



College of Home Science  
Nirmala Niketan  
NAAC Accredited "A" Grade

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# STUDENT HANDBOOK 2021-2022

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## *About the College*

The College of Home Science Nirmala Niketan is one of the premier colleges of Home Science in India. It is the only college of Home Science affiliated to the University of Mumbai. A grant-in-aid institution, the college offers degree programmes in multiple branches of Home Science at the BSc, MSc and PhD levels. A postgraduate diploma and various value-added and add-on courses are also offered.

The college was started in 1955 with the inception of a certificate course in Home Science. The three-year BSc programme in Home Science, affiliated to the University of Mumbai (at the time known as the University of Bombay), was started in 1969 and two of the MSc programmes took wing in 1972 and a third in 1976. The PhD programme was begun in 1998. Two new MSc programmes were added in 2011.

The college is a Christian minority institution, managed by Nirmala Niketan Institute, a Trust registered under the Societies Registration Act 1860, and a Public Trust Act 1950, whose members belong to the congregation of the *Daughters of the Heart of Mary*. The Society is managed by a Governing Body whose Ex-officio Chairperson is the Provincial of the *Daughters of the Heart of Mary* in the northern province of India.

The college is a leading Indian institution empowering women through socially-relevant and career-oriented higher education. At the BSc level the college is only for women, whilst the postgraduate programmes are open to both women and men. The college serves Christian students in particular, as also other students, irrespective of their religion.

The college upholds academic excellence whereby young women (and young men in our postgraduate programmes) are equipped to successfully meet the challenges of life in their family, community and the world of work. Students transact a regularly updated curriculum under the caring guidance of teachers, and build locally

and globally valuable knowledge, skills, values and attitudes. Our graduates are confident, curious, creative and compassionate—ready to continue their life of purpose in the family, community and work settings.

### *Principal's Message*

Welcome to the College of Home Science Nirmala Niketan! Those of you, who have been in college already for a year or more, welcome back! Let us commit ourselves to a year of excellence, integrity, service, and love. Let us extend ourselves beyond our current boundaries and give of ourselves to each other and society.

Our college places the highest value on comprehensive, professional, and socially-relevant education. Our entire curriculum enables each of you in the college to imbibe skills that are essential for negotiating life's challenges whether personal, familial, community, or professional. We, in the college, aim at personal growth as well as professional competence, and inspire and encourage a sense of social responsibility to serve others who may be less fortunate than you. May all that the college imparts to you, step up your potential for excellence to the fullest and groom you to be an empowered and empowering patriotic citizen of our beloved country, India.

### *Motto*

The college motto entreats each one of us to be messengers of love and peace through the way in which we conduct our lives. May our life of loving purpose bring light to others.



KINDLE THE LAMP  
OF LOVE WITH  
THY LIFE.

## *Emblem*

Enshrined in Sanskrit in our emblem, is a value strongly upheld in the college: “The highest law of love is service”. It is in service that we embody love in its highest form. Our college nurtures students and staff to serve with love.



A lotus within a seed is the symbol of our emblem. The seed signifies the beginning of new life leading to growth that both anchors and helps us reach for the stars. The lotus also symbolizes transformation: rising through mud and water to blossom in the light. In keeping with the emblem, we expect each student to awaken and create the beauty that lies within.

## *Vision of the College*

The college aims at the total development of women, by providing learning opportunities to empower them with knowledge, skills and attitudes, to face personal and professional challenges with confidence, inculcating values of respect, commitment and concern for the service of others, thereby enabling them to make a positive contribution to society in the 21<sup>st</sup> century.

## *Mission of the College*

The Mission of College of Home Science Nirmala Niketan:

- To work dedicatedly towards women’s empowerment through socially-relevant, holistic, interdisciplinary education.
- To sensitize students to the needs of others, especially of those less advantaged, and foster a service orientation.
- To respect egalitarian justice, use participatory governance, and build capacity among students and staff.
- To continually innovate and deliver a curriculum that is globally valuable, locally relevant, and responsive to changing times and needs.

- To forge and enhance linkages with communities and organizations at multiple levels (e.g., local, regional, national, and international).
- To contribute to the national and international knowledge base in Home Science and allied fields.

## ***Goals of the College***

The college aims at the development of Indian Women through an education that is:

- a) Life-oriented,
- b) Career-oriented and
- c) Community-oriented.

## ***Academic Matters***

### **PROGRAMMES OFFERED**

The College offers the following programmes:

- B.Sc. (Home Science)

In the first two years of the programme every student studies a core curriculum that includes subjects from the four specializations namely:

- Br I: Foods, Nutrition and Dietetics
- Br II: Human Development
- Br III: Textile and Fashion Technology
- Br IV: Community Resource Management

For the third year the student may opt for a specialization in either Foods, Nutrition and Dietetics / Human Development / Textile and Fashion Technology/ Community Resource Management.

Admission to T.Y.B.Sc (Home Science) will be purely on the basis of Merit while due consideration is given to the preferred option selected by the student. Admission to any particular specialization cannot be guaranteed.

- M.Sc. (Home Science) offered under the specializations of:
  - Br I: Foods, Nutrition and Dietetics
    - Br. IA: Foods, Nutrition and Dietetics
    - Br. IB: Food Processing and Preservation
    - Br. IC: Sports Nutrition
  - Br. II: Human Development
  - Br III: Textile and Fashion Technology
- Ph.D. (Home Science) offered under the specializations of Foods, Nutrition and Dietetics, Human Development and Textile and Fashion Technology.
- Postgraduate Diploma in Dietetics and Applied Nutrition

The syllabi for the B.Sc. and M.Sc. programmes may be referred to on the college website. They are also available for reference in the college library. It is important to be aware of the syllabus of each of the subjects (theory and practical) in your academic programme.

Parents/guardians involvement in their ward's education is encouraged. They are requested to keep themselves informed of the students' academic progress. It is not possible for the college to send individual letters apprising parents/guardians of the same. However, the Principal and the Heads of Departments will answer their queries if any.

Make it a habit to check the college website regularly for notices and any other information.

### **ADD-ON AND VALUE-ADDED COURSES**

In order to supplement the curriculum and to make students better prepared to meet industry demands as well as develop their own interests and aptitudes, the college offers the following add-on and value-added courses. These courses are conducted after regular class hours and students may apply for admission to the courses of their choice if they meet the eligibility criteria.

### **Add on Diploma Course affiliated to the University of Mumbai**

- CAD CAM and Computer Technologies in the Apparel Industry – 1 year

### **Add on Certificate Courses affiliated to the University of Mumbai**

- Nutrition and Exercise for Fitness – 3 months
- Entrepreneurship in Textile Crafts – 3 months
- Visual Merchandising – 3 months
- Workstation Design and Applied Ergonomics – 1 year

### **Value Added Courses:**

- Indian Sign Language – 13 weeks
- Arts Based Therapy - 1 year
- Personal Styling, Grooming and Fitness – 20 sessions of 3 hours duration
- Cultural and Heritage Management – 1 year

The details about these courses may be referred to from the prospectus available on the college website or with the receptionist on the third floor.

### ***Academic Year***

The academic year is as per the decision of the University of Mumbai. Students are required to be available till the end of the term. Please ensure that plans for the vacation are made only after the last date of the term given by the University of Mumbai.

Kindly refer to the University of Mumbai website for the terms given by the University.

### **HOLIDAYS**

The college is closed on:  
Sundays and all public holidays.

Holidays prescribed by the University of Mumbai. Kindly refer to the University of Mumbai website for the list of holidays.

Periodic breaks prescribed by the University of Mumbai for the Summer vacations, Mid-Term break and the Winter break.

Occasionally, on a day declared by the Principal. This will be displayed on the notice-board and on the college website.

Kindly note, that the college functions on all other days. In case of any difficulty such as flooding, strikes, etc. please do not call up the college to enquire since the college will be open. Please make a decision about whether you wish to come keeping in mind your safety which is paramount.

## ***College Contact Details***

### **College Address**

College of Home Science, Nirmala Niketan  
49, New Marine Lines, Mumbai-400 020.

### **College Phone Number**

022-2207 6503

### **College E-Mail Address**

office@nnchsc.edu.in

### **Principal's E-Mail Address**

principal@nnchsc.edu.in

### **College Website**

<https://www.nirmalaniketan.com>

## **COLLEGE TIMINGS**

Classes in college begin at 8 a.m. The last class of the day differs from group to group. Co-Curricular and extracurricular activities that students are expected to attend are likely to be organized beyond the time duration of the regular class timetable.

If any student is required for any official college activity during the regular timings of classes, due permission should be taken from the



Teacher Coordinators of the class prior to the participation (please enter the procedure followed in consultation with the coordinators)

### **Opening and Closing Timings Each Day**

The college opens at 7.30 a.m. and closes at 7.00 p.m. Permission from the Coordinator/Principal must be sought to remain in college later than 6.30 p.m.

## ***University Rules and Regulations with Regard to Academic Matters***

### **ATTENDANCE REQUIREMENTS**

Punctuality - In case of coming more than 5 minutes late for a lecture the student will be marked 'late' for that lecture. If this occurs for three days, the student will be marked absent. Students arriving more than 5 minutes late for a lecture are expected to wait for the next lecture and not attempt to enter class and disturb the lecture in progress. In case of any problems such as adverse weather conditions or other situations that cause major disruption of transport, students would be excused.

Planned absence from the college without prior intimation or due notification to the concerned authority (e.g., Coordinators/HOD's and/or Principal) is ill-advised. However, when the student is absent, please ensure that parents/guardians have informed the Coordinators/HOD's of the classes/departments promptly.

Absence of **three consecutive days or more** must be justified in writing. A letter from parents/guardian specifying the reasons for absence must be given to the Co-ordinators/ HOD's on resuming. For any absence due to illness, a medical certificate and fitness certificate must be given to the Coordinator/ HOD immediately on resuming.

Mass ‘bunking’ is not permitted. Such behaviour is liable to punishment as decided by the Principal and other concerned authority.

No leave is granted for personal reasons, that is, religious festivals, marriage ceremonies, religious pilgrimages during academic session.

Affiliation to the University of Mumbai requires strict adherence to university ordinances.

Ordinance 6086 relates to the minimum attendance necessary for keeping terms and can be referred to on our website (Link). Some highlights of the Ordinance are given below:

- Every bonafide learner shall ordinarily be allowed to keep terms for the given semester in a program of her/his enrolment, only if s/he fulfils **at least seventy five percent (75%) of the attendance taken as an average of the total number of lectures and practicals.**
- Further it is mandatory for every learner to have **minimum 50% attendance for each course (subject) & average attendance has to be 75%.**
- Excursions/field visits/study tours organized by the college and supervised by the teachers as envisaged in the syllabus shall be credited to her/his attendance
- Credit will be given for the number of periods which are missed while participating in an extracurricular/co-curricular activity/competition/camp/workshop/convention/symposium/seminar etc. where the said learner is officially representing the college/ University/ District/ State/ Country with the permission of the Principal.
- Each month the list of defaulters will be displayed on the college/class notice board with a view to draw attention of the student and encourage her/him to comply with the attendance requirements.

- The defaulting learner may also be called along with the parent/guardian (wherever necessary) to meet the Convener/Principal with a view to make the consequences adequately clear while understanding the difficulties if any.
- The Principal may condone the absence of any learner further up to an additional 25% after personal hearing to every learner falling short of minimum attendance for keeping terms and recommending case by case having verified the genuineness and gravity of the problem that justifies the learner to remain absent, which generally shall be limited to his own sickness, sickness of his parent, death of his parent etc. supported by valid evidence, documentary or otherwise.
- At the end of the semester on recommendation of the attendance committee the Principal shall display a list of the learners who are not allowed to keep terms and so will not be permitted to appear for the examination, allowing them to appeal to the Principal within 3 days from the date of display of the notice. After disposing the appeals the examination forms of such defaulting learners will be withdrawn and this will be communicated to the concerned at least 10 clear days before the commencement of the respective examinations.
- The learners whose terms are not granted by the college/institute/department of the University can appeal to the Controller of Examinations.

## **EXAMINATIONS**

The college has implemented the Choice Based Credit System (CBCS) semester-based credit and grading system for Under-graduate (F.Y.B.Sc., S.Y.B.Sc. and T.Y.B.Sc.) and Post-graduate (M.Sc. and PG Diploma in Dietetics and Applied Nutrition) students in compliance with University of Mumbai Guidelines.

- The Semester End Examinations for Semesters I, II (F.Y.B.Sc.) and Semesters III and IV (S.Y.B.Sc.) are conducted by college on behalf of the University of Mumbai.

Dates for Examination for F.Y.B.Sc. and S.Y.B.Sc. are announced by college 4-6 weeks before the commencement of exam.

- T.Y. B.Sc. (Semester V & VI), M.Sc. I (Semester I & II) and M.Sc. II (Semester III & IV) examinations are conducted by the University of Mumbai.

Dates for T.Y. B.Sc. (Semester V & VI), M.Sc. I (Semester I & II) and M.Sc. II (Semester III & IV) are announced by the University of Mumbai.

The examination scheme, schedule and other norms pertaining to the examinations, will be informed to students as and when details are provided by the University of Mumbai. It is important to make it a habit to keep checking the college website for the same.

Below are given the criteria for a student to be eligible to appear for Semester V (Third year) of UG programs:

- Learner shall have passed Semester I, Semester II, Semester III and Semester IV in full.

OR

Learner shall have passed Semester I and Semester II in full and secured ATKT in Second year by failing in not more than three courses and failing with not more than total 200 marks in each of Semester III and IV.

OR

Learner shall have passed Semester III and Semester IV in full and secured ATKT in First year by failing in not more than three courses with not more than total 200 marks in each of Semester I and II.

- A learner shall be allowed to keep terms (ATKT) for Semester VI irrespective of grades obtained in each course of Semester V.
- The result of Semester VI shall be kept in abeyance until the learner passes each of Semester I, Semester II, Semester III, Semester IV and Semester V in full.

### **Semester End Additional Examination**

- There is one additional examination for Semester I, II, III and IV for those who have failed or remained absent
- The absent learner will be allowed to appear for the additional examination by the head of the institution after fulfilling the necessary formalities with regard to the reasons of being absent to the satisfaction of the head of the institution.
- Additional examination will be held 20 days after the declaration of results of semester end examinations, but not later than 40 days.
- Additional examination for Semester I and II are held after the conduct of Semester II regular examination in March/ April every year
- Additional Examination for Semester III and Semester IV are held after the conduct of Semester IV regular examination in March/ April every year.
- However Additional Examination for Semester II and Semester IV be held after 20 days and before 40 days from the date of declaration of result of the respective Semester End Examination.

## **Some Important Points to Remember When Appearing For An Examination**

- Every student is expected to wear their Identity Card and carry their Hall Ticket to every examination failing which they may not be permitted to appear for the examination.
- Cheating/ copying during examination is strictly prohibited.  
Any student caught cheating during the college examinations (FY BSc (Semester 1 &2), SYBSc (Semester 3 &4) will have to face the consequences as per the decision of the Unfair means committee of the college.  
Any student caught using unfair means during the University exam [TY Bsc (Semester 5 & 6), Msc Part 1 & Part 2 (all Semesters)] will face the consequences as per the decision made by the University.
- Mobiles are not allowed in the examination room.
- Writing pads, pencil pouches are not allowed in the examination room.
- Students can be randomly frisked by the Teacher Supervisor, Exam Coordinator or Principal during the exam if suspected of copying/malpractice.
- Any student belonging to Divyangjan category should submit an application along with supporting certificate duly signed and attested by the competent authority (LD, VI, HI) to the staff of the college general office at least one week before the commencement of exams. They are also required to carry this certificate with them to the Examination Hall and produce it if requested during the examination.
- In case of any illness, the staff of the examination committee / Principal needs to be intimated at the earliest and any application for consideration needs to be supported with a medical certificate. Whenever possible, the student will be supported whilst maintaining the sanctity of the examination.

- In case of communicable diseases it would be advisable to refrain from appearing for the examination since there may be the possibility of infecting the other candidates.

### **Instructions for Students Appearing for ATKT Examinations**

- Students appearing for college ATKT examinations (Semester I, II, III and IV), are required to fill the Examination form within 15 working days after the declaration of results.
- Students appearing for University ATKT examinations TY BSc (SemV & VI), MSc 1 (Sem I & II), & MSc 2 (Sem III and IV), are required to fill the Examination form within 7 working days after the declaration of results
- Examination forms are available in the college General Office (3rd Floor).  
Timing: 10.30 a.m. - 12.30 p.m. only.

### **Photocopying/ Reevaluation of Examination Answer Sheets (ONLY for Theory Examinations)**

- Students who wish to apply for photocopying/revaluation of answer sheets of college or University exams, are required to apply within 7 working days from the date of the declaration of results.
- Revaluation charges are Rs. 250/- per paper and Photocopy charges are 50/- per paper.
- Forms are available in the college General Office (3rd Floor) on payment of Rs. 10/-  
Timing: 10.30 - 12.00 noon only

### **Grace Marks**

NSS volunteers shall be eligible for the award of 10 grace marks. Those students who participate in sports or any cultural event, wherein, the student represents the college and/or the University at

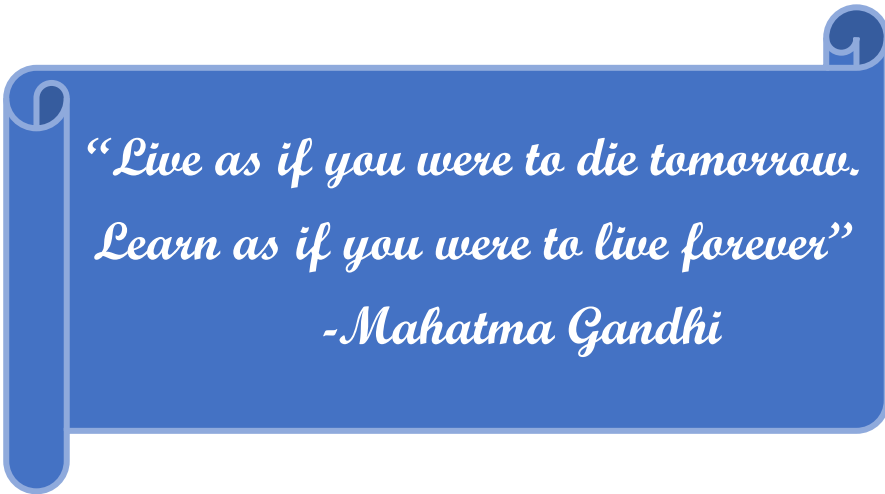
the State, National or International level, are awarded grace marks as per the rules of the University of Mumbai.

For further details about the Examination Scheme and the Gracing Scheme please refer to the college website.

***Please note: All the instructions posted on the website that are related to regular as well as ATKT exams have to be strictly followed. In case the student has failed to do so, s/he will miss the chance of appearing for the exam that semester (regular/ATKT) and will have to wait till the examinations are held the next time.***

For more examination – related information and for a list of Frequently Asked Questions, also look up the University of Mumbai website: **<http://mu.ac.in/portal/student-section/examination/>**

**Make it a habit to check the college website regularly for notices and any other information.**



*“Live as if you were to die tomorrow.  
Learn as if you were to live forever”  
-Mahatma Gandhi*



## *Code of Conduct for Students*

As a student of the college, you are required to comply with the following code of conduct and to cooperate with the enforcement of this code:

1. **Regularity and punctuality.** Regularity and punctuality are values that are held in high esteem in the college. Students are expected to arrive on time and be consistently present for all (online/offline) lectures, practicals, fieldwork and meetings at the stipulated time. Take note of the timings displayed on the notice board/website at the beginning of the semester and also those communicated electronically to you by the College/Coordinator/HOD.
2. **Participation in the class.** Maximum benefit is obtained when students participate actively in the teaching-learning process. Students are encouraged to engage wholeheartedly in classroom learning activities. Bring all required materials to your theory class or practical. Ensure that any work assigned in the previous classes is completed.
3. **Be in class during class hours.** Lounging, studying, completing journals in the library, back-landing, common room or elsewhere in the college whilst classes are on, is discouraged. Even if you need to meet teachers/coordinators or visit the General or Accounts Office, ensure that you do so at times other than when your classes are on.
4. **Seek permission to enter or leave a class** when a session is in progress.
5. **Use break time prudently.** The break is an excellent time to grab a bite, talk to friends in the class, meet friends in other classrooms, freshen up etc. At the same time, be mindful of the time and be sure to be available on time for the class immediately after the break. Eating is permitted on the rear

landings of each floor and in the classroom during the break, which can help you save time.

6. **Reduce noise levels.** Keep noise levels down both during class as well as during break times. Also avoid talking loudly while walking in the college corridors. Ensure that classes around you are not disturbed.
7. **Participation in co-curricular and extra-curricular activities.** Co-curricular and extra-curricular activities are specially organized for students, with the aim of enriching students' holistic learning and development. Students are required to help organize and participate in co-curricular (e.g., seminars, webinars, talks) and extra-curricular activities (e.g., cultural activities, special events of national and international importance) in the college.
8. **Participation in college committees and their activities.** Student members are invited to join a wide range of college committees. Look out for committees that are aligned with your interests and join the committee to hone event management, teamwork, and leadership skills. All students are encouraged to actively participate in the activities and events organized by various college committees.
9. **Participation in extra-mural activities/events, and internships and placements through linkages and collaborations.** Committee convenors, coordinators and department heads and other teachers may also organize your participation in extra-mural co-curricular and extra-curricular activities. Participation in these activities is also strongly encouraged.

Students are placed for their practicals, fieldwork and/or internship through linkages and collaborations with wide-ranging GOs, NGOs, educational/research institutions, and the industry. Students are expected to give their best in these activities and internship/fieldwork placements, and to represent the college in the best of ways. Students are expected to comply with reasonable expectations of partnering agencies.

10. **Building a scientific temper and research participation.** Students at all levels, from FY BSc to PhD have the opportunity to engage firsthand in high quality, socially-relevant, innovative research. FY and SY BSc students can don the researcher hat through the inter-collegiate ***Awareness and Action Research for Youth Awakening (AARYA)*** Competition organized by the college. TY and MSc1 students can become researchers through research practicals or special opportunities set up by their teachers. MSc2 students and doctoral students have to complete original research as part of their course requirements. TY to PhD levels participate each year in the University of Mumbai ***Avishkar Research Convention*** and other research competitions. Students and their guides also publish their researches and make presentations in conferences.
11. **Participation in Extension Activities.** The college places immense value on service. Students at all levels are provided opportunities to participate in extension activities through National Service Scheme (NSS), the Department of Lifelong Learning and Education (DLLE) of the University of Mumbai, and college and department activities. All senior students, TY and MSc, are required to participate in rural/tribal extension camps.
12. **Anti-ragging.** Ragging is a serious offence. Ragging within the college premises, Hostel, outside the college, whilst travelling on the public transport system, and on social media, is strictly prohibited. No student shall participate or abet or propagate ragging in any form. Ragging is punishable and will be dealt with very strictly in keeping with the law, as deemed fit by the members of the Anti-Ragging Committee, depending on the nature and gravity of offense. The 3rd Amendment of UGC Regulations on “Curbing the menace of Ragging in Higher Educational Institutions, 2016” states that ragging entails: 3(j) Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (Fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender

(including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background. Additional details of what may be considered as ragging can be checked at the following link; <https://cutt.ly/oQuZnxD>

The rules and regulations related to prohibition of and punishment for Ragging are also given in the following university ordinances and are accessible through the given link: <https://mu.ac.in/wp-content/uploads/2014/03/regarding-to-anti-ragging.pdf>

Further, if any student witnesses any form of ragging of another college student, she/he is obligated to inform the Anti – Ragging Committee about it, after which the committee will take necessary action. Also note that the Anti-Ragging toll free helpline number is 1800 180 5522 and email is [helpline@antiragging.net](mailto:helpline@antiragging.net)

Additional information on the UGC Regulations for curbing the menace of ragging in HEIs, 2009, which includes measures of prohibition of ragging, administrative action in the event of ragging can be checked at the following link: <https://cutt.ly/8QiyvyD>

Students and parents are expected to fill the Anti – Ragging Affidavit and submit to their respective Coordinators/Head of Department immediately after seeking admission to any Programme.

13. **Smoking, alcohol and all substance use** is discouraged in general and is **strictly prohibited** in the college premises and its periphery, failing which, it will be dealt with severely.
14. **Photo-identity cards.** For security reasons, students will not be permitted to enter the college without their photo-identity card. The ID card is to be worn at all times in the classroom/college and made available for inspection when requested. The penalty for not doing so will be a fine of Rs.100/- each time.

Identity cards are person-specific and cannot be exchanged or lent to others. Strict action will be taken should a student have lent their identity card to another student or other person.

#### 15. Use of electronic devices

**a. Mobile phones.** During the break (10.30 to 11am), you can use your mobile phone relatively unrestrictedly in the college. At all other times you are permitted to use mobile phones **only** in the common room and lobby on the ground floor and on the landings. Phones are to be **switched off/on silent mode and placed in your bag during class**. However, sometimes the teacher may require students to use their mobile phones for a supervised classroom activity; only then will mobile phone use be permitted in the classroom.

There is a fine of Rs. 500/- for mobile phone usage in the classroom during class, and Rs. 100 for mobile phone usage in other non-designated areas throughout the entire day (excepting the aforementioned break).

**b. Laptops.** PhD and MSc students can use a laptop in the library strictly for academic purposes, especially if they are with their guides. Only PhD and MSc students may charge their laptops in the library if needed.

**c. Charging of electronic devices.** Students are expected to bring charged devices and power banks (as per their requirements) to college. Other than PhD and MSc students who may charge their laptop whilst doing research work in the library, all other students are permitted to charge their phone/laptop/tablet only in the common room. Please note that you are not permitted to bring extension cords to use in the college.

#### 16. Read notices and take necessary action.

Information posted on physical (classroom, common room and entrance bulletin board) and virtual notice boards (college website) must be read every day. Notices may also be emailed or posted on messaging platform groups by teachers/other staff. Make it a habit to check

the college website regularly for notices and other information; also read and reply to the notices sent by teachers and other college staff through email and messaging platforms. Ignorance of instructions posted on a physical notice board/college website will not excuse you from the relevant consequences.

- 17. Notices or posters posted by students.** Students need to have sought permission from at least one of the following to put up a notice or a poster: a relevant teacher, coordinator, department head, and the Principal. The notice has to have the signature of the person who has granted permission.
- 18. Use of the Public Address System.** Students need to seek permission for using the public address system to make announcements.
- 19. Contacting the Administrative/Accounts Office.** Please contact the Administrative/Accounts Office through email for any queries. If you are required to go to these offices in person, please note the timings displayed outside these offices as also on the college website.

Apply in advance to the Administrative Office for certificates and testimonials that require the Principal's signature. Do not take any such papers directly to the Principal for signature.

- 20. Organizing events and activities.** Students must obtain the prior permission of the Principal and Coordinator/Committee Convenor/HOD whilst organizing any event or activity in the college. Money from students cannot be collected for the organization of such events, and if it is needing to be collected, the Principal must provide permission to do so.

Prior permission of the Principal and Coordinator/Committee Convenor/HOD is also needed when participating in any co-curricular or extra-curricular activities organized by other institutions. Please be sure to provide a copy of the participation and/or award certificates obtained with the Coordinator/Committee Convenor/HOD.

21. **Requests for infrastructure arrangements.** As a student, when making requests for infrastructural arrangements for events/guest lectures/other activities, please do so in writing, and ensure that the written request has been approved by whomever of the following is involved in the event: Committee Convenor, Coordinator, teacher or HOD. This written application, signed by a teacher, needs to be submitted in advance to the Manager.

Furniture in the college cannot be moved without permission. Please submit a written application, signed by a teacher, to the Manager in advance.

Students are expected to be vigilant and make entries about any equipment/furniture/other infrastructural facility that requires attention, in the designated books kept with the receptionist on the third floor.

22. **Treat college property with due care.** The college and its furniture/equipment/other resources are for the students' benefit. If property is damaged in the classroom or elsewhere in the college, fines will be levied either to individual students or to class groups, whichever is relevant in a particular instance.

**Switch off** all lights and fans when not required and **close taps** carefully after use.

23. **Keep the college premises clean.** Cooperate with the nonteaching staff in keeping classrooms, laboratories, corridors, stairwells, toilets and other areas clean. After cleaning art supplies in washbasins, ensure that you have left it clean for the next user. Use classroom dustbins and wet/dry garbage bins properly for disposal of litter.

Washrooms and washbasins should be kept clean after use. Washing of feet in the basins is strictly prohibited. If you need to wash your feet, please do so at the specified tap at the rear of the college, in the garden area.

Strict action will be taken against students not adhering to these cleanliness guidelines. Kindly follow the instructions for use of

sanitary napkin vending machines and the incinerators installed in the washrooms.

24. **Use of the lift.** Good citizenry demands orderly queues whilst waiting for the lift. Please do make a queue whilst waiting for the lift.

The rear lift is designated for student use through the day. In the morning before the first lecture, the use of both lifts is permitted for students. However, teachers will be given preference for use of the lifts, so arrive well in advance in order to reach class on time.

Students are expected to walk up to the third floor. When students do use the lift, the lift will only be stopped for students to disembark on the 5<sup>th</sup> floor. We remind students that walking upstairs or downstairs helps meet fitness goals.

Students are not permitted to use the lift to go downstairs, and are expected to use either of the two staircases instead. An exception is made in the case of a medical reason, where a letter requesting the use of the lift for medical reasons with a doctor's certificate, should be submitted to the Principal and a signed duplicate should be in possession of the student, to be shown to the lift attendant when needed.

25. **Attire.** Students are expected to dress as is appropriate for an educational institution. Therefore, students are not allowed to wear tops that expose the midriff or those with spaghetti straps, off-shoulders, T-shirts with disrespectful sayings and low riding pants, shorts, distressed jeans, etc. Our dress code intends helping students develop a healthy respect for themselves and their bodies. If inappropriately dressed, you will not be allowed entry into the college.

Covering of face and eyes is not permitted inside the college premises for security purposes, except for health-related protocol (e.g., use of a mask during the pandemic).



26. **Valuables.** The carrying of valuables to college is discouraged. You are responsible for the safety of your valuables including mobile phones, laptops, etc. Do not leave them unattended anywhere in the college. The college is not responsible in the event of any loss or theft. In case of misplaced articles, contact the receptionist on the third floor. There is CCTV coverage in many areas of the college and when needed, CCTV records may be checked by the authorities.
27. **COVID-19 safety protocol.** Follow all the COVID-19 related Protocol for safety of self and others: wear facemasks, maintain social distancing, use sanitizers as frequently as needed, and wash hands as and when needed.
28. **Social media representation.** Students are cautioned to use social media platforms in safe and appropriate ways. Any posts (images and/or text) pertaining to the college should uphold the values of the college and its reputation.
29. **Visitors.** Parents are welcome to visit the college and need to sign in the Visitors' Book in the foyer. Please take permission from a teacher/Coordinator/HOD/Principal to bring any other visitor to college.
30. **Parents.** Active participation from parents is solicited in the college. We hold orientations and parent meetings and encourage all parents to participate in the college life of their daughters/sons.

You are obliged to accept and observe the afore-mentioned rules of conduct and to cooperate with the enforcement of these guidelines. The Principal's judgment on your compliance with these guidelines is final.

## *SERVICES AND FACILITIES FOR STUDENTS*

The college supports students in achieving their personal and professional goals in a number of ways. Students can avail of the many facilities and services provided in the college. All staff – teaching, administrative and support staff are student-friendly and available to assist the student whenever required.

### **Reception Counter (Ground Floor)**

Monday to Friday: 11.00 am - 1.00 pm  
1.30 pm - 6.00 pm  
Saturday: 1.30 pm - 5.30 pm

- The receptionist on the ground floor will assist you with any queries regarding courses offered in the college.
- Students desirous of availing of a concession for local train travel need to fill in the Railway Concession Form available with her. This form will be issued against a valid Identity Card. Students may apply for a concessional 1st class or 2nd class pass (monthly/ quarterly / yearly) from either Churchgate (Western Railway) or Chhatrapati Shivaji Maharaj Terminus (Central Railway / Harbour Line) to the station closest to their residence. This form can then be submitted at the booking counter at the railway station.

### **Reception Counter (3<sup>rd</sup> Floor)**

Monday to Friday: 9.30 am - 1.00 pm  
1.30 pm - 4.30 pm  
Saturday: 9.30 am - 1.00 pm

- The receptionist on the third floor serves as a link between the student and the Manager / the Principal/ the General Office.
- In case a student or parent wishes to meet either the Manager or the Principal, they need to approach the receptionist who will

indicate their availability. Letters to the Manager/Principal should be routed through her.

- Any applications for bonafide certificates, letters of recommendation, transcripts, other documents, etc. should be handed over to the receptionist and the documents collected from her after the request is processed.
- Prospectuses for various courses offered in the college are available with the receptionist.
- Appointments to meet the counsellor may be made with her assistance.
- A well-stocked medical kit is available with her and she may be contacted in case of any kind of emergency, medical or otherwise.
- Indian Railways offers students concessional fares to travel to their hometown during the vacations. Students wishing to avail of the same need to apply in writing to the Principal and submit the same to the receptionist.

### **General office**

Email: office@nnchsc.edu.in

### Office Timings

Monday to Friday: 9.30 am - 1.00 pm  
1.30 pm - 5.30 pm

Saturday: 9.30 am -1.00 pm

### Timings for Students

Monday to Friday: 10.30 am - 1.00 pm  
1.30 pm - 2.30 pm

Saturday: 10.30 am - 1.00 pm

- Students may contact the General office at the specified Student Timings for assistance / queries regarding eligibility, examinations, marksheets, etc. and to submit/ collect original documents and other testimonials.

- Any other official letter / document required from the college would be prepared by the General Office staff on receipt of a written application addressed to the Principal and routed through the receptionist on the third floor. Do not take any such papers directly to the Principal for signature. You may have to apply in advance for these.
- If corresponding via email the subject should be clearly stated.

### **Accounts Office**

Email: accts@nnchsc.edu.in

#### Office Timings

Monday to Friday: 9.30 am - 1.00 pm

1.30 pm - 5.30 pm

Saturday: 9.30 am - 1.00 pm

#### Timings for Students

Monday to Friday: 10.30 am - 1.00 pm

1.30 pm - 2.30 pm

Saturday: 10.30 am - 1.00 pm

- All financial related work is undertaken in the Accounts office. Students may visit the office at the specified Student Timings for assistance / queries regarding fees, receipt of scholarships and any other finance-related work.
- If corresponding via email the subject should be clearly stated.
- The preparation of the Identity Card is also looked into by the staff of the Accounts Office. In case of loss of the Identity Card the student is required to immediately apply for a duplicate one and submit the original acknowledgement of police complaint. The duplicate identity card should be collected from the Accounts Office at the allotted time.

During the vacation period, the timings of the General Office, Accounts Office and Reception Counters may be revised and will be displayed on the college notice board/ college website.

## *Library*

### **Timings**

Monday to Saturday: 8.30 am to 5.30 pm

Library timings may change during vacations. These changes in library timings are posted on relevant notice boards / college website.

A college library, the gateway to knowledge, provides the opportunity for lifelong learning, independent decision making, and cultural development of the students and the teachers. Focusing upon its very important role in education, our college library has been growing steadily over the years.

The library is bright and well-ventilated with workstations for individuals or group work and designated reading/studying areas. There is a dedicated reading area for PhD scholars.

Library staff are ever-willing to assist students and teachers in locating and using library resources.

### **In addition, the following facilities/ services may be availed of in the library:**

- At present, the college library has a rich collection of books, bound volumes, dissertations and CD's; and subscribes to a number of scientific journals, magazines and newspapers.
- Reading material is available in English and in vernacular languages.
- In addition to an excellent non-fiction collection, the library also has a section with fiction for leisure reading.
- E-resources such as e-journals and newspapers and N-List Program by INFLIBNET, Shodh-ganga, etc.

- The library is fully automated using the SLIM-21 Software. To enable easy location of the resources in the library, the Card catalogue and OPAC (Online Public Access Catalogue) may be used. Information about the accession number of a book and its availability (on shelf or issued) by author, title, subject etc. may be obtained through the designated computers in the library.
- The library provides open access facilities. A student can go directly to the cupboards and select books.
- Like the rest of the campus, the library is WiFi enabled and students can access the internet on the computers in the library or on their devices for academic purposes.
- Printing facilities are also available at a minimal cost for students in the library.
- Photocopying is facilitated in the library for a nominal fee, especially to be used for photocopying from books that are not allowed to be taken out of the library. The librarian reserves the right to refuse to permit the photocopying of some material.

For more details on the Library Collection, please check the College Website which is regularly updated.

Library staff are ever-willing to assist students and teachers in locating and using library resources. Kindly seek their help in case of any difficulty.

### **Library Rules and Regulations**

The rules that follow are devised to ensure that the best services can be provided to the greatest number of users.

1. Other than wearing your college photo-identity card, also **have available your library cards** when using the library.
2. **Sign in the register** before entering and sign out when you leave the library.
3. **Deposit all bags, personal textbooks, files etc. at the bag counter** before entering the main section of the library. Do not

leave any money or valuables at the bag counter. The college and library staff is not responsible for any loss. Collect your belongings before leaving the library.

4. **Silence is mandatory** in and around the reading room area of the library. Discussions in study groups are inappropriate in the reading areas of the library.
5. **Issue your books using your library cards.** Books are issued strictly in order of application. The librarian has the right to not issue certain books when circumstances warrant it.
6. **Examine books** when issuing them. Report any damage found in the book immediately at the issue counter. If the student fails to do so, she will be held responsible for any damage that may be detected later.
7. The students are **responsible for books issued in their name.** Books lost, damaged or defaced must be paid for by the reader on whose name they were issued. The value of the books will be assessed by the librarian.
8. **Allow all issued books to be inspected** at the bag counter on leaving the library.
9. **Handle library books carefully.** Use books with care. Underlining, highlighting, or scribbling is strictly forbidden and carries severe penalties. Tearing of pages or damaging the binding is strictly forbidden and also carries severe penalties.
10. **Please return the books before or by the due date.** When possible, reissue the books that you need for a longer duration. The fine for **overdue books** is Rs. 5/- for each day past the due date including holidays; and the fine for **overdue overnight books** is Rs. 8/- for each day past the due date including holidays.
11. The librarian reserves the right to **recall** any book or periodical when required.

12. **Use the books in the stacks with care.** Books are placed by their accession numbers. Avoid replacing books randomly whilst locating a book that is required. Misplaced books obstruct optimal library usage. The librarian/assistant can be contacted for help.
13. Chewing gum, eating and drinking are **not permitted** in the library.
14. **Furniture** must be used as arranged and only for its proper purpose (i.e., a table to place books and chairs for sitting).
15. All rules described under *Code of Conduct* are applicable to the library area.
16. **Use of mobile phones strictly prohibited in the library**, unless required by a teacher for academic purposes only. Talking on cell phones is not allowed in the Library or corridor and will attract a fine of Rs. 500/-. Please set your phones to the silent mode.
17. **Library usage is a privilege** contingent on respecting library rules. If library rules are disregarded or incidences of indiscipline occur in the library the student may lose the privilege to access the library.

### *College Magazine*

The college provides an opportunity for students showcase their literary talents and improve their creative writing skills. The annual College Magazine “*Expressions*” showcases the creative writing efforts of students and teachers.

- Annual achievements of each specialization and/or programme of study is also chronicled in the magazine.
- Students are invited to contribute original creative writing (e.g., short essays, poems, stories, reflections, etc.) as well as reports of events participated in, etc., to the year’s college magazine.
- Articles may be written in English, Hindi or Marathi. It is a matter of pride to feature academic, sports, cultural and other



pertinent achievements of students in the magazine and students are requested to send in a short write-up of the same for publication.

- All contributions for the college magazine, should be emailed to: [nncollegemagazine@gmail.com](mailto:nncollegemagazine@gmail.com)

## *Cybercafé and Computer Centre*

### **Timings**

Monday to Friday: 9.30 a.m. to 5.00 p.m.

Saturdays: 9.30 a.m. to 1.00 p.m

- The college cybercafé, situated on the third floor is equipped with multiple computers and printers.
- Easy access to the Internet, word-processing, printing (black and colour) etc. is available at nominal rates on all working days.
- It also serves as an excellent computer classroom. Classes are scheduled in the computer centre with special instructors who facilitate students in learning the use of various software, both basic and advanced.
- Eating, drinking and use of mobile phones is not permitted in the cybercafé.

## *Common Room*

### **Timings:**

Monday to Saturday: 7.30 am – 4.30 pm

5.00 pm – 6.30 pm

- There is a girls' common room with an attached washroom on the ground floor for student use. The furniture in this room allows either informal seating arrangement or working at a table.
- Students may lounge in the common room, watch television or play indoor games like carrom and chess.
- There is a microwave oven for heating of food and drinking water facility is also available.
- Electronic devices may be charged at the many electrical points in the common room.

Visitors are not permitted to use the common room or visit the other floors of the college without permission, but may be comfortably seated in the foyer.

Male students may use the seating in the garden area and may play board games / table tennis in the Marie Adelaide de Cicé Hall.

### *Canteen*

It has been observed over the years that the students generally apply what they learn in theory and carry wholesome homemade food to sustain them during the time they spend in college. However, in case the need arises, they can avail of the fresh, hot meals in the Nirmala Niketan hostel canteen diagonally across the road.

Periodically snacks prepared by students as part of their curricular practical, are also available at reasonable rates.

### *First Aid and Infirmary*

All students are required to fill in a Medical Information form each year and disclose all medical conditions, allergies, etc.

- In case of any medical emergency on campus, please contact the Co-ordinator / HOD / Principal / Manager/ any other staff member.
- Well-stocked first aid kits are available in all laboratories and with the receptionist on the third floor.
- There is also a bed provided in the Infirmary on the 7<sup>th</sup> floor.
- The college also has the facility of a Doctor on Call whose services may be availed of when required.
- In serious cases the student may be taken to the Emergency of Bombay Hospital which is in our neighbourhood, after informing the parents.
- All students are covered under a Group Accident Insurance Policy initiated by the University of Mumbai

## *Prayer Room*

A room on the seventh floor, specifically for prayer and quiet reflection is available for Christian staff and students.

- Other students requiring to meet their needs for quiet reflection/prayer may use the eighth floor-rear side landing.
- Students using these areas are expected to maintain the decorum of the place.

## *Hostel*

Hostel facilities are available for outstation students and those staying in the distant suburbs at two locations: at the Institute of Social Service, Nirmala Niketan building diagonally across our college building and at Asha Kiran, St. Pius complex, Goregaon.

- If a student requires hostel facilities, she should express her need in writing to the Principal, who will then make a recommendation to the Hostel Warden. The student then needs to meet the hostel warden and complete all the formalities.
- Admission to the college and securing accommodation in the college hostel are independent of each other.
- All hostelites are required to abide by the rules of the hostel.

## *Mentoring Services*

The mentor (synonym: guide) is an assigned teacher. Each student has a mentor and belongs to a particular mentor group along with other students.

- Each mentoring group meets periodically. Students may make individual appointments to meet their mentor other than during the group meeting.
- The mentoring sessions provide opportunities for students to discuss any issue that comes in the way of individual well-being.
- What is discussed will be confidential. In exceptional circumstances, the Principal and/or the college counselor may also be taken into confidence, after informing the student.

## *Remedial Teaching/Classes*

Remedial classes (whenever needed) are organized after regular class hours for those students who are in need of such services. Instructors provide explanations and clarifications of difficult content, discussing study skills and strategies and giving tips on how to write answers in an examination. Small class size optimizes teaching-learning here.

## *Facilities for Well-being*

### **COUNSELLING SERVICES**

#### **Counselling Centre / Counsellor's Timings:**

Monday to Friday: 10.00 am to 4.00 pm

- Each one of us would like to create and/or enhance personal wellbeing. The college has a professional counselor who can help achieve greater well-being. The college counseling centre uses a holistic approach to help students increase self-awareness and overcome academic and personal challenges through individual or group sessions. Assistance in identifying and optimizing strengths and expanding perspective on oneself and others are offered here.
- Stress management, relaxation strategies, and goal-setting sessions are organized.
- The counsellor may also be approached for emotional support in coping with difficult situations in their personal life such as dealing with grief, handling insecurities due to the pandemic, etc.
- It is preferable that a student wishing to avail of these services makes an appointment with the counselor or through the receptionist on the third floor. However, if required, the student can walk into the counselling centre during working hours.
- The counsellor is also available for online counselling.

## **SPORTS ACTIVITIES**

In addition to the various sports activities organized by the Sports Committee, various **Indoor Games** are available for use by the female students in the Common Room and in the Marie Adelaide de Cicé Hall for all.

- Table tennis can be played in the college Hall on the ground floor. These games can be accessed by handing over the I-Card to the receptionist on the ground floor.
- The airwalker kept in the garden area can also be used by students.
- Students are requested to handle all equipment with care and not misuse or damage the sports equipment. In case any equipment is damaged the student will be liable to be fined.
- The Sports Committee regularly arranges for indoor games. Be on the look-out for announcements made by the Sports Committee.
- Do participate in indoor games and competitions and the annual athletic meet and competitions organized by the College and University of Mumbai.

## **GYMNASIUM**

Timings:

Monday to Saturday: 10.00 am to 3.00 pm

‘Vigour – The NN Gym’, is a fully equipped gymnasium with a qualified woman fitness trainer.

- Facilities for yoga are also available.
- Students and staff members can avail of the gym membership at a nominal charge and may use the facility during their free time.
- It is also open to outsiders on payment.

## **DIET COUNSELLING AND HEALTH-RELATED SERVICES**

Students can contact the Diet Counseling Cell for their queries on diet as well as their health issues. They can make a representation through their H.O.D. /Class Coordinator or meet the members of the cell on appointment.

- The diet counselling cell also conducts awareness camps and sessions for students, staff and the community, on various topics related to health and nutrition.
- Students are encouraged to attend these sessions and participate in the annual Health Mela where various activities such as assessment of body composition, bone mineral density, lung function capacity, blood sugar, fitness tests as well as screening for anaemia and thalassemia are conducted.

## *Scholarships and Prizes*

### **MERIT SCHOLARSHIPS/ PRIZES**

The academic achievements of the students are acknowledged publicly at a prize distribution ceremony when the student receives merit-based prizes/ scholarships. Welfare measures help support students in need of assistance of different kinds. All of these have resulted in an overall culture of care and concern for our students.

The college awards the following for meritorious achievements during the year:

- **Founder Principal C. Galby Alumni Association Award** for students securing the highest marks at the T.Y.B.Sc. (each of the 4 specializations).
- **Principal C. Galby Scholarship** for highest marks in T.Y.B.Sc. (Textile and Fashion Technology specialization) and currently pursuing MSc. Part I in the specialization of Textile and Fashion Technology in the College of Home Science, Nirmala Niketan.
- **Ms. Noemia D'souza Scholarship** for the highest marks in the subject of Research Methods and Statistics in MSc. Part I (Textile and Fashion Technology specialization)
- **Smt. Makaben Premji Vora** Scholarship for securing the highest marks in Extension Work in TYBSc. (Rotating award for all 4 specializations year wise)

- **Nirmala Niketan Institute Thresiamma Joseph Memorial Prize** for the best all-round student of TYBSc in the specialization of Foods Nutrition and Dietetics
- **Miss T. Joseph Scholarship** for the best all-round student of TYBSc. in the specialization of Foods Nutrition and Dietetics
- **Ms. Noemia D'Souza Merit Award** for securing the highest marks at the TYBSc in the specialization of Textile and Fashion Technology
- **Ms. Noemia D'Souza Merit Award** for securing the highest marks at the MSc I examination in the specialization of Textile and Fashion Technology
- **Ms. Noemia D'Souza Merit Award** for securing the highest marks at the MSc II in the specialization of Textile and Fashion Technology
- **Ms. Deepti Patwardhan Award** for SYBSc student/s securing the highest marks in the practical offered by the Department of Foods, Nutrition and Dietetics
- **Ms. Deepti Patwardhan Award** for SYBSc students securing the highest marks in the practical offered by the Department of Textile and Fashion Technology
- **Saffola Prize** for best overall performance in PG Diploma in Dietetics and Applied Nutrition
- **Dr. Pratima Goyal's Prize** for a student specializing in Textile and Fashion Technology, securing the highest total marks in practicals at the TYBSc level
- **Dr. Pratima Goyal's Prize** for a student specializing in Textile and Fashion Technology, securing the highest total marks in practicals at the MSc I level
- **Dr. Pratima Goyal's Prize** for a student specializing in Textile and Fashion Technology, securing the highest total marks in practicals at the MSc II level
- **Award instituted by teachers of CRM department** for a student getting the Highest Marks in the Practical of Aesthetic in Design at the FYBSc Semester I

- **Award instituted by teachers of CRM department** for student getting Highest Marks in the Theory of Introduction to Tourism and Hospitality Industry at the FYBSc -Semester II
- **Award instituted by teachers of CRM Department** for student getting highest in of Elective of Residential Interiors in TYBSc Sem V
- **Award instituted by teachers of CRM Department** for student getting highest in of Elective of Hotel Front Office Operations in TYBSc Sem V
- **Award instituted by teachers of CRM Department** for student getting highest in of Elective of Kitchen Planning in TYBSc Sem VI
- **Award instituted by teachers of CRM Department** for student getting highest in of Elective of Housekeeping Operations in TYBSc Sem VI

### **NEED-BASED SCHOLARSHIPS AND OTHER ASSISTANCE**

The College has the vision to empower women and believes that lack of funds should not be a deterrent to availing of quality education. Should a student require financial assistance, the college makes every effort to assist her/him.

The college offers need-based scholarships and other kinds of assistance. The Government and University of Mumbai offer scholarships for various categories of students viz. for students belonging to backward classes, minorities, students with disabilities, etc. The Scholarship Committee makes every effort to inform students about the scholarships and other aid available. The names along with other details are displayed on the college website and on college notice boards. The committee also renders help in availing these.

Students requiring financial assistance can avail

- ❖ “Need based scholarship” and other assistance offered by the college
- ❖ “Government scholarships’ offered by Government bodies
- ❖ Scholarships offered by the University of Mumbai



## ❖ College Level Support

### • **Need based scholarships**

The following are available for students requiring financial assistance:

1. Principal C Galby/ C Galby Alumni Association
2. Nirmala Niketan Institute Gauri Loknath Char Scholarship
3. Mr. and Mrs. Nayar Scholarship
4. Nirmala Niketan Institute Mrs. Tilak Surana Memorial Scholarship for a needy/deserving woman student of the Institute
5. Nirmala Niketan Institute Prof. L R Shah Memorial Scholarship for a needy/deserving woman student of the Institute
6. Nirmala Niketan Institute Watumal Foundation (India) Scholarship for 2 students at the discretion of Principal based on merit cum need
7. Nirmala Niketan Institute Braganza Scholarship: any student preferably Catholic either in TYBSc or MSc Human Development to be decided by HOD of Department for a student having aptitude but unable to pay fees.
8. Nirmala Niketan Institute Thresiamma Joseph Memorial Scholarship for TYBSc/MSc FND student/s having aptitude but unable to pay fees **or** all-round best student of FND (ready to collaborate and participate in college activities, readiness to render any service, politeness, regularity etc.)
9. Nirmala Niketan Institute Saffola Scholarship for a student of PG Diploma in Dietetics and Applied Nutrition having aptitude but unable to pay fees or all-round best student of college (ready to collaborate and participate in college activities, readiness to render any service, politeness, regularity etc.)

The notice for accepting applications will be put on the college website and the same will be displayed on the college notice boards in the month of October every year. Announcements are

also made in every class as well as on the Public Address system. It is important that students requiring these scholarships take cognizance and respond to these announcements.

Students who wish to avail of the scholarship need to download the application form (available on the college website or with the Scholarship committee), fill in the required details and submit the same along with the mentioned documents within the stipulated time to the Scholarship Committee.

After scrutiny, the short-listed students will have to appear for an interview and complete expected formalities.

Applicants for need-based scholarships are interviewed by the principal and the members of the Scholarship Committee.

- **Meal scheme**

The Management of the Nirmala Niketan Institute has initiated a Meal Scheme for needy students. The students who wish to avail the facility need to approach the Manager / Principal for the same.

❖ **GOVERNMENT OF INDIA (Central Schemes)**

Students need to apply for these scholarships on the **National Scholarship Portal (<https://scholarships.gov.in>)**

<b>Offered by</b>	<b>Name of the Scholarship</b>
<b>Ministry of Minority Affairs</b>	Post Matric Scholarships Scheme for Minorities
<b>Department of Empowerment of Persons with disability</b>	Post-matric for Students with disabilities
<b>Ministry of Social Justice and Empowerment</b>	Top Class Education Scheme for SC Students
<b>Ministry of Tribal Affairs</b>	National Fellowship and Scholarship for Higher Education of ST Students - Scholarship

<b>University Grants Commission MHRD</b>	<ul style="list-style-type: none"> <li>- PG Indira Gandhi Scholarship for Single Girl Child</li> <li>- Post Graduate Scholarship for University Rank Holders</li> </ul>
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❖ **GOVERNMENT OF MAHARASHTRA (State Scholarships)**

Students need to apply for these scholarships on the **Aaple Sarkar DBT Portal** (<https://mahadbtmahait.gov.in>)

<b>Offered by</b>	<b>Name of the Scholarship</b>
<b>Social Justice and Special Assistance Department</b>	<ul style="list-style-type: none"> <li>○ Government of India Post-Matric Scholarship</li> <li>○ Post-Matric Tuition Fee and Examination Fee (Freeship)</li> </ul>
<b>Tribal Development Department</b>	<ul style="list-style-type: none"> <li>○ Post Matric Scholarship Scheme</li> <li>○ Tuition Fee &amp; Exam Fee for Tribal Students (Freeship)</li> </ul>
<b>VJNT, OBC AND SBC Welfare Department</b>	<ul style="list-style-type: none"> <li>○ Post Matric Scholarship to VJNT Students</li> <li>○ Post Matric Scholarship to OBC Students</li> <li>○ Post Matric Scholarship to SBC Students</li> </ul>
<b>Directorate of Higher Education</b>	<ul style="list-style-type: none"> <li>○ Rajarshi Chhatrapati Shahu Maharaj Shikshan Shulkh</li> <li>○</li> </ul>

## ❖ UNIVERSITY OF MUMBAI

Applications need to be submitted through the college to the Department of Student Development of the University of Mumbai.

- Financial Assistance to Needy Students
- Financial Assistance to ST Students
- Financial Assistance to SC/ST/DT/NT Students

### **Please note:**

1. The above is not an exhaustive list; students are expected to look for other Government and Private scholarships too. Students are provided support by the college to apply for private and governmental need- based/ merit scholarships.
2. Details of eligibility and documents to be submitted will be available on the respective websites.
3. Students are expected to update themselves regarding details of eligibility, documents to be submitted and date of submission regularly.
4. Please get in touch with the members of the scholarship committee in case of any doubt or difficulty.

## ***FACILITIES FOR STUDENTS WITH DISABILITIES AND THOSE WITH SPECIAL NEEDS***

The College supports students who are permanently or temporarily challenged.

- ❖ A ramp and wheelchair help improve access to the college.
- ❖ These students are permitted to use the lift between various floors in order to reach various facilities in the college.
- ❖ There are Western commodes in the washrooms on every floor.
- ❖ Motorized sewing machines, special writing desks for left-handed students, etc. are beneficial to some students.
- ❖ Any other request for assistance by a student who needs it may be made to her/his coordinator/HoD and will certainly

be looked into. Every effort will be made to support the student in all possible ways.

The University of Mumbai has suggested guiding principles in order to move towards creating a more barrier free, right based and inclusive environment for individuals with special needs and for individuals with disabilities. The college is committed to implementing these guidelines wherever required. The document is available on the college website.

### ***Employment Placement***

The Employment Placement Cell (EPC) of the College assists graduating students to get started in careers of their choice. Sessions are organized to help students prepare a good CV writing & effectively face interviews. The EPC liaises and builds contacts with different organizations, institutions and NGOs that provide career opportunities to our students on graduation. On-campus interviews are arranged by the EPC.

### ***Alumnae Association***

#### **Facilitating an enduring relationship with the alma mater**

The Alumnae Association, a body of ex-students of the college, has been in existence since 1980. The Association is immensely proud of the long list of illustrious alumnae on record. On graduation, the college looks forward to the student's continued participation in the college through membership in this association.

### ***Facilities in Case of Emergencies***

- The lifts are continuously manned by attendants who are aware about what needs to be done if there is a power cut or any other emergency. In the unlikely event that you are in the lift without an attendant, there is no need to panic. Press the emergency alarm on the lift panel and wait. Automatic Rescue Devices

(ARD) have been fitted on both the college lifts to improve safety. Hence, in case of power failure, the lift will move to the nearest floor before opening doors.

Additional safety devices include the Door Sensor for passenger protection during entry or exit and an Emergency Alarm for alerting security and emergency light in case of power failure.

- The Chemistry and Food laboratories have fire extinguishers that may be used in case of a fire in the laboratory. The college also has fire-fighting equipment installed in the front and rear parts of the building.

In case of fire please contact the support staff in the laboratory or on the floor immediately. They have been trained to handle these emergencies. Lifts should not be used in case of a fire. Students are required to not panic and remain as calm as possible in the given circumstances. Should evacuation be required, the instructions of the staff and directions provided on the Public Address system should be followed.

### ***Suggestions, Complaints and Grievances***

Request for redressal which is done through either of the three committees of the college: the College Grievance Redressal Cell (CGRC); the Internal Complaints Committee (for Prevention, Prohibition and Redressal of Complaints against Sexual Harassment of Women at the Work Place and Anti-Ragging); or the Committee for the Redressal of Grievances of the Reserved Category and Minority Students.

Please use the box kept in the lobby and outside the Library, to deposit your complaints, requests or suggestions. There is also an Online Students Grievance Redressal Portal which can be accessed through the college website.

### ***Information of RTI***

The Right to **Information** Act, 2005 provides for right to information for citizens to secure access to information under the control of public authorities, including colleges, in order to promote

transparency and accountability in their working. Those desirous of obtaining information regarding the College of Home Science, Nirmala Niketan may submit a written request to the Public Information Officer. Details of the process are available on the college website.

## ***COLLEGE COMMITTEES***

The college has many committees, several of which have student members. These diverse committees and their activities allow an experience of a well-rounded comprehensive education, extending beyond the traditional classroom. More specifically, participation in these committees and/or in the activities organized by these committees provides opportunities to students to experience college governance, and engage in cultural, literary, social service, sports, religious, and recreational events. Enthusiastic, wholesome participation from students is encouraged in the college committees and their events.

Statutory Committees with Student Members			
Student Council (through elections)	Women’s Development Cell		Internal Quality Assurance Cell (appointed)
Non - Statutory Committees with Student Members			
Sports Committee	Cultural Committee	National Service Scheme	Inter-Faith Committee
Library Committee	Magazine & Literary Committee	Diet Counselling Cell	

### ***Statutory Committees***

#### ***College Grievance Redressal Committee***

The College Grievance Redressal Committee addresses the students' grievances that are received through the Online Students Grievance

Redressal Portal which can be accessed by students through the college website.

### ***Internal Complaint Cell***

The Internal Complaint Cell (ICC) has two components:

- The Vishaka Committee for Prevention, Prohibition & Redressal of complaints against Sexual Harassment of Women at Work Place.
- The Anti-Ragging Committee aims to root out ragging in all its forms from the College by instituting stringent anti-ragging measures and provisions for strict punishments to defaulters. The same is based on the Supreme Court Order, 2007, UGC Regulations, 2009 and the UGC Second Amendment 2013.

### ***Student Council***

Students partake of college governance first-hand through their participation in the Student Council. The Student Council comprises of students that have been elected to various posts such as General Secretary, Treasurer etc. as well as all class and assistant class representatives. This council along with teacher members has regular meetings to plan and execute many activities in the college. The Student Council organizes the celebration of Independence Day, Teachers' Day, SIP, etc. in the college.

### ***College Development Committee (CDC)***

The College Development Committee prepares an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth; enables the college to foster excellence in curricular, co-curricular and extra-curricular activities; and recommends the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college.



### ***Cell for Prevention of Caste Based Discrimination and Committee For SC/ST, Minority Cell, OBC***

The main aim of the committee is to eliminate all sorts of discriminatory practices, caste-based violence and to ensure safe and protective environment for the students belonging to deprived and vulnerable sections of the society. It endeavours to prevent atrocities against SC/ST/OBC and minority community students within the campus premises and helps them in social inclusion.

### ***Unfair Means Inquiry Committee***

The Unfair Means Inquiry Committee (UMIC) is a committee that recommends disciplinary action to the Principal (such as the nullification of results) if a student is found to use unfair means during a college examination. The college UMIC uses guidelines developed by the University while examining a case and making a recommendation of the action to be taken. For university examinations, the case is referred to the University UMIC.

### ***Right to Information (RTI) Cell***

As per government policy and the Right to Information Act 2005, we have an RTI Officer in the college to whom related queries, if any, can be directed. Please note that most information pertaining to the college is already available on the college website.

### ***Women's Development Cell (WDC)***

In keeping with the college vision and in alignment with the Women's Development Cell of the University of Mumbai, the College's Women's Development Cell organizes sessions, aimed at augmenting the development of each woman. Interpersonal and other issues of relevance to the young women in the college are addressed in interactive sessions with resource persons. The two signature events organized by the WDC are Pankh (a discussion on gender issues) and Stree (commemoration of International Women's Day).

## *Internal Quality Assurance Cell (IQAC) & 7 NAAC Committees*

The vision and mission of the college get translated into reality by an action plan that is chalked out by the Internal Quality Assurance Cell (IQAC) and other staff at the beginning of each academic year. The IQAC is part of the quality assurance procedures required by the National Assessment and Accreditation Council (NAAC). Student members are nominated according to the IQAC guidelines. Parent involvement is also an important area of the IQAC.

## *Divyangjan Committee*

The Divyangjan Committee ensures that students with disabilities are given all the provisions that they are entitled to; and organizes events to create awareness/sensitizing students about persons with disabilities.

## *ATAL Ranking (ARIIA)*

The Ministry of Education has designed a unique ranking framework 'Atal Ranking of Institutions on Innovation Achievements (ARIIA)' to define and measure the innovation and entrepreneurship ecosystems in Higher Educational Institutions (HEI) in India.

Our institute has registered on the ARIIA portal and this committee uploads the college data as required.

## *National Innovation & Start-Up Policy (NISIP) - Ministry of Education*

The NISP is an initiative of MHRD's Innovation Cell, Government of India. It intends to promote student and faculty driven innovations and startups, by leveraging the potential of students' problem solving and entrepreneurial mind set to promote a strong intra and inter-institutional partnerships.

### ***National Institute Ranking Framework (NIRF)***

The Ministry of Education, Government of India, ranks higher educational institutions in India using the following parameters: Teaching, Learning and Resources; Research Productivity, Impact and IPR; Graduation Outcome; Outreach and Inclusivity; and Perception. The college has participated in the National Institutional Ranking Framework (NIRF) since 2019.

### ***The Civil Services Examination (CSE) or UPSC Examination Committee***

This committee creates awareness about a nationwide competitive examination held in India conducted by the union public service commission for recruitment to higher civil services of the government of India, including the Indian administrative service, Indian foreign service, and Indian police service.

## ***Non - Statutory Committees***

### ***Sports Committee***

The Sports Committee organizes various Indoor Games such as Carrom, Chess, Table Tennis, Throw ball, Badminton, etc. and competitions and also an Annual Athletic Meet (Annual Sports Day) for the students and staff. Selected students are supported to participate in various sports events at Inter-Collegiate level, District Level, Zonal, State, National events. Students are requested to actively participate in the competitions and events organized by the college and University of Mumbai. The committee also organizes talks and training sessions in various sports if an adequate number of students express an interest. The Committee also organizes nature walks, treks as per the demand of the students. The treks are organized in collaboration with a professional agency.

### ***Cultural Committee***

The members of the Cultural Committee are responsible for organizing many cultural events through the year, culminating in the College Week celebrations and the college festival, Nirmal Utsav, which is celebrated on 11<sup>th</sup> January, the Birth Anniversary of our Founder Principal, Ms. Collette Galby. As organizers and/or as participants, each student can look forward to participating in the various cultural events, competitions and talent shows. Each of these events provides a platform to express creativity, display talents, and grow from the experience. The Cultural Committee also supports students in participating in inter-collegiate cultural events.

### ***National Service Scheme (NSS)***

The NSS reflects the essence of democratic living and upholds the need for self-less service. NSS is specifically for the under-graduate students. The NSS volunteers work with villages, slums and voluntary agencies to complete 120 hours of regular activities during an academic year, and avail 10 grace marks. The efforts of our college NSS volunteers have been widely acclaimed by the community and general public as the NSS volunteers have been rendering selfless service to the community.

### ***Inter Faith Committee***

This committee orients students to communal harmony, faith formation and tolerance for all religions. Programmes such as Peace talks, Silent Peace march, panel discussions etc. are organized to promote love and peace among all religions and faiths. The committee also organizes various events such as competitions, events etc. during festivals to celebrate the unity in diversity of our country.

### ***Library Committee***

The Library Committee sees to the proper utilization of library facilities, advises on books, audio-visuals and library funds,

organizes Book Exhibition, helps the librarian draw up disciplinary rules, etc.

### ***Magazine & Literary Committee***

The Magazine & Literary Committee encourages and supports the literary/creative writing efforts of both students and staff. Other than the sizable task of conceptualizing, planning, editing, and directing the publication of the college magazine, the Magazine Committee also arranges for literary events during the year.

### ***Scholarship Committee***

The Scholarship Committee informs students of the various Need-Based and Merit-Based scholarships available and selects eligible applicants as per the various scholarship criteria and conditions.

### ***Admission Committee***

The Admission Committee oversees the admissions at FYBSc, TYBSc (Specialization) and Post-Graduate (MSc 1 and PG Diploma) levels. Admissions are based on merit and rules applicable to Christian Minority Institutions. For further details, kindly refer to the College Website.

### ***Attendance Committee***

The Attendance Committee ensures that students maintain a minimum 75% attendance, required in each semester to be eligible for appearing for the Semester-end examinations, according to the University of Mumbai Ordinance. Letters are sent to parents / guardians if students do not comply with the attendance requirements.

### ***Time Table Committee***

The time table committee includes staff representatives from all the Departments who plan the allocation of classrooms and laboratories as per the number of students admitted at F.Y.B.Sc., S.Y B.Sc.,

T.Y.B.Sc. and M.Sc. level and also the facilities needed as per the curriculum at each level. The time table is created in a manner to accommodate the needs and requirements for teaching various subjects so that the facilities are utilized to optimum level.

### ***Central Assessment Programme (CAP) Committee***

The CAP committee coordinates the Central Assessment of exam papers for college level examinations and the On-Screen Marking evaluation at the University level.

### ***MRP (Minor Research Project), AVISHKAR, AARYA Committee***

The MRP (Minor Research Project), AVISHKAR and AARYA Committee encourages and motivates students and staff of the college to participate in research competitions. The College of Home Science, Nirmala Niketan organizes Annual Intercollegiate Interdisciplinary Undergraduate Research competition AARYA (Awareness and Action Research for Youth Awakening) which is designed to showcase outstanding research at the undergraduate level. Any student from First Year or Second Year Degree College who is a bonafide undergraduate student from any University is eligible to compete.

This committee also encourages students and staff of the college to participate in various research competitions such as Avishkar, Urjita, Anveshan at Intercollegiate State National and International level; and also facilitates and promotes staff to apply for Minor Research Projects at the university level and help them through the process.

### ***Examination Committee***

The Examination Committee gives guidelines for paper setting, frames rules/ regulations for college exams, plans and prepares the Exam Supervisor time-table and sees to the proper functioning of exams.

### ***Co-Curricular & RUSA committee***

The Co-Curricular & RUSA committee is involved in organizing co-curricular activities such as entertainment programs, in order to provide experiences that would complement the academic learning and facilitate the holistic wellness of students and staff.

RUSA (Rashtriya Uchchar Shiksha Abhiyan) is a Central Government's Scheme implemented to enhance learning, better research and promote innovation in the academic institutions across the country. Under this, our College has been selected as a beneficiary of Infrastructural Grant 2.0, Component-9 and a grant of Rs.2 crores has been sanctioned. The fund has been utilized for infrastructural development towards making the college premises technologically enabled and to maintain the work environment ambient for effective education management. This includes installation of solar panels, renovation of existing infrastructural facilities, construction of new laboratories; procurement of the Smart Classroom and sports equipment, computers and specialized laboratory equipment for individual departments, etc. The RUSA grant thus contributes to the college development and education enhancement.

### ***Grants Committee***

The Grants Committee applies for Grants /FIST /CPE/ Grants of UGC & University of Mumbai, etc.

### ***Employment Placement Cell***

The Employment Placement Cell of the college assists students to get started in careers of their choice. It liaises and builds contacts with different organizations, institutions, and NGOs that provide career opportunities to our students on graduation. It also arranges for sessions to help students polish their skills before they start their actual careers.

### ***Diet Counselling Cell & Fitness Committee***

The Diet Counselling Cell conducts awareness camps and sessions for students, staff and the community, on various topics related to health and nutrition.

### ***Purchase Committee***

The Purchase Committee is involved in understanding the need for procurement of various equipment/facilities, specific for each specialization, for the college and for their maintenance. It takes indents from the departments/college against requirements and guides the process of procurement of quotations. The committee scrutinizes the quotations/bids and decides the appropriate vendors for supplying the requirements while maintaining transparency in all the transactions throughout the process.

### ***MOOC (Swayam) Committee***

SWAYAM (Study Webs of Active-Learning for Young Aspiring Minds) is a programme initiated by the Government of India, designed specifically to achieve the cardinal principles of Education Policy, Access, Equity and Equality. SWAYAM provides self-learning opportunities to the students by imparting the best teaching learning resources to all at no cost. The SWAYAM platform hosts more than 1000 MOOC (Massive Open Online Courses) courses which can be accessed by anyone, anywhere, at any time.

Through the committee, the staff motivate advanced learners at all levels, to take up MOOC courses, as per their preferences, from the SWAYAM platform. The staff guide the students, help them resolve any issues and lead the students to complete one or more courses aiding in their development at almost no cost. The M.Sc. students are motivated to complete at least one course and it has been included as a mode of internal evaluation for them.



### ***Website (I M S Teams) Managing Committee***

The Website Committee acts as a liaison between the students and the Computer Centre. It provides IT support to the students and is the first point of contact for any internet related or connectivity issues and also provides download support to the students meeting the requirements of software, educational documentaries, journals, e-books etc. This committee also updates the college website regularly.

### ***Infrastructure and Maintenance Committee***

The Infrastructure and Maintenance Committee is responsible for facilitation of requirements pertaining to infrastructure. Any suggestions for changes and maintenance/ repairs of existing facilities are looked into by this committee.

### ***International Student Admission Process***

This committee convener is the college representative of the University's Department of Student Development. If a foreign national applies, they have to route their admission process through the University's Department of Student Development.

### ***Institution's Innovation Council (IIC)***

The Institution's Innovation Council (IIC) is an initiative of the Ministry of Education (MOE), Government of India, which has established the Innovation Cell to systematically foster the culture of innovation in all Higher Educational Institutions (HEIs) across the country. There are various activities organized by IIC to provide valuable information to students in the areas of Innovation, Prototype Development, Entrepreneurship, Start-ups and Intellectual Property Rights. These activities include Motivational Talks, Orientation Programmes, Interaction with Innovation Ambassadors and Successful Entrepreneurs, Seminars, Conferences, Workshops, Hackathons, Competitions, etc. All of these initiatives are designed to engage, encourage and channelize the creative energy and

entrepreneurial potential of our students, to build innovations and enterprises.

*We wish each of you a year of excellence,  
meaningful learning, and joy.*

*We look forward to a strong and healthy  
partnership between students, teachers and  
parents. Together, we pledge to meet our  
common goals and fulfill our vision.*

