

Rizvi College of Arts, Science and Commerce
Off Carter Road, Bandra (West), Mumbai 400 050

STRATEGIC PLAN

INTRODUCTION - OVERVIEW OF THE INSTITUTION

Rizvi College of Arts, Science and Commerce has completed 37 years of Academic Excellence spreading quality education and making a remarkable contribution in the field of Education as one of the most sought-after colleges in Mumbai city. The college has kept pace with the changing world and has been the pioneering spirit behind many innovations in the field of education thus acquiring a well-deserved reputation in academics, sports and co-curricular activities.

ABOUT THE COLLEGE

The Rizvi Education Society was established by Dr. AKHTAR HASAN RIZVI in the year 1982, who set his heart on the realization of a dream "the establishment of a mini university", catering to a variety of educational interests and aspirations.

The Rizvi College of Arts, Science & Commerce was started in the academic year 1985-86. This was just the beginning of a line of successful ventures that were to follow. The amazing speed with which one professional institute followed another was awe-inspiring. Today, the Rizvi Educational Empire has expanded to unimaginable dimensions. As of now, we have twenty two institutes in all, not only in Mumbai but in Jaunpur, Allahabad (Kaushambi, Karari) as well.

Senior College is affiliated to the University of Mumbai for teaching courses leading to B.A., B.Sc., B.Com. B.M.M., B.M.S., B.B.I., B.A.F., B.Sc. (Computer Science), B.Sc. (I.T.), and M.Com. Degrees.

Junior College is recognised by the Education Department, Govt. of Maharashtra and H.S.C. Board to conduct classes of F.Y.J.C. and S.Y.J.C along with vocational courses in Electronics, Computer Science and Information Technology.

College has a Research Centers affiliated to University of Mumbai with M.Sc. in Chemistry (By Research), Ph.D. in Zoology, Chemistry, Botany and Commerce.

Because of the college's comprehensive offerings, its excellent programs, its uniquely talented faculty, and its support services, Rizvi College enjoys one of the highest numbers of students in Bandra (West), Mumbai area.

Rizvi College provides extensive collegiate and co-curricular experiences for students, including such opportunities as student men's intercollegiate cricket team; performance groups; a Degree Program; and a host of activities in which students learn leadership skills, expand their academic horizons and celebrate cultural diversity.

As you move through the college website pages, you will also find information about the college's the academic, administrative & extracurricular activities of the college for e.g. Examination, Unfair Means Inquiry, Attendance, Cultural, Career & Counseling Cell, Library, Women Development Cell, Grievance Redressal Cell, Discipline, etc. Other services as Gymkhana, NSS, NCC, financial aid, health services just to name a few.

The college achieved permanent affiliation from the Mumbai University. The constant dynamics of globalization, technological revolution, knowledge explosion and fast-growing needs of industry, the purpose and scope of higher education has been redefined to include components of employability, research, innovation and social relevance, whereby 'academic flexibility' has come to be an integral part of the quality education.

It was something exciting and rewarding, long-awaited by all the stakeholders of the institution after tasting the success of accreditation by National Assessment Accreditation Council (NAAC) in 2004 with B Grade. The Quality enhancement & Sustenance of Rizvi College of Arts, Science and Commerce are envisaged through its Re-accreditation by NAAC in September 2011 with CGPA 2.84.

The college has engaged itself in the process of curriculum enrichment and enhancement through a wide range of academic programs including certificate courses and publishing research papers to make education more relevant and job-oriented. The college has completed three decades with a focus to march with academic excellence on one hand and to drive towards techno-savvy societal transformation on the other hand.

VISION

The upliftment of minority students through quality education

MISSION

Education for all

MOTTO

The Insignia symbolizes HUMANIZE, EQUALIZE & SPIRITUALIZE.

- **Humanize:** Treat all living beings equally.
- **Equalize:** Respect each other, observe and practise the value of co-existence.
- **Spiritualize:** Purify and strengthen minds against corruption

MILESTONES ACHIEVED BY THE COLLEGE

- University of Mumbai conferred on us the prestigious **Guru Nanak Trophy** for securing maximum points in sports competitions among 770 colleges for the year 2009-2010.
- We also received the **Best Liked College Award** with a Cash Prize of **Rs. 5 Lac** from Channel V and Face book sponsored by Nokia.

WORKPLACE VALUES

Workplace values act as a set of guiding principles describing general code of conduct for moral and ethical behavior of faculty, staff and students in all endeavors.

- **Accountability** - Being responsible and answerable for all accomplishments.
- **Transparency** - Visibility and accessibility of information and practices to all concerned.
- **Discipline** - Being sincere, regular, punctual and rule abiding.
- **Just** - Being honest, fair and righteous, guided by conscience and wisdom
- **Perseverance** - Putting continuous and sincere efforts to achieve targets despite all challenges
- **Competency** – Acquiring knowledge and skills for doing things efficiently and successfully.
- **Empathy** - Being humane and treating each individual with dignity and respect
- **Teamwork** - Working together to achieve a common goal in *all ebbs and tides*.
- **Conservation** - Optimal utilization of resources and energy so as to reduce, reuse,

recreate, rethink and recycle entirety in best possible way.

SWOC - ANALYSIS

STRENGTHS

- Pro-active visionary leadership and supportive management.
- Qualified and experienced teachers who are not only teachers but mentors as well.
- Welfare measures for retiring employees (both teaching and non-teaching staff) through felicitation and befitting farewell. Financial Inclusion efforts by formation of credit co-operative society for personal loans.
- Highly inclusive educational environment. Free-ships/fifty percent fee waiver/scholarships for sports students, wards of staff and for needy students are provided by the management.
- Almost all classrooms are equipped with LCD projectors and white screens in order to facilitate use of modern teaching aids.
- Provision of opportunities to student to excel in the field of media, fine arts, cultural, sports, co- curricular activities as well as academics.
- College was awarded the Guru Nanak Dev Champions Trophy for the seventh consecutive year amongst 750 colleges of University of Mumbai in the year 2015-16.
- Workshops, training programmes on quality enhancement organised for teaching as well as non- teaching staff.
- Teachers and students are given every opportunity to excel in their respective field, providing them a highly research oriented environment.

WEAKNESSES

- Constraints of space coming in the way of add-on courses and laboratory expansion plans.
- Being grant-in colleges, funds are always limited and have to be mobilised through other sources.

OPPORTUNITIES

- To encourage students to reorient learning to meet the new system through intensive coaching and remedial classes for the weaker students.

- Certificate / Add-on courses are to be strengthened to channel the gap between academics and industry and also to enhance self-employable skills among students.
- To introduce students to international education through tie-ups with foreign institutions.

CHALLENGES

- Due to a large number of self-financing courses takers for humanities and science stream has been dwindling
- Adapting students to the frequently changing pattern of examination and evaluation system.
- Skewed teacher: student ratio.
- To improve consultancy services.

STRATEGIC GOALS

In the technology-enabled world, the Strategic goals of the Institution are dynamically revised. In the coming years we envisage the following major Strategic Goals:

1. ACADEMIC EXCELLENCE

Institution, as a seat of learning, exists for providing quality education by creating, advancing and disseminating knowledge with collective wisdom. It is a premier higher learning institution engaged in fulfilling educational requirement of diverse sections of the society in the core and applied academic disciplines. It aims at achieving academic excellence through its course curriculum, blended teaching methods and technology enabled joyful learning environment. In addition to acquire subject knowledge and required skills, the students will be groomed to think, perform, and communicate in a critical, creative and effective manner.

Objectives

- To provide quality education at all levels.
- To initiate multidisciplinary courses for emerging needs of stakeholders including industries, research institutions, government organizations and society.
- To innovate and adopt technology enabled pedagogy.
- To chalk out scholastic and co-scholastic activities to make the Institution

educational environment more lively, vibrant, congenial and conducive

Strategies

- Strengthening existing academic programs by enriching course curriculum in the light of global standards, theoretical advancements and industry requirements.
- Providing academic freedom and flexibility in teaching learning processes.
- Use of blended teaching methodology involving traditional, interactive, and ICT enabled pedagogical techniques.
- Bringing rigour to teaching-learning processes through carefully designed session plans, student assignments, regularity, participation and involvement.
- Incorporating Learning Management System : Digital Edu
- Enriching our Library resources
- Well-designed examination systems with transparent evaluation processes.
- Developing quality study material available as e-content on website as well as hard copy in the libraries.
- Regular student feedback on teaching-learning process, curriculum and administrative facilities to ensure quality control and regular updating.
- Designing and introducing Job oriented professional Certificate courses.

2. RESEARCH AND INNOVATION

The Institution is committed to high quality research and innovation. In order to facilitate research activities, the Institution has a Research Cell to guide, encourage, support and monitor core and interdisciplinary research. Individuals and students are encouraged to achieve and sustain the research excellence.

Objectives

- To promote multidisciplinary research in new, emerging and thrust areas.
- To create environment and facilities for interdisciplinary research.

Strategies

- Creating and supporting a research environment for high quality research by students and faculty.
- Encouraging quality research by motivating staff to apply for minor and major

research in intra disciplinary and interdisciplinary areas.

- Promoting highest ethical standards in research.
- Facilitating and supporting research funding process at departmental and University level.
- Supporting faculty and student participation in research related events such as paper presentation in seminars, conferences, workshops, training programs, and faculty development programs.
- Conducting Webinars on Research methodology for students and faculty
- Encouraging faculty and scholars to publish in high quality peer reviewed journals with impact factor and high ratings.
- Recognizing and felicitating good publications and contributions of faculty members and scholars in academic publications and events.
- Facilitating faculty publications as books, monographs, working papers, case studies, study material and other academic literature through **in house publication facilities** i.e. **International Journal of Research**.
- Arranging for infrastructural support including buildings, equipment, well equipped laboratories, databases, books, journals and other facilities as required for pursuing research on campus.

3. COLLABORATIONS

The Institution shall promote collaborations in research, teaching and employment at National as well as international level. The partnerships with different organizations will contribute towards achieving objectives of the Institution

Objectives

- To identify opportunities and create facilities for attracting foreign students, researcher and teachers to the Institution
- To identify opportunities for the students and teachers of the Institution to get exposed to international teaching and research.

Strategies

- Entering into collaborative arrangements with reputed academic institutions, research institutions and industry forums for creating opportunities for students and

faculty

- Exploring the possibilities of collaborations with Companies for training and employment opportunities for students.
- Promoting the work of its students and teachers on academically important platforms and forums.
- Developing research collaborations with foreign universities, agencies, and industries.
- Attracting foreign students for University programs.
- Developing a facility for “One Point Communication” between foreign nationals and Institution.
- Creating opportunities for exchange programs of students and teachers with foreign universities. Developing online course content and modules and making it available at international level for opensource sharing.
- Forming strategic alliances with prominent universities / eminent professors for Virtual Lectures.
- Developing Tie-ups with apex and regulatory bodies for grants/funds, policy guidelines, developmental programs and Other resources

4. CAPACITY BUILDING

Excellence is achieved through outstanding performance by competent and committed people. The Institution is committed to provide culture, facilities, support and freedom to its faculty and staff for unleashing their talents.

Objectives

- To benchmark and develop world class competencies for academic and administrative excellence.
- To attract, develop, reward and retain academic and administrative staff of high caliber and make Rizvi College of Arts, Science and Commerce a most sought after University for employment

Strategies

- Attracting, rewarding and retaining talented faculty and staff to ensure quality in academics as well as administration.

- Providing opportunities and facilities for developing teaching and research skills of faculty members.
- Developing IT skills of its faculty and staff members.
- Organizing staff training for behavioral modifications and developing technical skills.
- Promoting its faculty members to participate in conferences and publish in journals.
- Encouraging contribution to knowledge by developing new content and making it available in the form of books, e-content and other learning resources.
- Providing opportunities to faculty and staff for updating themselves on a regular basis.
- Organizing social and cultural events for faculty and staff to cultivate a sense of belongingness to the Institution.

5. SELF RELIANCE

Indian government over last two decades has changed its method of regulation from, management by control to management by exception and subsequently withdrawing financial support in a gradual manner to make institutions and entities self-reliant. Also, in the light of increasing competition and growing expenses it is required to generate additional revenues, manage expenses and adopt cost saving measures to be self-reliant.

Objectives

- To explore newer avenues for generating revenues from internal and external sources.
- To improve financial planning and control systems for better resource mobilization.
- To develop and optimize utilization of human and physical resources for being self-reliant

Strategies

- Making Institution self-sufficient in terms of financial resources to meet its current and future requirements.
- Improving financial planning and resource allocation to achieve Institution objectives.
- Generating required funds through internal sources (student fee and charges) and external sources (grants, funds, donations, consultancies, sponsorships, fellowships,

scholarships etc.).

- Introducing more Industry oriented, short and long term self-finance programs
- Revising fees of professional and vocational courses in the light of growing expenditures
- Training programmes and consultancy to be encouraged for revenue generation.
- Making efforts for donations from Alumni and other sources
- Cost saving measures (such as paperless communication for inter and intra departments, energy savings options, better capacity utilization of existing infrastructure and resources)
- Improving financial systems and strengthen the internal control environment in order to ensure good governance and support better decision making.
- Developing and maintaining the existing infrastructure for hosting various levels of co-curricular and extra-curricular activities
- Utilizing auditoriums for promotion of art and culture and revenue generation

6. GOVERNANCE AND INTEGRATION

The Institution envisions the seamless integration of all processes with a systems perspective. It is achieved by the improvement in the existing systems and laying-down of advanced systems as per requirements of time. It shall result in optimal sharing of resources and speedy accomplishments of the administrative and academic processes. The philosophy of '*Systems Approach*' shall be the central to the work culture of the Institution.

Objectives

- To ensure academic, financial and administrative autonomy in the Institution.
- To ensure participatory, transparent and good governance at all level of Institution.

Strategies

- Joining all the academic and administrative departments seamlessly
- Integrating the students' evaluation and assessment centrally for quick disposal of results
- Integrating training modules, lecture and knowledge expertise of resource persons for the benefit of all the stakeholders.
- Adhering to establish statutes, ordinances, regulations, policies and procedures of the

University

- Specifying process details and checklist of documents for activity completion
- Bringing improvement and reforms in procedures, process and policies for increasing efficiency and effectiveness.
- Developing integrated facilities for sharing intellectual and physical resources.
- Developing file movement and document tracing system.
- Maintaining a central electronic database of faculty, staff and students.

7. INFRASTRUCTURE

The Institution strives to become and to sustain the status of '*Centre of Excellence*' for higher learning. It shall require instructional and research facilities to accomplish this and at the same time comply with its Research and Green policy. It shall address the needs of infrastructure development and regular maintenance of new and existing facilities attuned with all other themes. The global trends and philosophies on infrastructure development and maintenance shall be complied with as and when applicable.

Objectives

- To create state of the art learning center's with eco-friendly design and modern amenities.
- To develop aesthetically appealing clean and green campus.
- To adopt regular and preventive maintenance practices for civil, electrical and mechanical utilities.

Strategies

- Providing state of art centers of learning by providing ICT enabled classrooms library facilities, laboratories, Wi-Fi connectivity.
- Adapting total preventive maintenance for electrical, mechanical and civil utilities.
- Maintaining and renovating Institution Infrastructure.
- Landscaping and Beautification of campus for better utility to stake holders
- Practicing cleanliness of facilities and amenities across the campus.

8. HOLISTIC DEVELOPMENT

This is a trait required at all level of education and profession for every entity of the

Institution. It is an umbrella which develops and promotes growth of every stakeholder in integrity. Our approach towards all stakeholders is holistic as well as inclusive. Holistic refers to student growth and development is fostered intellectually, socially, physically and spiritually. Inclusive implies that all members of the campus are encouraged to become actively engaged in the teaching and learning process. Based on the positive youth development approach, it is argued that promotion of psychosocial competencies and positive mental health attributes such as resilience, emotional competence, self-understanding, and interpersonal skills is an important strategy to facilitate holistic development of students of the institution.

Objectives

- To design multifarious activities viz. Academic, Cultural, Environmental, Sports and others for holistic development of the stakeholders
- To inculcate values along with professional and leadership qualities among faculty, staff and students

Strategies

- Mentoring students for academic, social and career prospects.
- Organizing intellectual, academic, creative, literary, communication, presentation competitions at inter and intra departmental level.
- Making athletics, indoor and outdoor sports, a regular feature for students of the Institution.
- Innovating programs and festivals for social and cultural development.
- Easy and regular access to yoga and meditation, self-management related activities.
- Organizing expert lectures on contemporary issues.
- Conducting student enrichment activities by assessing their individual requirements.

8. SUSTAINABILITY

The Institution upholds the value of sustainability in all its endeavors. It shall serve as the means of promoting the practices of sustainable development right from local to global levels. It shall adopt simple four-steps to align itself with the globally adopted practices of sustainable development. It will work towards achieving sustainability by creating awareness, orienting courses, instituting training and facilitating research to imbue the spirit of sustainability in individuals associated with it.

Objectives

- To practice the principle of recycle, reduce, rethink, reuse and recreate for the sustainable development
- To promote energy efficient and eco friendly practices for infrastructure and systems development.
- To maintain and promote clean and green surroundings.

Strategies

- Popularizing, implementing and monitoring Institution green policy
- Motivating individuals and communities with environment conservation initiatives
- Co-ordinating with public transport authorities for providing subsidised/ monthly travel passes for students.
- Conserving energy by digitization of database and all processes.
- Encouraging use of green /eco-friendly products
- Developing and promoting energy saving habits such as switch off electrical devices when not in use
- Developing infrastructure and systems in accordance with prevailing energy efficiency/ green Standards

9. SERVICE

The Institution has a prime motive of developing people for humanity and social welfare. It is responsive and proactive to the social, regional and local requirements, problems and other issues of relevance. Service to society holds major place in University planning and activities. It is further aiming at connect with society through various outreach programs and extension activities.

Objectives

- To develop a sense of social responsibility among faculty staff and students
- To galvanize the activities for sensitization, awareness and active participation of various stakeholders
- To locate and identify the local/regional talent, issue and priorities for development
- To ensure involvement and training of local community for their empowerment with a national and global perspective

Strategies

- Establishing relationship with local and regional bodies to assess their requirements and issues.
- Encouraging faculty and students to undertake socially relevant projects in their academic pursuits.
- Motivating faculty, staff and students to get associated with NGOs and support their activities.
- To sensitize all stakeholders about issues of local and regional areas and work for their resolution.
- Organizing extension activities through WDC and DLLE in the areas of education, health, hygiene, child and women welfare, local governance, and national social service.
- Strengthening NSS and NCC wing of the Institution for ensuring greater contribution to society and nation.
- Contributing to cultural development of society by promoting and celebrating important days, occasions, festivals and events.
- Developing entrepreneurial skills for managing small and medium enterprises of the region.
- Popularizing the contributions of local and regional personalities who have served for promotion of art, culture, heritage, governance, welfare or any other dimensions of human life.
- Ensuring greater participation and involvement of local bodies' developmental programmes of the University through activities of WDC and DLLE.

10. BRANDING AND COMMUNICATION

The College has a glorious history and heritage of 37 years of contribution to creating, advancing and disseminating knowledge with collective wisdom. In order to create international visibility, strengthen its image and establish a widespread presence of the College in academics, industry and society, there is a need to undertake well planned brand building efforts. This can be achieved by using all communication tools in an integrated manner.

Objectives

- To establish a widespread visibility of the College in academics, industry and society.

- To enhance interactivity of Institution with internal and external publics.
- To ensure consistency and clarity in all elements of communication

Strategies

- Popularizing College values, vision and mission statements by highlighting them on boards in all the departments, offices, brochures and other places of strategic importance.
- Prominently placing College logo at important places such as buildings, gates, stationery, and souvenirs
- Publishing College brochure both in hard copy and soft copy available on the website.
- Setting up College map and direction marks for the various departments and Admin offices. and other facilities to guide visitors.
- Becoming member of all important institutions and associations of academic interest.
- Developing souvenirs with College name and logo for guests, visitors, alumni and stakeholders of the College.
- Setting up a College information centre at the campus to help and facilitate students and visitors
- Effective designing, updating and maintenance of College website for complete information, smooth navigation and operations.
- Effective use of social media such as face book, blogs, You- tube for increased interaction.
- Uniformity in design of identity card, stationery and other communication material used by the College such as letterheads, envelopes, visiting cards, brochures etc in order to communicate a clear and consistent image.
- Making available Monogram for the coat which can be worn on formal functions, ceremonies and official visits to other places.
- In a world where technology, teaching pedagogy, sophistication of equipment etc keeps on changing
 - / improving rapidly, the strategic plan of the College needs to be a dynamic one. Therefore, we shall be updating this document every three years.



Anjum

**Dr. (Mrs.) Anjum Ara Ahmad
Principal I/C**