



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**

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

6.2

Strategy Development and Deployment



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6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc.



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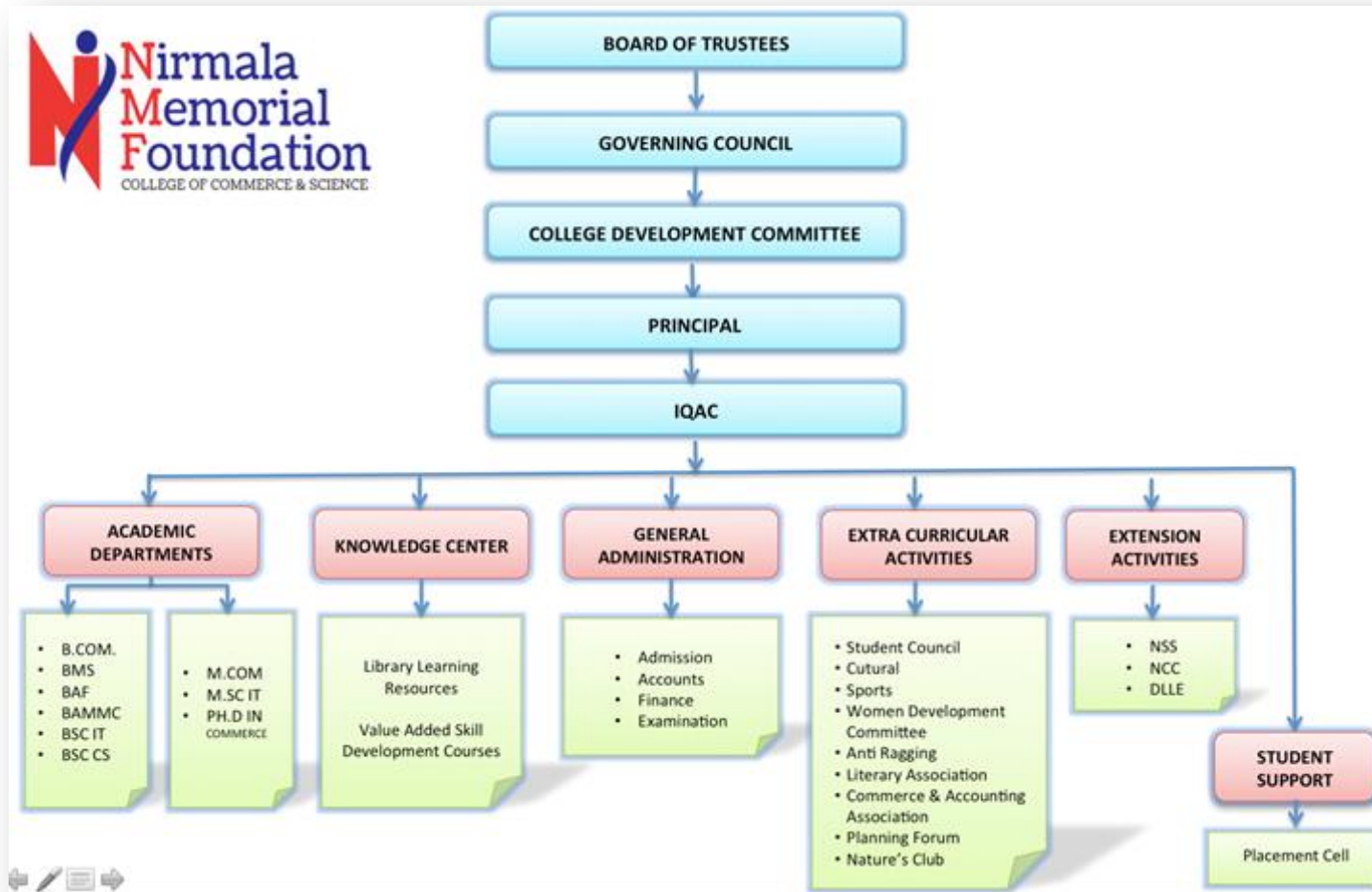
6.2.1

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3. Organogram

Weblink : <https://nmfdegree.edu.in/organogram.php>



4. Various Committees

Committee List 2022-23		28/07/2022
Group A		
I CULTURAL COMMITTEE		
1	Dr. Poonam Kakkad (CONVENER)	
2	Mr. Rishabh Desai (CO-CONVENER)	
3	Ms. Sneha Mishra	
4	Ms. Hiral Parakhliya	
5	Ms. Neelam Goradiya	
6	Ms. Avis D' Cunha	
7	Ms. Tanvi More	
II SPORTS COMMITTEE		
	Mr. Sukumar Pawar (Sports Director)	
	All Staff Members	
III Website Updation Committee		
1	Mrs. Smita Kadam (Notice and Event UPLOADS)	
2	Mr. Shivkumar Chandey (Forms and Links)	
3	Ms. Bhakti Chaudhari (Website Management)	
4	Ms. Neelam Patil (Copywriter and Content Moderator)	
IV ISO		
1	Ms. Vandana Singh (DR)	
2	Ms. Aparna Jadhav (IT/CS)	
3	Mr. Zeal Kanani (BMS/BAF)	
4	Ms. Binny Abraham (B.Com)	
5	Dr. Jignesh Daldal (BAMMC)	
V PLACEMENT CELL		
1	Dr. Neha Goel (CONVENER)	
2	Ms. Sneha Mishra	
3	Mrs. Bhakti Chaudhari	
4	Mr. Shivkumar Chandey	
VI VOCATIONAL SKILL DEVELOPMENT CELL		
	All Staff Members	
VII EXAMINATION COMMITTEE		
1	Mr. Vinay Dukale (Chairman)	
2	Dr. Jignesh Daldal	
3	Dr. Meqha Juvekar	
4	Mr. Shubham Kambli	
5	Ms. Sayali Parab	
6	Ms. Swati Desai	
7	Mr. Manish Zalawadia	
8	Mr. Vineet Khamrai	
VIII NSS		
1	Dr. Meqha Juvekar (Advisor)	
1	Dr. Vijaya J (Female Program Officer)	
3	Mr. Vineet Khamrai (Male Program Officer)	
4	Mr. Rishabh Desai – Program Officer	
5	Ms. Aparna Panigrahy	

NIRMALA MEMORIAL FOUNDATION COLLEGE OF COMMERCE & SCIENCE, KANDIVALI

6	Ms. Angel Christopher
IX DLLE	
1	Mr. Rishabh Desai (Advisor)
2	Mr. Shubham Kambli (Extension teacher)
3	Ms. Rhucha Patil
4	Ms. Hiral Parakhiya
5	Mr. Rajkumar Kushwa
Group B	
X WOMEN DEVELOPMENT CELL	
1	Ms. Vaishali Mishra (Advisor)
2	Ms Nilam Goradiya (CONVENER)
3	Ms. Zeal Kanani
4	Ms. Apama Jadhav
5	Ms. Michell Menezes
XI RESEARCH CELL	
1	Dr. Megha Juvekar (CONVENER)
2	Dr Vijaya Jacqueline
3	Mr. Vineet Khamrai
XII COMMERCE, ACCOUNTANCY ASSOCIATION AND PLANNING FORUM	
1	Dr. Jignesh Dalal – Accountancy and Commerce (CONVENER)
2	Mr. Rahul Gaikwad
3	Ms. Zeal Kanani
4	Dr. Neha Goel – Planning Forum
5	Ms. Michelle Menezes
XIII ALUMNI ASSOCIATION	
1	Ms. Alpa Upadhyay (CONVENER)
2	Dr. Neha Goel
3	Dr. Poonam Kakkad
4	Ms. Sayali Parab
5	Ms. Bhakti Chaudhari
6	Ms. Swati Desai
XIV LITERARY ASSOCIATION , LIBRARY AND MAGAZINE COMMITTEE	
1	Mrs. Neelam Patil (CONVENER-Library, Magazine and ELA)
2	Ms. Michelle Menezes
3	Ms. Angel Chrostopher
4	Ms Jyoti Chaudhary
5	Ms. Rhucha Patil (Marathi Vangmaya Mandal)
6	Ms. Apama Jadhav
7	Mr. Manish Zhalawadia (Gujarati Association)
	Ms. Hiral Parakhiya
XV NATURES CLUB and MATH CLUB	
1	Mr. Rishabh Desai (Natures Club-CONVENER)
2	MS. Rajkumar Khushwa
3	Mr. Rahul Gaikwad
4	Mr. Vinay Dukale (Math Club –Convener)
5	Mrs. Rucha Patil

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6	MS. Jyoti Chaudhari
XVI	ENTERPRERNEURSHIP DEVELOPEMENT (INCUBATION) CELL
1	Dr. Viajay Jacqueline (CONVENER)
2	Ms. Avis D'Cunha
3	Ms. Aparna Panigrahy
XVII	ATTENDANCE COMMITTEE
1	Ms. Manish Zhalwadia (Convener) (BSc.It, BSc.CS and MSc.IT)
2	Ms. Nilam Goradiya (BMS,BAF, BMM)
3	Ms. Bincy Abraham (B.Com and M.Com)
XVIII	Social Media Committee
1	Ms Bhakti Samit Chaudhari (Convener)
2	Ms. Neelam Patil (Copywriter)
3	Ms. Avis D'Cunha
4	Ms. Tarvi More
XV	Student Representatives Committee
1	Ms. Sneha Mishra (Convener)
2	Ms. Tarvi More
3	Ms. Angel Christohper
5	Mr. Rahul Gaikwad


I/C Principal

5. Service Rules



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Service Rules and Guidelines for Teaching and Non-Teaching Staff (2022-23)

1. Introduction

These service rules and guidelines are established to ensure a harmonious and efficient work environment for the teaching and non-teaching staff at Nirmala Memorial Foundation College of Commerce and Science. These rules are intended to promote professionalism, accountability, and a commitment to the institution's mission of providing quality education.

2. Employment

2.1. Recruitment and Selection:

Teaching and Non-teaching staff

- All appointments will be made through a fair and transparent selection process based on qualifications, experience, and merit.
- The college follows an equal opportunity policy and does not discriminate based on race, gender, religion, or nationality.

Teaching Staff:

Approved Staff: All the procedures prescribed by the University of Mumbai are followed diligently for the appointment of approved staff.

Un-Approved/ Ad-hoc/ Visiting Faculties/Non-teaching staff:

- The college sources applications for vacancies via personal contacts in the teaching fraternity, advertisements etc.
- Demo lectures are conducted to assess the teaching abilities of the teacher (does not apply to non-teaching staff).
- A personal interview is conducted by the Principal for selected candidates who have given the demo.
- A candidate is selected based on the above and offered an appointment letter valid for one academic year.



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2.2. Probationary Period:

- New employees will undergo a probationary period to assess their performance and suitability for the position.
- The probationary period for teaching staff shall be one academic year, and for non-teaching staff, it shall be six months.

3. Work Hours and Attendance

3.1. Work Hours:

- The standard work hours for teaching staff are defined by the academic schedule, including lectures, tutorials, and other academic activities.
- Non-teaching staff shall adhere to the regular college working hours, as specified by the college administration.

3.2. Attendance:

- Punctuality and regular attendance are expected from all staff members.
- Any absence or leave must be approved by the appropriate authority in advance, except in cases of emergency.

4. Duties and Responsibilities

4.1. Teaching Staff:

- Plan and deliver effective lessons aligned with the college curriculum.
- Assess students' performance in a diligent and timely manner and provide timely feedback.
- Engage in academic research and professional development to enhance teaching skills.
- Participate in college committees and activities.



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4.2. Non-Teaching Staff:

- Carry out assigned administrative and support tasks efficiently.
- Maintain necessary records and documentation related to their respective roles.
- Cooperate with teaching staff and students to ensure smooth college operations.
- Contribute to maintaining a clean and safe campus environment.

5. Code of Conduct

5.1. Professional Behavior:

- All staff members must conduct themselves with professionalism and respect towards colleagues, students, and visitors.
- Abide by the college's code of conduct and ethics in all interactions.

5.2. Confidentiality:

- Maintain confidentiality of all sensitive information related to students, staff, and the institution.

5.3. Dress Code:

- All staff members are expected to dress appropriately, following the college's dress code guidelines issued by college authorities.

6. Performance Evaluation and Appraisal

6.1. Evaluation Process:

- Teaching and non-teaching staff will undergo regular performance evaluations to assess their effectiveness and contributions to the institution.

6.2. Appraisal and Promotions:

- Appraisals will be considered for salary increments, promotions, and career development opportunities.



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7. Grievance Handling

7.1. Grievance Mechanism:

- The college maintains a grievance redressal mechanism to address any concerns or complaints from staff members.

8. Termination and Resignation

8.1. Termination:

- Termination of employment may occur due to disciplinary reasons, unsatisfactory performance, or other valid causes as per the rules and regulations.

8.2. Resignation:

- Staff members are required to provide an adequate notice period as per their employment contract while resigning from their positions to avoid inconvenience to the stakeholders of the college.

9. Amendments to Service Rules

9.1. Amendments:

The college administration reserves the right to amend or modify these service rules as needed.

Issued by: *Ms. Swidelle D Cunha*

Issued on: *June 2022*

Sign: *[Signature]*