

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

7.1

Institutional Values and Social Responsibilities



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7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.



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7.1.1 Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years. Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words. Response

A. Gender Audit: The institution conducted a gender audit in 2022-23 to understand the diversity of students and staff and to develop plans for gender sensitization.

B. Measures initiated by the Institution for the promotion of Gender Equity & Sensitization in Curricular and Co-curricular Activities:

- Classroom Teaching as Curricular Activity: Efforts toward sensitizing students regarding gender equity begin in the classroom itself. The inclusion of gender-related concepts in various courses across all programs lays a sound foundation to explore gender issues outside the classroom.
- Women Development Cell Co-curricular Activities: The Women Development Cell conducts sessions on gender sensitivity, career guidance, health, hygiene, cybercrime, and self-defense workshops for female students.

Facilities for Women on Campus for a Safe Environment:

- Safety and Security: To ensure a safe and secure environment for students, the college has appointed security personnel, especially female staff, who are permanently stationed at the college gates. For security and surveillance purposes, 171 CCTV cameras have been installed at various strategic points and in all classrooms. Restricted entry is maintained for security purposes.
- **Restrooms:** The college has separate restroom facilities for each gender on every floor and dedicated common rooms for boys and girls. The girls' washroom is equipped with a sanitary napkin vending machine.
- Visitors' Record and Visitors' Card: At the entrance gate, the security guards maintain the visitor's



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book record and issue visitor's cards to visitors to keep track of entry and exit.

- **Female Peons:** A female peon staff is appointed on every floor, ensuring a secure and convenient environment for female students and staff.
- Wellness Centre: The wellness center, equipped with basic medical amenities, is a valuable resource for the college community. It offers first aid and health advice for students and staff to address minor health concerns.
- **Counseling Centre:** The college provides a counseling center to offer support and guidance, helping students navigate various challenges.
- **Female Counselor:** The college has appointed a female counselor, Ms. Riddhi Doshi Patel, who handles academic, personal, and career counseling for students. She also provides guidance and support for issues like depression, discrimination, or any other gender-related concerns.



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7.1.1

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5	Restrooms	Click Here
6	Visitors Record and Visitors Card	Click Here
7	Counsellor Room and Wellness Centre	Click Here

Gender Audit Report

Gender Audit Report is conducted to address gender disparities, promote inclusivity, and ensure equal opportunities within organizations, offering valuable insights for nurturing a diverse and equitable college environment.

Website Link : <u>Click Here</u>

Report of Gender Audit 2022-23

Name and Address of the College	Nirmala Memorial Foundation College of Commerce and Science, D.S. Road, Asha Nagar, Thakur Complex, Kandivali (East), Mumbai – 400 101.
External Members of Gender Audit	Dr. Yashwant Kadam, Principal, Nirmal Degree College of Commerce, Malad (East) Ms. Khushboo Bidawatka, WDC Convener, Thakur Ramnarayan College of Commerce and Science. Ms. Pooja Dharewa, NGO, Two Steps Foundation
Committee Date of visit	20th May, 2023
Interaction held with	Principal, Librarian, all faculty, all administrative staff, members of Internal Complaints Committee, Women Development Cell and IQAC

A three-person Gender Audit Committee made up of Dr. Yashwant Kadam, Principal of Nirmal Degree College of Commerce in Malad (East), Ms. Khushboo Bidawatka, WDC Convener, Thakur Ramnarayan College of Commerce and Science and Ms. Pooja Dharewa, from NGO, Two Steps Foundation visited Nirmala Memorial Foundation College of Commerce and Science College on 20th May, 2023, at the Principal's invitation.

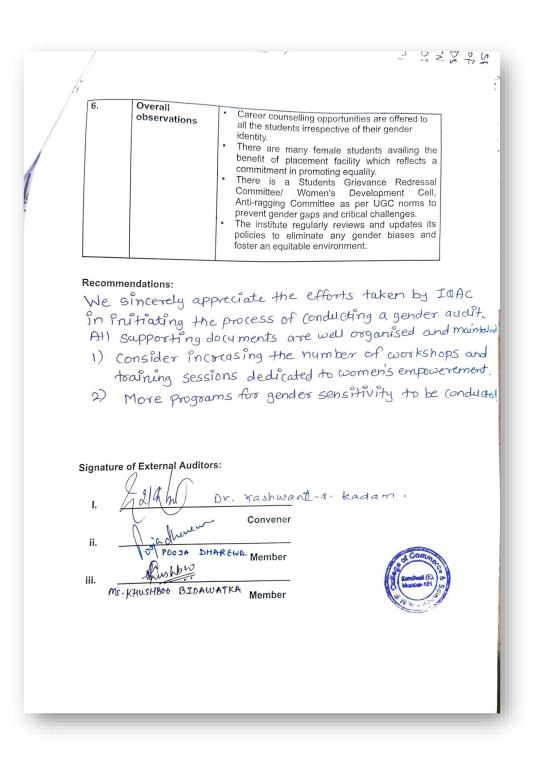
The Women Development Cell of the College gave the Committee pertinent information on the Key Focus Areas prior to the visit. The principal gave the Audit Committee a briefing on the college's actions pertaining to gender. The following report is offered for consideration following thorough discussion with college stakeholder groups on critical areas of institutional functioning from a gender perspective.

Objectives, Terms of reference and Scope of visit:

Sr. No. Focu	Observations
	 In all degree programs offered by the college. Viz., B.Com, BMS, and B.Com (A&F), BAMMC, M.Com, M.Sc.IT, the data on student enrolment shows that the college maintains a gender balance in all programs. The staff profile reveals a predominant female faculty of 66% and among administrative staff, around 42 % are female.

NIRMALA MEMORIAL FOUNDATION COLLEGE OF COMMERCE AND SCIENCE

		 To ensure a secure atmosphere for female students, adequate security measures are taken. When it comes to co-curricular and extracurricular activities, library access, and classroom activities regardless of gender, all students receive equal opportunity.
2.	Teaching, Learning and Evaluation	 The college includes a course in its curriculum that addresses gender as a transdisciplinary topic. Female faculty members participate more frequently in a variety of academic pursuits. The majority of academic positions across programs are still held by female achievers. In the college's extracurricular activities, female students' equal male students.
3.	Research and Publications	 Female staff participation and accords in research and publication is more than male staff. Best Researcher of the year is also a female.
4.	Extension and Enrichment Activities	 The college is associated with Inner wheel Club of Bombay Kandivli for women related workshops and activities like seminar on sustainable menstrual products. Participation of girl students has been observed in regular NSS activities. There is a good response from girl participants in residential camp. Self-defence workshops are initiated by the College for female students and staff. WDC has conducted a national level panel discussion on Gender Sensitivity. WDC has conducted a session on Health and Hygiene for female students. Girls participated in large numbers in intra collegiate cultural events. The College celebrates International Woman's Day every year on 8th March.
5.	Support services	 Regular counselling sessions are held, and mor female students are urged to use the counsellin service. The entire campus is covered by mounte CCTV. The student Representative Council has balanced gender composition.



Gender Equity in Education

Sr. no.	Subject	Semester	Class	Chapter no.	Topic covered	Program
1	Business Commun ication - I	Sem-I 2022- 23	FYB.Com. (A & F), FYBMS and FYB.Com	2	Human Rights Violations and Discrimination on the basis of gender, race, caste, religion, appearance and sexual orientation at the workplace Piracy, Insurance, Child Labour	B.Com.(A & F), BMS and B.Com
2	Foundatio nCourse -I	Sem-I 2022- 23	FYB.Com. (A & F), FYBMS and FYB.Com	1	Understand the multi-cultural diversity of Indian society through its demographic composition: population distribution according to religion, caste, and gender; Appreciate the concept of linguistic diversity in relation to the Indian situation; Understand regional variations according to rural, urban and tribal characteristics; Understanding the concept of diversity as difference	B.Com.(A & F), BMS and B.Com
3	Foundation Course - I	Sem-I 2022-23	FYB.Com. (A & F), FYBMS and FYB.Com	2	Understand the concept of disparity as arising out of stratification and inequality; Explore the disparities arising out of gender with special reference to violence against women, female foeticide (declining sex ratio), and portrayal of women in media; Appreciate the inequalities faced by people with disabilities and understand the issues of people with physical and mental disabilities	B.Com.(A & F), BMS and B.Com
4	Foundation Course-I	Sem-I 2022-23	FYB.Com. (A & F), FYBMS and FYB.Com	2	Degeneration of value system, Family system, Gender issues, Regional imbalance	B.Com.(A & F), BMS and B.Com

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Sr. no.	Subject	Semester	Class	Chapter no.	Topic covered	Program
5	Foundation Course - I	Sem-I 2022-23	FYB.Com. (A & F), FYBMS and FYB.Com	5	The party system in Indian politics; Local self-government in urban and rural areas; the 73rd and 74th Amendments and their implications for inclusive politics; Role and significance of women in politics	B.Com.(A & F), BMS and B.Com
6	Business Law	Sem-IV 2022-23	SYB.Com. (A & F), SYB.Com	1	Women directors, Independent Director, Small shareholder's director, Disqualification of a director, Director Identification	SYB.Com.(A & F), and SYB.Com
7	Foundation Course -I	Sem-I 2022-23	FYB.Com. (A & F), FYBMS and FYB.Com	1	Population distribution according to religion, caste, and gender; Appreciate the concept of linguistic diversity in relation to the Indian situation; Understand regional variations according to rural, urban and tribal characteristics; Understanding theconcept of diversity as difference	B.Com.(A & F), BMS and B.Com
8	Foundation Course -I	Sem-I 2022-23	FYB.Com. (A & F), FYBMS and FYB.Com	2	Explore the disparities arising out of gender with special reference to violence against women, female foeticide (declining sex ratio), and portrayal of women in media	B.Com.(A & F), BMS and B.Com
9	Foundation Course -II	Sem-II 2022-23	FYB.Com. (A & F), FYBMS and FYB.Com	5	The party system in Indian politics; Local self-government in urban and rural areas; the 73rd and 74th Amendments and their implications for inclusive politics; Role and significance of women in politics	B.Com.(A & F), BMS and B.Com
10	Reporting	Sem-V 2022-23	TYBAMMC	6	Women & Child welfare	BAMMC
11	Advertising	Sem-V 2022-23	TYBAMMC	5	AdvertisingandWomenAdvertisingandChildrenAdvertising and old peopleControversialAdvertisingGender BiasAdvertising	BAMMC
12	Copywritin g	Sem-V 2022-23	TYBAMMC	8	Writing copy for various audiences Children, Youth, Women, Senior citizen and Executives	BAMMC

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

SAMPLE COPY OF SYLLABUS

Syllabus of F.Y.B.Com(A & F) – Business Communication

Revised Syllabus of Courses of B.Com. (Accounting and Finance) Programme at Semester I with Effect from the Academic Year 2016-2017

Ability Enhancement Courses (AEC)

4. Business Communication-I

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Theory of Communication	15
2	Obstacles to Communication in Business World	15
3	Business Correspondence	15
4	Language and Writing Skills	15
	Total	60

Sr. No.	Modules / Units
1	Theory of Communication
	Concept of Communication: Meaning, Definition, Process, Need, FeedbackEmergence of Communication as a key concept in the Corporate and Global worldImpact of technological advancements on Communication Channels and Objectives of Communication: Channels- Formal and Informal- Vertical, Horizontal, Diagonal, Grapevine Objectives of Communication: Information, Advice, Order and Instruction, Persuasion, Motivation, Education,Warning, and Boosting the Morale of Employees(A brief introduction to these objectives to be given) Methods and Modes of Communication: Methods: Verbal and Nonverbal, Characteristics of Verbal Communication Characteristics of Non-verbal Communication, Business Etiquette Modes: Telephone and SMS Communication 3 (General introduction to Telegram to be given) Facsimile Communication [Fax] Computers and E- communication Video and Satellite Conferencing
2	Obstacles to Communication in Business World
	Physical/ Semantic/Language / Socio-Cultural / Psychological / Barriers, Ways to Overcome these Barriers Listening: Importance of Listening Skills, Cultivating good Listening Skills – 4 Introduction to Business Ethics: Concept and Interpretation, Importance of Business Ethics, Personal Integrity at the workplace, Business Ethics and media, Computer Ethics, Corporate Social Responsibility Teachers can adopt a case study approach and address issues such as the following so as to orient and sensitize the student community to actual business practices: Surrogate Advertising, Patents and Intellectual Property Rights, Dumping of Medical/E-waste, Human Rights Violations and Discrimination on the basis of gender, race, caste, religion, appearance and sexual orientation at the workplace Piracy, Insurance, Child Labour
3	Business Correspondence
	Theory of Business Letter Writing: Parts, Structure, Layouts—Full Block, Modified Block, Semi - Block Principles of Effective Letter Writing, Principles of effective Email Writing, Personnel Correspondence: Statement of Purpose, Job Application Letter and Resume, Letter of Acceptance of Job Offer, Letter of Resignation [Letter of Appointment, Promotion and Termination, Letter of Recommendation (to be taught but not to be tested in the examination)]
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Syllabus of F.Y.B.Com(A & F) – Foundation Course

Revised Syllabus of Courses of B.Com. (Accounting and Finance) Programme at Semester I with Effect from the Academic Year 2016-2017

Skill Enhancement Courses (SEC)

5. Foundation Course -I

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Overview of Indian Society	05
2	Concept of Disparity- 1	10
3	Concept of Disparity-2	10
4	The Indian Constitution	10
5	Significant Aspects of Political Processes	10
	Total	45

	Modules / Units
1	Overview of Indian Society
	Understand the multi-cultural diversity of Indian society through its demographic composition: population distribution according to religion, caste, and gender; Appreciate the concept of linguistic diversity in relation to the Indian situation; Understand regional variations according to rural, urban and tribal characteristics; Understanding the concept of diversity as difference
2	Concept of Disparity- 1
	Understand the concept of disparity as arising out of stratification and inequality; Explore the disparities arising out of gender with special reference to violence against women, female foeticide (declining sex ratio), and portrayal of women in media;Appreciate the inequalities faced by people with disabilities and understand the issues of people with physical and mental disabilities
3	Concept of Disparity-2
	Examine inequalities manifested due to the caste system and inter-group conflicts arising thereof; Understand inter-group conflicts arising out of communalism; Examine the causes and effects of conflicts arising out of regionalism and linguistic differences
4	The Indian Constitution
	Philosophy of the Constitution as set out in the Preamble; The structure of the Constitution-the Preamble, Main Body and Schedules; Fundamental Duties of the Indian Citizen; tolerance, peace and communal harmony as crucial values in strengthening the social fabric of Indian society; Basic features of the Constitution
5	Significant Aspects of Political Processes
	The party system in Indian politics; Local self-government in urban and rural areas; the 73rd and 74th Amendments and their implications for inclusive politics; Role and significance of women in politics

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Syllabus of S.Y.B.Com(A & F) – Business Law

Revised Syllabus of Courses of B.Com. (Accounting and Finance) Programme at Semester III with Effect from the Academic Year 2017-2018

3. Core Courses (CC)

Business Law (Business Regulatory Framework) - II

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	The Indian Partnership Act - 1932	30
2	Limited Liability Partnership Act - 2008	10
3	Factories Act - 1948	20
	Total	60

	Modules / Units
1	The Indian Partnership Act - 1932
	a) Concept of Partnership
	- Partnership and Company
	 Test for determination of existence for partnership Kinds of partnership
	b) Registration and effects of non-registration of Partnership
	c) Rights and Duties of Partners
	d) Authority and Liability of partners
	e) Admission, Retirement and Expulsion of Partner
	f) Dissolution of Partnership
2	Limited Liability Partnership Act – 2008
	a)Nature of Limited Liability Partnership
	b)Incorporation of Limited Liability Partnership
	c)Extent and Limitation of Liability of Limited Liability Partnership and Partners
	d)Contributions e)Conversion Into Limited Liability Partnership
	f)Winding Up and Dissolution
3	Factories Act – 1948
	a) Definitions
	 Section 2 (k) – Manufacturing Process,
	 Section2 (I) –Workers
	 Section 2 (m)– Factory
	b) Provisions pertaining to
	i. Health- Section 11 to Section 20
	 ii. Safety- Section 21 to Section 41 iii. Welfare- Section 42 to Section 49
	Relevant Law/Statute/Rules in force on 1st April immediately preceding mmencement of Academic Year is applicable for ensuring examination after relevant ar.

Women Development Cell

EVENT SUMMARY

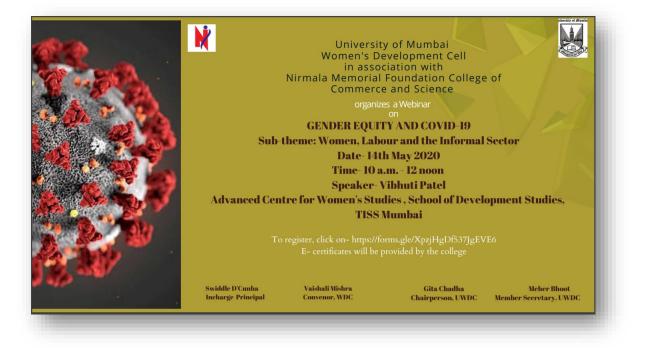
Year Sr. No		Name of Activity	Date of Activity	No. of beneficiaries	
2018-19	1	Self-Defence	2nd August 2018	119	
	2	A skit on 'Using of toilets and menstrual hygiene' for residents of Damunagar Kandivali East.	15 th August, 2018	30	
	3	Handmade rakhi, bags and other articles selling stall	20th August, 2018 21st August 2018		
	4	Grooming session for girl students	27 November, 2018	50	
	5	Street play on 'BETI BACHO, BETI PADHAO'	26th January, 2019	-	
	6	'Healthy Diet Habits' session for teaching and non-teaching staff	8th March 2019	20	
2019-20	1	Workshop on Cyber Security	20th December 2019	20	
	2	Menstruation Hygiene Skit in Underprivileged Area	26th January 2020	30	
	3	Gender Equity and COVID - 19	14th May 2020	180	
	4.	Online Healthy Recipes Competition for Non-teaching staff	7 th May, 2020	15	
2020-21	1	"Cyber Security For Girls"	28 th January, 2021	228	
	2	Webinar on "PCOD Issues and Guidance"	8th March 2021	98	
2021-22	1	Self defence workshop	23rd November 2021	40	
	2	Women Empowerment Training Programme	26 January, 2022	25	
	3	Webinar on Gender Sensitivity	8 th March, 2023	125	
	4	Investment Awareness Program	9 th March, 2023	90	
2022-23	1	A Rakhi Exhibition cum Sale	5 th August, 2022	12	

Year	Sr. No	Name of Activity	Date of Activity	No. of beneficiaries	
	2	seminar on Awareness on sustainable menstrual products	17th August , 2022	70	
	3	Self Defense Workshop	19th September, 2022	74	
	4	A Seminar on Health and Hygiene	12th December,2022	124	
	5	National Level Gender Sensitivity Programme (Panel Discussion) titled "Let's Get Gender Right!"	8th March, 2023	100	

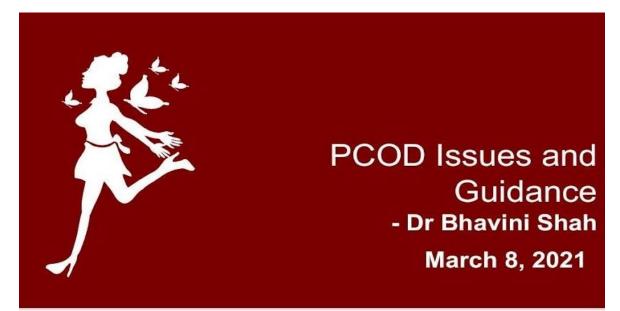
Photograph of A skit on 'Using of toilets and menstrual hygiene' for residents of Damunagar Kandivali East. 2018-19



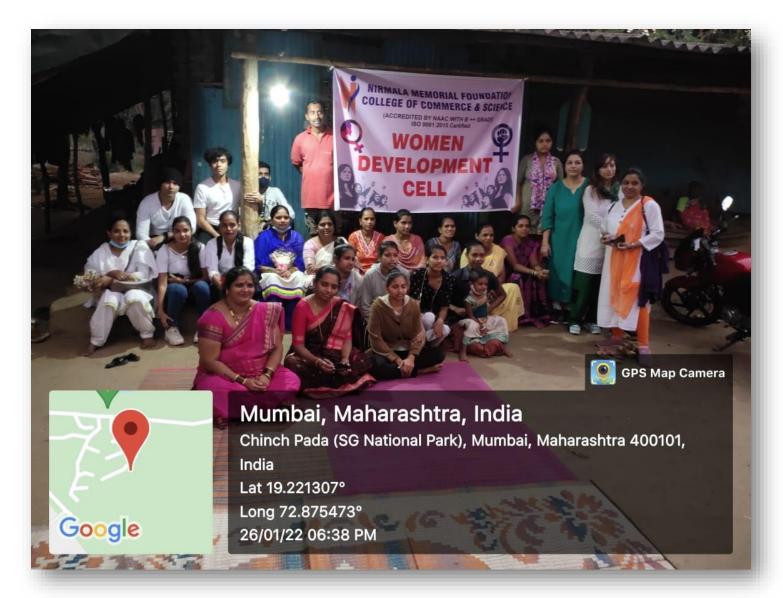
Photograph of Gender Equity and COVID -19- 2019-20



Photograph of Webinar on "PCOD Issues and Guidance" 2020-21



Photograph of Women Empowerment Training Programme 2021-22



Photograph of National Level Gender Sensitivity Programme (Panel Discussion) titled "Let's Get Gender Right!" 2022-23



1. RAKHI EXHIBITION CUM SALE



2. SEMINAR ON AWARENESS ON SUSTAINABLE MENSTRUAL PRODUCTS

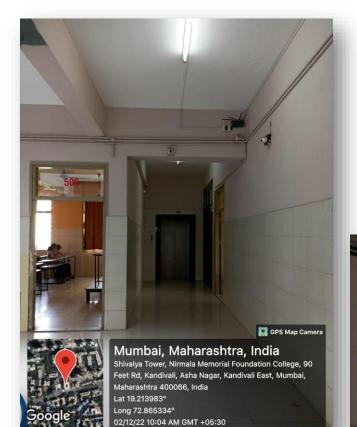




Safety and Security

CCTV Cameras







2. Restricted Entry





Female Guard



4. Female support staff





Rest Room

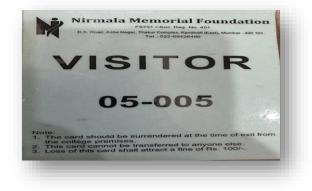
SANITARY NAPKIN MACHINE MADE AVAILABLE IN THE FRESHROOM



Visitors Record

Visitors Record and Visitor Card

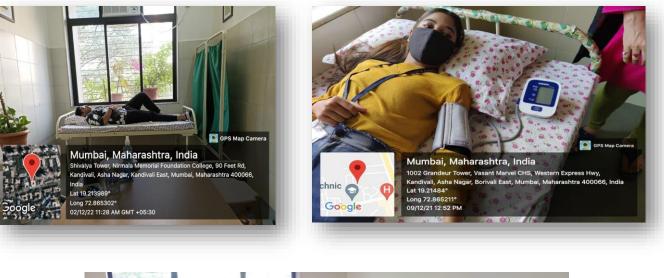
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NIRMALA MEMORIAL FOUNDATION COLLEGE OF COMMERCE AND SCIENCE

Counselling Room and Wellness Centre

WELLNESS & COUNSELLING FACILITIES





APPOINTMENT OF LADY COUNSELLOR

Visit for more details : https://nmfdegree.edu.in/counselling_support.php

