

## **ANNUAL E-GOVERNANCE REPORT FOR THE AY:2017-18**

The State Common Entrance Test (CET) Cell governs the admission process of B.Ed. Candidates must appear for the entrance exam, and admissions are based on merit and counseling.

The details of students' fee collections are maintained using Tally ERP software. Essential documents such as General Register (GR), Transfer Certificate, Leaving Certificate, and Bonafide Certificate are generated through the **Aspire Module of Tally ERP**.

**Bulk SMS Service:** For effective communication with students and parents, the college used bulk SMS services.

**Library Automation:** The college library used SMS library software for library automation.

**Biometric Attendance:** Staff attendance was recorded using a biometric mechanism. **Tally ERP 9:**

The college continues to use **Tally ERP 9** for accounting and financial purposes.

**Internet Facility:** To enhance connectivity, the IT support team increased the internet speed from **40 Mbps to 60 Mbps**, with the services provided by **Tikona Infinet Limited**.

**CCTV Camera:** The campus surveillance was done through 120 CCTV cameras for better safety and security of property, staff and students.

## ANNUAL E-GOVERNANCE REPORT FOR THE AY: 2018-19

The State Common Entrance Test (CET) Cell governs the admission process of B.Ed. Candidates must appear for the entrance exam, and admissions are based on merit and counseling.

The details of students' fee collections are maintained using Tally ERP software. Essential documents such as General Register (GR), Transfer Certificate, Leaving Certificate, and Bonafide Certificate are generated through the **Aspire Module of Tally ERP**.

**Bulk SMS Service:** For effective communication with students and parents, the college used bulk SMS services.

**Library Automation:** The college library used SMS library software for library automation.

**Biometric Attendance:** Staff attendance of staff and students was recorded using a biometric mechanism..During the pandemic, i.e. from March 2020 however, this system was not used.

**Tally ERP 9:** The college continues to use **Tally ERP 9** for accounting and financial purposes.

**Internet Facility:** To enhance connectivity, the IT support team increased the internet speed from **40 Mbps to 60 Mbps**, with the services provided by **Tikona Infinet Limited**.

**CCTV Camera:** The campus surveillance was done through 120 CCTV cameras for better safety and security of property, staff and students.

## **ANNUAL E-GOVERNANCE REPORT FOR THE AY: 2019-20**

This document offers a summary of the e-governance endeavours undertaken by the organization in the financial year 2021-2022. The year was characterized by the ongoing effects of the COVID-19 pandemic, which led to the adoption of hybrid classes and the incorporation of e-learning technologies. The e-governance initiatives introduced during this period focused on easing the transition to hybrid classes and enhancing the overall e-learning experience for students.

The State Common Entrance Test (CET) Cell governs the admission process of B.Ed. Candidates must appear for the entrance exam, and admissions are based on merit and counseling.

The details of students' fee collections are maintained using Tally ERP software. Essential documents such as General Register (GR), Transfer Certificate, Leaving Certificate, and Bonafide Certificate are generated through the **Aspire Module of Tally ERP**.

**MICM software for admission and fee collection:** The college uses the MICM software for administrative work pertaining to admissions and collection of fees.

**Zoom Platform and Google Meet for Teaching- learning and Webinars:** The college opted for the Zoom platform and Google meet for curriculum delivery due to the COVID-19 pandemic. The college conducted many webinars, training sessions and FDPs via these platforms

**MKCL Portal for examination:** Online proctored exams were conducted as per the guidelines of the University of Mumbai using **Maharashtra Knowledge Corporation Limited (MKCL)**

**Google Classroom:** Google Classroom LMS was used by subject teachers to share syllabi, notes, conduct online tests and assign tasks.

**Bulk SMS Service:** For effective communication with students and parents, the college used bulk SMS services.

**Library Automation:** The college library used SMS library software for library automation.

**Biometric Attendance:** Staff attendance of staff and students was recorded using a biometric mechanism..During the pandemic, i.e. from March 2020 however, this system was not used.

**Tally ERP 9:** The college continues to use **Tally ERP 9** for accounting and financial purposes.

**Internet Facility:** To enhance connectivity, the IT support team increased the internet speed from **40 Mbps to 60 Mbps**, with the services provided by **Tikona Infinet Limited**.

**CCTV Camera:** The campus surveillance was done through 130 CCTV cameras for better safety and security of property, staff and student

### **ANNUAL E-GOVERNANCE REPORT FOR THE AY: 2020-21**

The State Common Entrance Test (CET) Cell governs the admission process of B.Ed. Candidates must appear for the entrance exam, and admissions are based on merit and counseling.

The details of students' fee collections are maintained using Tally ERP software. Essential documents such as General Register (GR), Transfer Certificate, Leaving Certificate, and Bonafide Certificate are generated through the **Aspire Module of Tally ERP**.

**MICM software for admission and fee collection:** The college uses MICM software for administrative work pertaining to admissions and the collection of fees.

**Zoom Platform and Google Meet for Teaching- learning and Webinars:** The college opted for the Zoom platform and Google meet for curriculum delivery due to the COVID-19 pandemic. The college conducted many webinars, training sessions and FDPs via these platforms

**TeachUs app for examination:** Online proctored exams were conducted as per the guidelines of the University of Mumbai

**Google Classroom:** Google Classroom LMS was used by subject teachers to share syllabi, notes, conduct online tests and assign tasks.

**Bulk SMS Service:** For effective communication with students and parents, the college used bulk SMS services.

**Library Automation:** The college library used SMS library software for library automation.

**Biometric Attendance:** Staff attendance was recorded using a biometric mechanism..During the pandemic, i.e. from March 2020 however, this system was not used.

**Tally ERP 9:** The college continues to use **Tally ERP 9** for accounting and financial purposes.

**Internet Facility:** To enhance connectivity, the IT support team increased the internet speed from **40 Mbps to 60 Mbps**, with the services provided by **Tikona Infinet Limited**.

**CCTV Camera:** The campus surveillance was done through 140CCTV cameras for better safety and security of property, staff and students.

## **ANNUAL E-GOVERNANCE REPORT FOR THE AY: 2021-22**

The State Common Entrance Test (CET) Cell governs the admission process of B.Ed. Candidates must appear for the entrance exam, and admissions are based on merit and counseling.

The details of students' fee collections are maintained using Tally ERP software. Essential documents such as General Register (GR), Transfer Certificate, Leaving Certificate, and Bonafide Certificate are generated through the **Aspire Module of Tally ERP**.

**Bulk SMS Service:** For effective communication with students and parents, the college used bulk SMS services.

**Library Automation:** The college library used SMS library software for library automation.

**Biometric Attendance:** Staff attendance was recorded using a biometric mechanism..During the pandemic, i.e. from March 2020 however, this system was not used.

**Tally ERP 9:** The college continues to use **Tally ERP 9** for accounting and financial purposes.

**Internet Facility:** To enhance connectivity, the IT support team increased the internet speed from **40 Mbps to 60 Mbps**, with the services provided by **Tikona Infinet Limited**.

**CCTV Camera:** The campus surveillance was done through \_\_\_\_\_ CCTV cameras for better safety and security of property, staff and students.

# **Service Rules and Guidelines for Teaching and Non-Teaching Staff**

## **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.

### **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.

#### **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.

## **7. Termination and Resignation**

### **7.1. Termination:**

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

### **7.2. 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.

## **8. Amendments to Service Rules**

### **8.1. Amendments:**

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



