

## 6. 2. 2

# Functioning of the institutional bodies

### **6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc**

The TEI bodies demonstrate effective and efficient functioning, which is evident through the following aspects:

#### **Management Policies:**

Nirmala Memorial Foundation has been dedicated to providing quality education to society for many decades. Under the guidance of the Nirmala Memorial Foundation's policies, various educational institutions have been established, including a High School, Junior College, Degree College, and B.Ed College. All these institutions have garnered the goodwill and trust of the society, given its sustained growth. This reflects the trust's realization of the importance of higher education and its commitment to serving students from middle and lower strata of society.

#### **Administrative Setup:**

NMFCE boasts state-of-the-art infrastructure facilities and a well-organized administrative structure. This setup includes a Chairman, Director, Secretary, Treasurer, Principal of the B.Ed College, faculties, supporting staff, administrators, clerks, housekeeping staff, and security personnel. The efficient administrative structure contributes to the effective functioning of the institutional bodies.

#### **Appointment and Service Rules:**

Nirmala Memorial Foundation College of Education adheres to a well-defined system of appointment and service rules governed by the University of Mumbai and the management of the college. The rules outline qualifications, appointment procedures, and salary amounts for various positions, ensuring efficient appointment processes.

#### **Implementation of Institutional Strategy:**

The trust's educational efforts span from kindergarten to high school, junior college, Degree College, and professional B.Ed. College, all of which contribute significantly to the society. The B.Ed. College, in particular, plays a vital role in producing skilled professionals in the field of education. The trust's extensive experience and contributions in the field of education showcase its effective functioning.

### **Perspective Plans and Development:**

NMFCE has both short-term and long-term perspective plans and development plans. The short-term strategic plan focuses on aspects such as proper curriculum delivery, teaching-learning enhancement, innovation, community services, and skill development in students. On the other hand, the long-term perspective plan emphasizes qualitative and quantitative growth, post-graduation opportunities for students, the establishment of a research cell, and efforts for assessment and accreditation by NAAC. These plans highlight the trust's proactive and efficient functioning.

### **Future Plan**

2025- M.A Education from IDOL (University of Mumbai)

2030- Deemed University, Autonomous University

### **Link of organogram**

**<http://nmfbed.edu.in/organogram.php>**

Documentary evidence in support of the claim

**Institution Policy for Employee and Students**



**NIRMALA MEMORIAL FOUNDATION  
COLLEGE OF EDUCATION**

AFFILIATED TO UNIVERSITY OF MUMBAI

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

**E-GOVERNANCE POLICY**

**The following categories are included in the scope of this policy:**

- General Administration
- Student Admission
- Student Assistance
- Examination
- Library
- Finance and Accounts
- Infrastructure For ICT
- Surveillance

**The main objectives of this policy are:**

- To implement E-governance throughout the institution,
- To enhance governance efficiency, promote transparency and accountability in all college functions,
- To achieve a paperless environment, providing easy access to information,
- To make the campus Wi-Fi enabled,
- To equip classrooms with ICT tools like desktops and projectors,
- To establish a fully automated library, and
- To implement effective surveillance with CCTV cameras and biometrics.

To achieve these objectives, the college will take specific measures and implement various policies and procedures:

1. **Website:** The TEI will maintain an informative website displaying college activities, courses offered, important notices, and more. A dedicated Website Committee will be responsible for regular updates and maintenance.
2. **Student Admission:** An open and transparent admission process will be followed, guided by the University of Mumbai's ethical practices. Admission management will be facilitated through specialized software.



# NIRMALA MEMORIAL FOUNDATION COLLEGE OF EDUCATION

AFFILIATED TO UNIVERSITY OF MUMBAI

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

3. **Accounts:** The TEI will maintain its accounts using Tally software, upgrading it regularly for better financial record-keeping. Online modes of payment like NEFT and RTGS will be used.
4. **Library:** The TEI will continue to maintain a well-stocked library, incorporating more e-learning resources through N-LIST. The library will subscribe to new journals and books based on recommendations from teachers and students.
5. **Administration:** Attendance and other administrative tasks will be managed using advanced software tools like Advanced Excel. Adequate training will be provided to the teaching and administrative staff.
6. **Examination:** The TEI will adopt an online system for students to view their internal assessment marks and report any discrepancies. Software will be used for result preparation, and online exam software may be utilized for proctored exams.
7. **Alumni:** A dedicated alumni page will be created on the website.
8. **Complaint System:** The TEI will host an online Grievance Redressal Portal on the college website for the benefit of staff and students.
9. **ICT Tools:** LCD, Projector, Screen.

**Hardware Infrastructure:** The TEI will ensure sufficient desktops, laptops, printers, projectors, and multimedia devices for staff and students.

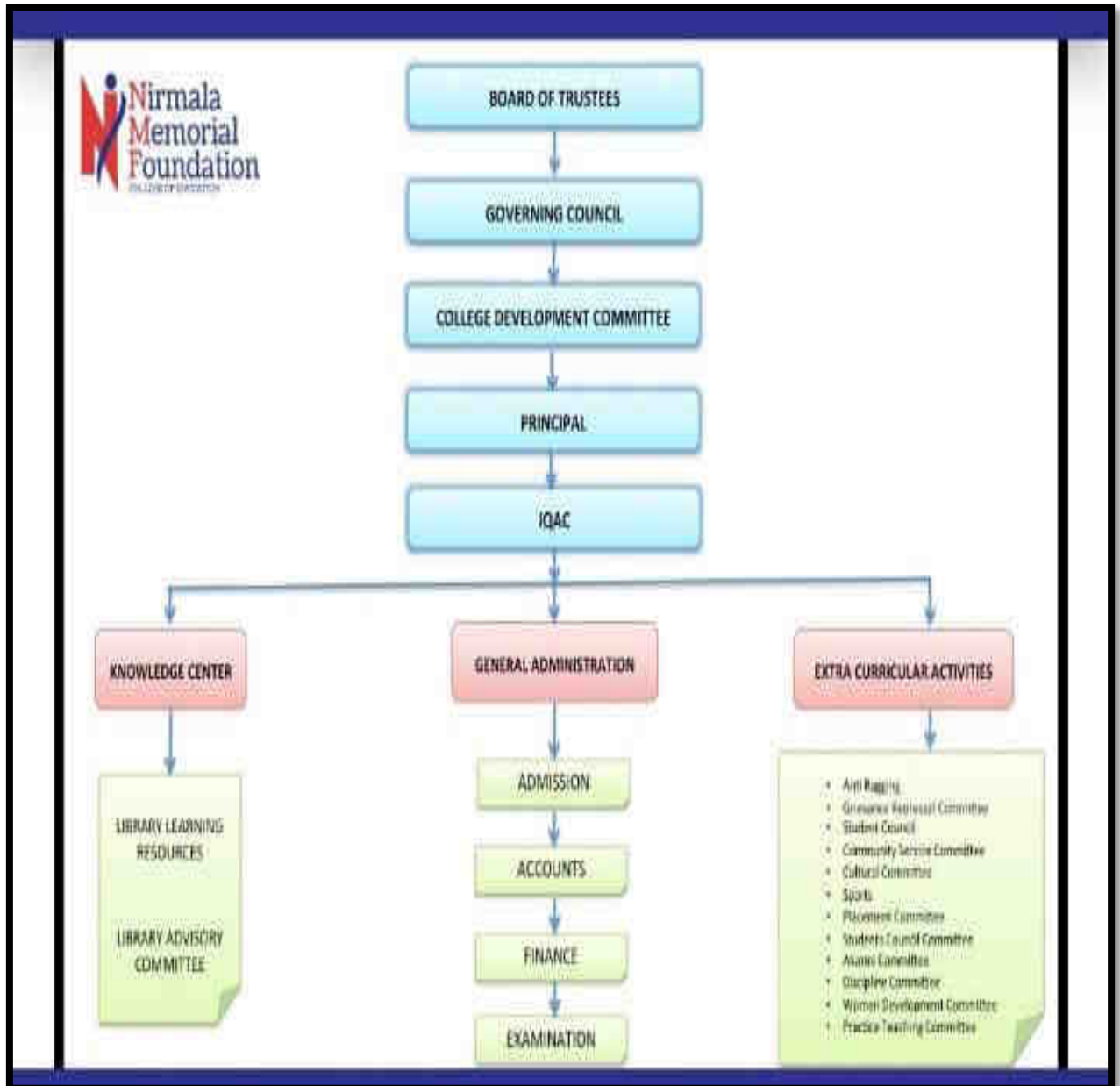
**Software Infrastructure:** The TEI will maintain powerful servers and regularly update software packages such as Open Office, MS Office, and Antivirus for desktops and laptops.

By implementing these policies and procedures, the college aims to enhance its governance, technological capabilities, and overall efficiency, providing a better learning and working environment for students and staff.

  
**I/C PRINCIPAL**  
NIRMALA MEMORIAL FOUNDATION  
COLLEGE OF EDUCATION  
Kandivali (East), Mumbai-400 101.



## Administrative Set up



## **Rules for Appointment**

1. The appointment is on Temporary basis for a period of one year commencing from the date of joining
2. The appointment will be effective from the date of teacher joining.
3. During this period, if teacher services are not found satisfactory, her/his services can be terminated at any time without mentioning any reason or giving any extra remuneration other than the salary for the period you have worked.
4. In the event you desire to leave the services of this college, before the expiry of the period, then it should be,
  - a) At the end of an academic term, in the interest of the students and in order to prevent the disruption of academic and related activities, and upon completion of all instructional and term work requirements, to the satisfaction of Principal and upon handing over charge to the Principal or any person duly designated/ notified by them and only after giving one calendar months' notice in writing, provided that in special/exceptional circumstances as deemed by the Principal; any of the above said conditions may be waived by the Principal by a written order.
  - b) However, in such an event, you will be required to deposit an amount equal to calendar months' salary along with your written application for resignation.
5. In case teacher accept the appointment, you shall have to submit discharge certificate, from your present employer, if any S.S.C, Passing Certificate, mark sheet of H.S.C, Bachelors and Master Degree, and M.Phil./Ph.D. degree(in original and attested copy)and two passport size photograph to the college office.
6. Teacher shall carry out academic, developmental, departmental and college administrative and such other duties as will be assigned to you by your superiors, from time to time.
7. Teacher shall be required to attend staff developmental programs/ special lectures, etc, whenever organized by the college authorities either within the college or in an outside institution.
8. Teacher will have to evaluate continuously, students' performance in their attendance of the lectures/practical's and participation in curricular / co-curricular activities and to guide them for making their performance better and if need be to communicate with their parents to achieve better , Teacher are required to do the examination related work of University during vacation if assigned and will be paid as per University rules.

9. In the event you are required to attend the college on institutional holidays for duties related to your appointment i.e. staff development programs, special lectures, conducting exams, seminars, conferences, sports and games, college day celebrations, etc. you shall attend duties without fail and no extra remuneration will be payable nor any compensatory leave may be given for such attendance.
10. The appointment is a full time one and does not permit Teacher to engage herself in any outside business, consultation, teaching in other institutions, private coaching/ tuitions and/or such other outside work either with or without remuneration, without the express sanction of the college authorities.
11. You will be paid your salary through Shamrao Vithal Co operative Bank, Kandivali East Branch (Situating in our College Campus) where, with the help of the College Office, you will have to open your individual account.
12. The college authorities reserve to themselves the right to amend, modify, alter or rectify the terms and conditions of services attached to this appointment including pay-scales which if and when modified, altered or rectified shall be binding on you.



## Appointment Letter



### **NIRMALA MEMORIAL FOUNDATION COLLEGE OF EDUCATION**

AFFILIATED TO UNIVERSITY OF MUMBAI

D.S. Road, Asha Nagar, Thakur Complex, Kandivali (East), Mumbai - 400 101. • Tel.: 2854 3234

Ref. No. : NMFCE/2019-2020

7<sup>th</sup>, January, 2020

Dr. Rupali Wadkar,  
F-102, Divine CHS,  
Padmavati nagar,  
Goregaon (East)  
Mumbai-400063

Dear Madam,

With reference to your application and subsequent interview with the Selection Committee Constituted as per the norms laid down by University of Mumbai, this is to inform you that you are hereby appointed to the post of Full Time Assistant Professor in Education in our college on adhoc basis with a consolidated pay of Rs.35,000/- (Rupees Thirty Five Thousand Only) per month with effect from 7<sup>th</sup> January, 2020 on the following terms and conditions.

Your services will be governed by the provisions of the Maharashtra Universities Act 1994 and the Statutes, Ordinances, Regulations and the Rules of the University for the time being in force and as will be amended from time to time and the rules of the Governing Council of this college, not inconsistent with the Act, Statutes, Ordinances, Regulations and Rules of the University.

This appointment is further subject to the following conditions:-

- 1) The appointment will be effective from the date of your joining.
- 2) This appointment is on Temporary basis for a period of one year commencing from the date of joining.
- 3) During this period, if your services are not found satisfactory, your services can be terminated at any time without mentioning any reason or giving any extra remuneration other than the salary for the period you have worked.
- 4) In the event you desire to leave the services of this college, before the expiry of the period, then it should be,
  - a) At the end of an academic term, in the interest of the students and in order to prevent the disruption of academic and related activities, and upon completion of all instructional and term work requirements, to the satisfaction of Principal and upon handing over charge to the Principal or any person duly designated/ notified by them and only after giving one calendar months' notice in writing, provided that in special/exceptional circumstances as deemed fit by the Principal; any of the above said conditions may be waived by the Principal by a written order.




## NIRMALA MEMORIAL FOUNDATION COLLEGE OF EDUCATION

AFFILIATED TO UNIVERSITY OF MUMBAI

D.S. Road, Asha Nagar, Thakur Complex, Kandivali (East), Mumbai - 400 101. • Tel.: 2854 3234

- b) However, in such an event, you will be required to deposit an amount equal to one calendar months' salary along with your written application for resignation.
- 5) In case you accept the appointment, you shall have to submit discharge certificate(s) from your present employer(s), if any, S.S.C. Passing Certificate, mark sheets of H.S.C., Bachelors and Master Degrees, and M.Phil / Ph.D. degree, (in original and one attested copy) and two passport size photographs to the college office.
- 6) You shall carry out academic, developmental, departmental and college administrative and such other duties as will be assigned to you by your superiors, from time to time.
- 7) You shall be required to attend staff developmental programmes / special lectures, etc. whenever organized by the college authorities either within the college or in an outside institution.
- 8) You will have to evaluate continuously, students' performance in their attendance of the lectures/practicals and participation in curricular / co-curricular activities and to guide them for making their performance better and if need be to communicate with their parents to achieve better results. You are required to do the examination related work of University during vacation if assigned and will be paid as per University rules.
- 9) In the event you are required to attend the college on institutional holidays for duties related to your appointment i.e. staff development programmes, special lectures, conducting exams, seminars, conferences, sports and games, college day celebrations, etc. you shall attend duties without fail and no extra remuneration will be payable nor any compensatory leave may be given for such attendance.
- 10) The appointment is a full time one and does not permit you to engage yourself in any outside business, consultation, teaching in other institutions, private coaching/ tuitions and / or such other outside work either with or without remuneration, without the express sanction of the college authorities.
- 11) You will be paid your salary through Shamrao Vithal Co operative Bank, Kandivali East Branch (Situated in our College Campus) where, with the help of the College Office, you will have to open your individual account.
- 12) The college authorities reserve to themselves the right to amend, modify, alter or rectify the terms and conditions of services attached to this appointment including pay-scales which if and when modified, altered or rectified shall be binding on you.

Yours faithfully,

  
(Mrs. Dhara Desai)  
Secretary  
Nirmala Memorial Foundation

## Service Rule

### 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 Education. 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.

  
I/C PRINCIPAL  
NIRMALA MEMORIAL FOUNDATION  
COLLEGE OF EDUCATION  
Kandivali (East), Mumbai-400 071.

