



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



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POLICY DOCUMENTS

Academic Years 2017-18 to 2021-22

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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 Centres 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.

Vision & Mission

VISION:

"Humanize, Equalize, Spiritualize"

Humanize Treat all living beings equally.

—

Equalize Respect each other, observe & practice the value of co-existence.

—

Spiritualize Purify & Strengthen minds against corruption.

MISSION:

The Mission of the College is to deliver excellent education and create new knowledge through innovative studies, undergraduate, postgraduate, and doctoral degree programs and to prepare students for careers as computer and IT professionals, Research, Management and Catering in the many diverse fields of business, government, and academia. To promote a teaching and learning process that improves knowledge and abilities, while advancing the contemporary era, resulting in the incorporation of research and innovations into interdisciplinary and multidisciplinary domains, and ultimately leading to new heights in education.

Quality Objectives

QUALITY OBJECTIVES:

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

We try to foster the goals of the college through the teaching-learning process. We address the needs of the community and national development through numerous extension activities.

In its tireless effort to impart equal educational opportunity to all it emphasizes on moral ethics and human values which will go long way in achieving newer heights in our goal of imparting quality education to students and making them a responsible citizen of the country.

The institution hopes to become a center of excellence by imparting knowledge and skills, fostering leadership traits, and promoting inclusiveness and equal opportunities for everyone.

Procedure for Control of Records

PURPOSE:

To establish documented procedure to define and control identification, storage, protection, retrieval, retention time & disposal of records used at Rizvi College of Arts, Science & Commerce. To provide evidence of conformity to requirements & effective operations.

SCOPE:

This procedure is applicable to all records and forms used at all stages of operations of the College.

RESPONSIBILITY:

The Principal and Department Heads are responsible for the implementation of this procedure.

PROCEDURE:

- Records are a special type of document and are controlled according to the requirements of clause.
- A master list of records along with the description, records number and retention time & responsibility is maintained and updated as required.
- It is ensured that records are legible and filed date wise and month wise so that they are readily retrievable.
- Records and files are numbered so that they are properly protected for use.
- The training records and attendance records of all employees are maintained and disposed of if an employee leaves the organization.
- The calibration records are maintained for measuring & monitoring equipment used by the organization.
- We hereby certify that this Quality Manual and the Standard Operating Procedures Manual accurately describes the Quality System in use within the Organization to meet the requirements of ISO 9001:2015
- The Quality System will be monitored, measures evaluated and enhanced regularly under the Top Management's ultimate responsibility, with regular reporting and communication of the status and effectiveness at all levels.

SOP for Administration

PURPOSE:

To maintain document procedure for administrative office which is applicable for college administration.

RESPONSIBILITY:

This is the responsibility of the In-Charge of Administrative office i.e. Registrar and Office superintendent.

PROCEDURE:

- To supervise daily office duties.
- To issue LC / TC / Railway Concession forms.
- To maintain outward / inward register.
- To collect application of students regarding change of subject / stream / college / eligibility etc. and forward to concern departments.
- To purchase consumables / equipment / stationary / cleaning material.
- To carry out maintenance of college.
- To keep records of personal files and service book.
- To prepare muster and maintain leave record of staff.
- To maintain record of migration certificate / transcript / leaving certificate / transfer certificate / letter of recommendation / medium of instruction and general register.

RECORDS:

- Muster
- Leave Register
- Service Book
- Personal File
- Inward / Outward Register
- Railway concession books
- Purchase order book
- LC / TC
- General Register

SOP for Admission

PURPOSE:

To standardize the admission process carried out at the beginning of academic year.

SCOPE:

Applicable for all the UG & PG courses offered by the institute.

RESPONSIBILITY:

Principal, Admission cell/committee (Sr. Teacher) & Representative of Reserved category, Registrar, office superintendent and admission committee.

PROCEDURE:

- This committee is formed at the beginning of academic year by the principal in concern with Admission cell/committee Registrar/Superintendent as per the requirement of the University.
- Circular regarding admission dates/admission schedule is received by Mumbai University/Maharashtra State Board/Govt. of Maharashtra Rules & regulation.
- Admission process is carried as per the guidelines (circular) received by the University/Maharashtra State Board & Govt. of Maharashtra
- Registrar/Office Superintendents of UG/PG section conducts meetings to assign duties to the non-teaching section staff as per the guidelines & rules & regulation of Mumbai University/ Govt. of Maharashtra.
- Non-Teaching section staff are assigned following responsibilities separately:
- Sale of admission coupons from the respective counters.
- Data synchronization for merit list.
- Cashier to collect the fees & Schedule providing to the cashier for collection of fees.
- Admission document attestation
- Verification of admission form
- Verification of mandatory documents along with application form
- Verification of DD.
- Verification of receipts for fees
- Training is provided to the person responsible for carrying out the admission process.

- Notice for date of admission process (distribution of admission coupon and tentative dates of merit list) is displayed on the notice board as well as posted on website.
- Admission committee issues the Prospectus; Student can buy it from office along with the admission coupon.
- Admission forms are filled in online by students within the given time as per the schedule.
- Online registration/admission for each student of academic year is done by the college for office record.
- 50% seats are reserved for Muslim Minority Students.
- First preference is given for In-House students as per university norms.
- Transparency of Admission and rules & regulations are adhered to by the college as well as university through MKCL software.
- Inquiry window is made available for students to aid regarding admission process.
- Merit list is displayed on notice board along with date for verification of application form. The deadline for payment of fees is also communicated to the applicants as per the schedule of Mumbai University.
- Verification of admission form as well as verification for eligibility of student as per the university/state board norms are carried out.
- The admission cell committee maintains a checklist of items to be verified in processing the applications. The committee prepares this checklist based on the prevailing rules and regulations of the University/state board and gets it approved by the principal. Based on this checklist, the person responsible for verification of application/admission form verifies all the documents submitted by the applicants & Eligibility criteria of UG/PG courses.
- Following documents are verified,
 - Copy of leaving certificate & mark sheet of previous school & college.
 - Pre-admission form issued from the Mumbai University.
 - Original copy of mark sheet and leaving certificate.
 - NOC from previous college in case of 2nd year and 3rd year admission.
 - Eligibility application in case of outside other than Maharashtra State Boards.
 - A cast certificate when admission is required in reserved category.
- Following things are made available to assist students:
 - Stationery
 - Digital signage boards for information.
 - FREE SMS facility
 - Xerox facility
 - Internet with computer facility in computer labs.
 - Printing facility for all types of documents related to admission.
- Application Forms are returned to students after affixing the initials of the admission cell Committee In-charge. The candidates get their applications approved by the principal or by any other authority designated by the principal.

- After approval of admission, candidates are asked to pay the prescribed fees within the given time. These forms are collected from the candidate at the time of fee collection. This completes the initial phase of the process of admission.
- Then challan is verified for fees. Details of entries of challan are cross checked to ensure correct amount fee as per rules of college.
- After the last date & admission lists are prepared. Branch wise section wise, subject wise & Roll No's assigned to the students.
- In the first year, the final list is sent to the University for Enrollment for registration of UG/PG courses. The University, after approval, returns the lists along with the PRN number assigned to the students. These lists are filed in the admissions section and copies are sent to the respective departments. All the relevant details are entered into the General register as permanent records.

RECORDS:

- Latest Rules and Regulations Stipulated by The University/ M.S. Board / Govt. of Maharashtra
- Prospectus
- Admission/Application – Coupon
- Payment Receipt for Admission
- Enrollment List with or without PRN Nos.
- Latest Checklists of The Documents to Be Verified During the Admission
- Fees Register
- Daily Reports & Admission Status & Vacant Seats.

SOP for Staff Recruitment

PURPOSE:

Establish a documented procedure for faculty and staff recruitment.

SCOPE:

A procedure is applicable to teaching staff as well as non-teaching staff.4

RESPONSIBILITY:

Principal & Vice Principal

PROCEDURE:

- Obtaining University/Management Approval and Advertising in National/Local newspaper for Vacant Posts. Files of application received are maintained.
- List of candidates is prepared & shortlisted candidates are called for Interview on the decided date and time.
- Interviews are conducted & candidate found suitable are selected for the eligible posts.
- Appointment letters are issued to the selected candidates.

RECORDS:

- Advertisement
- Resume of Candidates
- Report of The Interview Panel
- Appointment letter file

SOP for IQAC

PURPOSE:

- To ensure academic excellence and continuous progress of the institute.
- To create a student-centric atmosphere for holistic learning.
- To improve the quality of staff by promoting and encouraging overall faculty development programs.
- To enhance infrastructure for teaching-learning and administrative processes.

SCOPE:

Applicable for quality sustenance and enhancement in the institution.

RESPONSIBILITY:

IQAC Coordinator and all staff members.

PROCEDURE:

- Prepare Academic Calendar as per University guidelines.
- Provides guidelines to all departments regarding the activities to be conducted for students' welfare and development.
- Preparation of NAAC/AQAR/ NIRF Documentation.
- Orientation Programmes are organized for students and parents.
- Encourages the use of ICT in the classroom to enhance teaching.
- Organise Training sessions for Audits.
- Conducts Internal and External Audits.
- Guidelines for conducting Certificate/Add on/Short term courses for employability & skill development.
- Organizes workshop on faculty development to enhance teaching learning process.
- Encourages faculty member to attend orientation/refresher courses organized by academic staff college.
- Motivates the faculty to participate and publish papers at various national and international seminars/conferences.
- Developing linkages with institute and industry.
- Promotion of Research culture and Placement opportunities for students.
- Teachers API/CAS records are reviewed and analysed.
- Students feedback is collected, analyzed, discussed in meeting and corrective and preventive measures are taken if needed.

- Teachers are given suggestions to improve the quality of the teaching-learning process.
- Reviews all the activities conducted throughout the academic year.
- Suggestions to the management/authorities regarding upgradation of infrastructure, E-resources, and other facilities in the institute.

RECORDS:

- Academic Calendar
- Lesson Plans Compliance
- Committee Forum Department Records
- Personal Achievement Records
- API/CAS Records
- Teachers' planner & Record book
- Feedback Analysis
- Admission details/Course details
- Result analysis
- Minutes of meeting
- Codes - Annexure I Attached
- Departmental Activity Records.

SOP for Library

PURPOSE:

To establish our documented procedure for library process of Dr. Rizvi Digital Library

SCOPE:

Systematic function of library.

RESPONSIBILITY:

Librarian, Assistant Librarian, Library clerk and Library attendants, peons.

PROCEDURE:

Library Hours: Monday to Saturday, 7.00 am to 5.00 pm.

Library Committee: Library committee comprises of Principal, teachers from various departments and Librarian. For any changes/ implementation, annual planning is carried out at the start of the academic year. Committee meetings are conducted for each semester.

IMPORTANT PROCEDURES

Budgeting:

Budget is prepared for every year based on library fees collected from students. Proposals are submitted to the purchase committee for approval. For purchase of any books / periodical's librarian gets quotations from vendors.

Library Management Software SLIM 21 software is used to manage all the functions of the library.

Acquisition:

The requirements of books, periodicals and other e-resources are called for from teachers. Books are also called for approval. The books are segregated according to subjects which are then selected by concerned faculties. After approval forms are filled by teachers, approval from HOD's of the concerned departments and Principal is taken.

Then as per the approved budget the requirements are procured. The purchase order for the same has been prepared. Bill is called from the vendor after purchasing the book, library staff does the processing of books such as entry of purchased books in accession register, data entry of those books in computer, stamping, sticking due date slips on books, making book cards. Books are then shelved as per classified order for identification and traceability. Bills are submitted to the accounts department after the principal's signature for payment.

Cataloguing:

Books are given subject numbers and entered in cataloguing module using Slim software. Data of books can be accessed through author, title, and key words. The library has Android Kiosk where the data is accessed through WEB OPAC by users.

Circulation:

Issue of library card.: The students who are willing to use library facility must fill library card and attach Xerox copy of fee receipt & latest photo while submitting (in first year of the course). The students having library cards can issue one book for one week. On late return of books (beyond the due date) a fine of Rs. 2 /-per day is charged. Books can be reissued only twice.

The library provides membership for drop out (ATKT/ Fail) and ex-students. Library membership for ex- students is Rs.100 and library cards are issued on payment of Rs. 10/- which is valid for one year. For dropouts a library card of Rs.10/- with two months' validity is given.

Serial Control:

Periodical details such as publisher, periodicity, volume, issues are entered in this module. After one year the loose issues of the periodicals are bound for future reference.

We provide newspapers in various languages for our readers.

Stock taking:

Stock taking is done using physical inventory. The marked books are entered in the library database. A list of unmarked books is prepared and are searched accordingly. A report is made, and signature of library committee convenor and Principal is taken and filed.

Weeding out:

The library has a weeding out policy. The list of books to be weeded out is prepared for approval by the concerned subject teachers and then final approval is sought from the principal.

The books which are out of syllabus, and which are in mutilated condition are weeded out.

Disposal

The approved weeded out books and old magazines, newspapers are sold to scrap vendors.

Library Maintenance

Regular cleaning of books and furniture of library is done by library staff. Sweepers clean the library floor daily. Maintenance of library ICT is done by college IT professionals.

LIBRARY FACILITIES**Book Bank Facility**

The library provides book bank facilities to needy students. Students must apply for a book bank facility at the beginning of the academic year. Names of selected students are displayed on the notice board. The selected students must make a payment of Rs.100/- on the fees counter (office) and submit the copy of fee receipt along with the latest photo to the library clerk. The students are made to fill in the library book bank form where their details are entered. They are given a set of textbooks for both semesters which they must return at end of semester within one week after completion of their exams. Book bank deposit of Rs.90/- is given once the students return the books.

Institutional Repository

- Research papers published by the faculties are preserved in our library for reference.
- Faculty's online research papers, power point presentations and video lectures are uploaded on our library website.
- Five years exam question papers are also available for students.
- Newspaper clipping and career-related articles are all scanned and made available for the readers.

Library orientation

At the beginning of the academic year, we conduct library orientation for the first-year students to make them aware about library resources and services.

Access to Resources

Through the library website students and teachers access and make use of library resources.

We have taken membership of American Centre Library. The students and staff can have access to their collection as well.

E resources: Provide access to DELNET AND NLIST databases. The readers can access various e - books and e - journals.

Computer facility: Computer Zone of library provide free internet service to our readers for academic work.

RECORDS:

- Maintenance of log register of Staff and students.
- Activity record (notice, participants list, etc)
- Invoice files for books purchased are maintained.
- Subscription invoice files for journals and magazines. Newspaper bills
- Expenditure register
- Accession register
- Periodical register
- Stock register
- Dead stock register

SOP for Department of Sociology

PURPOSE:

- To understand how the social world and human behavior works.
- To understand how Social, Political, Cultural Economic practices and structures Influence patterns of thought and knowledge.
- To describe the inter-play between Structures, Institutions & Human Behavior.
- To foster a sense of Social Responsibility and Social Consciousness.
- To provide knowledge and Skills that will enable students to develop their Full Potential and become Successful members of society.

SCOPE:

The study of sociology attempts to investigate how societies arise, endure, and change. Its scope includes analyzing social groupings, social processes, and social institutions. Sociology places more of an emphasis on analyzing social problems than on offering normative recommendations for how to solve them.

RESPONSIBILITY:

Head of the Department and Faculty

PROCEDURE:

- Teaching Plan is prepared for each class for each paper and is submitted to IQAC.
- Perspective Plan is prepared yearly to plan the activities throughout the year.
- Permission to organize events and activities is sought from the principal.
- Guest lectures and Seminars are planned for participative and experiential learning.
- Field visits and excursions are organized to relate text with context.
- Blended teaching comprising of traditional and modern methods are used.
- Screening of documentaries and videos is done for a better outcome.
- Research training is provided to enhance research skills of the students through participation in Avishkar, Seminars and surveys.
- Project work and field work are assigned for internal assessment and the marks are assigned based on various parameters of evaluation.

RECORDS:

- Timetable
- Teaching and Perspective Plan
- Syllabus
- Google drive of the Department
- Activity Reports
- Departmental and Personal Achievements

SOP for Department of English

PURPOSE:

- To develop effective communication skills
- To enhance analytical and critical reasoning.
- To enhance appreciative and aesthetic sense.

SCOPE:

Applicable to Business Communication, Communication Skills, Mass Communication and Literature.

RESPONSIBILITY:

Head of the Department and Faculty

PROCEDURE:

- A Teaching Plan is prepared as per the University academic schedule at the beginning of
- the year. This plan incorporates the number of lectures and topics allotted to each subject.
- It is submitted to the principal through IQAC.
- Faculty members prepare notes and ppts on their respective topics through research.
- Teachers use teaching aids like whiteboard, projectors, and e-learning tools.
- Remedial lectures are conducted for slow learners and academically weak students.
- Bridge courses are organized specially for sports students.
- Experts are invited to deliver guest lectures.
- Motivate and train advanced learners to participate in inter college competitions.
- Study material in digital as well as physical format are provided to the learners.
- Co-curricular activities like group discussions, debates, story writing, poetry writing, essay writing and mock interviews are organized.
- Lectures and tutorials are conducted as per schedule.
- Exam work is completed as scheduled.
- Attendance records are maintained.
- Visits to places of literary and cultural significance are conducted periodically.

RECORDS:

- Teaching Plan
- Departmental Perspective Plan
- Syllabus
- Attendance of Students
- Activity File/Photos

SOP for Department of Hindi

PURPOSE:

- To develop effective communication skills
- To enhance analyzing and critical reasoning.
- To enhance appreciative and aesthetic sense.

SCOPE:

- Applicable to good Communication in Hindi,
- Communication Skills,
- Print & Electronic Media
- Theater & Film Industry
- Language & Literature
- Translation & Interpretation
- Language Technology (NLP)

RESPONSIBILITY:

Head of the Department

PROCEDURE:

- The year plan is prepared as per the University academic schedule before the beginning of the year.
- Lesson plan incorporating the number of lectures and topics allotted to each subject is prepared and submitted to the principal through IQAC.
- Lesson Plan is submitted by the teacher giving details of week/month wise syllabus to be covered.
- The Teachers study the syllabus and prepare for the lectures using reference books, notes etc.
- Remedial lectures are conducted to give special attention for the academic improvement of the weaker students.
- The Experts are invited to deliver lectures, share their experience, motivate the students to pursue higher education and take up various career opportunities.
- The Concept clarifications and problem-solving exercises are given.
- The Simple but standard notes course materials are provided.
- The Teachers participate in workshops and present research papers in conferences.
- Co-curricular activities like group discussions, debates, storytelling, poetry, and presentation.

- Field visits to Meet Central officer (RAJBHASHA ADHIKARI) and his work.
- Movie Screening & debates, Essay writing, Poem writing, mock interviews are organized.
- Book Reading Competition, Book review Competition, Script writing Competition etc.
- The Mandatory Number of teaching days are completed.
- The teachers Conduct lectures and tutorials as per the timetable.
- Examinations and Centralized assessment are completed as per the schedule.
- Student attendance records are maintained.
- The Teacher's diary is maintained for planning and recording.
- Evaluation of Activity feedback is conducted.
- Lesson Compliances are submitted at the end of the term before the theory exams.

RECORDS:

- Teachers Diary
- Year Plan/Budget
- Syllabus
- Attendance of Students
- Activity File/Photos
- Term End/Annual Reports

SOP for Department of Urdu

PURPOSE:

To promote Urdu language and make teaching effective.

SCOPE:

- Striving for the development of Urdu language.
- To make students expert in Urdu literature.
- Completing the syllabus on time.

RESPONSIBILITY:

Head of the Department

PROCEDURE:

- A departmental timetable and annual calendar are prepared before the year begins.
- The teaching plan is submitted to IQAC of the college.
- The teacher gives the name of the reference book related to the topic and explains how to make notes.
- The teacher uses discussion method, group discussion method and explanation methods for teaching.
- The teacher takes the test to check the students' preparation.
- The teacher reads and corrects the notes that the students make using the reference.
- Various competitions are organized by the Urdu department in which the students are awarded prizes. i.e. Debate, Story Telling Competition, Fishbowl Competition, Nazm khaani etc.
- A workshop related to Urdu knowledge and skills is organized i.e. Calligraphy Workshop.
- A short-term course in Urdu and Arabic calligraphy is conducted. For which an expert calligrapher was hired.
- Various activities are conducted like educational visits, movie screening and events.
- Mandatory number of teaching days is completed.

- Examinations are completed as per schedule.

RECORDS:

- Lesson plan
- Timetable
- Attendance record (physical and Digital)
- Syllabus
- Departmental File
- Activity record

SOP for Department of Philosophy

PURPOSE:

The purpose of this SOP is to outline the standard procedures and guidelines for the efficient functioning of the Department of Philosophy. It aims to ensure consistency, clarity, and professionalism in the department's operations, fostering an environment conducive to academic excellence, research, and intellectual discourse.

SCOPE:

- Offering a graduate degree program in philosophy, including courses covering various philosophical traditions, Ideologies & theories.
- Providing opportunities for interdisciplinary studies and cross-disciplinary collaboration with other departments and programs.
- Providing philosophical perspectives and insights to address contemporary social, ethical, and political challenges facing individuals and societies.

RESPONSIBILITY:

In-charge faculty.

PROCEDURE:

- Lesson plan incorporating the number of lectures and topics allotted to each paper is prepared and submitted to the principal through the IQAC.
- Educational trips are organized for the students to give them practical knowledge of the subject.
- Teaching methods like white boards and laptops are used.
- Remedial lectures are conducted to give special attention for the academic improvement of the weaker students.
- Project work allotted to TYBA students as per curricular.
- Maintain records of attendance of students.
- The Teacher's diary is maintained for planning and records.

RECORDS:

- Lesson plan
- Activity Files
- Syllabus
- TIMETABLE
- Attendance of students

SOP for Department of Economics

PURPOSE:

- The primary purpose of the Department of Economics is to educate students about economic principles, theories, and methodologies.
- To master the theoretical and applied tools necessary to create economic research.
- To develop critical thinking and problem-solving skills among students.
- To enable students to understand and analyze economic phenomena such as inflation, unemployment, and income inequality.
- To prepare students for careers in various fields including finance, consulting, and public policy.
- To facilitate interdisciplinary collaboration to address complex societal challenges.

SCOPE:

- Study of economic principles and theories including microeconomics, macroeconomics, and econometrics.
- Application of economic theories to real-world issues such as poverty, unemployment, and environmental sustainability.
- Examination of government spending, taxation, and public policy interventions to address market failures and promote societal welfare.

RESPONSIBILITY:

Head of Department and Faculty

PROCEDURE:

- **Planning and Curriculum Development:** Designing course offerings and curriculum structure aligned with educational goals and standards.
- **Faculty Recruitment and Development:** Hiring qualified faculty members with expertise in various fields of economics and providing opportunities for professional development.
- **Student Enrolment and Advising:** Managing student enrolment, providing academic advising, and ensuring students' progress towards degree completion.
- **Course Delivery:** Organizing and delivering lectures, seminars, and workshops to impart economic knowledge and skills to students.

- **Research Oversight:** Facilitating research activities among faculty and students, including securing funding, ethics approvals, and research dissemination.
- **Administrative Support:** Providing administrative support for departmental operations, including budget management, scheduling, and facilities maintenance.
- **Collaboration and Networking:** Collaborating with other departments, institutions, and industry partners to enhance research, teaching, and career opportunities for students and faculty.
- **Quality Assurance:** Monitoring and evaluating the quality of teaching, research, and academic programs to ensure compliance with accreditation standards and continuous improvement.
- **Community Engagement:** Engaging with the broader community through outreach programs, public lectures, and partnerships to promote economic literacy and contribute to societal development.
- **Assessment and Evaluation:** Conducting regular assessments of student learning outcomes, faculty performance, and departmental effectiveness to inform decision-making and improvement initiatives.
- **Strategic Planning:** Developing and implementing strategic plans and initiatives to advance the department's mission, vision, and goals in alignment with institutional priorities and changing educational needs.

RECORDS:

- Lesson plan
- Activity Files
- Syllabus
- TIMETABLE
- Attendance of students

SOP for Department of Business Economics

PURPOSE:

- To impart to students an understanding of fundamental economic concepts and how they relate to a variety of real-world problems.
- To become proficient with the applied and theoretical instruments needed to produce economic research.
- To cultivate and encourage the application of critical thinking to factual knowledge to facilitate efficient decision-making.

SCOPE:

It has a standard working system and is applicable to the Department of Business Economics.

RESPONSIBILITY:

- **Department Head:**
 - Oversee the overall functioning of the department.
 - Provide leadership and guidance to faculty and staff.
 - Allocate resources effectively to meet departmental goals.
- **Faculty Members:**
 - Conduct research in their respective areas of expertise.
 - Develop and deliver high-quality courses related to business economics.
 - Mentor students and provide academic support as needed.
 - Participate in departmental meetings and activities.
- **Students:**
 - Actively engage in coursework and academic activities.
 - Seek guidance and support from faculty and staff as needed.
 - Adhere to academic integrity and departmental policies.

PROCEDURE:

- **Course Development and Delivery:**
 - Faculty members develop course syllabi in accordance with university guidelines.
 - Lectures are scheduled and assigned to faculty based on expertise and availability.
 - Faculty deliver lectures, conduct assessments, and provide feedback to students.
 - Course evaluations are conducted at the end of each semester to gather feedback for improvement.

- **Administrative Tasks:**

- Staff maintains departmental records, including student records, financial documents, and meeting minutes.
- They handle scheduling of classes, meetings, and events.
- Budgeting and financial transactions are managed in accordance with College policies and procedures.

- **Collaboration and Outreach:**

- The department fosters collaborations with other academic departments, industry partners, and community organizations.
- Outreach activities such as seminars, workshops, and conferences are organized to promote knowledge sharing and networking.

RECORDS:

- Records related to course syllabi, student evaluations, research projects, and departmental finances are maintained electronically and/or in hard copy.
- Meeting minutes, correspondence, and other relevant documents are documented and archived for future reference.

**This SOP is subject to periodic review and revision to ensure its effectiveness and alignment with departmental goals and objectives. Any updates or changes will be communicated to all relevant stakeholders. **

SOP for Department of Foundation Course

PURPOSE:

To establish an effective teaching and learning procedure and inculcate the values relating to the course.

SCOPE:

Applicable to the Department of Foundation Course of the College.

RESPONSIBILITY:

Department Head and Faculty

PROCEDURE:

- Conduct Departmental meetings and allotment of the lectures.
- Teaching Plan is submitted by the faculties.
- Future Plan for the academic year and budget is proposed.
- Conduct lectures as per the timetable and extra lectures if required.
- Remedial classes for slow learners.
- Discuss the topics for Internal Assessment as per the University rules.
- Screening of relevant documentaries and films and PPT presentations.
- Study material is provided to students.
- Tests are conducted periodically.
- Maintain records of attendance of students and take corrective action as per the requirement.
- Examinations and Centralized Assessments are completed as per the Schedule.
- Department organizes curricular and extra-curricular activities like Guest Lectures, Workshops, Group Discussions, Debates, Dramas, Short Films, Field Trips, Visit to Orphanage, Old Age Homes & School for Special Children.
- Annual Departmental Report is submitted to the IQAC.

RECORDS:

- Teaching Plan
- Timetable of the faculties
- Syllabus
- Teachers Diary
- Activity File
- Event Photos

SOP for Department of EVS

PURPOSE:

- Creating Awareness regarding Environmental issues by highlighting Functional Links between environment, economy, and society.
- Expose students to emerging environmental issues.
- Acquaint students with relevant techniques and tools that are used to assess and analyze environmental issues.

SCOPE:

Applicable to Commerce, Environment, geography, and application technology.

RESPONSIBILITY:

Subject Faculty.

PROCEDURE:

- The year plan is prepared as per university academic schedule.
- Lesson plan is prepared for the subject and submitted principal to IQAC.
- The study syllabus, notes, PPT, maps for students' reference is prepared.
- Expert are invited to deliver lectures, share their knowledge with students.
- Workshops are arranged to understand various environmental issues.
- Demonstration given to students for better understanding of the subject.
- Field study, study tours are arranged to develop the love and awareness about the environment in students' mind.
- Industry visit is conducted to observe the process of waste management.
- Faculty conduct lecture as per the timetable and maintain record of attendance.
- Mandatory teaching days are completed.
- Examinations and assessment are completed as per the instructions by university.

SOP for Department of Business Law

PURPOSE:

- To provide the brief idea about the framework of Indian Business Laws.
- To orient students, about the legal aspects of business.
- It is necessary to understand Business Law to do any business and it is a must for every successful corporation to understand business laws to succeed in the market.

SCOPE:

- Knowledge of Business Law is beneficial for pursuing Job in Corporate Sector.
- The students can pursue Legal education - LLB and work as an Advocate as well as prepare for Judiciary.
- There is scope in the practice of Intellectual Property Rights and other Corporate Laws.
- An expert in Business Law can do freelance consulting, drafting and content creation.

RESPONSIBILITY:

Head of the Department of Business Law

PROCEDURE:

- Following activities were conducted:
 - 1) One Day Workshop on Syllabus Revision in the subject of Business Law.
 - 2) Guest Lecture on Negotiable Instruments Act 1881.
 - 3) Workshop on Intellectual Property Rights.
 - 4) Workshop on Sale of Goods Act 1930.
 - 5) Guest Lecture on Environment Protection.
 - 6) Voters Awareness for Staff and Students.
 - 7) Disaster Management Workshop.
 - 8) Guest Lecture on "UPSC/MPSC and Allied services."
 - Free guidance is given to students in the subject of Law who want to appear for MHCET in Law.
 - Problem Solving Method is used in the Class.
 - Remedial Lectures are conducted for A.T.K.T students.

RECORDS:

- Teachers Diary
- Syllabus
- Attendance of students.
- Activity File, photos.

SOP for Department of Physics

PURPOSE:

Achieve professional competency in physics and develop interpersonal skills through teaching and learning methods.

SCOPE:

To upgrade academic skills to excel in various PG-courses after graduation and research.

RESPONSIBILITY:

Department Head and Faculty

PROCEDURE:

- Dept. meeting of teaching / non-teaching staff is conducted at the beginning of the academic year for all undergraduate classes and prepare the teaching plan and academic calendar at the beginning of the year.
- Distribution of i) Units / Papers / (Theory) ii) Practical - among all teaching staff and prepare a timetable of a department and of every individual teacher and submitted to the principal through IQAC.
- Each teacher submits his own teaching plan as per the lectures allocated giving details of week and month-wise plan of syllabus to be taught.
- The practical In-charge teacher is appointed for each class who has to decide the schedule / set of various practical / demo experiments / skill experiments going through the syllabus. He has to set the lab before commencement of his / her practical schedule, all staff members are involved in setting a lab, new experiment as per the revised syllabus.
- Similarly, the schedule of non-teaching staff for each practical is decided and their work distribution is given.
- Knowing his / her distributed (theory and practical) workload every teacher prepares his / her lecture with the help of reference books mentioned in the syllabus by BOS and prepare his / her own notes / PPT for distribution when required.
- Teachers use different teaching aid like PPT, LCD Projector for teaching.
- List of different reference books, link are shared with the students. Practical videos are made in the lab and are shared whenever required.
- For academic improvement of the slow learners 'Remedial lectures' are conducted as per the timetable given.

- Different activities like, 'Guest lectures, Seminars, Field Trips, Visit on Educational Institutes / Industrial Visits' are held.
- Students Seminar, Group discussion, Debate, PPT-Presentation, Poster Competition, etc. are also conducted every year. Teachers do participate very actively in all above curricular and co-curricular activities. They also attend FDP-Programs, Short-term courses, Soft-Skill Programme for their own improvement for teaching and learning process.
- Entire syllabus (Theory and Practical) is completed within the mandatory number of teaching days very often extra lectures / Practical are held whenever necessary.
- As per the distribution of units / papers and as per the pattern of the examination (Directed by BOS) the theory papers are set for regular and A.T.K.T. students by referring last year papers in the same and MU Papers whenever applicable. Practical question paper is also set in each semester.
- All exams Internal and External, Class Test (If applicable) Regular exams of all semesters along with A.T.K.T. and its centralized assessment is completed with the allotted schedule.

RECORDS:

- Teaching Plan
- Timetable of the faculties
- Syllabus
- Teachers Diary
- Activity File
- Event Photos

SOP for Department of Chemistry

PURPOSE:

Establish a documented procedure for the College laboratories.

SCOPE:

This procedure applies to all staff of the laboratories to follow the guidelines implemented for the laboratories.

RESPONSIBILITY:

The HOD is responsible for ensuring that this procedure is followed.

PROCEDURE:

PURCHASE:

- The HOD along with the Teaching staff prepares a list of Chemicals, apparatus, instruments etc. based on the requirements.
- Quotations are then invited from different Suppliers / Dealers.
- A comparative statement is then prepared based on these quotations.
- A tentative budget is prepared and placed before the Purchase committee.
- After scrutiny of the budget an amount is sanctioned by the Purchase committee.
- Purchase orders are then prepared by the HOD as per the requirements with the help of the Lab Assistant.
- These Purchase orders are signed by the HOD and the Principal and given to the Dealer.
- The material is received by the Laboratory assistant along with a copy of challan and copies of bills.
- After physical verification of the material received the chalan is signed by the Lab Assistant any discrepancies at this stage are informed to the HOD.
- A copy of the bill along with chalan and Purchase order is sent to the accounts section for final payment.
- Entries of material purchased are made in the respective stock registers.
- Entries of bills are made in the Purchase register.

PROCESS:

- The Practical timetable is prepared at the beginning of the academic year.
- As per the timetable experiments are conducted in the lab and the records are maintained.

- Teacher explains about lab safety, also the course structure, rules of the lab and exam.
- Teacher makes understand the rules and regulations of the laboratory.
- The lab. Assistant prepares the laboratory in advance before the practical starts.
- Teacher gives demo on how to use instruments, equipment, and technique.
- Conduct practical's as per the timetable and explain the experiments from the handbook.
- After every practical the attendance of the students is recorded on an attendance app.
- In case of any breakage the student responsible has to pay the breakage charge at the end of the semester in the College office and records are maintained
- College has the facility to conduct the revision of the experiments at the end of the semester or before the conduct of the final practical exams.
- After completion of the syllabus, college announces the journal submission date, Teacher-in charge signs the journal.
- Practical exam schedule is followed.
- Maintain the records of attendance of students and take appropriate corrective actions based on students' attendance.
- Evaluation through feedback & meetings in formal informal ways.

RECORDS:

- Timetable of teachers
- Distribution of work – Correction of Journals.
- Syllabus

SOP for Department of Botany

PURPOSE:

To enrich the knowledge of plants amongst students through the syllabus of University of Mumbai and develop vocational skills in them.

SCOPE:

Applicable to the Department of Foundation Course of the College.

RESPONSIBILITY:

Department Head and Faculty

PROCEDURE:

- Conduct Departmental meetings and allotment of the lectures.
- Teaching Plan is submitted by the faculties.
- Future Plan for the academic year and budget is proposed.
- Conduct lectures as per the timetable and extra lectures if required.
- Remedial classes for slow learners.
- Discuss the topics for Internal Assessment as per the University rules.
- Screening of relevant documentaries and films and PPT presentations.
- Study material is provided to students.
- Tests are conducted periodically.
- Maintain records of attendance of students and take corrective action as per the requirement.
- Examinations and Centralized Assessments are completed as per the Schedule.
- Department organizes curricular and extra-curricular activities like Guest Lectures, Workshops, Group Discussions, Debates, Dramas, Short Films, Field Trips, Visit to Orphanage, Old Age Homes & School for Special Children.
- Annual Departmental Report is submitted to the IQAC.

RECORDS:

- Teaching Plan
- Timetable of the faculties
- Syllabus
- Teachers Diary
- Activity File
- Event Photos

SOP for Department of Zoology

PURPOSE:

To enrich the knowledge of plants amongst students through the syllabus of University of Mumbai and develop vocational skills in them.

SCOPE:

Plant-based medicines, cosmetics, food products, etc. are covered in Botany.

RESPONSIBILITY:

To inculcate the sense of responsibility amongst students towards Nature and the environment. To connect young minds of digital generation with the real green world.

PROCEDURE:

- Teaching is prepared and submitted to IQAC.
- Departmental year plan and budget including proposed events planned are prepared and submitted in the beginning of every academic year.
- Syllabus for theory and Practical of Mumbai University is followed.
- The timetable for the academic year is prepared by the Timetable Committee and is monitored through lecture wise attendance.
- The department believes in adopting student-centric methods for the teaching process. Classroom lectures involve the use of printed diagrammatic charts, ppt, etc.
- Practical are conducted by using fresh as well as preserved materials, videos and ppt is used for revision of identification.
- Regular class tests are conducted to help students to improve their academic performance.
- Remedial lectures are conducted for slow learners to help students to improve their academic performance.
- Botanical Visits/Excursions are organized as per the requisite of syllabus. Field trips and excursions help to complement classroom learning.
- Departmental library facilities are provided for the students.
- Various workshops related to the subjects are organized and conducted.
- Activities like ppt presentation or poster competition, Class seminar, etc. are organized.
- Theory and practical examinations are conducted as per university norms.

- Yearly Environmental and Social activity records are annually submitted to principal through IQAC.

RECORDS:

- Year plan
- Teaching and practical
- Attendance registers or Digital attendance.
- Departmental event records (notice, participant list, etc.)
- Annual reports

SOP for Mathematics/Statistics

PURPOSE:

- To develop the interest in learning Mathematics and Statistics among students.
- Give the students sufficient knowledge of fundamental principles, methods, and a clear perception of the innumerable power of mathematical ideas and tools and know how to use them by modeling, solving, and interpreting.
- To provide an environment where students can learn Mathematics and Statistics.
- Students are encouraged to be creative that will lead to the fulfillment of individual and professional goals.
- Encouraging students to ask questions during Practical and Tutorial sessions.

SCOPE:

- Reflecting the broad nature of the subject and developing mathematical tools for continuing further study in various fields of science.
- Enhancing students' overall development and to equip them with mathematical modeling abilities, problem solving skills, creative talent, and power of communication necessary for various kinds of employment.
- A student should get adequate exposure to global and local concerns that explore many aspects of Mathematical Sciences.
- To ensure a smooth teaching and learning procedure for providing quality education.

RESPONSIBILITY:

Head of Department and Faculty

PROCEDURE:

- A teaching plan incorporating the number of lectures and topics allotted to each paper is prepared and submitted to the Principal through IQAC.
- The year plan for curricular and co-curricular activities is prepared and submitted to the Principal through IQAC.
- Estimated Department's budget is submitted to the Principal through IQAC.
- Curricular and co-curricular activities (quiz competition, group discussion, seminar, and debate etc.) are conducted as per the scheduled year plan.
- Department invites Experts to deliver a lecture to the relevant topic and share their experience.
- Teaching methods like Whiteboard and Marker pen, PPT are used.

- Class Test and Remedial lectures are conducted to give special attention to the academic improvement of the weaker students.
- Students are encouraged to participate in research related activities conducted by the college, inter-collegiate and university level.
- Maintain records of attendance of students and take appropriate corrective actions based on student's attendance.
- Teacher's diary is maintained for planning and records.

RECORDS:

- Teaching Plan
- Timetable
- Syllabus
- Activity File
- Attendance of Students

SOP for Department of CS/IT

PURPOSE:

To carry out the Teaching & learning (Practical) safely and effectively.

SCOPE:

This procedure applies to all staff of the laboratories to follow the guidelines implemented for the laboratories.

RESPONSIBILITY:

Head of the department

PROCEDURE:

PURCHASE

- A list of Software required based on the syllabus is prepared by the HOD with the help of his/her departmental colleagues.
- A proposed budget is prepared by the HOD and placed before the purchase committee which sanctions the amount.
- Administrative head (OS) is given the requirements, and three quotations are invited from the vendors.
- A comparative statement is prepared, and the orders are placed after the necessary approval.
- The orders are read by the lab assistant along with the challans and a copy of the bills.
- After verification the lab assistant keeps the materials in the appropriate cabinet and makes appropriate entries in the stock register.
- A copy of the bill is kept in the department for records.

METHOD

- HOD conducts a meeting with the department at the beginning of the academic year.
- Lectures and practical are allotted to the faculty as per the norms of UGC.
- The Board of Studies (University/State Board) provides the list of experiments to be performed.
- Teacher makes students understand the Rules and regulations of the laboratory at the time of the first practical and at the beginning of each practical.
- Students are divided into batches to perform practical.

- Before commencement of practical lab is set by the in-charge with the help of lab assistant and attendant.
- Practical are conducted as per the timetable/plan.
- After every practical student sign the attendance sheet. (Digital Edu)
- If any instrument is damaged, that instrument is sent for repair.

RECORDS:

- Students Attendance Sheet
- Journal
- Timetable
- List of The Instrument, Apparatus Etc.
- Breakage/ dead stock register.

SOP for CS/IT Laboratory

PURPOSE:

To carry out the Teaching & learning (Practical) safely and effectively.

SCOPE:

This procedure applies to all staff of the laboratories to follow the guidelines implemented for the laboratories.

RESPONSIBILITY:

Head of the department

PROCEDURE:

PURCHASE

- A list of Software required based on the syllabus is prepared by the HOD with the help of his/her departmental colleagues.
- A proposed budget is prepared by the HOD and placed before the purchase committee which sanctions the amount.
- Administrative head (OS) is given the requirements, and three quotations are invited from the vendors.
- A comparative statement is prepared, and the orders are placed after the necessary approval.
- The orders are read by the lab assistant along with the challans and a copy of the bills.
- After verification the lab assistant keeps the materials in the appropriate cabinet and makes appropriate entries in the stock register.
- A copy of the bill is kept in the department for records.

METHOD

- HOD conducts a meeting with the department at the beginning of the academic year.
- Lectures and practical are allotted to the faculty as per the norms of UGC.
- The Board of Studies (University/State Board) provides the list of experiments to be performed.
- Teacher makes students understand the Rules and regulations of the laboratory at the time of the first practical and at the beginning of each practical.
- Students are divided into batches to perform practical.
- Before commencement of practical lab is set by the in-charge with the help of lab assistant and attendant.

- Practical are conducted as per the timetable/plan.
- After every practical student sign the attendance sheet. (Digital Edu)
- If any instrument is damaged, that instrument is sent for repair.

RECORDS:

- Students Attendance Sheet
- Journal
- Timetable
- List of The Instrument, Apparatus Etc.
- Breakage/ dead stock register.

SOP for Department of Commerce

PURPOSE:

Establish a teaching & learning procedure.

SCOPE:

Applicable to teaching theory in the college.

RESPONSIBILITY:

Department Head and Faculty

PROCEDURE:

- The Academic calendar is prepared as per the University academic schedule before the beginning of the year.
- Teaching plan incorporating the number of lectures and topics allotted to each subject is prepared by each and every department and submitted to the principal through IQAC.
- Teaching Plan is submitted by each teacher giving details of week/month- wise syllabus to be covered.
- Teachers study the syllabus and prepare to conduct the lectures with the help of reference books, notes etc.
- Teachers use teaching and like Blackboard and chalk, PPT, LCD projectors and white boards for teaching.
- Remedial lectures are conducted to give special attention for the academic improvement of the weaker students.
- Expert are invited to deliver lectures, share their experience, motivating the students to pursue higher education and take up career opportunities.
- Concept clarifications and problem-solving exercises are given.
- Simple but standard notes and course materials are provided.
- Industrial Visits/Educational Trips and Field Trips are organised for the students.
- Conference and Workshop conducted for Research Scholars and faculty development programme are arranged for Teachers Improvement of Teaching & Learning.
- Co-curricular activities like Group discussions, poster competitions are organized.
- Mandatory Number of teaching days are completed.
- Conduct lectures and practical as per the timetable and conduct extra lectures whenever necessary.

- Examinations and Centralized assessment are completed as per schedule.
- Project work allotted to students as per curricular.
- Maintain records of attendance of students and take appropriate corrective actions based on student's attendance in digital form.
- Evaluation through feedback & meetings in formal & informal ways.

RECORDS:

- Teaching Plan
- Academic Calendar
- Timetable of Teachers
- Attendance of students
- Syllabus

SOP for Department of Accountancy

PURPOSE:

To Establish effective procedures for imparting quality education through department.

SCOPE:

Applicable to the Department of Accountancy of the college.

RESPONSIBILITY:

Faculty of the Department of Accountancy.

PROCEDURE:

- Lesson plan is prepared at the beginning of the year.
- Departmental year plan and budget is prepared and submitted to IQAC at the beginning of the year.
- Lectures are strictly conducted as per the Timetable. (Prepared by Timetable committee.)
- Chalk and talk and discussion methods are applied for lectures.
- MCQ' s quiz-based test are conducted through virtual mode.
- PPT, Word Doc, Excel Sheet are used for explanation wherever feasible.
- To inculcate skills among the students to present topics related to subjects taught.
- Remedial lectures are conducted for slow learners as and when required.
- Homework/home assignments are given on a regular basis to improve the performance of the learners.
- Examination is strictly conducted as per the norms of Mumbai University.
- Departmental library facilities are provided to the students.
- Activities like poster competition /Quiz competition is organized to develop competitive skills among the students.
- Annual Departmental report is submitted to the Principal through IQAC.

RECORDS:

- Teaching Plan
- Timetable of the faculties
- Syllabus
- Teachers Diary
- Activity File
- Event Photos

SOP for Department of BBI

PURPOSE:

To give students adequate exposure to the operational environment in the field of Banking and Insurance.

SCOPE:

Applicable to the Department of Banking and Insurance.

RESPONSIBILITY:

Department Head and Faculty

PROCEDURE:

- The academic calendar is prepared as per the University Academic Schedule.
- Teaching plan incorporating the number of lectures and topics allotted to each subject is prepared and submitted to the principal through IQAC.
- Lesson plan is submitted by each teacher giving details of month wise syllabus to be covered.
- Teacher study the syllabus and prepare to conduct the lectures with the help of reference books, notes, and E- Resources (E-Journal & E-Books) etc.
- Teachers use teaching aid like Blackboard and chalk, PPT, LCD projectors and white boards for teaching.
- Remedial lectures are conducting to give special attention for the academic improvement of the weaker students.
- Expert are invited to deliver lectures, share their experiences, motivate the students to pursue higher education and take up career opportunities in banking and insurance sector.
- Concepts clarification and problem-solving exercises are given.
- Simple but standard notes and course material are provided.
- Industrial visits are organized for the students.
- FDPs are organised for teachers' development.
- Co-curricular activities like Group discussions, Debate Competition, Mock Interview, poster competition, presentation Viva and Banking/Insurance quiz are organised.
- Mandatory Number of teaching days are completed.
- Lectures and practical are conducted as per the timetable and extra lectures are also scheduled whenever necessary.
- Examinations and Centralised assessment are completed as per schedule.

- Internal exam, Class Test & amp; Practical exam (Offline/Online Due to Pandemic) is in place.
- Attendance record of students is maintained as per given format and necessary action is taken on students' absenteeism.
- Teacher's dairy is maintained for planning and records.
- Evaluation through feedback & meetings in formal & informal ways.
- Students mentoring sessions are conducted on regular basis.
- Research is promoted among students in the form of Project work as a part of their curriculum.

RECORDS:

- Lesson plan
- Academic Calendar
- Timetable of Teachers
- Attendance of Students
- Syllabus
- Teacher Dairy
- Activity Flies
- Department file
- Staff record file
- Students Progression file
- Meeting register

SOP for Department of BMS

PURPOSE:

To equip students with a strong foundation in business and management, practical skills, and a wide range of career opportunities, making it a valuable choice for those interested in pursuing a career in the business sector.

SCOPE:

Department of Bachelor of Management Studies is promising, offering diverse career opportunities in fields such as marketing, finance, human resources, consulting, and entrepreneurship, with a focus on practical skills development and a comprehensive understanding of business operations.

RESPONSIBILITY:

HEAD OF DEPARTMENT:

- Provide academic leadership and guidance to faculty members.
- Manage administrative tasks such as scheduling classes, allocating resources, and handling departmental budgets.
- Monitor student progress and provide support for student success and retention.
- Encourage and support faculty research and publications in relevant business management areas.
- Foster relationships with businesses and industry professionals to facilitate internships, placements, and guest lectures.
- Provide mentorship and guidance to junior faculty members.
- Collaborate with other departments within the institution for interdisciplinary initiatives and programs.

FACULTY:

- Teaching and Instruction
- Research and Publications
- Student Engagement
- Administrative Duties
- Mentorship
- Contribution to Institution

PROCEDURE:

- The Academic calendar is prepared as per the University academic schedule.
- Lesson plan incorporating the number of lectures and topics allotted to each subject is prepared and submitted to the principal through IQAC.
- Lesson Plan is submitted by each teacher giving details of month- wise syllabus to be covered.
- Teachers study the syllabus and prepare to conduct the lectures with the help of reference books, notes, and E-Resources.
- Teachers use teaching aid like Blackboard and chalk, PPT, LCD projectors and white boards for teaching.
- Remedial lectures are conducted to give special attention for the academic improvement of the weaker students.
- Expert are invited to deliver lectures, share their experience, motivate the students to pursue higher education and take up career opportunities in Management sector.
- Concept clarifications and problem-solving exercises are given.
- Simple but standard notes and course materials are provided.
- Industrial Visits are organized for the students.
- Faculty Development Programmes are organized for teachers' development.
- Co-curricular activities like Group discussions, poster competitions, presentation, Viva, are organised.
- Lectures and practical are conducted as per the timetable and remedial lectures are also scheduled whenever necessary for slow learners.
- Examinations and Centralized assessment are completed as per schedule.
- Attendance record of students is maintained as per given format and necessary action is taken on students' absenteeism.
- Class wise Mentors records are maintained for planning and records.

RECORDS:

- Teaching Plan
- Timetable of Teachers
- Attendance of Students
- Syllabus
- Mentors Register
- Activity Report Files
- Activity Files
- Departmental file
- Meeting register

SOP for Department of BAF

PURPOSE:

To provide quality education in accounting and finance which will encourage the students to understand the basics and advance of the same.

SCOPE:

It has a standard working system and is applicable to the Department of Accounting and Finance.

RESPONSIBILITY:

Department Head and Faculty

PROCEDURE:

- Teaching plan, departmental year plan and financial plan is ready and submitted to IQAC at the beginning of the year.
- Lectures are conducted as per the Timetable (prepared by timetable committee).
- Teacher utilizes conventional and present-day strategies (ICT) for teaching.
- Class assignments are given after each module for better understanding of the concept.
- Examination is conducted according to the standards of Mumbai University.
- Departmental library facility is given to the students for research work and for enhancing knowledge.
- Extracurricular activities like short term courses, Guest lectures, Seminars and Workshop are conducted.
- Internship assistance is provided to the students for first and second year.
- Placement assistance is provided to final year students.
- Annual Departmental record is maintained and submitted to the IQAC.
- Parents teachers meeting is conducted on regular basis.

RECORDS:

- Lesson Plan
- Timetable
- Attendance record (physical and Digital)
- Syllabus
- Departmental File
- Activity record (notice, participants list, etc.)

SOP for Department of BAMMC

PURPOSE:

It aims to ensure clarity, consistency, and efficiency in all departmental activities, fostering a productive and organized learning environment for students and faculty.

SCOPE:

Curriculum Management: Course delivery, syllabus development, assessment procedures, academic resources.

Student Admissions and Registration: Application process, enrollment procedures, student records management.

Faculty Development and Support: Training programs, research opportunities, faculty workload management.

Infrastructure and Resource Management: Equipment maintenance, budget allocation, classroom utilization.

Event Management: Workshops, seminars, guest lectures, student activities.

Communication and Collaboration: Regular meetings, information dissemination, stakeholder engagement.

RESPONSIBILITY:

Head of Department (HOD): Provides overall leadership, manages department budget, oversees curriculum development, ensures adherence to academic regulations, and represents the department in university forums.

Faculty Members: Deliver lectures, conduct tutorials and practical sessions, evaluate student performance, participate in curriculum development, and research activities.

Administrative Staff: Manage student admissions and registration, maintain academic records, handle departmental finances, provide logistical support for events and activities.

Students: Attend classes, complete assignments, and examinations, adhere to academic integrity guidelines, actively participate in learning activities.

PROCEDURE:

1. Curriculum Management:

- Course syllabi will be clearly defined, outlining learning objectives, assessment methods, and required resources.
- Faculty members will adhere to the approved syllabus and maintain detailed lesson plans for each subject.

- Regular curriculum review meetings will be conducted to discuss improvements and address any emerging challenges.

2. Student Admissions and Registration:

- The department will follow the university's established admission procedures for enrolling students in the BAMMC program.
- Students will be required to submit necessary documents and meet eligibility criteria as per university guidelines.
- The administrative staff will manage student registration, ensuring accurate data entry and timely processing of enrolment requests.
- Students will be informed about academic regulations, grievance redressal procedures, and other relevant policies.

3. Faculty Development and Support:

- The department will encourage faculty members to participate in training programs, workshops, and conferences to enhance their teaching skills and stay updated with industry developments.
- Opportunities for research collaboration and publication will be facilitated to support faculty scholarship and contribute to the academic reputation of the department.
- The HOD will provide necessary support and resources to ensure effective faculty workload management and well-being.

4. Infrastructure and Resource Management:

- The department will maintain a well-equipped infrastructure with essential resources like classrooms, studios, laboratories, and libraries.
- A proper inventory system will be established to track equipment and resources, ensuring their efficient utilization and timely maintenance.
- Budget allocation will be transparent and prioritize expenditures to meet departmental needs and support academic activities.

5. Event Management:

- The department will organize various events such as workshops, seminars, guest lectures, and student activities to enhance learning experiences and foster industry connect.
- A designated committee will be responsible for planning, organizing, and executing such events effectively.
- Clear communication channels will be established to ensure timely dissemination of information about events to students and faculty.

6. Communication and Collaboration:

- Regular departmental meetings will be conducted to discuss academic matters, address concerns, and foster collaboration among faculty and staff.
- Effective communication channels will be established to ensure timely information flow between students, faculty, staff, and the department administration.
- The department will actively engage with industry professionals, alumni, and other stakeholders to enhance learning opportunities and career prospects for students.

REVIEW AND REVISION:

This SOP will be reviewed and revised periodically to reflect changes in university policies, academic requirements, and departmental needs. Feedback from faculty, staff, and students will be considered during the revision process.

RECORDS:

- Teaching Plan
- Timetable of the faculties
- Syllabus
- Mentor's diary
- Activity File
- Activity reports
- Departmental files
- Internship letters of students

Responsibilities

PRINCIPAL

- Formulating and effectively communicating a comprehensive Quality Policy across the college.
- Taking charge of overarching administrative responsibilities within the institution. Exercising vigilant supervisory control over all college processes and procedures.
- Providing unwavering guidance, motivation, and inspiration to instill a collective commitment to implementing the Quality Policy and achieving established quality objectives among all members of the college community.
- Periodically refining and elevating the Quality Policy and associated objectives within defined timeframes to ensure continual improvement.

VICE PRINCIPAL / IQAC

- Facilitating collaboration with departments, faculty, students, and other stakeholders to enact the quality policies established by the Internal Quality Assurance Cell (IQAC) of the college.
- Submitting the Annual Quality Assurance Report (AQAR) to the National Assessment and Accreditation Council (NAAC).
- Conducting comprehensive management reviews. Planning and executing training programs and workshops for both staff and students.
- Providing support to the principal in various activities in alignment with the guidelines issued by the principal on a regular basis.

HEAD OF DEPARTMENTS (HOD)

- The Head of the Department (HOD) bears responsibility for overseeing all activities, both academic and supportive, within the department, ensuring comprehensive supervision of its functioning.
- The role of HOD involves offering guidance and motivation to both students and staff, fostering a commitment to excellence across all endeavors.
- Moreover, the HOD is tasked with the implementation of the department's Quality Policy, including the establishment and attainment of quality objectives.
- There is an additional responsibility to periodically enhance and update the department's quality objectives within specified time frames.
- Collaboration with other departmental members, as illustrated in the organizational chart, is crucial. These members assist the HOD and carry out assigned duties to ensure the effective implementation of all processes and procedures within the department.

- The HOD also plays a key role in formulating and periodically reviewing the department's perspective plan to ensure its successful execution.

LIBRARIAN

- Establish and implement library and information policies and procedures in coordination with authorities and library committee.
- Develop and manage convenient accessible library and information services.
- Corresponding with teachers, students, book sellers and publishers regarding books, periodicals, and e-resources
- Ordering, purchasing, and processing of bills.
- Maintaining expenditure register and bill files.
- Budgeting for library.
- Classification of books and putting accession numbers on books.
- Entering periodical issues in periodical register.
- Report making for library.
- Ensure Library website working and information accumulation for uploading.
- Provide access to different e-resources for readers academic and research work.
- Ensures that all the library services are running efficiently.
- Conducting library training sessions for users, organizing competitions and library activities by corresponding with resource persons.
- Overall management. Personnel management and work co-ordination among library staff
- Corresponding with authorities and making improvements in library facilities.
- Reference service.
- Stock taking of books.

ASSISTANT LIBRARIAN

- Helps librarian acquire, prepare, and organize materials.
- Entering book in accession register and computer database.
- Entering periodical details in computer.
- Typing letters, reports, and notices.
- In the absence of a librarian, he manages library work.
- Reference services
- Corresponding with book sellers.
- Making daily statistics report.
- Searches and sends soft copy of latest online articles contents list to teachers for research purpose.
- Makes bibliographic list of books.
- Prepares book cards and order form.
- Tallying expenditure with accounts department.

LIBRARY CLERK

- Data entry of readers in library software for library membership
- Prepares book cards and order form.
- Maintain question papers files.
- Helping students in accessing books.
- Issuing book bank books to students.
- All typing works.

LIBRARY ATTENDANTS

- Issue and return of books and periodicals.
- Issue and return of question papers to users.
- Cleaning and dusting of books, periodicals, and bookshelves.
- Managing students and maintaining discipline in library.
- Processing of books and shelving them subject number wise on bookshelves
- Maintain log of students at the library entrance, registering their identity cards on door access software.
- Stock taking of books.
- Work related to disposing of old books, newspapers, and magazines.
- Scanning of print documents, question papers to PDF
- Work related to disposing of library scrap.
- Managing students at computer zone and maintain log of students.
- Any other library work assigned by Librarian.

LIBRARY PEON

- Cleaning of library furniture and equipment.
- Any other library work assigned by Librarian.

EXAM DEPARTMENT

- All the university examination work of Senior College.
- Examination work of online entry of university examination form.
- Work related to examination, convocation forms and submission to the University.
- Work related to seating arrangement/duty charts/examination timetable etc.
- To maintain proper records of results.
- To solve the issues/grievances of students related to Examination.

HEAD CLERK

- Responsible for smooth, efficient work of the office & timely disposal of letters, bills, reports, returns etc.
- Decide & maintain proper filing procedure, ensuring that the cases or letters requiring immediate & urgent disposal are dealt with immediately.

- To attend meetings, issue notices of meetings, prepare agenda & minutes of the meetings & take follow up actions.
- All enrolment & eligibility forms of students to be checked & verified.
- To check cash & bank balance of Degree & Junior college.

SR. CLERK

- Depositing Cash & Cheques to the Bank, to maintain monthly bank statements.
- To maintain a Hall Booking account.
- To maintain Bills and Vouchers Files.
- To maintain petty cash expenses.
- Daily collection of all types of cash i.e. Admissions, Examination, Fines, Breakage, LC, Bonafide certificate etc.

JR. CLERK

- To prepare salary bills and salary cheques for junior, senior college teaching and non- teaching staff.
- Verification of admission forms for girls & minority students.
- Work related with girl student free ship.
- Issue of Mark sheet, Leaving Certificate, Passing Certificates, Hall Tickets, I.D. Cards.
- Work related to Enrolment, Eligibility, Roll call etc.

LAB. ASSISTANT:

- Preparing Reports and maintaining detailed records of research findings and laboratory techniques
- Organize Lab. Equipment and Students Workstations.
- Maintain Labs in a clean and organized condition.
- Protect Lab Equipment from damage.
- Ensuring the laboratory is well stocked and resourced.
- Teachers request a Lab. Assistant to prepare the laboratory in advance before the lesson start.
- To assist students and teachers in conducting practical and experiments
- To ensure that all the cupboards, doors, windows, and gates are properly closed by the laboratory attendants.

LAB. ATTENDANT:

- Set up any laboratory equipment needed for the experiment.
- To render physical assistance to students and teachers in conducting practical and experiments.
- Arrangement of chairs, tables.
- Operating and maintaining laboratory equipment.
- Unplug all electrical equipment at the end of the practical.

PEON:

- To open windows, etc. in coming and switch on fans and lights and closing to close the same, when not required.
- Do the work of opening, pasting, and sorting and arranging paper and circulars in accordance with instructions of the section officer / branch head, and do the work of stitching agenda and minutes of meeting according to instructions.
- Do the work of affixing stamps, sticking, and scaling envelopes or wrappers, packing up parcels, Xerox, etc.
- Carry messages, papers, registers, files, circulars, bags, portable size, etc. from one place to another inside the office or outside as the case may be.
- Carry out any other work of similar nature which the Registrar/ Principal / Vice-Principal/ Office Superintendent / HOD / Teachers may instruct.

Code of Conduct for Teachers

- A teacher shall perform their duties in the form of teaching, tutorial, practical and assessment work conscientiously and with dedication.
- A teacher should seek to make professional growth continuous through study and research.
- A teacher shall not refuse to carry out the academic and administrative decision taken by the principal/management.
- A teacher shall cooperate and assist in carrying out functions relating to the educational responsibilities of the College and the University such as - assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of University and College examinations, including supervision, invigilator, and evaluation.
- A teacher shall have to express free and frank opinion by participation in professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- A teacher shall not discriminate against a student on political ground, caste, religion, language, sex etc. and shall not incite students/teachers against other teachers, colleagues, or administration/Governing body of the College.
- A teacher shall not conduct/participate in private coaching classes directly or indirectly.
- A teacher shall not make use of the resources and/or facilities of the College for personal purposes.
- A teacher shall not be partial in assessment of a student or deliberately overmark, undermark or victimize a student on any grounds.
- A teacher shall not indulge in directly or indirectly any malpractice or unfair means in teaching or examination/administration.
- A teacher shall not furnish incorrect information regarding his/her qualifications, age etc. in respect of his/her appointment/promotion.
- A teacher should participate in extension, co-curricular and extra-curricular activities including community services.

Code of Conduct for Students

- Students must wear their ID cards throughout their presence on the college premises. Penalty of Rs 100/- will be levied against defaulters.
- Use of mobile phones is strictly prohibited in classrooms, premises, or corridors. If found using it in classroom or premises, mobile phones will be confiscated. A penalty of Rs 500/- will be levied and the mobile phone will be returned after a week.
- Bunking lectures and loitering in the college premises is strictly prohibited.
- Scribbling on walls and furniture is strictly prohibited. The whole class will be penalized with a fine of Rs. 500/- (per student) if such writings are found.
- Decency in dress code should be strictly followed, girls must not wear short dresses or sleeveless dresses, wearing caps is not allowed in classrooms. Torn clothes or shorts are not allowed.
- Eating chewing gum and tobacco products is strictly prohibited.
- Food items must be eaten only during recess times. Complete cleanliness must be maintained, failing which penalty of Rs 100/- will be imposed.
- A minimum of 75% attendance in all subjects is compulsory.
- The college lift is available only to SFC courses students for going up for 5th and 6th Floor during college timings ONLY in presence of lift attendant. Cards must be shown whenever they are demanded by authorities.
- All classrooms and floor passages are fitted with CCTV. If any student found doing mischief or damage to CCTV or to the college property will be penalized with the fine of Rs. 5000/-.
- Students are expected to be punctual in lectures, latecomers will not be allowed in classroom or in corridors.
- College gates will be closed except at specific times only.
- Students must not be seated in any vacant classroom. No Junior college student should be found in college during Degree college timing or vice versa except for specific work.
- Any kind of unlawful behavior by the student will be strictly dealt with and necessary disciplinary action will be taken.
- If a student has any complaints or any grievance, then he/she should contact the class teacher or mentor of the respective class.

HR Policy

1. Recruitment and Selection:

- All recruitment and selection in Aided Section processes are as per the rules set by University of Mumbai
- Selection criteria are based on qualifications, skills, and experience relevant to the position.

2. Equal Opportunity and Diversity:

- The college is committed to providing equal opportunities for all employees and applicants, regardless of race, gender, age, religion, sexual orientation, or disability.
- Discrimination or harassment of any kind is being addressed and sorted out on a priority basis.

3. Employee Development and Training:

- The college provides opportunities for employees to develop their skills and knowledge through training and development programs at various levels.

4. Health and Safety:

- The college is committed to providing a safe and healthy work environment for all employees.
- Health and safety policies and procedures are implemented and regularly reviewed from the Ay 2022-23.

5. Code of Conduct:

- Employees are expected to adhere to a code of conduct that promotes professionalism, integrity, and ethical behavior. Any violations of the code of conduct are being addressed through appropriate disciplinary measures.

6. Grievance Procedures:

- The college has a clear grievance procedure in place for employees to raise concerns or complaints. Grievances are handled in a fair and confidential manner.

7. Work-Life Balance:

- The college recognizes the importance of work-life balance and strives to provide flexible work arrangements where possible.
- Employees are encouraged to take advantage of leave entitlements to maintain a healthy work-life balance.

8. Confidentiality:

- Employees are expected to maintain confidentiality regarding sensitive information related to students, staff, and the college.

Research Policy

- To create research environment for facilitating research activities in the college.
- To inculcate research skills and to develop interest and awareness about Research among students and faculty members.
- To promote Interdisciplinary/Multidisciplinary research
- To make Students and Teachers aware of Publication ethics
- To facilitate research activities by conducting Interviews for Selection of Ph.D. students, Ph.D. progress Reports and Final viva-voce on behalf of University of Mumbai
- To support and promote collaborations in research activities at college, national and international level.
- To organize National & International Conferences, Workshops, FDPs on Research Methodology for Research Scholars and Faculty Members
- To provide hands on training for various Software and tools used in Research.
- To encourage faculties to apply for patents or other Intellectual Property Rights.
- To promote Research amongst Students by motivating and guiding them to participate in Avishkar Research Convention organized by University of Mumbai.
- To motivate teachers to take major and minor projects funded by University of Mumbai, UGC or any other funding bodies.
- To guide and motivate Faculties and Students to publish quality research papers.
- To promote research the College has come out with a print blind peer- reviewed indexed research international journal titled "International Journal of Research" with ISSN 2231-6124 in the year 2011. The journal is bi-annual in nature. It is listed in international database of Scientific Journal of Research (SJIF) with impact factor 8.734 (2023).
- The aim of the journal is to provide a platform for researchers, practitioners, academicians, and professionals from diverse domains to share innovative research achievements. The journal is dedicated to publishing high-quality research papers providing meaningful insights into any subject area of current interest.

Dr Rizvi Digital Library Policy

Our library is the heart of our institution. It was established in the year 1985. The library is situated on the 5th floor with an air-conditioned reading room for educational activities. It is spread over an area of 1880 sq. Ft. We strive to give the right information to the right users at the right time. Our library is key resource of information for the academic community. Recognizing the value of the library and to provide the students and teachers with facilities of digital library our President Dr. A.H. Rizvi and Director Adv. Mrs. Rubina Akhtar Hasan Rizvi took the initiative of renovating the library. Dr. Rizvi Digital Library and Resource Centre for the Especially Abled was inaugurated on 24th July, 2019 at the hands of Shri. Vinod Tawde, Ex-Minister of Higher & Technical Education and Shri. Ashish Shelar, Ex-Minister of School Education, Maharashtra on the eve of Founders Day.

SPECIAL FEATURES

- The Resource Centre for the especially abled.
- Facilities for Visually impaired like Optelec Clear Reader machine, which reads the scanned pages for the visually impaired.
- Installation of NVDA screen readers for low vision readers to use the computers.
- Remote access to Library resources through Library website www.librarydrdl.com
- NLIST database, DELNET, National Digital Library database provide access to lakhs of E-books and E-journals at the click of a button.
- Twenty-two computer points have been provided for accessing digital / electronic resources and promoting research.
- Digital Repository: As part of the digital movement, CZUR ET Smart Book Scanner has been installed which converts scanned documents into searchable PDF.
- An Android Kiosk helps the reader to search for books on the Web - Opac.
- RFID enabled identity cards to be used to borrow books and gain entry to the library.
- Door Access system to keep digital log of readers.
- Notices are displayed on LED Scroller and LED Signages.
- Library functions are computerized using library management software SLIM21. The library has a good collection of books on various subjects, journals, magazines, and newspapers.
- Access to American Library collection is the additional facility for our readers.

OUR VISION

- To provide value added services.

- To serve as knowledge hub of the college
- To create knowledge enriched citizen for nation building
- To be all inclusive and cater to the needs of the specially abled.

OUR OBJECTIVE

- To promote reading habits
- To meet expectations of the 21st century reader
- Provide accessibility to information in a well-organized & coherent manner.
- Act as gateway to digital and electronic information.

1. LIBRARY PATRONS

The library provides collection access to the following groups:

- Bona fide Students
- Faculty and Staff
- Research scholar
- Alumni
- Students and faculty of sister institutes of our college

2. HOURS OF WORK

The library is kept open from 7 am to 5 pm every day except Sundays and public holidays.

3. LIBRARY COMMITTEE

A library committee has been constituted to develop and manage the library and its services. It plays an important advisory role to support teaching, learning and research of the college.

The Library Committee's main responsibilities include:

- Advice and reviews library policies for instructions, resources, services, and facilities.
- Taking decisions on administrative and technical matters and overall development of library.
- Discuss and recommend budgetary requirements for books, journals, databases, e-resources etc.

The committee consists of the principal, the Chairperson and HODs or senior faculty members from various departments and the Librarians. The Library Committee meets every term and takes initiatives to facilitate improved library services.

4. GENERAL RULES AND REGULATIONS

- Wearing Identity cards is compulsory.
- Maintain silence and discipline in the library.
- Use of mobile phones is strictly prohibited in the library. Mobiles will be confiscated and a fine of Rs.100/- will be charged.

- Scan your college identity cards on the door access control machine installed on the main door, while entering and exiting the library to maintain the digital log of readers.
- Writing on reading tables is prohibited.
- Library cards are not transferable.
- Writing on or tearing library books is prohibited and punishable.
- Students can issue one book for a period of one week.
- Reference books and periodicals can be accessed in the library only.
- The Librarian may recall any book from any member at any time and the member shall return the same immediately.
- Loss of library card or books should be reported to the Librarian. If the original card is misplaced, a replacement card can be obtained for Rs.10/-.
- A fine of Rs.2/- per day will be charged on the late return of books.
- Refreshments and eatables of any kind are not allowed in the library.
- Smoking, sleeping, and talking loudly in the library is strictly prohibited.
- Do not litter, make use of the dustbin.
- Completion of projects, journals and assignments in groups is prohibited in the library.
- Students are prohibited from downloading any software on the library computers.
- Accessing social media sites on library computers is strictly prohibited.
- Strict action will be taken against students not adhering to the above rules.

5. LIBRARY MEMBERSHIP RULES

Students

- A student who is enrolled full-time is eligible to join the library.
- Library cards are issued after students receive their Roll Number.
- To obtain a library card, students must present their legitimate college ID card or Fee receipt and one current passport-size photograph.
- One library card will be issued to a student for the whole year. Every year new library card will be issued. Library cards of only current academic year will be valid.
- If the original library card is misplaced, a replacement card can be obtained for Rs.10/-
- Library cards cannot be transferred. Students will be held accountable for any library materials borrowed with their cards.

Teaching and non-teaching staff

- One library card is prepared for all the teaching and non-teaching staff, which is kept in the library. Whenever they require books, the issued book cards are placed in their respective library cards.
- Newly appointed staff should fill in the library membership forms to get a library card.

Visiting Faculty

Visiting faculty are not issued library cards. Books are given to them for reference only.

Library Membership scheme for Drop out students at Rizvi College

A special facility is being given to drop-out students who would like to use the library for study purpose to clear their exams. Those students who have got ATKT in exams and are not a regular student, they will be allowed to use library reading room for only two months before their ATKT exams. A valid Rizvi college identity card or mark sheet should be produced compulsorily to verify their identity with the Librarian. They will be issued one library card for Rs.10/- for a period of two months, on which they can borrow the library textbooks/subject books for reference in library only. Home issue of books will not be allowed.

Library Membership scheme for Ex-students of Rizvi College

For ex-students who would like to use the library for their study purposes, should approach the Librarian with their valid Rizvi college identity card or mark sheet to confirm their identity. The library membership fee for the academic year will be Rs.100/- (non - refundable) to be submitted in the office. They will be issued one library card for Rs.10/-, on which they can refer to books in the library only. During functions or important events of college, they won't be able to access the library.

The discretion of Library committee /Librarian regarding admission and cancellation of membership of any student will be final.

6. LENDING POLICY

- A valid library card is necessary for home issue.
- Students can borrow one book on their library card for a period of 7 days. Reference books will be issued to them on college identity cards for reference in the library.
- For M. Com students 2 books will be issued for 15 days.
- Teaching staff can borrow 10 books at a time for a period of 30 days.
- Visiting faculty can borrow books for reference only and should return books before library closing hours.
- Non - teaching staff are allowed to borrow 2 books at a time for a period of 10 days.
- The book must be returned to the library by the date indicated on the due date slip at the back of the book.
- For students, a fine of Rs.2/- will be levied on the late return of books. College staff won't be charged any fine.
- A maximum of two reissues are allowed for an item.
- Users may make a reservation for a book that has been issued and must claim the reserved book within two days from the date of intimation.

- If a book is damaged or lost, the borrower is responsible for replacing it. The penalty for losing books such as old, out-of-print editions shall be either the current book value in the market is to be paid or replacement of the old edition with a new edition.
- Reference materials like Encyclopedias, Dictionaries, Atlases, Competitive Books shall be made available for reference for teaching / non-teaching staff & students, but not for home issue.
- In case any staff member is discontinuing service in the college he/she should return all the library books and get the no dues certificate from the librarian, failing which the cost of the book/ periodicals will be deducted from his / her salary.
- At the end of the academic year all the library books and periodicals should be returned by the students and staff of the college for physical verification.

7. LIBRARY BUDGET

A budget is required for an institution to maintain sufficient resources and development of the library as per the current needs of the readers. The source of library budget is student library fees, UGC grants, caution money, library deposit.

The following factors are considered while preparing a budget:

- Maintaining and updating the current collection size
- Changes in syllabus
- User requests are considered.

PROCEDURE

At the start of the academic year, the Librarian requests from HODs, Coordinators and subject teachers to give their subject related list of textbooks, reference books, periodicals, and e-resources for the year. The quotations of publishers and book sellers are called for. The librarian prepares budget requirements in consultation with the accounts section. The budget proposal is presented to the Purchase Committee which is then sanctioned by the principal and the committee as per budget available. Depending on user requirements and budget availability, the percentage of budget is distributed as follows:

45% on purchase of books

35% on subscriptions of print periodicals and e-resources

15% on AMC

5% miscellaneous expenses

8. ACQUISITION POLICY

a) Collection Development

- The library's collection policy establishes rules for developing and maintaining collections in all mediums. The library develops and maintains resources to support the learning, teaching and research needs of the college.

Resources are provided in various formats including Books, Periodicals, Databases, E-resources.

- Textbooks will be acquired in multiple copies, maximum 10 copies and minimum 6 copies per subject for all faculties.
- Reference materials will be acquired as per subject requirements and to meet the user's needs.
- The library can acquire reading materials for competitive exams.
- It subscribes to journals and general periodicals to meet the needs of its users.
- It also purchases audio-visual materials, subscribes to e-resources to support the teaching and research activities of the college.
- Staff and students can recommend books which are to be approved by the Head of the Department and then finally approved by the principal.

b) Purchase Policy and Procedure

Sources of Purchase

Main source of purchase is given below:

- On approval
- Faculty suggestions
- Online search
- Book reviews
- Direct contact with publishers on new arrivals
- Advertisement in magazines / newspaper/websites
- Publishers catalogue
- Best sellers list

c) Selection Criteria

Library collection development guidelines are used in the selection of resources. The following criteria are considered when purchasing Library resources:

- Relevance of content
- Quality of content
- Validity of content
- Copies of prescribed texts and required readings as identified by course curriculum are purchased.
- Adequacy of current holdings in the subject area
- Availability of resources
- Cost of resources
- Space and storage issues
- Accreditation requirements
- Budget availability

d) Selection of Books

The collection is developed with active participation of teaching faculty and students. Books are called on approval from different suppliers/publishers also catalog of publishers are shared with teachers for approval. They are selected by concerned HOD/subject teachers. Approval forms are maintained. The library would verify for duplicate before submitting it to the principal for approval. Once it is approved by the principal, the purchase order is made, and the librarian calls for the bill. The librarian also orders non-subjective books depending on users need with permission of the principal.

e) Book Purchasing Procedure

The library places orders with well-known vendors. Aside from government publications, the library discount of 20% off the listed price is obtained from the vendors. 15% on textbooks and sometimes 10% discount books are bought depending on availability.

f) Periodicals/E-Resources /AV Materials Purchasing Procedure

Proforma invoice/ brochure is asked from publishers. Faculty recommendation is taken for purchase of periodicals and e-resources. Final approval is taken from Principal and the order is placed to the publisher or subscription agent. Every year the subscriptions are renewed. Subscriptions to low readership publications are terminated after consultation with the respective teaching faculty and final approval from the principal.

9. Stock Verification

As per Uniform statutes [framed under section 72 (10) of the Maharashtra public universities act, 2016] page 59, Complete physical verification of books should be done every year in case of libraries having not more than twenty thousand volumes. For libraries having more than twenty thousand volumes and up to fifty thousand volumes, such verification should be done at least once in three years. Sample physical verification at intervals of not more than three years should be done in case of libraries having more than fifty thousand volumes. In case such verification reveals unusual or unreasonable shortages, complete verification shall be done.

The library conducts the stock verification annually, in the month of May- June. Notice is circulated to teaching, non-teaching staff and students for returning library books borrowed by them. Stock taking is conducted using the IAS21 Inventory system, which scans the barcode of books, and the scanned numbers are transferred on the computer with library software. A report is prepared and presented to the library committee convenor and then Principal is shown the report, and his signature is taken. If an item is not located for three stock verifications in a row, it is considered lost and may be withdrawn from the library.

10. Weeding Policy

Weeding is a necessary and ongoing library procedure in which materials are permanently eliminated from the collection. The withdrawal of books is a significant part of the collection development process. When library books lose their original worth, they should be withdrawn for the collection to remain active and helpful.

The following guidelines govern the withdrawal of library materials. The approval of subject Heads and permission of Library committee and Principal is taken in selecting the books and journals for weeding out and withdrawing it from collection.

Criteria for Weeding

Books:

- Physical Condition: Materials that are mutilated, brittle, pest-infested and beyond reasonable preservation efforts will be weeded.
- Outdated Editions: The content of library materials should be accurate and up to date. Materials that are superseded by newer, revised, or updated editions may be weeded.
- Use: Items not in use or are not of potential use may be discarded.
- Duplication: Because of space limitations the library may weed duplicate copies of library materials if the demand is less.
- Language: Items published in a language not in common use may be discarded.
- Completeness: Materials that are part of a multi-volume set of which the library does not have all volumes may be weeded.
- Format Obsolescence: Materials in obsolete formats may be weeded if the content is available elsewhere or if the material is in poor condition.

Magazines:

All magazines of only the current year to be preserved, older issues may be discarded.

Journals:

All Journals are to be preserved for a period of 3 years, after which they may be discarded with the approval of the subject Head of the Department and Principal.

Question papers:

Print copies of question papers may be discarded after a period of 5 years.

11. DISPOSITION OF WITHDRAWN MATERIALS / LIBRARY SCRAP

- For the books that are weeded out and withdrawn from collection, a list is prepared, and resolution is passed in library committee to withdraw the books from library collection and dispose them off.
- For journals, magazines, and newspapers permission from Principal to be taken before disposing.
- The selected library materials are to be sold out by weight to scarp dealer recommended by office. The amount collected should be submitted to the accounts section.

Scholarship Policy

THE HONORABLE MANAGEMENT OF OUR COLLEGE SPONSORED "SAQUIB RIZVI SPORTS SCHOLARSHIP

- The Scholarship is awarded to the meritorious students belonging to the economically weaker section of the sports to enable them for pursue education.
- The scholarship is to be awarded for sports in India only.
- Scholarship is awarded to the student who secured minimum 50% marks in the previous final examination.
- The Annual Income of the student's parents/guardian should not exceed 2.5 Lakhs.
- Single parent child will be given the preference.
- Inter Selection weightage is to be given to the poverty ridden students rather than marks.
- To provide financial assistance to students from low-income families to meet a part of their day-to-day expenses while pursuing higher studies.
- Scholarship Amount 50% OR Full Fees as per the condition of the family.
- 30% of the scholarship will be earmarked for girl students.

THE HONORABLE MANAGEMENT OF OUR COLLEGE SPONSORED "ABIS RIZVI MINORITY EDUCATIONAL SCHOLARSHIP

- The Scholarship is awarded to the meritorious students belonging to the economically weaker section of the sports to enable them for pursue education.
- The scholarship is to be awarded for studies in India only.
- Scholarship is awarded to the student who secured minimum 50% marks in the previous final examination.
- The Annual Income of the student's parents/guardian should not exceed 2.5 Lakhs.
- Single parent child will be given the preference.
- Inter Selection weightage is to be given to the poverty ridden students rather than marks.
- To provide financial assistance to students from low-income families to meet a part of their day-to-day expenses while pursuing higher studies.
- Scholarship Amount 50% OR Full Fees as per the condition of the family.

- 30% of the scholarship will be earmarked for girl students.

GOVERNMENT SCHOLARSHIP OFFERED BY OUR COLLEGE

All the scholarship sanctioned by the Government of India will be offered by our college as per rules and regulations of the various scholarship schemes available on govt. portal.

1. Scholarship for the various Reversed category (MAHADBT PORTAL)
2. Post Matric Scholarship for minority students. (National Scholarship-NSP PORTAL)

E-Governance Policy

OBJECTIVES:

- To guarantee that e-governance is implemented successfully in every department within the college.
- To examine, substitute, enhance, and/or add e-Governance tools to the former physical governance infrastructure to increase the effectiveness of different college operations.
- To encourage accountability and openness in all college operations.
- To make information quick and simple to obtain.

SCOPE:

The scope of this policy extends to the following areas:

General Administration

Student Admission and support

Accounts and Finance

ICT Tools

POLICY:

Implementation and up-gradation of Information Technology (ICT) enabled processes in the various realms of e-Governance at Rizvi College of Arts, Science and Commerce are enumerated below:

E-G OVERNANCE IN GENERAL ADMINISTRATION

- Every employee in administrative offices must have access to ICT-enabled systems with licensed software and internet access, to ensure proper connectivity.
- Every classroom, conference room, and seminar room will have ICT-enabled projectors and screens.
- The college administration will have a personalized, user-friendly Enterprise Resource Planning (ERP) system to handle annual fee submission and student attendance.
- The college will create and maintain a website to provide general information and updates to its students, teaching and non-teaching staff, and the public. The website will be reviewed on a regular basis by the college's ICT enabling unit.
- All strategically placed CCTV cameras will be installed and maintained to ensure proper surveillance.

- Moreover, email and other accessible online channels will be used for all official alerts and correspondence.
- To support the ongoing professional development of all faculty members and non-teaching personnel, the college will make sure that they get specialized ICT training.
- The college must also guarantee that every student has the necessary skills to utilize the ICT-enabled systems that are set up within the institution.
- To facilitate online training, lectures, webinars, official exchanges, and other online teaching-learning processes, the college will also subscribe to online platforms.

E- GOVERNANCE IN STUDENT ADMISSION AND SUPPORT:

- The admissions process will employ an open and transparent approach, reinforced by the University of Mumbai's ethical guidelines and procedures.
- The College will publish its prospectus, which will be available online and include instructions for the admissions process.
- The college's admissions process will be managed via an admission portal.
- This Portal will be the only way to handle the number of students applying to each course, withdrawals, and fee submissions.
- To be admitted to the college, students must complete a separate online application form; an online application tool will be utilized for this purpose.
- The college will automate and digitize its library processes to facilitate contactless book acquisition, accession, and issue/return.
- The library will offer e-resources for remote access to content from other sources.

E- GOVERNANCE IN ACCOUNTS AND FINANCE:

- The office will keep up its Tally account.
- To assist staff in rapidly and successfully maintaining financial records, the college will purchase and use the most recent version of the program.
- This software alone will be used to construct the balance sheet, profit and loss statement, and all other analysis reports.
- Appropriate security measures must be implemented to preserve transaction confidentiality.
- Regular training for current staff members and software updates are required.
- e- Governance in Examination:
- Since the University of Mumbai controls the examination process, the university's e-governance policy should be implemented in this regard.

E- GOVERNANCE IN ALUMNI:

- To improve our ties with our former students, a dedicated alumni section of the website will be established, offering features such as registration, profiles of notable former students, testimonials, and much more.
- For database administration and frequent updates, the alumni association will be engaged.

E- GOVERNANCE IN ICT:

- It is proposed that computers and printers be provided in the administration block.
- Multimedia equipment such as projectors will be available in the labs, lecture rooms, auditorium, and classrooms.
- The College must keep up enough configuration servers to enable quick data transfer to the different computers.
- Purchase and routinely update office automation programs for PCs and laptops, such as Microsoft Office, Open Office, and antivirus software.

EXPECTED OUTCOMES:

- The following are the anticipated results of this policy:
- A general increase in the college's productivity through the digitalization and simplification of several processes across multiple functions.
- Ensuring accountability and openness in all college bodies that are in operation.
- Quickly responding to questions or issues that are specific to students.

Gender Policy

Rizvi college of Arts, Science and Commerce firmly believes that there should be no gender discrimination at work and among students. Women empowerment and gender equality are the most important requirements for the upliftment and progress of our nation.

OBJECTIVE:

- To promote equal representation of all gender
- Organizational commitment towards gender
- Zero tolerance towards sexual harassment in the college
- To sensitize students towards special needs of all gender

POLICY:

- Equal opportunity is given to students to participate in various activities.
- Equal opportunity is given in recruitment.
- Providing a safe and secure workplace free from sexual harassment for women staff and students.
- Setting up of Internal Complaints Committee and Grievance Redressal Cell to address specific concerns regarding gender issues.
- Workshops and orientation programs are conducted for gender sensitization.
- Sensitizing students and staff and mobilizing their support towards gender balance on the campus.

Admission Policy

- All the admissions are done as per the rules and Regulations framed and amended time to time by the Govt. of Maharashtra and University of Mumbai.
- Rizvi Education society focuses on the students who are from very poor backgrounds, those who are first time learners in the family and Divyang students. Rizvi Education society gives preference to such students in Management Quota admission.
- Rizvi Education Society also provides the concession in fees for the students who seek admission under sports Quota, either full or in part, depending upon the economic condition of the students.

ICT Policy

- The purchase of the Computer and Peripherals will be done by following the Purchase Committee procedure and guidelines.
- All approved equipment, services or software will be purchased through the purchase committee, unless informed/permitted otherwise.
- The IT Dept. will assist the Purchase Committee while evaluating the best and the most cost-effective hardware or software to be purchased for a particular dept./project/purpose based on the requirement.
- Any employee who notices misuse or improper use of equipment or software within the organization must inform his/her Head of Department immediately.
- IT support is provided by the CS/IT department and technical help will be provided on first-cum-first basis provided the support required for the practical is not sacrificed or as may be deemed necessary by higher authorities.
- The laboratory attendant or the person responsible for using the ICT equipment will shut down the devices and switch off the power before leaving for the day.
- After the teaching session is over for each semester, the hardware engineer/technician will check the working of the devices in the classrooms and will prepare a report of the same.
- Computer systems may be moved from one location to another with prior written intimation to the IT Dept., and a record will be maintained of the person or department where it is moved.
- The hardware engineer /technician will attend to any issue related to the said equipment and will do the necessary thing. (Either will repair himself or call the technician from vendor)
- The equipment which cannot be repaired, or whose repair is not financially feasible, or it cannot be upgraded will be placed in the dead stock and at the appropriate time will be removed as e-waste.
- Anti-virus software will be installed on the computers.
- IP addresses will be assigned to any computer which is connected to the college network.
- Software will be installed as per the requirements of the administrative office and the various departments. Use of open-source software is encouraged.
- The college is using Google Workspace. Hence all the official email-ids will be created for every staff/department and all college related communications will be done through the official email-ids.
- Keys for the computers in classrooms will be kept in the staffroom/laboratory and those who wish to use the computers will collect them from the above-mentioned location and will return them back to the same after usage.

Policy for Divyang Students

INTRODUCTION:

The Institute is committed to Inclusive Education and stand for its Vision and Mission Statement in providing equal opportunity for admission based on merit to all students with or without disability.

Institution has come up with the policy decision for inclusivity and support for Divyang. The policy document is created in accordance with the Rights of Persons with Disabilities Act 2016 enacted for the well-being of persons with physical and mental disabilities.

SCOPE:

This policy applies to all Divyang students enrolled at Rizvi College of Arts, Science and Commerce.

Policy Statement:

Rizvi College of Arts, Science, and commerce endeavors to remove all barriers that prevent Divyang students from realizing their potential. Provisions of a ramp, wheelchair, lift and Dr. Rizvi Digital Library for Especially Abled where screen reading software (NVDA) are already made available in the college.

POLICY MEASURES:

- The institute should ensure disabled friendly facilities in the infrastructure.
- Disabled friendly washrooms should be constructed.
- The institute should provide a nurturing and motivating ambience and accommodate their pedagogic needs.
- Extra help to be provided inside and outside the class for related queries.
- Assistive technology is to be provided to facilitate their learning process.
- Special provision for convenient conduct of examination as per UGC norms.
- Students and staff at college should be sensitized to the special needs of Divyang students.
- Active participation in cultural and sport activities should be ensured.
- Counselling and career guidance should be ensured for assisting them and realizing their potential to gain successful employment, thereby contributing towards inclusive development.

It is everyone's responsibility at Rizvi for inclusivity and support towards Divyang students. Any discrimination reported by a differently abled student to the grievance cell will be addressed with stringent measures.

Gymkhana Policy

Rizvi Education Society's Rizvi college of Arts, Science and Commerce is providing a well-equipped platform for the sports activities which includes Sports grounds for practice, sports kits for each player and organizing different tournaments to promote the sports.

- Rizvi education society gives concession in admission fees to sports students from 50% to 100% depending on the level at which the student is playing and the financial status of his/her family.
- College supports the students for preparing for the examination, gives them some concession in the attendance and gracing in the examination other than the general resolutions.
- The college also appoints specialized and renowned coaches to train the students and perform in the game.
- College also provides uniforms (Active Wears), food and accommodation and TA/DA while students play outside Mumbai.
- The college purchases the insurance policy of the students for helping them in case any unfortunate accident occurs.

Mentoring Policy

- Mentors will be appointed for all classes and divisions and will be responsible for all students in their class/division.
- The role of mentors will essentially be of a counselor.
- The mentors should be available to the students as a guide in all academic as well as personal matters of the students.
- The mentors will undertake and keep a record of all mentoring and counseling activities carried out by them in a register/file.
- The mentors will be the information sources and coordinators for informing the students about all college activities.
- The mentors will encourage student participation in all academic and co-curricular activities.
- Mentors will also act as coordinators and contacts for internships, training, and job opportunities.
- The mentors will appoint Class representatives from each class to assist them.
- The mentors will regularly call and meet the irregular students and encourage them for more active participation in class.
- The mentors will interact with parents in Parents meetings and if needed call and meet the parents even otherwise.
- The mentors will explain the working of the attendance software to students and parents.
- The mentors will identify slow learners and motivate/counsel them to improve their performance.
- The mentors will encourage all students to get practical knowledge in addition to the theoretical knowledge of the syllabus and will coordinate with subject teachers to encourage field trips and educational tours.
- The mentors will coordinate with college authorities and report to them about the Mentoring activities carried out by them.

Welfare Policy

THE INSTITUTION HAS FOLLOWING WELFARE MEASURES FOR TEACHING AND NON- TEACHING STAFF:

- Financial help is provided to the staff members in case of emergency.
- The college reimburses participation fees for Orientation/Refreshers & FDP's expenses of the staff.
- The Faculty Development Programs are arranged to enhance teaching-learning and improve ICT skills of staff for ICT based teaching.
- Duty leaves/study leave are assigned to the staff for educational upgradation.
- Institution provides training to staff for effective implementation of the Quality assurance procedure.
- Supporting staff are motivated and encouraged to complete their higher education.
- The Principal, IQAC and Office Superintendent provides time to time guidance and instructions to the support staff.

THE INSTITUTION HAS FOLLOWING WELFARE MEASURES FOR THE STUDENTS:

- Students Group Insurance under Yuva Raksha Scheme.
- Book Bank Scheme, Earn and Learn Scheme, Prizes and Awards for Meritorious students.
- First Aid boxes are maintained in Lab, Gymkhana and NSS room.
- Management Scholarship for deserving and sports students.
- Entry fees for participating in intercollegiate events are paid by the college.
- Facility of indoor and outdoor sports for staff and students.

Grievance Redressal Mechanism

- Students are oriented towards Grievance Mechanism during orientation Program.
- Anti-ragging Committee is constituted.
- Anti-ragging Squad takes surprise rounds in the College premises and outside college.
- Anti ragging signages have been displayed in the College premises.
- Students are oriented about the consequences of indulging in Ragging.
- CCTV cameras have been installed on the college premises.
- Workshops on prevention of sexual harassment for girls undertaken by WDC.
- Security arrangements have been made at the Entry Gate of the College.
- Visitors Register is maintained at the entry gate.
- The Internal Complaint Committee is constituted in college.
- Girls Common Room has been provided for girl students.
- QR Codes are displayed on each floor, students can scan it to register the complaint.
- College Redressal Grievance cell addresses the grievance if any. Routine discipline is monitored by Students' Council/ Discipline Committee.



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