RIZVI INSTITUTE OF MANAGEMENT STUDIES AND RESEARCH

Bandra West

POLICY DOCUMENTS

Academic Years

2018-19 to 2022-23

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1. **Recruitment and Selection**
   - All recruitment and selection 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 Institute 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 addressed and sorted out on a priority basis.

3. **Employee Development and Training**
   - The Institute provides opportunities for employees to develop their skills and knowledge through training and development programs at various levels.

4. **Health and Safety**
   - The Institute is committed to providing a safe and healthy work environment for all employees.
   - Health and safety policies and procedures are implemented and regularly reviewed.

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 addressed through appropriate disciplinary measures.

6. **Grievance Procedures**
   - The Institute 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 Institute 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 Institute.

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.

- The Institute pays special attention to the students who are from economically weaker sections, and those who are first-time learners in the family. We also have especially abled students. The Institute gives preference to such students in Management Quota admission.

- 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.
- IT team assist the Purchase Committee while evaluating the best and the most cost-effective hardware or software to be purchased based on the requirement.
- Any employee who notices misuse or improper use of equipment or software within the Institute must inform the principal or office superintendent.
- IT support is provided by the IT team on first-cum-first serve basis.
- The computer lab attendant or the person responsible for using the ICT equipment will shutdown the devices and switch off the power before leaving for the day.
- Computer systems may be moved from one location to another with prior written intimation to the IT team, and record will be maintained of the person or department where it is moved.
- The hardware engineer /technician is required to attend to any issue related to the said equipment and will do the needful.
- 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 in the computers.
- IP addresses are assigned to any computer which is connected to the Institute 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 Institute is using Google Workspace. Hence all the official email-ids will be created for every staff/department and all Institute related communications will be done through the official email-ids.
- Keys for the computers in classrooms will be kept in the office and those who wish to use the computers will collect it from the above mentioned location and will return it back after the usage.

POLICY FOR DIVYANG STUDENTS

The Institute is committed to Inclusive Education and stands 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 Rights of Persons with Disabilities Act 2016 enacted for the well-being of the persons with physical and mental disabilities.

Scope:

- This policy applies to all Divyang students enrolled at RIMSR:
- RIMSR endeavors to remove all barriers that prevent Divyang students from realizing their potential. Provisions of a ramp, wheelchair, lift are made available in the Institute.

Policy Measures:

- The Institute ensures differently-abled friendly facilities in the infrastructure.
- The Institute has differently-abled friendly washrooms.
- The Institute provides a nurturing and motivating ambience to accommodate their pedagogic needs.
- Extra help is provided inside and outside the class for related queries.
- Assistive technology is provided to facilitate their learning process.
- Special provision for convenient conduct of examination as per government norms.
- Students and staff at the Institute are sensitized to the special need of Divyang students.
- Active participation in cultural and sport activities are encouraged.
- Counselling and career guidance is ensured for assisting them and realizing their potential to gain successful employment.

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

E-GOVERNANCE POLICY DOCUMENT

This policy has been developed keeping in mind a holistic view of the e-Governance initiatives implemented across various functions of the Institute.

Objectives:

- To guarantee that e-governance is implemented successfully in every department within the Institute.
- To examine, substitute, enhance, and/or add e-Governance tools to the former physical governance infrastructure in order to increase the effectiveness of Institute operations.
- To encourage accountability and openness in all Institute 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 RIMSR are enumerated below:

1.   e-Governance in General Administration

- Every employee in administrative offices has access to ICT-enabled systems with licensed software and internet access, to ensure proper connectivity.
- Every classroom, conference room, and seminar room has ICT-enabled projectors and screens.

- The Institute administration has a personalized, user-friendly Enterprise Resource Planning (ERP) system to handle annual fee submission and student attendance.
- The Institute creates and maintains a website to provide general information and updates to its students, teaching and non-teaching staff, and the general public. The website is reviewed on a regular basis by the Institute's ICT team.
- All strategically placed CCTV cameras are installed and maintained to ensure proper surveillance.
- Moreover, email and other accessible online channels are used for all official alerts and correspondence.
- In order to support the ongoing professional development of all faculty members and non-teaching personnel, the Institute makes sure that they get specialised ICT training.
- The Institute also guarantees that every student has the necessary skills to utilise 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 Institute also subscribes to online platforms.

2.   **e- Governance in Student Admission and Support:**

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

3. e- Governance in Accounts and Finance:

- The office keeps up its Tally account.
- To assist staff in rapidly and successfully maintaining financial records, the Institute purchases and uses the most recent version of the programme.
- This software alone is used to construct the balance sheet, profit and loss statement, and all other analysis reports.
- Appropriate security measures are implemented to preserve transaction confidentiality.
- Training for current staff members and software updates is conducted.

4. e- Governance in Examination:

- Since the University of Mumbai controls the examination process, the university's e-governance policy is implemented in this regard.

5. e- Governance in Alumni:

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

6. e- Governance in ICT:

- Computers and printers are provided in the administration block.
- Multimedia equipment such as projectors are available in the labs, lecture rooms, auditorium, and classrooms.
- The Institute keeps up enough configuration servers to enable quick data transfer to the different computers.
- Purchase and routine updation of office automation programmes for PCs and laptops, such as Microsoft Office, Open Office, and antivirus software is done.

Expected Outcomes:

The following are the anticipated results of this policy:

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

1. Academic Coordinators are appointed for both the batches who are responsible for all students in their class/division.

2. The role of Academic Coordinators are essentially that of a counselor and first point of contact for all students.

3. The Academic Coordinators are available to the students as a guide in all academic as well as personal matters of the students.

4. The Academic Coordinators are the information sources and coordinators for informing the students for all Institute activities.

5. The Academic Coordinators encourage student participation in all academic and co-curricular activities.

6. Training and Placement Officer is responsible for arranging internships, training and placement.

7. The Academic Coordinators appoint Class representatives from each class to assist them.

8. The Academic Coordinators regularly call and meet the irregular students and encourage them for more active participation in class.

9. The Academic Coordinators interact with parents and regularly brief them about their ward's progress.

10. The Academic Coordinators explain the working of the attendance software to students and parents.

11. The Academic Coordinators identify slow learners and motivate/counsel them to improve their performance.

12. The Academic Coordinators encourage all students to get practical knowledge in addition to the theoretical knowledge of the syllabus and coordinate with subject teachers to encourage field trips and educational tours.

13. The Academic Coordinators coordinate with Institute authorities and report to them about the mentoring activities carried out by them from time to time.

ALTERNATE ENERGY SOURCES AND ENERGY CONSERVATION POLICY

Energy and environmental conservation are critical for long term viability of any set-up. Rizvi Institute of Management Studies and Research has sustainable environmental and energy consumption practices. The Institute has taken initiatives to minimize the use of electricity. As a result of which the Institute has been designed to achieve maximum utilization of natural light inside all classrooms, seminar hall and computer lab during daytime.

OBJECTIVES

- To create awareness among the students and staff members about the techniques of reducing energy consumption.
- To educate the students and staff members on methods of energy conservation by minimizing use of electricity.
- To avoid wastage of energy.
- To preserve an eco-friendly environment.

GREEN AUDIT

- The Institution has got green audit performed by an approved agency.

ENERGY AUDIT

- An energy audit was conducted by an authorized auditor to find out the status of energy utilization of the Institute.

ENVIRONMENT AUDIT

- Along with green audits, the also conducts environment audit, the parameters like soil, air, noise, and water qualities are taken into consideration for maintaining a clean environment of the campus.

GREEN CAMPUS INITIATIVE POLICY

A green campus is a place where environment friendly practices and education are combined to promote sustainable and eco-friendly practices in the campus. The green campus concept for us means taking lead in redefining our environmental culture, continuing to develop and implement an integrated green campus policy. Our Institute implements the following practices towards establishment and maintenance of green campus:

Restricted entry of vehicles:

Entry of motor vehicles is strictly prohibited inside the campus except for faculty and staff members. Separate parking facilities for such vehicles at notified places.

Ban of use of plastic:

In order to have awareness on the hazardous effects of plastic usage, our Institute has displayed suitable signboards to spread awareness.

Landscape with tree and plant:

As per the green practices in the campus, Rizvi Institute of Management Studies and Research is moving in the direction of a green Institution by planting more trees in and around the campus. The garden at first floor and ground floor (sharing basis) consists of local species of trees which make the campus cool during hot summer months and at the same time improves the ambience of our campus.

WATER CONSERVATION

Water is the fundamental requirement of life. Water is very important to sustain life to save earth. Today water is under severe threat due to population growth, increased demand from agriculture and industry, and worsening climate. Sustainable development is essential for water conservation. Our Institute depends on ground water for its water needs.

Objectives:

- To use water resources efficiently without wastage.
- To provide adequate water supplies to meet demands of the campus.
- To provide clean, safe, reliable drinking water at all times.
- To enable water storage and propose management of surface and ground water resources as also to prevent contamination.

The following measures are taken for the conservation of water:

A water conservation committee of Rizvi Education Society (Trust) creates and executes the water management policy in our campus. this committee primarily ensures the regular monitoring of the quality of drinking water, maintenance of the water distribution system and effective utilization of the waste water, thus ensuring that there are no leakages and wastage of precious water through joints and valves etc. Our Institution has the following water conservation facilities:

- Bore well
- Municipal water
- Water storage tank

Effective waste management through efficient disposal or recycling is an important process for any organization as it impacts the health and environment of not only those who work and live on campus, but also those in the surroundings. Therefore, providing a healthy and safe environment is our top priority.

Solid Waste Management:

Routine solid waste is daily collected in dustbins at different locations, which are emptied in movable containers and carts, after segregating into different types of bio and non-bio degradable waste and taken to the municipal trucks which arrive at the main gate of our campus.

Liquid waste Management:

The non-reusable liquid waste is sent through drainage to corporation drainage system. Water discharged from AC is collected and used to water plants in the garden.

E-Waste management:

The E-waste generated, if not used by the, is then transferred to Rizvi Education Society's (Trust) office for further process. Students and staff members are supposed to dispose-off the e-waste at specially designated bins.

HAZARDOUS CHEMICAL AND RADIOACTIVE WASTE MANAGEMENT

The Institute does not have any laboratories, hence no hazardous chemicals nor any form of radioactive elements are used in the Institute.

The following management of various types of degradable and non-degradable waste facilities is available at our Institute:

- Solid Waste Management
- Sanitary napkin Incinerator
- Liquid Waste Management
- E-Waste Management

POLICY FOR PROVIDING FINANCIAL SUPPORT TO FACULTY MEMBERS

The Institution's policy regarding the provision of financial assistance to faculty members aims to facilitate their participation in conferences, workshops, seminars, and other academically relevant events, thereby fostering their professional and scholarly growth.

Objectives:

1. **Encouragement of Scholarly Engagement:** Encourage faculty members to present their research findings at both national and international conferences and seminars.

2. **Intellectual Exchange:** Support faculty members in engaging with contemporary developments, emerging challenges, and future prospects within their respective academic domains.

3. **Advancement of Academic Endeavours:** Foster the promotion of teaching-learning methodologies, research endeavours, extension activities, and governance through active participation in academic forums.

4. **Academic Enrichment:** Enhance the academic credentials and exposure of faculty members through their involvement in scholarly gatherings.

Policy for Attendance of Conferences, Workshops, and Seminars:

This policy relates to financial support towards attendance at conferences, workshops, seminars, as well as covers membership fees for professional associations. It applies to all full-time faculty members of the Institution who have successfully completed their probationary period.

Policy Guidelines:

1. **Scope of Financial Support:** Financial assistance encompasses participation in seminars, workshops, conferences, and training programs, both online and offline, held within India or abroad, along with coverage for professional body membership fees.

2. **Reimbursement Coverage:** The support includes reimbursement of registration fees and travel allowances to encourage faculty development and exposure.

3. **Local Events:** For local conferences, only registration fees will be covered, alongside the provision of academic leave.

4. **Preference Criteria:** In cases where multiple faculty members are eligible and have requested financial assistance, priority will be given to those who have not previously availed such support.

5. **Selection Criteria:** Should multiple faculty members express interest and none have previously received financial assistance, preference will be accorded to the faculty member with a higher number of published research papers.

6. **International Participation:** Financial support for attending international conferences or development programs is limited to one event per faculty member every two years.

Procedure:

1. **Application Submission:** Faculty members are required to submit applications, in the prescribed format, to the principal. These applications should include comprehensive details of the event, accompanied by the invitation letter or registration information. Submissions for national-level events should be made at least two weeks in advance, while those for international events should be made at least two months in advance.

2. **Ensuring Academic Continuity:** Faculty members must ensure that their teaching responsibilities will not be compromised due to their absence.

3. **Post-Event Reporting:** Within one week of returning from the event, faculty members must submit a detailed report of their participation, accompanied by relevant certificates and photographs.

4. **Reimbursement Procedure:** All relevant documentation, including bills, tickets, boarding passes, etc., should be promptly submitted upon the faculty member's return to the institute for reimbursement purposes.

This policy seeks to facilitate and incentivize the active engagement of faculty members in scholarly activities, thereby contributing to their professional growth and the overall academic enrichment of the institution.