



# **Nirmala Memorial Foundation College of Commerce and Science**

**Permanently Affiliated to University of Mumbai  
Accredited by NAAC, ISO 9001-2015 Certified  
Recognised under section 2(f) & 12(B) of the UGC Act 1956**

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D.S. Road, Asha Nagar, Thakur Complex, Kandivali (East), Mumbai – 400 101. Tel.: 022 69436400

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## 5.1

# Student Support



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## **5.1.4**

**Organisations wide awareness and undertaking on  
policies with zero tolerance**



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## 5.4.1 : Organisations wide awareness and undertaking on policies with zero tolerance

The students are introduced to all the statutory bodies of the college and their rules via the college prospectus which the students access at the time of admission. The students and parents are informed about the UGC anti-ragging guidelines, and students are required to submit an undertaking to adhere to these UGC-provided guidelines for anti-ragging. The college website offers information about the committee members and how to contact the regulatory committee. Class teachers acquaint students with the presence and operation of the grievance redressal committee, covering concerns such as ragging and sexual harassment.

During the first year students orientation program the coordinators discuss the statutory committees and explain about filing of complaints and the redressal mechanism. Notice boards and Posters giving information about the statutory bodies, awareness and the contact details of committee members are displayed around the campus.

## INDEX 5.1.4

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# Awareness through Prospectus

## CODE OF CONDUCT AND DISCIPLINE

**Attendance Rules:**  
**(As per the guidelines of University of Mumbai Ordinance 0.6086)**

- Every bona fide learner shall ordinarily be allowed to keep terms for the given semester in a program of his/her enrolment, only if he/she fulfills at least 75% of the attendance taken as an average of the total number of lectures, practicals, tutorials, etc. wherein short and/or long excursions/field visits/study tours organised by the college and supervised by the teachers as envisaged in the syllabus shall be credited to his/her attendance for the total number of periods which are otherwise delivered on the material days. Further, it is mandatory for every learner to have minimum 50% for each course and average attendance has to be 75%. Defaulters will be liable for strict punishment.
- Absence on medical ground should be supported by a valid medical certificate or by satisfactory reason/evidence if it is on non-medical grounds. Applications in all such cases must reach the Principal within a week of such absence.
- Being absent in any test or examination without prior permission of the Principal will result in disciplinary action against students. In case of illness a medical certificate along with the leave application must be submitted to the Principal on or before the last day of the test or examination.
- List of roll numbers of the students with less than the required attendance is put up in their respective classes.
- Parents/Guardians are advised to meet the class mentors of their ward on Fourth Saturday (working day) of every month to know the progress of their ward in studies and punctuality in attending classes.
- Students whose attendance is unsatisfactory will not be granted terms, will not be permitted to appear for the Examination and will not be granted admission in higher semester.

# CODE OF CONDUCT AND DISCIPLINE

## Anti – Ragging Rules

- Ragging is strictly prohibited in the college premises. Any student indulging in any such activity that may be constructed as ragging, directly or indirectly, will face severe action which could even lead to expulsion from the college.

## Administration Rules

- Students are directed to approach the college office in a disciplined manner for administrative procedure only during the stipulated office hours, i.e. from 9.00 a.m. to 12.00 noon.
- In case of change in residential address, the same must be intimated in writing with the signature of the parents / guardians to the college office.

## Discipline Rules

- Cellular phones: Students are not permitted to use Cellular (Mobile) phones in the college premises. Post entry in the college, mobile phones must be kept on 'silent mode'. Failure to comply can lead to confiscation of the mobile instrument and a fine of Rs. 500/- at each violation.
- College Identity Card: Students with valid Identity Cards will be allowed to enter the college premises. Students must wear their Identity Cards daily at the college premises. A fine of Rs. 50/- will be charged if a student is found without an Identity Card. Identity Cards must be given to the Authority/Staff members (Teaching and Non-teaching ) of the college for the purpose of inspection on demand. Any student who loses his/her Identity Card will be issued a duplicate card by duty following the procedure.
- Order and silence: Students should not loiter around in the corridors or speak loudly in the college premises. Passing of offensive and disrespectful comments, usage of foul and/or vulgar language is strictly prohibited and will lead to strict action.
- Dress code: The attire of the students must be modest.
- Any act of misbehavior (in or outside the college) which may be detrimental to the reputation of the college is liable for punishment.

# CODE OF CONDUCT AND DISCIPLINE

## Discipline Rules

- Disfiguring of the college building by writing or pasting of handbills is strictly prohibited. Any violation of this rule will attract a penalty of Rs. 100/-
- Any act of destruction of the college property or organising raids or breaking into the college premises in an act of indiscipline and will be liable for punishment.
- Students shall not receive visitors in college. In case of emergency, parents/guardians may approach the Principal directly.
- Resorting to ragging, smoking and consumption of alcoholic drinks, tobacco, gutka, intoxicants and narcotics drugs will be a punishable offence.
- No association or society shall be formed by the student; and no person shall be invited to address a meeting without the prior permission of the Principal.
- Students must abide by the rules and regulations and shall not engage in any activity which will interfere with the discipline of the college.
- In case of violation of any of the rules, the concerned student will invite punishment in the form of cancellation of admission and/or rustication from the college.
- The Principal has the right to strike off the name of the student who is either grossly irregular in attendance, unfit for the course of study or not amenable.

**Note: \*:Ordinance 6086 is available on college website**

# CODE OF CONDUCT AND DISCIPLINE

## General Rules

- College Timings: College lectures/practical begin at 7:15 a.m. Students must follow their time table. The college observes a six day week from Monday to Saturday.
- Notice Board: It is the duty of the student to check the notice board every day. Students are advised to go through the notices regarding Examinations, Discipline, Library, Women Development Cell, Anti Ragging Cell, Attendance, Unfair Means Inquiry Committee, Canteen, Gymkhana, etc. displayed on college notice board and website.
- No excuses of non-compliance with any order based on the plea that the notice was not read, would be accepted. This also applies to the notification issued by the University from time to time. All formalities and forms regarding examination, results, enrolment, scholarships, stipends, etc. should be submitted as per the scheduled date announced by the college office.
- Cleanliness: The college premises must be kept free of waste papers, wrappers, chewing gums, plastic or any other garbage. Students should use litter bins provided for the purpose. Spitting inside the college premises is strictly prohibited. Students should use washroom for the same. Any violation of these rules will invite a fine of Rs. 100/- for each infringement.
- Free periods should be utilized by using the college library.
- Students must attend all the functions, seminars, workshops, industrial visits, etc. organized by the college.
- Students should be careful about their belongings. The college takes no responsibility of any loss.
- Students should not leave the college premises during the college hours.
- Parents/Guardians are presumed to have agreed to the rules when their ward joins the college and sign the declaration to the effect on the admission form.
- The following timing will be observed by the learners and/or parents on working hours:
  - Principal: 11:30 a.m. to 12:30 p.m. only
  - College Office: 9:00 a.m. to 12:00 noon
  - Class Mentors: 12:15 p.m. to 12:45 p.m.



## ANTI RAGGING COMMITTEE

All the students are informed that Anti-Ragging committee is formed As per Clause 6.3 (c), (d) and (e) the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 in this institute. In case of any objectionable behaviour of senior student, the above officials can be contacted. Ragging in any form is strictly prohibited and the students involved would be punished according to the legal provisions.

Institute has also constituted Anti-Ragging Committee:

1. **Ms. Swiddle D'Cunha(Principal) - Member**
2. **Ms. Swati Desai (Registrar) - Member**
3. **Mr. Vaishali Mishra- Convenor**
4. **Mr. Rishabh Desai – Member**
5. **Ms. Smita Kadam – Non Teaching Member**
6. **Mr. Om Patel – Student Representative**
7. **Ms. Sneha Mishra - Student Representative**

### Anti ragging Measures:

- As per Maharashtra Prohibition of Ragging Act 1999 which is in effect from 15th May 1999 has amended the provisions for Action against Ragging.
- Ragging within or outside of any educational institution is strictly prohibited.
- Whosoever directly or indirectly commits, participates in, abets or propagates ragging within or outside any educational institution shall, on conviction, be punished with imprisonment for a term up to 2 years and / or penalty.
- Those found guilty will be awarded one or more of the following punishments, namely:
  - Cancellation of admission.
  - Rustication from the institution for period ranging from one to four semesters.

# Awareness through College Website

Anti Ragging Website Link

<https://nmfdegree.edu.in/anti-ragging.php>

Student Grievance Redressal Cell Website Link

[https://nmfdegree.edu.in/grievance\\_cell.php](https://nmfdegree.edu.in/grievance_cell.php)

# Awareness through Class Teacher



# Awareness through Notice Board



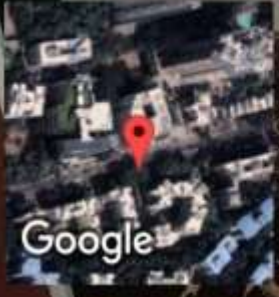
## EMERGENCY CONTACT NUMBERS

<b>POLICE</b>	<b>100</b>
<b>SAMTA NAGAR POLICE STATION</b>	<b>022 - 28877618 / 022-28876119</b>
<b>FIRE</b>	<b>101</b>
<b>AMBULANCE</b>	<b>102</b>
<b>BMC DISASTER MANAGEMENT</b>	<b>1026</b>
<b>GAS LEAKAGE</b>	<b>1906</b>
<b>BLOOD BANK</b>	<b>101 / 1910</b>
<b>SHREE SAI - HOSPITAL</b>	<b>022 2354 7216</b>
<b>WOMEN HELPLINE NUMBER</b>	<b>1091 / 181</b>
<b>CHILDREN HELPLINE NUMBER</b>	<b>1098</b>
<b>CITIZEN HELPLINE NUMBER</b>	<b>103</b>
<b>SENIOR CITIZEN</b>	<b>1091 / 1291 - 855 241 1699</b>
<b>EMERGENCY HELPLINE NUMBER</b>	<b>108</b>
<b>ANTI RAGGING</b>	<b>18001845522</b>

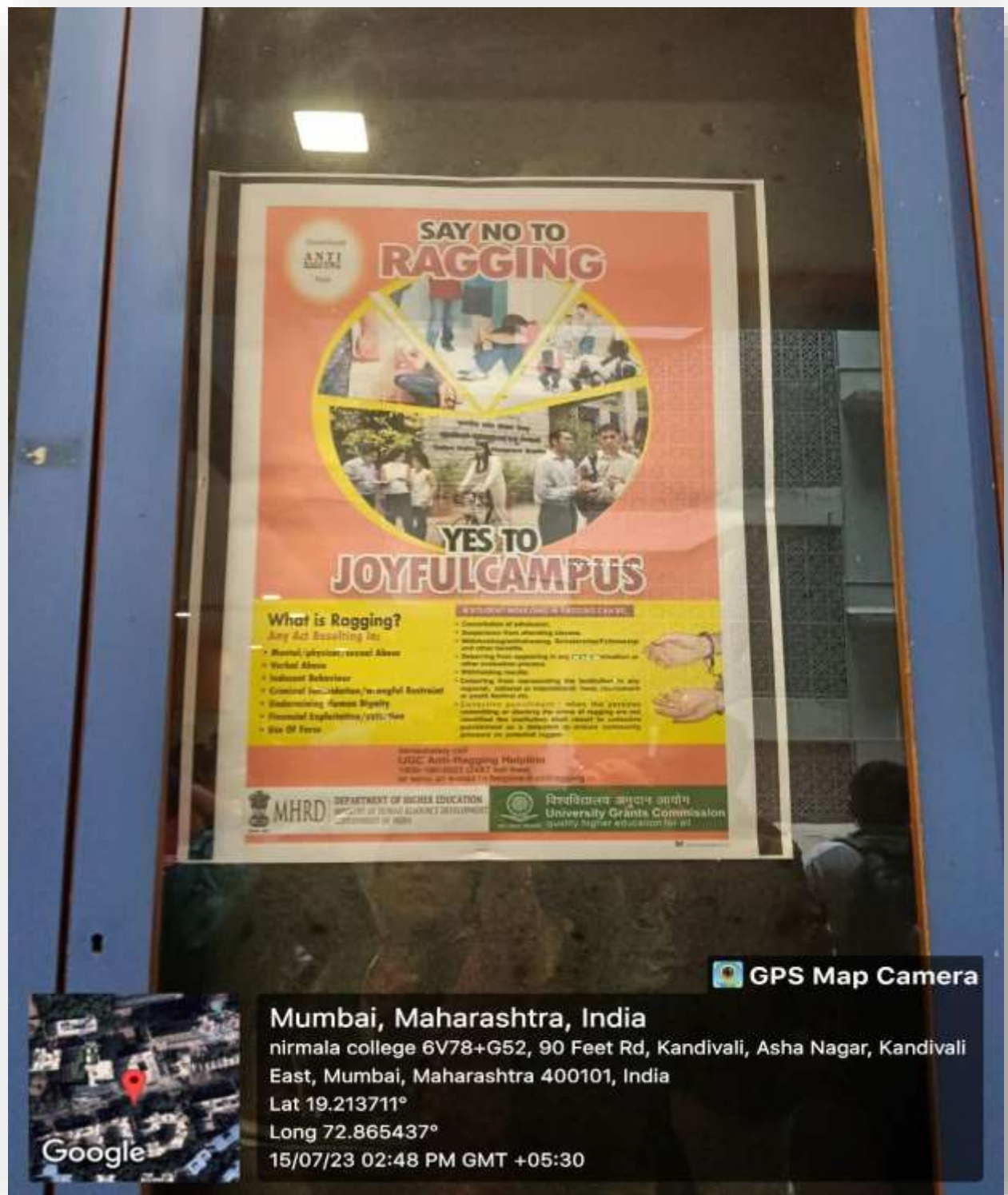
### CAMPUS HELPLINE

[www.nmfdegree.edu.in](http://www.nmfdegree.edu.in) | Phone : 022 - 69436400

GPS Map Camera



Mumbai, Maharashtra, India  
nirmala college 6V78+G52, 90 Feet Rd, Kandivali, Asha Nagar, Kandivali East,  
Mumbai, Maharashtra 400101, India  
Lat 19.213711°  
Long 72.865437°  
11/07/23 04:24 PM GMT +05:30



GPS Map Camera



**Mumbai, Maharashtra, India**  
 nirmala college 6V78+G52, 90 Feet Rd, Kandivali, Asha Nagar, Kandivali  
 East, Mumbai, Maharashtra 400101, India  
 Lat 19.213711°  
 Long 72.865437°  
 15/07/23 02:48 PM GMT +05:30



# Awareness through Poster in Campus



# SAY NO TO RAGGING.

NATURE OF RAGGING	PUNISHMENT
1. Teasing, Embarrassing and humiliating	Imprisonment upto 6 months or fine upto Rs.1,000/- or Both
2. Assaulting or using criminal force or criminal intimidation.	Imprisonment upto 1 year or fine upto Rs.2,000/- or both
3. Wrongfully restraining or confining or causing hurt.	Imprisonment upto 2 years or fine upto Rs.5,000/- or both
4. Causing grievous hurt, Kidnapping or rape or committing unnatural offence.	Imprisonment upto 5 years or fine upto Rs.10,000/-
5. Causing death or abetting suicide.	Imprisonment upto 10 years or fine upto Rs.50,000/-



Ms. Vaishali Mishra :- +91 9920720780  
 College Office :- 022 69436400

GPS Map Camera



## Mumbai, Maharashtra, India

6V78+G52, 90 Feet Rd, Nirmala Memorial Foundation College of Commerce and Science, Kandivali, Asha Nagar, Kandivali East, Mumbai, Maharashtra 400101, India  
 Lat 19.213711°  
 Long 72.865437°  
 07/08/21 02:17 PM GMT +05:30



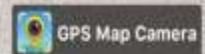


GPS Map Camera

**Mumbai, Maharashtra, India**  
 6V78+G52, 90 Feet Rd, Nirmala Memorial Foundation College of  
 Commerce and Science, Kandivali, Asha Nagar, Kandivali East,  
 Mumbai, Maharashtra 400101, India  
 Lat 19.213803°  
 Long 72.865368°  
 25/11/21 03:27 AM GMT +05:30



NIRMALA MEMORIAL FOUNDATION COLLEGE OF COMMERCE AND SCIENCE  
KANDIVALI (EAST) – MUMBAI - MAHARASHTRA



## Mumbai, Maharashtra, India

6V78+G52, 90 Feet Rd, Nirmala Memorial Foundation College of Commerce and Science

Kandivali, Asha Nagar, Kandivali East, Mumbai, Maharashtra 400101, India

Lat 19.213762°

Long 72.865323°

Plus Code : 7JFJ6V78+G4

24/07/23 10:29 AM GMT +05:30

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## Mumbai, Maharashtra, India

6V78+G52, 90 Feet Rd, Nirmala Memorial Foundation College of Commerce and Science  
Kandivali, Asha Nagar, Kandivali East, Mumbai, Maharashtra 400101, India

Lat 19.213762°

Long 72.865323°

Plus Code : 7JFJ6V78+G4

24/07/23 10:13 AM GMT +05:30

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# Awareness through Forms



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D.S. Road, Asha Nagar, Thakur Complex, Kandivali (East), Mumbai - 400 101. • Tel.: 022-6943 6400

## ANTI-RAGGING DECLARATION (BY STUDENT & PARENT)

I, Anupurva Sripavshud Changanani (full name of student) do  
Mr./Mrs./Ms. Anupurva Changanani, having been admitted to  
TYBCOM (name the program), do hereby declare that as per the UGC Regulations on Curbing the  
Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") and the  
provisions contained in the said Regulations that in case I am found guilty of or abetting ragging actively or  
passively, or being part of a conspiracy to promote ragging necessary and appropriate actions may be taken  
against me

I hereby solemnly aver and undertake the:

1. I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
2. I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
3. I hereby affirm that, if found guilty of ragging I am able for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
4. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Along with the above-mentioned points I do hereby declare that:

- a) I will obey the code of conduct of the institute and do not indulge in any kind of in disciplined activity while in and off the institution campus.
- b) I will be solely responsible for any kind of accident/mishap caused on account of the above.

DATE: 24/5/23

<u>[Signature]</u> SIGNATURE OF STUDENT	<u>[Signature]</u> SIGNATURE OF PARENT
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## ANTI-RAGGING DECLARATION

(BY STUDENT & PARENT)

I, Khan Ujaib Naseer Ahmed Salma khatun (full name of student) s/o do  
Mr./Mrs./Ms Khan Naseer Abdulsakhir having been admitted to  
M.com part - II name the program), do hereby declare that as per the UGC Regulations on Curbing the  
Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") and the  
provisions contained in the said Regulations that in case I am found guilty of or abetting ragging actively or  
passively, or being part of a conspiracy to promote ragging necessary and appropriate actions may be taken  
against me

I hereby solemnly aver and undertake the:

1. I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations
2. I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
3. I hereby affirm that, if found guilty of ragging I am able or punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
4. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Along with the above-mentioned points I do hereby declare that:

a) I will obey the code of conduct of the institute and do not indulge in any kind of in disciplined activity while in and off the institution campus

b) I will be solely responsible for any kind of accident/mishap caused on account of the above

DATE 27/06/2023

 SIGNATURE OF STUDENT NAME OF STUDENT: <u>Khan Ujaib Naseer Ahmed</u>	 SIGNATURE OF PARENT NAME OF PARENT: <u>Khan Naseer Abdulsakhir</u>
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