



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		NIRMALA MEMORIAL FOUNDATION COLLEGE OF COMMERCE AND SCIENCE
Name of the head of the Institution		Smt. Swiddle P. D'Cunha
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		02228705440
Mobile no.		9004693948
Registered Email		principalnirmalacollege@gmail.com
Alternate Email		nirmalanaac2017@gmail.com
Address		D.S.Road, Asha Nagar, Thakur Complex
City/Town		Kandivali (East) Mumbai
State/UT		Maharashtra
Pincode		400101

<b>2. Institutional Status</b>	
Affiliated / Constituent	<b>Affiliated</b>
Type of Institution	<b>Co-education</b>
Location	<b>Urban</b>
Financial Status	<b>Self financed</b>
Name of the IQAC co-ordinator/Director	<b>Dr Poonam Naresh Kakkad</b>
Phone no/Alternate Phone no.	<b>02228543234</b>
Mobile no.	<b>9833125784</b>
Registered Email	<b>nirmalanaac2017@gmail.com</b>
Alternate Email	<b>poonamkakkad0803@gmail.com</b>

<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="http://nmfdegree.edu.in/upload/aqar/1575452361.pdf">http://nmfdegree.edu.in/upload/aqar/1575452361.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	<b>Yes</b>
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://nmfdegree.edu.in/upload/academic-calender/1616389975.pdf">http://nmfdegree.edu.in/upload/academic-calender/1616389975.pdf</a>

**5. Accrediation Details**

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
<b>1</b>	<b>B++</b>	<b>2.80</b>	<b>2017</b>	<b>12-Sep-2017</b>	<b>11-Sep-2022</b>

<b>6. Date of Establishment of IQAC</b>	<b>13-Jun-2013</b>
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**7. Internal Quality Assurance System**

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
<b>MoU with SSB academy</b>	<b>16-Sep-2019</b>	<b>18</b>

	2	
MoU with Computrain for counselling on study abroad	05-Feb-2020 2	2500
Comfort Chairs for staff members	02-Nov-2019 7	75
Training to staff members on ISO	03-Jan-2020 3	33
Commencement of Department Lifelong Learning and Extension (DLLE)	13-Sep-2020 2	40
Joy of Research Workshop	22-Feb-2020 6	90
Making of Newsroom	25-Nov-2020 6	330
Six Day National Level FDP on Research Methodology	08-Jun-2020 2	60
5 Day National Level Online Faculty Development Programme	09-May-2020 3	857
Five-day International FDP was in association with the Griffith University, Australia	04-May-2020 3	705
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2020 0	0
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<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes

Upload the minutes of meeting and action taken report	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	Yes
If yes, mention the amount	373001
Year	2020

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

1. The Faculty Development Program (FDP) was conducted The Five day International FDP was in association with the Griffith University, Australia. Title - How to Train Media Students to Handle Pandemics like Covid 19

2. Making of Newsroom The program of Mass Media and Communication called for a need of making a newsroom. Practical and hands-on experience is given to students aspiring to do a specialization in journalism.

3. Internal Auditor training- A training session took place to train selective staff members who are appointed as internal auditors for ISO certification.

4. Commencement of Department of Lifelong Learning and Extension (DLLE)

5a. MoU with SSB academy and introduce coaching for cracking entrance and competency exams for government jobs  
5b. MoU with Computrain for counseling on study abroad  
5c. Ideal Management for CET / MBA and CAT Examination

[View File](#)

**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achivements/Outcomes
Research Cell/ Center Promoting Research	Minor Research Projects of University of Mumbai undertaken by five teachers. Total Grants Sanctioned Rs. 1,79,000/.
Research Cell/ Center Promoting Research	Six Day National • A 6- Day Online Faculty Development Programme was organised on 'Research Methodology- Refining Researching Skills' by NMFC in collaboration with SNDT Arts and Commerce College for Women, Pune & Balaji College of Arts, Commerce & Science, Pune from 8 June, 2020 to 13 June, 2020, where 60 participants were benefitted.

Research Cell/ Center Promoting Research	One Day State Level Workshop , The Joy of Research 22nd February 2020. Number of participants attended were 90. The eminent resource persons were CMA Dr. Kinnary Thakkar, Professor and Head, Department of Commerce, University of Mumbai and Prin. Dr. K.Y. Shinde, Sant Gadge Maharaj College, Khetwadi, Mumbai
Remedial Lectures for Slow Learners	Result improvement in March 2020 Examination
Student Empowerment	Commencement of DLLE from 13th September 2019
Teaching and non Teaching Staff Development	Training to teaching and non teaching staff members- Faculty Development Programme on "Get acquainted with various investment options" organised on Friday, 27th September, 2019
Teaching and non Teaching Staff Development	Training to teaching staff for use of ICT on Optimizing the use of MOOCs (Practical Session) organised on Tuesday, 17th December, 2019
Teaching and non Teaching Staff Development	Training to staff members- Topic "Know Yourself" organised on Saturday, 15th February, 2020
College Infrastructure Development	Development of New Room
<a href="#">View File</a>	

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
CDC - College Development Committee	02-Nov-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

Date of Submission

18-Jan-2020

17. Does the Institution have Management Information System ?

No

Part B

**CRITERION I – CURRICULAR ASPECTS**

## 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The college is affiliated to the University of Mumbai. To make the curriculum more effective and in keeping with the objectives of the college the following steps have been taken:

- Each faculty member submits a Term wise Teaching plan at the beginning of the semester to the coordinators.
- Each department prepares academic calendar and submits to IQAC to prepare the college level academic calendar
- An academic calendar is prepared and uploaded in the college website.
- Every department submits an activity calendar for the month which they try and adhere to.
- The progress of the department is maintained through regular tests, presentations and semester end Exams
- Staff meeting is conducted term-wise.
- Time tables are prepared well in advance and made available before the commencement of each semester.
- Remedial classes and tutorials are conducted for the weaker students.
- Through the Suggestion Box the Principal is made aware of problems.
- Co-curricular activities - Quiz competition, Essay Writing Competition, Management quiz, Leadership Lectures Individual Department Activities
- The B.Sc. (IT), B.Sc (CS), B. Com(Computer Systems and Applications) maintain journals for the practical aspect of the paper.
- The department ensures frequent field visits, guest lectures, seminars and workshops;
- The participation of faculty members in national and international seminars and conferences and course structure committees to implement effective teaching methodologies in the classroom
- As per University Requirement, review of curriculum is done on monthly basis by the coordinator.
- Committees such as Cultural Committee, Placement Committee, Library Committee and Women Development Cell prepare the schedule of activities for the academic year and submit the same to the IQAC Support from the University:
- The University organizes workshops and seminars through the Board of Studies for each department. They help to orient the teachers to the syllabus, question paper pattern, Practical examination (where required) new elements in the syllabus and revised syllabi.
- The University from time to time sends notices and circulars to the institution so that they are kept abreast of developments in curriculum.
- The University website is also searched extensively to keep abreast of information on curriculum and examinations.

Support from the Institution:

- Teachers are encouraged to attend seminars and workshops related to their subjects.
- The College Departments meet regularly for syllabus planning and discussion on issues related to their subjects and further streamline its implementation.
- The use of ICT helps to integrate teaching with technology. There are LCD's available in every class room. Computers with internet connection and Wi-Fi are available.
- The Institution constantly strives to upgrade its infrastructure to meet the challenges of a technology driven environment. Apart from providing technological solutions, teachers are given a free reign to interpret and meet the demands of the curriculum.
- Book Bank facility is available for the financially backward students
- Guest lectures and Industrial visits are organized for the students to understand the implementation of theory in the real world.
- Certificate courses are offered.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	Nil	0	NIL	NIL

## 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
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BMS	Human Resource Management	10/06/2019
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	Nil	10/06/2019
BCom	Accountancy and Finance	10/06/2019
BMS	Nil	10/06/2019
BA	Multimedia and Mass Communication	10/06/2019
BSc	Information Technolgy	10/06/2019
BSc	Computer Science	10/06/2019
MCom	Advanced Accountancy	10/06/2019
MCom	Business Management	10/06/2019
MSc	Information Technology	10/06/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	542	Nil

### 1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Online Skill Development Program	11/09/2019	52
Tally	30/07/2019	35
Digital Marketing	30/09/2020	47
Spoken Tutorial IIT	23/12/2019	200
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Accounting and Finance	112
BMS	Nil	108
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### 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Nil
Employers	Nil
Alumni	Yes

Parents	Yes
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1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?  
(maximum 500 words)

Feedback Obtained

• The institution is affiliated with the University of Mumbai and follows their recommended curriculum. We have initiated a process of feedback from students, alumni, and parents where they are asked to give suggestions on how to improve the curriculum. The links to all these feedback forms are present on the college website. • Feedback processes of the institution involve the following sequence o Feedback collected, o Feedback analyzed o Action is taken based on analysis

**CRITERION II – TEACHING- LEARNING AND EVALUATION**

**2.1 – Student Enrolment and Profile**

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	Nil	2700	3000	1375
BCom	Accountancy and Finance	387	500	347
BMS	Nil	387	500	378
BSc	Information Technology	540	450	314
BSc	Computer Science	360	250	198
BA	Multimedia and Communication	387	500	318
MCom	Advanced Accountancy & Business Management	360	300	290

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**2.2 – Catering to Student Diversity**

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	2930	325	22	Nil	10

**2.3 – Teaching - Learning Process**

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
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	Resources)				
32	10	243	27	Null	5
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The institution does have a student mentoring system. The institution aims to achieve the following by mentoring our students. They are: 1. Receive academic help. 2. Receive emotional and personal counseling. 3. Learn study skills. 4. Improve social skills. 5. Have the attention of another caring adult. 6. Discover new options and opportunities. 7. Set goals for the future. The IQAC under the supervision of the Principal monitors the quality of the teaching-learning process. Preparation of academic calendar, teaching plan, and its effective implementation help the faculty to complete the syllabus well in time. The Principal and the respective head of the departments, at periodic intervals, review the progress of completion of the syllabus. IQAC with the consent of the concerned faculty and /or Department helps the teacher for organizing extra lectures/practicals so as to complete the syllabus satisfactorily. Student's progress is monitored during the lectures and/or practical and corrective measures are taken for slow learners. Contact lectures, remedial lectures, and revision lectures are arranged as corrective measures to motivate and improve the performance of the slow learners. All departments submit their reports of the teaching-learning process to the IQAC which enumerates and analyses the reports and suggest measures to improve the academic curriculum. Periodic feedback is taken from students by IQAC to evaluate faculty performance in classes engaged by them. Subsequently, the feedback is analyzed and shared with the teachers so that any improvement required can be implemented. The placement cell of the institution arranges career counseling workshops and seminars to understand the new options and opportunities for every student. The institution also has a personal counselor visiting the campus once every week to help and mentor those students who are in necessary for personal counseling

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3255	32	1:102

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
24	24	24	24	Null

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2020	Dr. Poonam Kakkad	IQAC / CIQA coordinator	Awarded as Young Researcher Award at Maharashtra Commerce Association , State Level , on Sunday 19th January 2020
2019	Dr. Poonam Kakkad	IQAC / CIQA coordinator	Special invitee in BoS in Commerce and Management
2019	Dr. Poonam Kakkad	IQAC / CIQA coordinator	appreciation by Hon. VC for handling OSM On Screen Marking at

			Univeristy of Mumbai
2019	Dr. Megha Juvekar	Assistant Professor	NSS IN AREA COORDINATOR representating University of Mumbai
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## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	1S00256	SEM 6	08/10/2020	03/11/2020
BSc	1S00256	SEM 6	08/10/2020	06/11/2020
BA	4000156	SEM 6	10/10/2020	29/10/2020
BMS	2M00156	SEM 6	08/10/2020	02/11/2020
BCom	2C00456	SEM 6	08/10/2020	04/11/2020
BCom	2C00146	SEM 6	09/10/2020	29/10/2020
<a href="#">View File</a>				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The Digital Exam Paper Delivery (DEPD) system was removed for First Year (Sem I and Sem II) and Second Year (Sem III and IV) for all the programs conducted in the college from the academic year 2019 -20 by the University of Mumbai. Therefore, First and Second year Semester end exams are now conducted by the college on behalf of the University of Mumbai. In view of this, the college took the following steps to implement the above system for the smooth conduct of the examinations. As per University norms for each course 3 Sets of Question Papers need to be set. Three Paper setters were selected by the Principal and the Head of the Department for each course. An exclusive room was provided with CCTV surveillance to maintain confidentiality according University norms. The room is equipped with computers and laptops with webcams, printer and two photocopier machines to enable the college to speedily process the downloaded papers (Final Year Exam) and College exam papers to be sent to respective blocks on time. Papers were sealed in an envelope in the exam room which were opened by the respective block supervisors only after taking the signature of one student from the block on the sealed envelope. This practice has helped to maintain the confidentiality of papers during the distribution of the papers. The Examination Committee of the college plays a major role in implementing all the norms laid down by the University of Mumbai. The students have the facility of obtaining a photocopy of the assessed answer books for Verification and Revaluation as per the ordinances and regulations of the University of Mumbai.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The institute prepares a detailed academic calendar which includes the details of term-wise academic activities. The calendar reflects the number of days available for teaching, tentative dates of the examinations and dates of other curricular and extra-curricular activities. On the basis of academic calendar,

a detailed timetable is prepared by the respective departments. Faculty members prepare their own teaching plan which is being monitored by the respective Head of the departments and the Principal. Definite numbers of hours are assigned to each unit of the syllabi which enables the faculty to plan their teaching activities and to ensure the completion of the syllabi as per the academic calendar. Thus, the institution does not face any challenges in completing the curriculum within the planned time frame and academic calendar. The tentative dates of the various curricular, extracurricular and cocurricular activities are made known to the faculty members well in advance based on which they prepare the teaching plans. In case of any eventuality, faculty members take extra classes and complete the curriculum as per the time frame.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://nmfdegree.edu.in/program-outcome>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
1S01124	MSc	Information Technology	15	15	100
2C00534	MCom	Nil	147	136	93.75
1S00256	BSc	Information Technology	88	84	95.45
1S00156	BSc	Computer Science	59	59	100
4O00156	BA	Multimedia and Communication	91	88	96.70
2M00156	BMS	Nil	109	106	97.25
2C00456	BCom	Accountancy and Finance	120	120	100
2C00146	BCom	Nil	311	290	93.24

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## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://drive.google.com/drive/folders/1IdpPfnOw1AdaKu42W9WAFiZB8cmjZSMN>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding	Total grant	Amount received

		agency	sanctioned	during the year
Minor Projects	2	University of Mumbai	179	179
<a href="#">View File</a>				

### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Relevance of Intellectual Property Rights (IPR) with special reference to Trademarks and Copyrights	Research Cell IQAC	10/08/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Awarded as Young Researcher Award	Dr. Poonam Kakkad	Maharashtra Commerce Association	20/01/2020	age 36 and below
<a href="#">View File</a>				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nil
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### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
10000		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Commerce	2	6.4
National	BMS	2	6.2
International	Commerce	2	5.6
<a href="#">View File</a>			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
BMS	2

[View File](#)

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	Nil	0	NIL	Nil
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nil	Nil	Nil	NIL
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	32	162	49	159
Presented papers	4	2	Nil	Nil
Resource persons	7	3	Nil	6
<a href="#">View File</a>				

### 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Session on blind faith for Ashram School	ANIS	2	10
Visit to orphanage	Nityanand Orphanage	2	15
Visit to old age home	Citizen welfare society	2	15
Share with care for Kolhapur relief fund	Goonj NGO	2	15
Traffic controlling during Ganpati	Samta Nagar Police station	2	60
Blood Donation Camp	Lions club and Meenatai Thackery Blood bank	2	80

Stem cell donor registry	MDRI	2	25
Beach cleaning	Kushiya Foundation	2	15
Collection of Plastic	Bisleri	2	20
Pulse polio immunization	BMC	2	24
<a href="#">View File</a>			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Skit performance for spreading awareness about	1st Prize	Aarus foundation	14
Poster Making Competition	2nd Prize	NIC	1
Poster making competition	3rd Prize	UDAAN	2
Plastic collection for recycling	Recognition	Kushiyaan foundation	50
<a href="#">View File</a>			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NIL	NIL	NIL	Nil	Nil
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### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	NIL	NIL	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL	Nil	Nil	0

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
SSB-Institute	25/07/2019	Central and State Govt. Exam	19
Endeavour Careers Pvt. Ltd.	25/06/2019	Career options	453
Careersanta.com	23/11/2019	Placement cell	150
M/s. Ideal Management	03/01/2020	Career planning	5

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## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
412.05	401.71

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Classrooms with LCD facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added

[View File](#)

### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SMS Library Management System	Fully	1	2018

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total

Text Books	17491	2223834	2178	329645	19669	2553479
Reference Books	8588	4198916	193	140916	8781	4339832
e-Books	80409	Nill	Nill	Nill	80409	Nill
Journals	47	99009	Nill	Nill	47	99009
e-Journals	3828	Nill	Nill	Nill	3828	Nill
Digital Database	1	35400	Nill	Nill	1	35400
CD & Video	125	Nill	Nill	Nill	125	Nill
Others(s pecify)	2	11998	Nill	Nill	2	11998
Library Automation	1	17700	Nill	Nill	1	17700
<a href="#">View File</a>						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nill
No file uploaded.			

#### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	287	6	3	0	0	7	4	50	0
Added	0	0	0	0	0	0	0	0	0
Total	287	6	3	0	0	7	4	50	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

50 MBPS/ GBPS
---------------

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	<a href="#">NIL</a>

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year



Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
138.7	12273560	412.05	40171114

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The procedures and policies for maintaining and utilising physical, academic and support facilities are well placed in the institution. The details are furnished below: Understanding that maintenance is a common issue in all institutions, a well framed policy and procedure have established for maintenance, repairs, upgradation of physical and academic support facilities. Maintenance Policy and Procedures: The institution has maintained a complaint register where problems are recorded. The Maintenance Committee keeps a check on the register regularly and arranges for the visit of a technician whenever a need arises. The technician handles the problem and issues job completion report. Bills and payment is forwarded to the Accounts and Finance Department for further payments. The Maintenance Committee on a regular basis furnishes the maintenance reports. The committee has been maintaining annual maintenance contracts for items like computers, photocopy machines, air conditioners, elevators, printers etc. Utilisation of Common Facilities such as Auditorium, Seminar Halls and Supports equipment: The institution maintains a requisition form / book which is made available to teachers for booking the use of infrastructure and facilities like seminar hall, auditorium, etc. After the conduct of the event, a feedback form is submitted by the event organiser for conducting a check on amenities utilised during the event. However, when special requirement is anticipated, such as use of auditorium by outside agencies, procedures for permission, sanction, charges to be levied and norms for usage are laid down in advance. Use of Books Issued by Library: General rules and circulation counter rules, rules on use of e resources and other facilities like Kindle are made clear to students by making it noticeable on website and notice boards. Maintenance of Classrooms and Laboratories: The Maintenance Committee on fortnightly basis supervises classrooms, any damage observed which requires a repair or change of equipment, which is reported in the complaint register. Course of action is taken within a span of a week. At the end, the committee forwards the repair bills to the Accounts and Finance department. Following these procedures helps the institute avoid red tape obstructions.

<http://nmfdegree.edu.in/procedures-policies>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	ANGC SCHOLARSHIP	68	680580
Financial Support from Other Sources			
a) National	NIL	Nil	0
b) International	NIL	Nil	0

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
NIL	Nil	Nil	NIL
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Counselling and training for government jobs related examination	19	Nil	Nil	Nil
2020	Counselling and training for CET/CAT-Coaching for MBA (Full Course)	4	Nil	Nil	Nil
2019	Placement assistance	Nil	26	Nil	Nil
2020	Counselling for study abroad opportunities	Nil	15	Nil	Nil
<a href="#">View File</a>					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	15

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
42	256	11	5	68	8
<a href="#">View File</a>					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	5	BMS	BMS	NIRMALA MEMORIAL FOUNDATION COLLEGE OF COMMERCE & SCIENCE	MCom
2019	62	BCom	COMMERCE	NIRMALA MEMORIAL FOUNDATION COLLEGE OF COMMERCE & SCIENCE	MCom
2019	2	BMS	BMS	THAKUR INSTITUTE OF MANAGEMENT STUDIES & RESEARCH	MBA
2019	1	BCOM (Accounting Finance)	COM (Accounting Finance)	KUMARAGURU COLLEGE OF TECHNOLOGY	MBA
2019	2	B.Sc	Information Technology	PATKAR VARDE COLLEGE	M.Sc
2019	3	B.Sc	Information Technology	THAKUR COLLEGE OF SCIENCE & COMMERCE	M.Sc
2019	2	B.Sc	Computer Science	THAKUR COLLEGE OF SCIENCE & COMMERCE	M.Sc
2019	1	BCOM (Accounting Finance)	BCOM (Accounting Finance)	NM COLLEGE, IBS MUMBAI	Mcom
2019	1	BCOM (Accounting Finance)	BCOM (Accounting Finance)	INSTITUTE OF COST ACCOUNTING OF INDIA	ICA

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	12
GMAT	1

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### 5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
chess Table-Tennis	Intra-Collegiate	26
Carrom	Intra-Collegiate	46
Annual Sport Meet	Intra-Collegiate	578
Chess	Inter-Collegiate	25
Carrom	Inter-Collegiate	100
Nirvaan	Inter-Collegiate	300
Christmas Week	Inter-Collegiate	78
Freshers Party	Inter-Collegiate	712
Nirmalas Got Talent	Inter-Collegiate	220
Saree and Tie Day	Inter-Collegiate	1650
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### 5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Gold Medal (Open State Taekwondo Championship)	National	1	Nil	19SMM094	Chandan Parida
2019	Chakravayuh (Debate)	National	Nil	2	19FMM085	Om Singh & Abbas Rizvi
2019	Chakravayuh (AD-Making)	National	Nil	1	19FMM085	Abbas Rizvi
2019	Chakravayuh (Radio Jockey)	National	Nil	1	19FMM085	Abbas Rizvi
2019	CONVENGO (Mr.Mumbai)	National	Nil	1	19FMM085	Abbas Rizvi
<a href="#">View File</a>						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Formed in 2018 to build greater dialogue and communication between the students, teachers, and management of Nirmala Memorial Foundation College of Commerce and Science, the Student Representatives Committee (SRC) continued to play an important role. The SRC provides a platform for students to showcase

their skills and also assisted in the planning and execution of the following events: ? Fresher's Party (22nd July 2019): -Fresher's party was organized by the college to give a warm welcome to first year students of B.Com, B.Sc.IT/CS, BMS, BAF and BMM. The members of SRC supported in the management of this get-together. FY students of the college reached out to the SRC with positive feedback of the fresher's party and requested to organize many such events/parties for the students. ? Students' Forum: -The event held in the college auditorium provided a platform for the college students to participate in various events such as dance, singing, and skits. ? Sports Day: -. SRC members encouraged and motivated the college students to actively participate in various Sports-related competitions organized by the college. In addition to taking part in the games, the SRC members also volunteered on-ground to ensure the smooth and orderly execution of the sports events organized by the college. ? Christmas Bash:- The SRC supported the BMM department in planning and conducting the activities as part of Christmas celebrations. A mob dance, an open talent competition, celebrating Christmas with orphanage children, and a Christmas Bash was part of the festivities. ? Nirvaan 2020:-The SRC members played a vital role in ideating, promoting, marketing, sponsorship, celebrity/judge invitation, planning to execute the annual inter-collegiate festival Nirvaan 2020. The entire on-ground execution of the events was ably handled by the SRC members ? Complaints and Suggestions: Other than events and festivals, SRC is always open to various suggestions and complaints. Students always feel free to approach Members of SRC to report a complaint or give a suggestion regarding the betterment of the college. Immediate action is taken on valid Suggestions/Complaints after thorough discussions and approval of the superiors.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

**BEST PRACTICE-** 1. Centralized Management with Decentralized Administration. Policies related to the institute are framed by the Management and the Principal in consultation with Advisory Committee, Local Managing Committee, IQAC, etc., therefore the elements of centralised and decentralised administrative processes are visible. Active Management and quick decision making at the top level has helped the institute in creating a good infrastructure and a high academic standard. Every faculty member, the administrative and supporting staff and student representatives have a role in various decisions at the departmental levels. The quality of teaching-learning process has improved due to the use of ICT resources and up gradation of

subject knowledge and in the exchange (In the course of Business Economics and Accountancy) of the faculty members from time to time. Good administrative system and procedures have resulted in optimum utilisation of human resources in the teaching-learning process. Employees are aware of their roles, duties and responsibilities, which have facilitated the smooth and effective functioning of the institute. Internal co-ordination and monitoring mechanism has facilitated quick decision-making and its implementation. Students' involvement in academic activities and different committees indicate the success of this practice. The outcome of the practice is that more number of students and faculty members are actively participating in extension and outreach activities every year. Problems faced and resources required for the implementation of the said practice: When employees proceed on leave or when there is absenteeism among supporting staff, minor hurdles tend to arise. Such situations are dealt with by allotting additional work to other employees so as to maintain smooth functioning on the campus. BEST PRACTICE- 2. Remedial Academic Support Students admitted to the institute come from an economically disadvantage background, low literacy rate, vernacular medium and first-generation learners. These factors hinder the academic growth of the students. To overcome said hindrances, the institute has adopted a practice of providing remedial academic support to slow learners in the form of contact lectures.

Initially, when the said practice was implemented on the basis of recommendations of IQAC and with the approval of the Management and the Principal the response from the students was less. But gradually the number of students in the contact lectures increased due to the continuous counselling of students from the faculty members. The contact lectures time table is uploaded on the college website. A meeting was facilitated in the month of January for slow learners to counsel and help them in improving their grades. 300 students benefited. Now they feel more free and comfortable to come up with their doubts and queries and get satisfactory solution. More and more slow learners have started attending the remedial classes as the contact lectures are conducted during the working hours of the college The success rate of the students has considerably increased because the institute does not charge any additional fees for conduct of contact lectures. Attendance is taken during the contact lectures.

6.1.2 – Does the institution have a Management Information System (MIS)?

No

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	We are affiliated to the University of Mumbai we follow the syllabi revision as prescribed by the Board of Studies of different subjects. The college cannot make changes in the Curriculum that is designed by the University. However, a number of Faculty members from the college have contributed in syllabus revision and also been appointed as paper setters at University level. • The Institution invites eminent academicians to provide expert guidance to all programs Institution offers certified Enrichment and Value-added courses for the students.

<p>Teaching and Learning</p>	<p>Faculties prepare a teaching plan based on the teaching days available for class instruction. The syllabus covered by each faculty is reviewed by the Head of Department. The Principal reviews the teaching plans along with student's attendance reports. • The Institution has 27 equipped classrooms with overhead projectors and audio visual system. Separate laptops, VGA cables, portable LCDs are used • Newly developed Newsroom and Photography Room according to the requirement of syllabus • Field Industrial visits, Outdoor management trainings and Workshops on skill enhancement are organized for faculties and students • Virtual classes on platform Zoom were conducted for M. Com during Lock-down phase I period</p>
<p>Examination and Evaluation</p>	<p>The Institution follows all the ordinances as laid down by the University of Mumbai with regard to examination, evaluation, gracing, re-evaluation, moderation, verification, photocopy, remuneration and student progression. A formal Unfair Means Inquiry Committee (UMIC) follows the ordinance 5050 of the University of Mumbai • Centralized Assessment Program CAP • The Examination Committee, in coordination with Office of the Principal, works for declaration of results within the stipulated time. • The committee also facilitates for photocopying and revaluation of papers to address the grievances of the students. • The institution follows the On-Screen Marking (OSM) system for the TY exam assessment</p>
<p>Research and Development</p>	<p>• Minor Research Projects of University of Mumbai were undertaken by 05 teachers. A total grant of Rs. 1,79,000 was received by university for undertaking minor research projects. • Research cell and IQAC organized one day State Level Workshop in collaboration with Department of Commerce, University of Mumbai on "The Joy of Research" on Saturday 22nd February 2020. There were 90 participants from various colleges of Maharashtra. The eminent resource persons were CMA Dr. Kinnary Thakkar, Professor and Head, Department of Commerce, University of Mumbai and Prin. Dr. K.Y. Shinde, Sant Gadge</p>

Maharaj College, Khetwadi, Mumbai. • A 6- Day Online Faculty Development Programme was organised on 'Research Methodology- Refining Researching Skills' by NMFC in collaboration with SNTD Arts and Commerce College for Women, Pune Balaji College of Arts, Commerce Science, Pune from 8 June, 2020 to 13 June, 2020, where 60 participants were benefited.

Library, ICT and Physical Infrastructure / Instrumentation

• The renovated state-of- art air conditioned Library, spread into the area of 3228 sq feet with the seating capacity of 197 people is divided into ten sections: the Lounge area Circulation Section Reading hall Teachers' reading section Reference book counter Digital Library section (18 computers) Periodical booth section photocopying area and the Librarian's Desk. • There are INFLIBNET's NLIST and Web-OPAC facilities • 27 classrooms are equipped with overhead projectors and audio-visual system • There are 6 computer labs with 189 computer systems with broadband internet connectivity, licensed software, free Wi-Fi network on floors with 3 dedicated servers. • Well-equipped new Newsroom, Wellness center and Photography room.

Human Resource Management

Well qualified faculties are recruited as per the Government and University rules and norms • Various leave facilities to employees including study leaves for faculties pursuing research and competitive exams like NET/SET/PET. • Faculty members are encouraged to attend seminars, workshops, conferences symposium. • Faculty members are encouraged to take up minor research projects with financial assistance from University of Mumbai. • Faculty Development Programs are conducted for teaching and non-teaching staff members. • Recreation activities for all staff members like picnic, yoga sessions, stress management workshops are also conducted

Industry Interaction / Collaboration

• Various departments organize field trips for the students. • Internship Program for BMS Students offer valuable career development opportunities. • Placement committee capitalizes the use of relations with industry in creating job opportunities for the students. • Experts from the industries are invited for the guest



	lecturers/seminar/workshops. • Four MoUs signed- 1. MoU with SSB on Coaching of competitive exams for Government Jobs 2. MoU with Computrain on training students aspiring for study abroad 3. MoU with Ideal Management for competitive exams for student aspiring to crack CET / CAT / SET / NET like tests. 4. MoU with Career Santa for Career Guidance
Admission of Students	The Institution follows the schedule provided by the University of Mumbai for the First-year admissions. Admissions are granted on the basis of merit and preferences offered by the students. All the required constitutional and social reservations are observed while granting seats. The institution has Gujarati linguistic minority status.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	Academic calendar, Program schedule, Notices, Faculty members' daily lecture records, Results, and Latest updates of activities executed in college are uploaded on the college website.
Administration	The administrative office uses fees software (EDUSPRINT)(WEB PORTAL), uses MIS (SMS Fees software) for smooth functioning of the administrative process Students can avail the facility of cashless fees (Credit/Debit card), Net Banking, or Demand Draft system. All administrative documents such as notices, application forms for bonafide students, transcript, NOC are available on the college website. (nmfdegree.edu.in)
Finance and Accounts	Finance and Accounts department functions with the help of the given below software: Accounts Section KDK-Spectrum MICM Administrative Office SMS Software MICM Fees Software MICM EDUSPRINT
Student Admission and Support	Notices and information related to college Admission is put on the website. Learners are helped and also taught to fill online forms. The merit list is displayed online. The Institution has functional website where students are provided with a separate login-ID to get their assignments, notes or other important notices. It also includes Web OPAC

	<p>facility where students can check the availability of the desired book in the library. The students can avail the facility of E-resource whereby they can have the access to past examination question papers, syllabus of courses, updates of new arrivals of reference books and they are encouraged to recommend a book, e-resources etc. Library has SMS Library Software MICM and for maintaining attendance record there is Attendance Software MICM.</p>
Examination	<p>Results are uploaded on the website and the software for making results is Result Software (RESO) - Inficare Solutions Ltd.</p>

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Ms. Vaishali Mishra	Women Development Cell	University of Mumbai	500
2020	Ms. Sumathi Rajkumar	Revised NAAC assessment and accreditation: challenges and path to move ahead	Wilson College	900
2019	Ms. Swiddle DCunha	Staff Academic Program - Orientation Program	University of Mumbai	1000

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	A Six Day Faculty Development Program on Research M	NA	08/06/2020	13/06/2020	60	Nil

	ethodology					
2020	A Five Day Faculty De velopment Program on Various tools for online teaching was shared by the learned senior faculties	NA	16/06/2020	23/06/2020	2184	Nil
2019	One Day Faculty De velopment Program on "Optimizin g the use of MOOCs (Practical Session)" by Dr Agnes D'Costa )	NA	17/12/2019	17/12/2019	30	Nil
2020	Faculty Developmen t Program on Advantages of QMS Cer tification to an Institute" by Dr Maushmi Dutta	Faculty Developmen t Program on Advantages of QMS Cer tification to an Institute" by Dr Maushmi Dutta	03/01/2020	03/01/2020	33	10
2020	A training session took place to train selective staff members who are appointed as internal auditors for ISO ce rtificatio n	NA	28/01/2020	29/01/2020	10	Nil
2020	Faculty	NA			25	Nil

	Development Program on "Know Yourself" by Ms. Arati Kedia		15/02/2020	15/02/2020		
2020	NA	A practical training session to non-teaching staff members on self-defence by Black Belt recipient, Ms. Monica Laishram	29/02/2020	29/02/2020	Nil	12
2020	An International level Faculty Development Program (FDP) was conducted by IQAC in association with Griffith University, Australia. FDP Topic - "How to Train Media Students to Handle Pandemics like Covid 19".	NA	05/05/2020	08/05/2020	705	Nil
2020	A 5 Day National Level Online Faculty Development Programme on "Emerging Trends And Practices in Accounting	NA	09/05/2020	13/05/2020	852	Nil

Taxation:  
Practitioner's Perspective"

[View File](#)

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
( PMMMNMTT) of ( MHRD) and Teaching Learning Centre Ramanujan College , University of Delhi	1	08/06/2020	14/06/2020	5
( PMMMNMTT) of ( MHRD) , Sydenham Faculty Development Centre	1	18/04/2020	23/04/2020	5
PMMMNMTT and MHRD Sydenham College	2	02/05/2020	06/05/2020	5
Pandit Madan Mohan Malviya National Mission on Teachers and Teaching and IIT Bombay ( PMMMNMTT)	5	20/04/2020	25/04/2020	5
UGC sponsord short term course organsied by Jawaharlal Nehru Technological University Hyderabad	1	16/05/2020	18/05/2020	5
organized by UGC- HRDC, Gujarat University, Ahmadabad	5	28/05/2020	03/06/2020	4
(PMMMNMTT) of ( MHRD) and Mahatma Gandhi National	1	11/05/2020	15/05/2020	4

Council of Rural Education sponsord by Pandit Madan Mohan Malaviya National Mission on Teacher Training				
ORIENTATION PROGRAMME UGC-HRDC, UNIVERSITY OF MUMBAI	1	04/11/2019	23/11/2019	4
<a href="#">View File</a>				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	Nill	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Financial support and loan facility to staff in case of financial necessity and untoward incident. Staffs are given the benefit of PF, Gratuity and Incentives. Professional counselling for emotional, mental and nutritional wellness	Financial support and loan facility to staff in case of necessity Non-teaching staff is insured through group insurance policy and medi-claim facility. Non-teaching staffs are also given festival advance for Diwali and Ganesh Chaturthi	Book bank facility for the underprivileged students. Students from socio-economically weak background are provided the facility to pay the fees in instalments. Payment of fees of needy students from the Students Welfare Account. Earn-While-You-Learn scheme for providing hands on experience for students. (Post-graduate and Under-graduate) The Institution has maintained Student Group Insurance to provide basic medical facility. Sanitary Napkin Vending Machines are installed in the girl's washrooms. Reading room made available for longer duration exams. Professional counselling for emotional, mental and nutritional wellness Special coaching for Professional Exams like Govt. jobs, MBA/MMS

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The institute has carried out its internal academic and administrative audit and their recommendations are implemented. Auditor: M/S SNH Associates, Chartered Accountants, FRN:132819W Auditor's Report is relating to accounts audited under subsection (2) of section 33 34 and rule 19 of the Bombay Public Trusts Act,1950. The external audit from ISO could not take place due to Covid 19 lockdown.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Arunis Abode Ltd. Arunis Group of Companies, HDFC Bank and others	373001	Intercollegiate Fest-NIRVAAN 2020
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

308700

**6.5 – Internal Quality Assurance System**

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Null	No	Null
Administrative	No	Null	No	Null

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Motivational lecture from a parent Mr. Inderjeet Singh Arora on "How to be a good volunteer" during NSS Camp 2. Special guest lecture from a parent cum entrepreneur Mr. Inderjeet Singh Arora for M. Com students on "Entrepreneurship and its impact after Covid-19". 3. Ms. Sandhya Borkar, Divisional Manager, SVC Bank and a parent was one of the speakers in a Faculty Development Programme on "Get acquainted with various investment options".

6.5.3 – Development programmes for support staff (at least three)

1. Development Programme on "Insights on Budget- 2019" on Saturday, 13th July, 2019 at 11.30 a.m. in the College Auditorium. CA Mr. Subhash Kedia, was the Guest Speaker. 14 non-teaching staff members were benefitted from the program. 2. Development Programme on "Get acquainted with various investment options" on Friday, 27th September, 2019 in Mini Auditorium. Ms. Tejashri Naik, Branch Manager at Shamrao Vithal Co-operative Bank (Kandivali East) and Ms. Sandhya Borkar, Divisional Manager, SVC Bank were the Guest Speakers. 10 non-teaching staff members were benefitted from the program. 3. Black Belt recipient, Monica Laishram gave practical training to non-teaching staff members on self-defense on 29th February 2020. 12 non-teaching staff members were benefitted from the program.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Making of well-equipped Newsroom and Photography room as per the requirement of syllabus 2. Four MOUs signed, successful Enrichment course (Spoken English Tutorial from IIT Mumbai) Value Added Courses (Tally, Digital Marketing,

## 6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

## 6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	6 Day FDP on 'Research Methodology -Redefining Researching Skills, Back to Basics', organized by NMF College in collaboration with SNDT Arts and Commerce College for Women, Pune and Balaji College of Arts, Commerce Science, Pune	08/06/2020	08/06/2020	13/06/2020	60
2020	Training to staff members- Topic "Know Yourself"	15/02/2020	15/02/2020	15/02/2020	25
2019	Commencement of DLLE	19/09/2019	19/09/2019	31/12/2020	40
2020	The Faculty Development Program (FDP) was conducted The Five-day International FDP was in association with the Griffith University, Australia. T	04/05/2020	04/05/2020	08/05/2020	705



	itle - How to Train Media Students to Handle Pandemics like Covid 19				
2020	Internal Quality Assurance Cell Accountancy Department in Association with WIRC of ICAI and Vasai Branch Of WIRC and Department of Commerce, University Of Mumbai Organised 5 Day National Level Online Faculty Development Programme On "Emerging Tre	09/05/2020	09/05/2020	13/05/2020	857
2019	Training to teaching staff for use of ICT on Optimizing the use of MOOCs (Practical Session)	17/12/2019	17/12/2019	17/12/2019	30
2020	Training to staff members on ISO - Advantages of QMS Certification to an Institute"	03/01/2020	03/01/2020	03/01/2020	33
2019	Making of Newsroom : The program of Mass Media and Co	25/11/2019	25/11/2019	31/12/2020	98

	mmunication called for a need of making of a news room. Practical and hands on experience is given to students				
2019	MoU with SSB academy and introduce coaching for cracking entrance and competency exams for government jobs	16/09/2019	16/09/2019	31/12/2020	18
2020	Inaugural of Incubation Center, Chief Guest Mr Anand Giri	14/02/2020	14/02/2020	14/02/2020	65

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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Gender Sensitivity Intercollegiate Program	28/02/2020	28/02/2020	30	20
Gender equity and COVID - 19	14/05/2020	14/05/2020	131	431

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

1. Plant distribution Belwadi Virar by Gaya Foundation 2. Paper bag and Cloth bag making and distribution 3. Tree plantation (05) 4. Distribution of 6 Water Wheel at Shahpur 5.To help the environment, in coordination with the NSS unit, 2 Bandara's were built in Belwadi village with the permission of the Forest Department. 6.Soaktit at Belwadi

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nil
Provision for lift	Yes	Nil
Ramp/Rails	Yes	Nil
Scribes for examination	Yes	1

#### 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	25/07/2019	5	ROAD SAFETY	The Road safety week was observed by NSS volunteers by having one to one interaction with bikers and telling them the safety measures to be followed while riding. A skit was also performed by volunteers to spread awareness. A sticker denoting phrase	200
<a href="#">View File</a>							

#### 7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Prospectus	06/06/2019	The Discipline committee ensures that the code of conduct

		mentioned in the published document (Prospectus) and uploaded on the website are strictly followed by the concern stakeholders, noncompliance of the rules, regulations are reported to the Head of the Institute, and required actions are taken.
Old Age Home Visit	14/02/2020	A visit to Nityanand old-age and orphanage was arrange to sensitize the volunteers with the current scenario of society. Our NSS unit donated walker to oldies and books to children. They were happy to receive both. Around 15 volunteers were part of of this event.
Orphanage Visit	28/08/2019	A visit to Nityanand old-age and orphanage was arrange to sensitize the volunteers with the current scenario of society. Our NSS unit donated walker to oldies and books to children. They were happy to receive both. Around 15 volunteers were part of of this event.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Visit to old age home	21/06/2019	21/06/2019	Nil
Woman's Day Celebration	07/03/2020	07/03/2020	50
Teacher's Day Celebration	05/09/2019	05/09/2019	75
Marathi Bhasha Divas Celebration	27/02/2020	27/02/2020	5
Ganpati Festival Celebration	01/09/2019	05/09/2019	50
No file uploaded.			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Energy conservation College has following practices to conserve energy by electronic equipment's means, by seeking out computing related equipment and

services have the lowest footprint possible. Ensuring that all computers have activated power management software to minimize energy consumption and put the computer in sleepy mode when not in use. Always turn off monitors. Adopt guidelines for extending the life of computers and components (i.e. follow manufacturers guidelines) and maximize (i.e. reuse, repair, recycle). Minimising the paper work and wastages go through eco friendly recycle process.

2. Waste management Efforts to reuse the e-waste like computers to teach the basics at the school level. Efforts to repair the computers and to be reused for students and library. The e-waste project has initiated by nature club.

3. Documentaries for Social Change: In collaboration with TV, the students' community clubs regularly organize display of impact making documentaries. Most of these documentaries pertain to environment, energy conservation, women empowerment, social change etc. These documentaries are further discussed by student groups, and their impact is evaluated and the recommendations are forwarded to the concerned developers, who are in close touch with the community clubs.

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

1. The Election commission event was held on Oct 21st 2019. The Event's venue was in Borivali sector. 100 students from our Nirmala Memorial Foundation College of Commerce Science actively took participation in this event. On the start of the day we had a meeting which involved planning about the activities that were going to be carried out on that day. The students who had participated in this event were from BAF, B.COM, and IT/CS department. At the beginning of the day we had a meeting with the seniors of election commission officer. They gave us the some of information about the election process and instructions about how we were going to carry out the task in those particular fields. Before the day of event, Our College had provided the details of the each volunteer which were participating for the event. We had got gratifying opportunity to get involve in such government service. The Entire event was conducted under the supervision of Mr. Sudham Pardesi who was the Deputy Collector of Election Commission of India. The election commission technical team had provide the search engine software for election which had helped the volunteer's to search the name of the electoral who came for vote. The software definitely make things easier as the app or the website took time to download details of users. Since our software was offline and had limited data, there were no issues of internet connection or heavy traffic Besides the intra-college activities, the college had also experienced the live voting process which was very informative on that day. ThThe event is covered in the new paper "Lokmat", "Mid-Day".

2. NSS unit of Nirmala Memorial Foundation College - Kandivali organised 7 days (6th to 12th January 2019) residential camp at Belvadi. This village has been adopted by the college and working for the betterment of villagers form last 2 years. This year following activities were carried out by the unit. A free dental check up camp was arranged for villagers around 200 people were benefited through this check up. The team of NSS volunteers worked hard to build 2 soak pits near hand pumps. These hand pumps will help the water to percolate under the ground instead of flowing on the road. This activity also made the village from mosquitoes. The Police Patil of the village has to say that this soak pits will help villagers for next 20 years. In co-ordination with Gaya Foundation 30 trees (mango, chiku, Jamun etc) were given to villagers and a promise from them was taken about preserving these trees. As per the requirement of Ashram school following sessions were conducted for students of the school - Self defense and health hygiene session by team of NSS volunteers under the guidance of Prof. Rishabh Desai. - Mr. Balaji Banate, NSS volunteer took a session on photography to develop the skills of selected students. - Dr. Megha Juvekar, Programme Officer of NSS unit

took a session on girls hygiene for girls studying form 8th to 12th std. A cultural evening was spent with villagers in which a Bharud, Maharashtra folk was performed for spreading awareness on different social issues like family planning, women empowerment and maintaining clean environment. Around, 500 villagers are benefited due to these activities. It was a good practical learning for volunteers to contribute and make a difference in the life of villagers. 3. Keeping the campus spick and span

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://nmfdegree.edu.in/best-practices>

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

1. Contribution in Society Welfare Keeping in mind the motive of the institution of lending hands in social development, the college rendered its service in Extending hands in Society Welfare and Awareness program. State Election Commission, 100 students of the College volunteered and got trained from the election commission technical team. The technical team had provided the search engine software for the election which had helped the volunteers to search the name of the electoral who came for a vote. <http://nmfdegree.edu.in/detail-news.php?slugelection-commission-event-2019>

2. Social Responsibility The institution believes in self fewer services for society. It constantly strives to encourage students to contribute towards social welfare and development through NSS activities. <http://nmfdegree.edu.in/nss>

3. Professional Development of Faculties and Students The college has organized series of programs for Faculties and Students which includes Seminars, Workshops, Field visits, and FDP. Organizing such programs has enabled the institution to build professional attitudes and skills amongst teachers and students. <http://nmfdegree.edu.in/news>

Provide the weblink of the institution

<http://nmfdegree.edu.in/>

### 8.Future Plans of Actions for Next Academic Year

With an aim of Constant and Consistent, Growth, Development and Prosperity of the Institution IQAC has the following future plans for the year 2020-21

I Faculty Professional Development

1. UGC Human Resource Development Center organized Orientation Program: To train the newly appointed approved teachers in teaching and learning methodology, College shall relieve from duty the eligible teachers to attain the program
2. To encourage teachers to attain various Faculty Development Programs
3. To ensure getting recognition as Post Graduate teachers for eligible faculties
4. To ensure getting recognition as Ph.D. Guide for eligible faculties
5. To make required arrangements for CAS for eligible faculties

II Academic and Administrative Development

1. To undergo Academic and Administrative Audit by Experts for consistent improvement
2. To complete with ISO Certification
3. To develop an online admission process
4. To focus on building student-friendly online examination process
5. More ICT enabled teaching and learning
6. Organization of more Seminars/Workshops on Use of ICT in Quality Teaching Learning and Research Methodology for quality research work
7. To organize a variety of co-curricular activities for holistic development of students in present competitive world.
8. To organize Workshop and offer Certified Skill Development Programme for Students.
9. Awareness programme on Entrepreneurship for Students.
10. To encourage teachers to have their Open Education Resources
11. Usage of e-Resources in all the academic departments.

III. MoU / Ties ups and Collaboration on Three major aspects: A. Institutional

tie-up - For Faculty and Student Exchange Programs. Collaboration for Enriching research purpose resources. B. Industrial tie-up - To enable students to get practical industrial exposure by field visits C. NGO tie up - To come forward and extend hands in society welfare IV. Value Added Courses 1. To introduce certified value-added courses to ensure employability and empower entrepreneurship skills to students. 2. To offers training programs to students interest to appear for competitive exams V. To involve Parents and alumni in over development of the institution VI . To work upon a mechanism in better outcome in number for placement of student