACHING AND NON-TEACHING STAFF

Dr. Sajan G. Patil
I/c Principal





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2. LIST OF APPRAISAL SYSTEM FOR TEACHING AND NON-TEACHING STAFF

A. 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. Adv. 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.

B 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.

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C. 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 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.

D. 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.

E. 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 newborn 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.

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F. 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 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.

G. 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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H. 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.

I. 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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3. SUPPORTING DOCUMENTS

A. BEST TEACHER – BEST STUDENT AWARD

B. SALARY INCREMENT

C. FREE MEDICAL CAMPS, BREAST CANCER SCREENING

D. BIRTHDAY CELEBRATION

E. MATERNITY BENEFIT

F. SICK LEAVE BENEFIT

G. FLEXIBLE TIME SCHEDULE MANAGEMENT FOR EMERGENCIES

H. MEDICAL FACILITY BY COLLEGE FOR STAFFS

I. WOMEN FRIENDLY WORK PLACE WITH CCTV, GIRLS COMMON ROOM

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A. BEST TEACHER – BEST STUDENT AWARD



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B. 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	9698
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
SECURITY			
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
TOTAL		882672	



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	28800	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	18815	9473
14	HANUMANT SATRE	25177	9168
15	JENNIFER D'SOUZA	22788	6016
16	MOHAMED SAAD SHAIKH	13250	9725
17	ABHISHEK KUMAR JAISWAR	16923	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	




Dr. Sajan G. Patil
I/c Principal





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C. 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, BEHS HOSPITAL, incredible, Rotary, Healium



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D. BIRTHDAY CELEBRATION



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E. 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 - 13th September 2021 to 10th 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 13th September 2021 to 10th April 2022 for my delivery. I expected delivery date would be 13th December 2021. I suppose that I would be able to resume my duty from 11th April 2022 Monday.

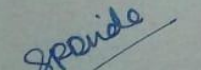
I promise that I will try to put my best efforts to complete my tasks / other responsibilities before going for long leave of my pregnancy. For this purpose, I had already suggested the names of my fellow colleagues Mrs Sweta Shah & Sneha Soni to handover all my works during the period of my leave. Further 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



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F. 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 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





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G. 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

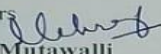
Sir,

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 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



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H. MEDICAL FACILITY BY COLLEGE FOR STAFFS

HELP YOURSELF FOUNDATION
HEALING HEARTS, SAVING LIVES

BREAST cancer

SCREENING & AWARENESS DRIVE
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Register now: Project Co-ordinator
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Dr. Alkama Faqih 93234 09313
Wasim Mansuri 99303 91551
Enyaat Ansari 79776 63850



I. WOMEN FRIENDLY WORK PLACE WITH CCTV, GIRLS COMMON ROOM



Dr. Sajjan G. Patil
I/c Principal

