



**NIRMALA NIKETAN INSTITUTE'S
COLLEGE OF HOME SCIENCE
NIRMALA NIKETAN
(AUTONOMOUS)**

NAAC Accredited 'A+' Grade

**STUDENT
HANDBOOK
2025-2026**

**49, New Marine Lines,
Mumbai - 400 020.**

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Website: www.nirmalaniketan.com

Email : office@nnchsc.edu.in

College of Home Science Nirmala Niketan

An Autonomous Institute

Affiliated to the University of Mumbai

Reaccredited NAAC in the Year 2021 with A+ Grade



College Handbook

2025-2026



College of Home Science Nirmala Niketan



Address

College of Home Science Nirmala Niketan
49, New Marine Lines,
Mumbai 200020

Website: www.nirmalaniketan.com

Email: office@nnchsc.edu.in

Contact no.: 022 2207 6503

Office Timings

Monday to Friday: 10:30 AM – 12:30 PM

01:30 PM – 03:30 PM

Saturday: 10:30 AM to 12:30 PM

Academic Hours

Monday to Saturday: between 8:00 am – 7:00 pm

Student Personal Information Form

Students name:

Last Name

First Name

Middle Name

Email Id: _____

Mobile No.: _____

Blood Group: _____

Aadhar No _____

Course: _____

Year/Level: _____

Present address: _____

Permanent Address: _____

Mothers Name: _____

Mobile No. _____

Fathers Name: _____

Mobile No. _____

Person to contact in case of emergency

Name: _____

Address: _____

Relationship with student: _____

Phone no. _____

I certify that the above information is true and correct

Signature of the
Parent/Guardian

Signature of the student

Name of Parent/Guardian

Name of student

Table of Contents

S.No.	Topic	Pg. No.
1	College Crest and Motto	6
2	Our Vision, Mission and Goals	7
3	Prayer	8
4	About the College	9
5	Principal's Message	11
6	Student President's Message	12
7	General Information	13
8	Academic Programmes	17
9	Schedule of Semesters	23
10	List of Management & Teaching Staff	23
11	Class Attendance Requirements	25
12	Assessment and Examination Regulations	27
13	Students' Code of Conduct	36
14	Student Welfare Facilities and Support Services	43
	1) Campus Administrative Facilities	43
	2) Library Facilities and Guidelines	46
	3) College Magazine	48
	4) ICT Facilities - Cybercafé and Computer Centre	48
	5) Girls' Common Room	49
	6) Canteen	49
	7) First Aid and Infirmary	50
	8) Prayer Room	50
	9) Hostel	50
	10) Student Well-being	51
	11) Sports	53
	12) Scholarships and Prizes	54
	13) Facilities for Students with Disabilities	61
	14) Extension and Industrial Visit	62
	15) Employment Placement Cell	63
	16) Alumni Association	63
	17) Facilities in Case of Emergencies	64
	18) Suggestions, Complaints and Grievances	65
	19) Information on RTI	66
	20) College Committees	66

College Crest



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.

Motto



KINDLE THE LAMP
OF LOVE WITH
THY LIFE.

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.

Our Vision

The college aims at the total development of Indian 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 the society in the 21st century.

Our Mission

- **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 organisations 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.**

Our Goal

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

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

PRAYER

*Lord,
Make me an instrument of your peace,
Where there is hatred, let me sow love;
where there is injury, pardon;
where there is doubt, faith;
where there is despair, hope;
where there is darkness, light;
where there is sadness, joy;
O Divine Master,
Grant that I may not so much
seek to be consoled as to console;
to be understood as to understand;
to be loved as to love.
For it is in giving that we receive;
it is in pardoning that we are pardoned;
and it is in dying that we are born
to eternal life.*

ABOUT THE COLLEGE



The College of Home Science Nirmala Niketan (Autonomous) 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 B.Sc., M.Sc., and Ph.D. levels. A postgraduate diploma and various value-added and add-on courses are also offered.

The Visionary, Founder Principal, Miss Colette Galby, began this college with the One-Year Certificate Course in Home Science with thirteen students and two faculty members on 21st November 1955. Ever since then, the College has grown by leaps and bounds. The three-year B.Sc. programme in Home Science, affiliated to the University of Mumbai (at the time known as the University of Bombay), was started in 1969. Two of the M.Sc. programmes were introduced in 1972, and a third in 1976. The Ph.D. programme began in 1998. Two new M.Sc. programmes were added in 2011. There are also several Self-Financed Design Certificate and Diploma Programmes, as well as several Add-On and Value-Added Courses. The College was recently conferred Autonomous Status on 24th April 2025 by the UGC and on 10th June 2025 by the University of Mumbai.

The college is a Christian minority institution, managed by the Nirmala Niketan Institute, a Trust registered under the Societies Registration Act 1860 and the 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 woman through socially relevant and career-oriented higher education. At

the B.Sc. level, the college is only for women, whereas the postgraduate programmes are open to both women and men. The college serves Christian students in particular, as well as students of other faiths, irrespective of their religion.

The college upholds academic excellence, whereby young women are equipped to successfully meet the challenges of life in their family, community, and the world of work. Students engage with 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



For more than six decades, Nirmala Niketan has been a space where young women learn to believe in themselves, think boldly, and grow with purpose. Every academic year brings new possibilities, and this one is no different. You will find a rich mix of classroom learning, hands-on activities, community engagement, and creative platforms that will help you discover what you are truly capable of.

Don't wait for the "right moment" — take the first step and create your own path. As the saying goes, "The future belongs to those who prepare for it today."

Joy is not something we go looking for elsewhere; it lies in the everyday moments, the friendships you build, the challenges you take up, and the goals you set for yourself.

Make the most of your time here. Be open, be brave, and allow yourself to dream big. At Nirmala Niketan, every day is an opportunity to grow into the person you aspire to be.

- Dr. Asha Mathew

STUDENT PRESIDENT'S MESSAGE

Dear NNites,

As we step into a brand-new academic year, my heart is full of joy to welcome each one of you back to our vibrant campus. Nirmala Niketan has always been more than just an institution! It is a space where we grow, discover our purpose, and learn to contribute meaningfully to the world around us. I hope this year becomes a beautiful chapter in your journey, filled with growth and self-discovery.



College life is a beautiful blend of learning, laughter, challenges, and memorable moments. Along with your academics, I encourage you to make new experiences, build strong friendships, ask bold questions, and explore everything that sparks your curiosity. Every small step you take this year can lead to something extraordinary.

On behalf of the Student Council 2025–26, I wish each of you a year filled with inspiration, courage, and personal breakthroughs. May you find clarity in your goals, strength in your efforts, and joy in your achievements.

Here's to many new beginnings, fresh hopes, and a year that helps you become the best version of yourself.

Warm welcome to all!

“Some days may be bright, some may be dull,

College naturally nurtures your potential.

New experiences scaffold on one another,

Make your each minute count, NNites make each day special!!!!”.

Ms. Afreen Alam

GENERAL INFORMATION

The Institute occupies a built-up area of approximately 10,000 square feet within a seven-storey vertical building situated in a prime and easily accessible location near Churchgate Station. The infrastructure is designed to support smooth and efficient movement throughout the premises, featuring lifts at both the front and rear sections of the building, along with well-designed and easily accessible staircases on both sides. A wheelchair-accessible ramp is also provided, ensuring barrier-free entry and fostering an inclusive environment for all students and visitors.

In addition to its structural conveniences, the Institute offers a variety of academic and student-centric facilities aimed at promoting the holistic development of learners. These amenities collectively contribute to a supportive, enriching, and growth-oriented campus environment.

Classrooms: There are 17 well-ventilated and well-lit classrooms designated for the delivery of theoretical instruction. The total classroom area measures 7,638 square feet. Classrooms are located on all floors of the building to accommodate various levels. Each classroom is equipped with the latest audio-visual aids to support effective lecture delivery.



Laboratories: There are 15 well-equipped laboratories with a total area of 8,523 sq. ft. available for student use. Some of the key laboratories include:



- Biology Laboratory on the 1st floor
- Chemistry Laboratories: two each on the 1st and 2nd floors
- Clothing Laboratories on the 3rd, 5th, and 6th floors
- Foods Laboratories on the 2nd and 4th floors

Library: The College Library, spread across 2,800 sq. ft. with an additional Ph.D. Reading Room, functions from 8:00 a.m. to 5:00 p.m. (Monday to Saturday), with timings adjusted during vacations. Located on the fourth floor, the Reading Hall accommodates around 100 readers and includes a designated section for Ph.D. scholars and staff.



Washroom: The premises are equipped with well-maintained washrooms located at the rear end of the building on each floor. Washrooms for girls are available on the Ground, 1st, 2nd, 3rd, 5th, and 6th floors.

The gent's washroom is situated on the 5th floor.

Drinking water: Clean drinking water facilities are available on all floors, except the 4th floor, and are located at the rear end of the building. Drinking water is also available in the common room.



Gym: The institute is equipped with well-maintained gym. There is a trained instructor to facilitate the exercise. The facility is available to the students at a nominal charge.

Cyber Café : The Cyber Café is located on the third floor of the building. It is open to students for classroom activities and project work from 9:30 a.m. to 5:30 p.m.



Auditorium: The institute has a well-equipped, air-conditioned auditorium named after the first Superior of the Society of the Daughters of the Heart of Mary, *Marie Adélaïde de Cicé*. The auditorium has a seating capacity of 200 participants.

Hostel: There is a provision of hostel for outstation students in College of Social work situated diagonally opposite to our college. The hostel has 20 rooms available for students, provided on a twin-sharing basis.



Common room: A common room for girls is available for students, equipped with safe drinking water and a self-contained washroom. It also provides amenities for heating food, along with facilities for recreational activities.

Canteen: The college does not have an in-house canteen facility. However, a canteen is available at Nirmala Niketan College of Social Work, which is located diagonally opposite the college. Students may avail themselves of this facility.

Office of the Manager/Principal/Director (Self-Finance):

The office of the Manager/Principal/Director (Self-Finance) of the College of Home Science Nirmala Niketan, is located on the third

floor. Students may meet them with prior permission.

General Office and Account office:

General Office and Account office is situated on the 3rd floor.

Controller of Examination (CoE)

The office of the Controller of Examination is located on the third floor. Students may meet the CoE with prior permission.

Staff rooms:

Staff rooms for	Floor
Aided Degree College	7 th floor
Self-Financed Degree college	4 th floor
Design courses	5 th and 6 th floor
Junior College	1 st Floor

Counselling room:

The institute also offers in-house counselling services for the well-being of students. The Certified Counsellor is available on the 4th floor Room No. 47.

ACADEMIC PROGRAMMES

1. B.Sc. (Home Science) – 3 years

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

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

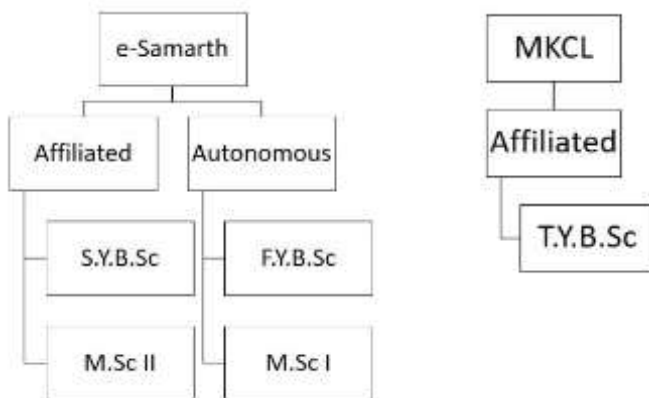
For the third year, students may opt for a specialization in either Foods, Nutrition and Dietetics / Human Development / Textile and Fashion Technology / Community Resource Management.

Admission to a particular specialization in T.Y.B.Sc. will be based on the **academic performance of the student (Semester I to Semester IV) / entrance examination / overall attendance** or a combination of all the above as decided by the College. Due consideration is given to the preferred option selected by the student. However, admission to any particular branch cannot be guaranteed.

For further details regarding admission to the undergraduate programme, please visit:	
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The students of B.Sc. Home Science and M.Sc. Home Science are enrolled under the following portal:



2. Post-Graduate Aided Programmes

M.Sc. (Home Science) – 2 years

The following M.Sc. (Home Science) programmes are offered:

- Foods, Nutrition and Dietetics
- Human Development
- Textile and Fashion Technology

The M.Sc. programme in Community Resource Management will be announced shortly.

3. Post-Graduate Self-Financed Programmes

M.Sc. (Home Science) – 2 years

The following M.Sc. (Home Science) Self-Financed Programmes are offered:

- Food Processing and Preservation (FPP)
- Sports Nutrition (SN)

4. Postgraduate Diploma (Dietetics and Applied Nutrition)

Admission to these Post-Graduate Aided and Self-Financed Degree and Diploma programmes is **based on entrance examinations**, details of which are posted on the college website at the appropriate time each year.

For more details, please visit:



5. Doctoral Programme

Ph.D. (Home Science)

For details regarding admission to the Ph.D. programme, please visit:

For the syllabus of the Ph.D. (Home Science) Coursework, click the following link:



6. Self-Financed Design Certificate, Diploma & Advanced Diploma Programmes

I) Certificate Course in Home Science

II) Fashion Designing

- Diploma in Fashion Designing
- Advanced Diploma in Fashion Designing

III) Graphic Designing and Visual Communication

- Certificate Course in Graphic Designing and Visual Communication
- Diploma in Graphic Designing and Visual Communication
- Advanced Diploma in Graphic Designing and Visual Communication

IV) Interior Designing

- Certificate Course in Interior Designing
- Diploma in Interior Designing
- Advanced Diploma in Interior Designing

Details regarding admission to these Self-Financed Design Certificate, Diploma & Advanced Diploma Programmes are posted on the college website at the appropriate time each year.

For more information, please visit:



7. Add-On and Value-Added Courses

To supplement the curriculum and to better prepare students to meet industry demands—while also allowing them to develop their individual interests and aptitudes—the College offers a range of Add-On and Value-Added Courses. These courses are conducted after regular class hours. Students may apply for any course of their choice, provided they meet the eligibility criteria.

I) Add-On Certificate Courses (Affiliated to the University of Mumbai)

- Nutrition and Exercise for Fitness
- Entrepreneurship in Textile Crafts
- Visual Merchandising
- Workstation Design and Applied Ergonomics
- Add-On Certificate Course in Creative Parenting
- Add-On Online and Offline Certificate Course in Design Thinking, Innovation and Start-Ups
- Add-On Certificate Course in Technological Skills for the 21st Century

For the syllabi of these Certificate Courses, please visit:



II) Add-On Diploma Courses (Affiliated to the University of Mumbai)

- One-Year Diploma Course in CAD, CAM and Computer Technologies in the Apparel Industry
- Add-On Online & Offline Diploma Course in CAD, CAM and Computer Technologies in the Textile and Apparel Industry — Intermediate
- Add-On Online & Offline Diploma Course in CAD, CAM and Computer Technologies in the Textile and Apparel Industry — Advanced
- Add-On One-Year Diploma Course in Basic Indian Sign Language (Online)
- Add-On Diploma Course in Personal Styling, Grooming and Fitness

For the syllabi of these Diploma Courses, please visit:



Access to Syllabi and Related Academic Information

The syllabi for all the above academic programmes may be viewed on the college website through the links provided. They are also available in the prospectus at the receptionist's desk on the third floor and for reference in the college library. Students are advised to be familiar with the syllabus of each subject (theory and practical) in their academic programme.

Parents'/Guardians' Involvement

Parents and guardians are encouraged to participate in and monitor their ward's academic progress. As it is not feasible for the College to send individual letters regarding academic updates, parents/guardians are requested to remain informed. The Principal, Heads of Departments, and Course Coordinators will respond to any queries they may have.

Important Reminder

Please make it a habit to check the college website regularly for notices and other important information:



Online Courses Offered by MHRD (Ministry of Human Resource Development) – GOVERNMENT OF INDIA

SWAYAM, the national online education portal, and **NPTEL** (National Programme on Technology Enhanced Learning), one of its national coordinators, are funded by the MHRD, Government of India. Both platforms offer **Massive Open Online Courses (MOOCs)** that provide high-quality education from premier Indian institutions.

NPTEL is a joint initiative of the IITs and IISc that offers online courses in **Humanities, Basic Sciences, Computer Science, and Management** through the SWAYAM platform. Students can access all course materials on SWAYAM **free of cost**; however, those who wish to receive a certificate must pay an examination fee and appear for a proctored exam.

These platforms enable students to learn directly from some of the best faculty in the country, strengthen their subject knowledge, and explore new areas of interest.

How to Enroll in an NPTEL Course on the SWAYAM Platform

1. Visit the SWAYAM portal: <https://swayam.gov.in/> and sign in or create a new account.
2. Browse or search for courses by subject in the course catalogue and select your desired NPTEL course.
3. Review the course details and click the "**Join**" button to enroll. Complete the registration form with your personal and educational information.

4. Access to course content is free. However, if you want a certificate, you must register separately for the final exam. Exam registration requires paying a fee (approximately ₹1000) and selecting a suitable exam centre.

SCHEDULE OF SEMESTERS

The academic year is scheduled as per the term dates declared by the University of Mumbai. Students are required to remain available **till the end of the term.**

Please ensure that vacation plans are made **only after** the last date of the term announced by the University of Mumbai.

For the current academic year, the details will be notified on the college website and notice boards.

Members of Management

Ms. Philomena Sequiera	President
Ms. Sabeena Gonsalves	Vice President
Ms. Noella Dias	Secretary
Ms. Greta Lopes	Treasurer
Dr. Lidwin Dias	Member
Ms. Roshni Alphanso	Member
Ms. Sunita Machado	Member
Ms. Cheryl Machado	Member
Ms. Josey Delma Paiva	Member

Principal

Dr. Asha Mathew

List of Teaching Staff

Degree College

Specialization of Food Nutrition and Dietetics

Ms. Vibha Hasija	Assistant Professor Head of Specialisation
Ms. Fatima Aziz Kader	Assistant Professor
Dr. Mrs. Sheetal Joshi	Assistant Professor
Dr. Minelly Rodrigues	Assistant Professor

Specialization of Human Development

Ms. Payal Maheshwari	Associate Professor Head of Specialisation
Ms. Rhonda Divecha	Assistant Professor
Prof. Dr. (Ms.) Kamini Rege	Professor
Ms. Khyati Sampat	Assistant Professor

Specialization of Textile and Fashion Technology

Dr. Pratima Goyal	Associate Professor Head of Specialisation
Prof. Dr. (Mrs.) Vishaka Karnad	Professor
Dr. Ritu Madhan	Associate Professor
Dr. Neha Mulchandani	Assistant Professor
Ms. Vrinda Udiaver	Assistant Professor
Dr. Anjali Srivasatava	Assistant Professor
Ms. Sanghmitra Navalgund	Assistant Professor
Ms. Vibhuti Khedekar	Assistant Professor

Specialization of Community Resource Management

Ms. Sunita Jaiswal

Associate Professor
Head of Specialisation
Associate Professor

Dr. Roopa Rao

Self-finance programme

Dr. Yasmina Avari

Director

Librarian

Dr. Prajakta Mhaprolkar

Associate Professor

CLASS ATTENDANCE REQUIREMENTS

The College places high importance on **regular and punctual attendance** for all classes. Students are expected to maintain **100% attendance** in all courses, including lectures, practicals, field visits, field work, internships and projects. Attendance is taken regularly for all academic engagements, and students must abide by the following rules:

The College places high importance on **regular and punctual attendance** for all classes. Students are expected to maintain **100% attendance** in all courses, including lectures, practicals, field visits, field work, internships and projects. Attendance is taken regularly for all academic engagements, and students must abide by the following rules:

a) **Punctuality:**

- a. Students arriving more than **5 minutes late** for a lecture will be marked '*late*'.
- b. Three '*late*' entries will be treated as **one full-day absence**.

b) **Late Entry Not Permitted:**

Students who are more than 5 minutes late must **wait for the next lecture** and should not enter the classroom to avoid disturbing the ongoing session.

c) **Absence Protocol:**

- a. Planned absence without prior intimation to the concerned authority (Coordinator/HOD/Principal) is not permitted.
- b. A letter from the parent/guardian must be submitted for any planned absence.
- c. For absence due to illness, a **medical certificate and fitness certificate** must be submitted immediately upon resuming college.

d) **Bunking:**

Bunking a class—either individually or as a group—is **strictly punishable**.

e) **Minimum Attendance (Ordinance 0.6086):**

- a. Students must have a **minimum of 50% attendance in each subject**, and
- b. A **minimum average of 75% attendance** across all subjects.

f) **Attendance Credit for Activities:**

Attendance credit will be granted for hours spent in extracurricular/co-curricular activities, competitions, camps, workshops, conventions, symposiums or seminars at the **College/University/District/State/National/International levels**, provided the student has obtained **official permission**.

g) **Defaulters' List:**

A list of defaulters will be displayed **every month** on the college and class notice boards.

h) **Meetings with Parents/Guardians:**

i) Defaulting learners may be required to meet the **Convener/Principal** along with their parent/guardian, wherever necessary.

j) **Condonation of Absence:**

The Principal may condone a student's absence **up to an additional 25%** on a case-by-case basis, after a personal hearing and verification of the genuineness and gravity of the situation.

k) At the end of the semester, based on the recommendation of the Attendance Committee, the Principal shall display a list of learners who are not permitted to appear for the examination. These learners may appeal to the Attendance Committee and the Principal within three days from the date of display of the notice. After disposing of the appeals, the examination forms of such defaulting learners shall be withdrawn, and this decision shall be communicated to the concerned learners at least ten clear days before the commencement of the respective examinations.

l) All the above rules related to the minimum attendance required for keeping terms are in accordance with Ordinance 6086 of the University of Mumbai.

ASSESSMENT AND EXAMINATION REGULATIONS

The College has implemented the Credit-Based Semester and Grading System (CBSGS) for both Undergraduate and Postgraduate programmes, in compliance with the University of Mumbai guidelines.

- The examination dates for F.Y.B.Sc., S.Y.B.Sc., and M.Sc. Part I are announced by the College before the commencement of the examinations. The examination dates for T.Y.B.Sc. (Semester V & VI) and M.Sc. Part II (Semester III & IV) are announced by the University of Mumbai.

- All examination notices will be displayed on the College website and the notice board. Students are expected to regularly check these platforms and make note of the examination dates.
- The examination schedule and other relevant norms will be communicated to students through notices displayed on the website and the notice board

Examination Scheme

Level	Continuous Internal Assessment (CIA)	Semester End Examination (SEE)
F.Y.B.Sc.	40%	60%
S.Y.B.Sc.	40%	60%
T.Y.B.Sc.	—	100%
M.Sc. I	50%	50%
M.Sc. II	50%	50%

i) **Continuous Internal Assessment (CIA)** consists of two components:

ii) **Semester End Examination (SEE)** is conducted after the completion of the syllabus.

Learners must *individually* clear both CIA and SEE with a minimum of **40% marks** in each component for the Undergraduate programmes.

II. Evaluation Pattern for B.Sc. (NEP 2020)

For **2 credit** subjects

Type of Evaluation	Credits	Marks
CIA	2	20
SEE	2	30
Total Marks	2	50

For **4 credit** subjects

Type of Evaluation	Credits	Marks
CIA	4	40
SEE	4	60
Total Marks	4	100

i) Continuous Internal Assessment (CIA) Semester I, II, III, IV.

S.No.	Type of CIA	Marks for 2-Credit	Marks for 4-Credit
1	MCQ (Unit I) and Quiz (Unit II) Best of the two	10	10
2	Class Test (Unit I & II) (mandatory)	10	10
3	Assignment/Project (Subject Relevant Topics)	15	15
4	Flip Class	5	5
Total		40 will be converted to 20	40

Semester End Examination (Practical) 2 Credits UG (NEP 2020)

S.No.	Type of Evaluation	Marks
1	Written Test	10
2	One Long Experiment / Two Short Experiments (Lab Work)	30
3	Journal & Viva	10
Total	—	50

Semester I & II Vertical 6 NSS

Criteria for Marking	Marks
Assignment / Project / Quiz/Presentations	05 marks
Attendance, Class and Activity Participation	05 marks
NSS 60 hours of completion	20 marks
Total of the Above	30 marks
MCQ	20 marks
FINAL TOTAL MARKS OUT OF 50	50 MARKS

Semester I/II/III/IV Vertical 6 Co-curricular Course

Criteria for Marking	Marks
Participation in Cultural Events/Activities (Fine Arts & Performing Arts)	15 Marks
Participation in Sports Events / Activities	15 Marks
Attendance in Sessions: Organized by the college	5 Marks
Achievements / Certification	5 Marks
Total of the Above	40 will be converted to 30
MCQ	20 marks
FINAL TOTAL MARKS OUT OF 50	50 MARKS

Note: For specific subjects like AEC, VEC, IKS, Field Projects and OE, the evaluation pattern will be in accordance to the prescribed Syllabus adopted from the University of Mumbai.

III. Evaluation Pattern for PG (NEP 2020)

For **2 credit** subjects

Type of Evaluation	Credits	Marks
CIA	2	25
SEE	2	25
Total Marks	2	50

For **4 credit** subjects

Type of Evaluation	Credits	Marks
CIA	4	50
SEE	4	50
Total Marks	4	100

Continuous Internal Assessment (CIA) Semester I, II, III and IV

S.no	Type of CIA	Marks	
		2 credits	4 credits
1	Class Test (Unit I & II) (40 minutes)	20	20
2	Assignment/ Project/ MCQ/ Self Reflection Exercise	20	20
3	Flip Class	10	10
	Total	50 will be converted to 25	50

Additional Semester End Examination (ASEE) (Amended R.8439 University of Mumbai GR)

- Additional Semester End Examinations for Semesters I, II, III, and IV are conducted for students who were absent due to medical reasons or emergencies.
- The decision to allow a student to appear for ASEE is made by the Examination Committee and the Principal.
- The timetable for ASEE will be displayed on the college notice board and website.

Instructions for Students Appearing for ATKT Examinations

- Students appearing for College ATKT Examinations (Semesters I, II, III, and IV) must submit the Examination Form within 7 working days from the date of declaration of results.
- Students appearing for University ATKT Examinations — T.Y.B.Sc. (Semesters V & VI), M.Sc. I (Semesters I & II, excluding the 2025–26 batch), and M.Sc. II (Semesters III & IV) — must submit the Examination Form within 7 working days from the date of declaration of results.
- ATKT Examination forms are available at the College General Office (3rd Floor). Timings: 10:30 a.m. to 12:30 p.m. only.
- No consideration will be given to students who fail to comply with the prescribed timelines for form submission.
- Important: All instructions regarding SEE, ASEE, and ATKT examinations, as notified on the college website, must be strictly followed. Failure to comply will result in the student missing the examination for that semester, and the student will have to wait until the next exam cycle.

ATKT Rules for Progression in Undergraduate (UG) and Post Graduate (PG) Programme
(Circular No. AAMS_UGS/ICC/2025-26/38)

i) Carry forward of Marks in Case of a Learner Who Fails in the Internal Assessment and/or Semester-End Assessment in One or More Subjects:

1. A learner who PASSES in the Internal Examination but FAILS in the Semester End Examination of the course shall reappear for the Semester End Examination of that course. However, his/her marks on the Internal Examinations shall be carried over and he/she shall be entitled to the grade obtained by him/her on passing.
2. A learner who PASSES in the Semester End Examination but FAILS in the Internal Assessment of the course shall reappear for the Internal Examination of that course. However, his/her marks of the Semester End Examination shall be carried over and he/she shall be entitled for the grade obtained by him/her on passing.

ii) Rules for Progression (Allowed to Keep Terms - ATKT):
For UG programmes:

1. A learner shall be allowed to keep term for Semester II irrespective of the number of courses of failure in Semester I.
2. A learner shall be allowed to keep term for Semester III if he/she earns 32 or more Cumulative credits from Semester 1 & Semester II.
3. A learner shall be allowed to keep term for Semester IV irrespective of the number of courses of failure in Semester III.
4. A learner shall be allowed to keep term for Semester-V if he/she earns 76 or more Cumulative credits from Semester-I, II, III & IV.
5. A learner shall be allowed to keep the term for Semester VI irrespective of the Number of courses of failure in Semester V.

6. The result of Semester VI shall be withheld by the College till the learner passes all the Semesters from Semesters I to Semesters V.
7. A Learner is allowed to take admission in semester VII (UG Hon./PG Part I) only if he passed all courses of semesters I to VI (132 Credits).

For PG programmes:

1. A learner shall be allowed to keep term for Semester II irrespective of the number of courses of failure in Semester I.
2. A learner shall be allowed to keep term for Semester III if he/she earns 32 or more cumulative credits from Semester I & Semester II.
3. A learner shall be allowed to keep term for Semester IV irrespective of the number of courses of failure in Semester III.

Grace Marks

- NSS Volunteers who complete the mandatory 120 hours and 1 special camp in a year are eligible for 10 grace marks
- Students who represent the College and/or University at State, National, or international level in sports or cultural events are eligible for grace marks as per Ordinance 0.299 of the University of Mumbai.
- Students who participate in DLLE activities are also awarded grace marks as per Ordinance 0.299 of the University of Mumbai.

For more examination-related information, refer to the College **website**:



Photocopying / Re-evaluation of Examination Answer Sheets *(Only for Theory Examinations)*

- Students who wish to apply for photocopying or re-valuation of answer sheets (College or University exams) must apply within 7 working days from the date of declaration of results.

Charges for Revaluation and Photocopying

Level	Revaluation (₹)	Photocopying (₹)
F.Y.B.Sc.	500	100
S.Y.B.Sc.	500	100
T.Y.B.Sc.	250	50
M.Sc. I	500	100
M.Sc. II	250	50

- Application forms are available at the College General Office (3rd Floor) on payment of ₹10.
Timings: 10:30 a.m. to 12:00 noon only.

Important Points to Remember When Appearing for an Examination

1. **Identity and Hall Ticket:** Every student must wear their Identity Card and carry their Hall Ticket for every examination. Students without either may not be permitted to appear for the examination.
2. **Use of washroom, smart watch, phone or any other electronic devices during examination are not permitted.**
3. **Unfair Means / Cheating:** Cheating or copying during examinations is strictly prohibited.
 - F.Y.B.Sc., S.Y.B.Sc., and M.Sc. I students found using unfair means in a college examination will face

action as per the College Unfair Means Committee, in accordance with Maharashtra Act No. XXXI of 1982.

- Students caught using unfair means in a university examination will face action as per the University Unfair Means Committee, also in accordance with Maharashtra Act No. XXXI of 1982.
4. **Divyangjan Students:** Students with disabilities must submit an application with the supporting certificate (LD, VI, HI), duly signed and attested by the competent authority, to the College General Office at least one week before the examination.
They must also carry the certificate to the Examination Hall and present it if requested.
 5. **Illness During Exams:** In case of illness, the Examination Committee staff or the Principal must be informed at the earliest. Any request for consideration must be supported by a valid medical certificate. Support will be provided wherever possible while maintaining the sanctity of the examination process.
 6. **Communicable Diseases:** Students with communicable diseases are advised not to appear for examinations to avoid putting others at risk.

STUDENTS' CODE OF CONDUCT

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

1. **Regularity and punctuality:** Regularity and punctuality are core values of the College. Students are expected to attend all lectures, practicals, fieldwork, and meetings (online/offline) on time and be present consistently. Please take note of the class timings displayed on the notice board/website at the beginning of each semester and those communicated electronically by the College/Coordinator/HOD.
2. **Participation in the class:** Active participation greatly enhances learning. Students are encouraged to engage wholeheartedly in all

teaching–learning activities. Carry all required materials to theory and practical sessions, and ensure that work assigned in previous classes is completed.

3. **Be in class during class hours:** Loitering, lounging, studying, or completing journals in the library, back landings, common room, or elsewhere during scheduled class hours is discouraged. Visits to teachers, coordinators, the General Office, or Accounts Office should be made only outside your class timings.
4. **Use break time prudently:** Use the break to eat, meet friends, and refresh yourself. Be mindful of the time and report promptly for the next class. Eating is permitted on the rear landings of each floor and in classrooms **only during the break**.
5. **Reduce noise levels:** Keep noise levels down during class and break times. Avoid loud conversations in corridors and ensure that ongoing classes are not disturbed.
6. **Students Behavior:** Students are required to uphold proper behavior within the college and demonstrate respect in their interactions with faculty, non-teaching staff, and peers.
7. **Participation in co-curricular and extra-curricular activities:** Students are expected to help organize and actively participate in seminars, webinars, talks, cultural events, and activities of national and international importance aimed at holistic development. Extra credits would be awarded to the F.Y.B.Sc students.
8. **Participation in college committees and their activities:** Students may join various college committees based on their interests. These opportunities help build teamwork, leadership, and event management skills. Active participation in committee activities and events is encouraged.
9. **Participation in extra-curricular activities/events, and internships and placements through linkages and collaborations:** Participation in extra-curricular activities and co-curricular activities organized by Committee convenors, coordinators and department heads are also strongly encouraged. Students placed for Practicals, fieldwork, or internships through linkages with GOs, NGOs, research institutes, universities, and industry must represent the College professionally and adhere to the expectations of partnering agencies.

10. Building a scientific temper and research participation:

Students from FY B.Sc. to Ph.D. levels are encouraged to actively engage in high-quality, socially relevant, and innovative research activities.

- a) **AARYA – Awareness and Action Research for Youth Awakening:** FY and SY B.Sc. students gain early exposure to research through the inter-collegiate AARYA competition organized by the college.
- b) **Research Opportunities for TY and M.Sc. Part I:** Students in TY B.Sc. and M.Sc. Part I can participate in research through practical coursework or special projects guided by their teachers.
- c) **Original Research at M.Sc. Part II and Ph.D. Levels:** M.Sc. Part II and doctoral students undertake original research projects as a compulsory component of their curriculum.
- d) **Avishkar Research Convention:** Students from TY B.Sc. to Ph.D. levels participate annually in the University of Mumbai's Avishkar Research Convention, along with other research competitions.
- e) **Additional Research Competitions:** T.Y.B.Sc. and M.Sc. students are encouraged to take part in various inter-collegiate competitions such as SRIJNA, URGITA, and others.
- f) **Publications and Presentations:** Students and their research guides actively publish their findings and present their work at conferences.

11. Participation in Extension Activities: The college places immense value on service and outreach. Students at all levels are provided opportunities to participate in extension activities through

- a. National Service Scheme (NSS),
- b. The Department of Lifelong Learning and Education (DLLE) of the University of Mumbai,
- c. Department organized extension work and rural camp. TY and M.Sc. students are **required** to participate in rural/tribal camps. If a student fails to attend the rural/tribal extension,

s/he is expected to finish the stipulated number of hours with the NSS unit.

- d. Credits will be awarded as the mandate prescribed by the University of Mumbai after successful completion of requirement
12. **Anti-ragging:** Ragging in any form—within the College, hostel, outside the campus, while travelling, or on social media—is strictly prohibited. Strict action will be taken in accordance with UGC regulations and University ordinances.

Ragging includes:

Any act of physical or mental abuse (including bullying and exclusion) targeted at another student on the grounds of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origin, linguistic identity, place of birth, place of residence, or economic background.

Students must immediately report any incident of ragging to the Anti-Ragging Committee.

Helpline: arc@nnchsc.edu.in

Students and parents must submit the Anti-Ragging Affidavit immediately after admission. For more information visit the college website



13. **Prohibition of Smoking, alcohol and substance use:** Smoking, alcohol consumption, and any form of substance use are strictly prohibited within the College premises and its periphery. Violations will invite severe disciplinary action.

14. **Photo-identity cards:** Students must wear their ID card at all times. Entry without the ID card is not permitted. Failure to wear an ID card will incur a **fine of Rs. 100/-** each time. ID cards are non-transferable; strict action will be taken for lending or misuse.
15. **Use of electronic devices:**
- a. Mobile phones.** Mobile phones must be switched off/on silent mode and kept in the bag during working hours. Use during class is permitted **only when instructed by a teacher**.
- Fine for mobile use during class: **Rs. 500/-**
 - Fine for mobile use during working hours: **Rs. 100/-**
- Mobile phones can be used only in the common room and the garden area.
- Parents may contact their wards on **022–22076503**.
- b. Laptops.** Ph.D. and M.Sc. students may use laptops in the library for academic purposes, especially when working with guides.
- c. Charging of electronic devices:** Students must carry charged devices/power banks. Only Ph.D. and M.Sc. students may charge laptops in the library during research work. All other students may charge devices **only in the common room**. Extension cords are **not permitted**.
16. **Read notices and take necessary action:** Students must regularly check physical notice boards and the College website. Notices may also be emailed or shared via messaging groups. Ignorance of instructions will not be accepted as an excuse.
17. **Notices or posters posted by students:** Students must obtain permission from a Teacher/Coordinator/HOS/Principal before putting up any notice or poster. The notice must carry the signature of the approving authority.
18. **Use of the Public Address System:** Permission from a Teacher/Coordinator/HOS/Principal is required before using the public address system.

19. **Organizing events and activities:** Prior permission from the Principal and Coordinator/Committee Convenor/HOS is required to organize any college event. Money cannot be collected from students without the Principal's written approval. Prior permission of the Principal and Coordinator/Committee Convenor/HOS is also needed when participating in any co-curricular or extra-curricular activities organized by other institutions or the university. Students must submit participation/award certificates to their Coordinator/Committee Convenor/HOS.
20. **Contacting the Administrative/Accounts Office:** Queries should be sent via email. For in-person visits, first connect with the receptionist and follow office timings displayed on the notice board/website. Requests requiring the Principal's signature must be routed **through the Administrative Office**, not taken directly to the Principal.
21. **Requests for infrastructure arrangements:** Requests for infrastructure setup for events/lectures must be made **in writing**, approved by the concerned Teacher/Coordinator/HOS, and submitted in advance to the Manager. Furniture must not be moved without permission. Students should report any equipment/infrastructure requiring attention in the designated logbooks at the third-floor reception.
22. **Treat college property with due care:** Students must take care of college property. Damage—including graffiti—will invite fines on individuals or the class, as applicable. Switch off lights/fans and close taps when not in use.
23. **Keep the college premises clean:** Students must cooperate in keeping all areas clean. Classrooms, labs, corridors, staircases, washrooms, and common areas must be left neat after use. Use classroom dustbins and wet/dry garbage bins properly for disposal of litter. Washing feet in washbasins is strictly prohibited; use the designated tap in the garden area. Follow instructions for sanitary napkin vending machines and incinerators. Kindly follow the instructions for use of sanitary napkin vending machines and the

incinerators installed in all the washrooms, except in the gents washroom on the 4th floor.

24. **Use of the lift:** The front lift is for staff and guests only. Any students found using the front lift without permission will be fined.

Students may use the rear lift but must queue and avoid boarding unattended lifts. The lift stops for students only on the **5th floor**. Students must use staircases to go downstairs, except in cases of medical need with a doctor's certificate and Principal's approval. A signed duplicate should be in possession of the student, to be shown to the lift attendant when needed.

25. **Dress Code:** Students must dress appropriately for an educational institution. Clothing such as crop tops, spaghetti straps, off-shoulder tops, low-riding pants, shorts, and distressed jeans is **not permitted**. Face/eye covering is not allowed except for health-related reasons (e.g., masks).
26. **Valuables:** Carrying valuables is discouraged. Students are responsible for their belongings. The College is not liable for any loss/theft. Misplaced items may be reported to the third-floor receptionist.
27. **CCTV Monitoring:** Strategic areas of the College are under CCTV surveillance. Students will be held accountable for violations captured on CCTV. Please note that CCTV footage is confidential and will not be released to students in any situation. Only authorized personnel may review CCTV recordings in accordance with institutional policy.
28. **Social Media Representation:** Students must use social media responsibly. Any posts related to the College must uphold its values and reputation and may also require prior permission.
29. **Visitors:** Parents may visit after signing the Visitors' Book. Permission from a Teacher/Coordinator/HOS/Principal is required to bring any other visitor to the campus.
30. **Parents:** Parents are encouraged to participate actively in orientations, meetings, and other college activities.

Students are required to uphold this Code of Conduct. The **Principal's decision** on matters related to its enforcement will be final.

STUDENT WELFARE FACILITIES AND SUPPORT SERVICES

1. Campus Administrative Facilities

Students may avail themselves of the various facilities and services provided by the College. All staff—teaching, administrative, and support—are student-friendly and available to assist whenever required.

i) Reception

The College has **two reception counters** to assist students:

Reception Counter	Timings
Ground Floor	Monday to Friday: 11:00 am – 1:00 pm & 1:30 pm – 6:00 pm Saturday: 1:30 pm – 5:30 pm
3rd Floor	Monday to Friday: 9:30 am – 1:00 pm & 1:30 pm – 4:30 pm Saturday: 9:30 am – 1:00 pm

Reception Counter	Services Provided
Ground Floor	<ul style="list-style-type: none"> • Queries regarding courses offered and related prospectuses- Railway Concession Forms: Issued against a valid Identity Card. Students may apply for a concessional 1st class or 2nd class pass (monthly/quarterly/yearly) from Churchgate (Western Railway) or Chhatrapati Shivaji Maharaj Terminus (Central/Harbour Line) to the station nearest their residence- Access to the Medical/First Aid Kit

3rd Floor	<ul style="list-style-type: none"> • Queries regarding courses and prospectuses- Scheduling appointments with the Manager, Principal, or General Office staff- College Document Requests: Applications for Bonafide certificates, recommendation letters, transcripts, and other official documents; processed documents must be collected from the receptionist- Scheduling appointments with the Counsellor- Access to the Medical/First Aid Kit.
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ii) General and Accounts Office

Email Contacts:

- General Office: office@nnchsc.edu.in
- Accounts Office: accts@nnchsc.edu.in

Office Timings

Office	Weekdays	Saturday
General Office	9:00 am – 1:00 pm 1:30 pm – 6:00 pm	1:30 pm – 5:30 pm
Accounts Office	9:30 am – 1:00 pm 1:30 pm – 4:30 pm	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

Office Timings During Vacations

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

General Office Services

- Students may approach the General Office during student timings for assistance or queries related to:
 - Eligibility
 - Examinations
 - Mark sheets
 - Submitting or collecting original documents and testimonials
- Any official letter or document required from the College will be prepared by the General Office upon receiving a written application addressed to the Principal and routed through the 3rd Floor Receptionist. Students must not take such documents directly to the Principal for signature. Relevant charges may apply; advance application is advised.
- When corresponding via email, ensure the subject line is clearly stated.

Accounts Office Services

- All financial matters—including fee payments, scholarships, and other finance-related work—are handled by the Accounts Office. Students must visit during the designated timings.
- When corresponding via email, the subject line must be clearly stated.
- The Accounts Office manages the preparation and issue of Identity Cards.
 - In case of loss, students must apply immediately for a duplicate and submit the original police complaint acknowledgment.
 - The duplicate card is chargeable and must be collected from the Accounts Office at the allotted time.

2. Library Facilities and Guidelines

Timings

- Monday to Saturday: 8:00 am – 5:00 pm
- Library timings may change during vacations. Any changes will be posted on the relevant notice boards and the college website.

Library Facilities

- The library is bright and well-ventilated with workstations for individuals or group work, along with designated reading/studying areas.
- There is a dedicated reading area for Ph.D. scholars.
- Library staff are always available to assist students and teachers in locating and using library resources.
- **Open Access to Books:** The library follows an open-access system where students can directly browse the shelves and select books of their choice.
- **Wi-Fi and Internet Access:** The library is equipped with Wi-Fi, allowing students to use the internet on library computers or their personal devices for academic purposes.
- **Printing Services:** Printing facilities are available to students at a minimal cost.
- **Photocopying Services:** Photocopying is provided for a nominal fee, particularly for pages from books that cannot be issued outside the library. The librarian reserves the right to refuse photocopying of certain materials as per rules.

For more information on the Library Collection and the Library Rules and Regulations, please visit the **College Website**.



Resources and Services

- The library has a rich collection of books, bound volumes, and dissertations, and subscribes to scientific journals, magazines, and newspapers.
- Reading material is available in English and vernacular languages.
- The library includes a fiction section for leisure reading in addition to the excellent non-fiction collection.
- E-resources include e-journals, newspapers, J-Gate Database, Shodhganga, and more.
- The library uses iSLIM-21 Software for cataloguing and resource management.
 - The WEBOPAC (Web-based Online Public Access Catalogue) allows easy location of resources.
 - Users can search for books by author, title, or subject and check their availability (on shelf or issued) using designated computers in the library.
 - A QR Code is available to access the iSLIM-21 Software directly.



3. College Magazine

The college encourages students to showcase their literary talents and strengthen their creative writing skills. The annual college magazine, “**Expressions**,” features the creative work of both students and teachers.

- **Highlights and Achievements:** The magazine also documents the annual achievements of each specialization and programme of study.
- **Student Contributions:** Students are invited to submit original pieces such as short essays, poems, stories, reflections, and event reports for inclusion in the magazine.
- **Languages:** Articles may be written in **English, Hindi, or Marathi**. It is a matter of pride for the college to feature students’ academic, sports, cultural, and other relevant achievements, and students are encouraged to send a brief write-up for publication.
- **Access to the e-magazine:** e-magazine can be accessed from the college the website



4. ICT Facilities - Cybercafé and Computer Centre

Timings

- **Monday to Friday:** 9:30 a.m. – 5:30 p.m.
- **Saturday:** 9:30 a.m. – 1:00 p.m.

Facilities and Guidelines

- The college Cybercafé, situated on the third floor, is equipped with multiple computers.

- It also serves as a computer classroom. Certain courses (e.g., Add-on CAD/CAM, SPSS, etc.) are conducted here with instructors who guide students in learning various software, both basic and advanced.
- Students must not eat, drink, or use mobile phones in the Cybercafé, especially when classes are in progress.

5. Girls' Common Room

Timings

- **Monday to Saturday:** 7:30 a.m. – 4:30 p.m. &
5:00 p.m. – 6:30 p.m.

Facilities

- The girls' common room is located on the ground floor with an attached washroom.
- Furniture supports informal seating or working at a table.
- Students may lounge, watch television, or play only indoor games available in the college like carrom and chess and not any other (cards, Uno etc).
- A microwave oven and drinking water facility are available.
- Electronic devices can be charged at the designated electrical points.

Visitor Policy

- Visitors are not permitted to use the common room or visit other floors without permission; they may wait in the foyer until attended to.
- Boys may use seating in the garden area and play board games or table tennis in the Marie Adelaide de Cicé Hall.

6. Canteen

- Students generally bring wholesome homemade food to college.
- If needed, they may avail fresh, hot meals at the Nirmala Niketan hostel canteen, located diagonally across the road.

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

7. First Aid and Infirmary

- In case of any medical emergency on campus, students should immediately contact the Co-ordinator, HOD, Principal, Manager, or any other staff member.
- Well-stocked first aid kits are available in all laboratories and with the receptionist on the third floor.
- An infirmary with a bed is available on the 7th floor for students who require temporary rest or basic medical attention with permission.
- The college also provides access to a **Doctor on Call**, whose services may be availed when needed.
- In serious medical situations, and after informing the parents, the student may be taken to the Emergency Department of **Bombay Hospital**, which is located nearby.
- All students are covered under a **Group Accident Insurance Policy** initiated by the University of Mumbai.

8. Prayer Room

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

- Students of other faiths who require a space for quiet reflection or prayer may use the landing at the rear side of the eighth floor.
- All students using these areas are expected to maintain silence and uphold the decorum of the space.

9. Hostel

Hostel facilities are available for outstation students and those residing in distant suburbs at two locations:

1. **Institute of Social Service, Nirmala Niketan Building**
(diagonally opposite the college)
2. **Asha Kiran, St. Pius Complex, Goregaon**
 - Students requiring hostel accommodation should submit a written request to the Principal, who will then make a recommendation to the Hostel Warden. The student must subsequently meet the warden and complete the required formalities.
 - Admission to the college and securing accommodation in the hostel are independent processes.
 - All hostel residents are required to follow the hostel rules and regulations.

10. Student Well-being

i) Mentoring Services

Each student is assigned a **mentor (guide)** and placed in a mentor group along with other students.

- Mentor groups meet periodically, and students may also request individual appointments with their mentor outside group meetings.
- Mentoring sessions provide a safe space for students to discuss any concerns affecting their academic or personal well-being.
- All discussions remain **confidential**. In exceptional cases, the Principal and/or the College Counsellor may be consulted, and the student will be informed beforehand.

ii) Remedial Teaching / Bridge Courses

Remedial Classes: Remedial classes are organized after regular hours for students who require additional academic support. Instructors provide:

- Clarification of difficult concepts
- Study skills and learning strategies
- Guidance on writing effective examination answers

Small class sizes ensure better learning and individual attention.

Bridge Courses: Bridge Courses are offered at the **F.Y.B.Sc.** (Undergraduate) and **M.Sc.** (Postgraduate) levels for students who have transitioned from other academic backgrounds such as Commerce or Pure Sciences.

iii) Counselling Services

Counselling Centre	Time
Monday Wednesday Friday	9.00 am to 3.00 pm

- The college has a **professional counsellor** who supports students in enhancing their emotional, social, and academic well-being. The center follows a holistic approach through both individual and group sessions.
- The counsellor helps students build self-awareness, manage stress, set goals, and navigate academic or personal challenges.
- Students can also seek assistance for difficult life situations such as grief, anxiety, insecurities, or pandemic-related stress.
- Students are encouraged to make an appointment with the counsellor or through the receptionist on the third floor; however, walk-in visits during working hours are also allowed.

11.Sports

The Sports Committee organizes **Indoor Games** and the **Annual Sports Day**. Female students may use indoor games facilities in the Common Room, while all students can access facilities in the **Marie Adelaide de Cicé Hall**.

- Table tennis is available in the college hall on the ground floor. Students must hand over their I-Card to the receptionist to access the equipment.
- An **air walker** is also available in the garden area for student use.
- Students are expected to handle all sports equipment with care. Misuse or damage will result in a fine.
- The Sports Committee regularly announces indoor games and competitions—students should check for updates.
- Participation in sports events, including the **Annual Sports Day**, contributes marks under the **NEP 2020** programme to promote holistic development.

Gymnasium

“Vigour – The NN Gym” is a fully equipped gymnasium with a qualified woman fitness trainer.

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

Gymnasium	Time
Monday - Saturday	11.00 am to 4.00 pm

For details about gym membership charges and available facilities, visit this link:



12.Scholarships and Prizes

i) Merit Scholarships/ Prizes

The academic achievements of students are recognized through merit-based prizes and scholarships, presented publicly at the annual prize distribution ceremony. These awards, along with welfare measures, foster a culture of care and support for our students.

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

No.	Scholarship / Prize	Eligibility / Purpose
1	Ms. Noemia D'Souza Scholarship	TFT student who secures highest marks in MSc I to support research in MSc II
2	Smt. Makaben Premji Vora Scholarship	Highest marks in Extension Work in TYBSc (rotating award across all 4 specializations)
3	Nirmala Niketan Institute Thresiamma Joseph Memorial Prize	TYBSc student desirous of MSc in FND but unable to afford fee, or all-round best student of FND
4	Ms. Noemia D'Souza Merit Award	Highest marks at TYBSc in Textile and Fashion Technology
5	Ms. Noemia D'Souza Merit Award	Highest marks at MSc I in Textile and Fashion Technology
6	Ms. Noemia D'Souza Merit Award	Highest marks at MSc II in Textile and Fashion Technology
7	Ms. Deepti Patwardhan Award	SYBSc student(s) securing highest marks in practical (Foods,

		Nutrition and Dietetics)
8	Ms. Deepti Patwardhan Award	SYBSc student(s) securing highest marks in practical (Textile and Fashion Technology)
9	Saffola Prize	Best overall performance in PG Diploma in Dietetics and Applied Nutrition
10	Nirmal Seva Puraskar	BSc or MSc FND student whose research has highest potential for societal impact
11	Dr. Pratima Goyal's Prize	T&FT student securing highest total marks in practical at TYBSc, MSc I & MSc II per semester
12	CRM Department Award	Highest marks in practical, FYBSc Semester I
13	CRM Department Award	Highest marks in theory, FYBSc Semester II
14	CRM Department Award	Highest marks in Elective: Residential Interiors, TYBSc Sem V
15	CRM Department Award	Highest marks in Elective: Hotel Front Office Operations, TYBSc Sem V
16	CRM Department Award	Highest marks in Elective: Kitchen Planning, TYBSc Sem VI
17	CRM Department Award	Highest marks in Elective: Housekeeping Operations, TYBSc Sem VI
18	Gyan Rachana IDA Mumbai Chapter	FND students creating educational aids
19	Utkarsh IDA Mumbai Chapter	FND students demonstrating excellence in research
20	Ms. Goupriya Koppikar Award	Meritorious FND student

ii) 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. Hence, the college provides excellent education at affordable rates. The fees for the self-financed programmes are among the lowest in the city. 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

- a) Need-based scholarship and other assistance offered by the college
- b) Government scholarships offered by Government bodies
- c) Scholarships offered by the University of Mumbai

a) College Level Support

Need-Based Scholarships and Assistance

The College provides **financial assistance** to deserving students to ensure that lack of funds does not become a barrier to education. The following scholarships are available for students requiring financial support:

Available Need-Based Scholarships

No.	Scholarship Name	Eligibility / Notes
1	Principal C. Galby / C. Galby Alumni Association	For deserving students
2	Nirmala Niketan Institute Thresiamma Joseph Memorial Scholarship	Merit cum need-based
3	Nirmala Niketan Institute Gauri Loknath Char Scholarship	For needy students
4	Mr. and Mrs. Nayar Scholarship	For deserving students
5	Nirmala Niketan Institute Mrs. Tilak Surana Memorial Scholarship	For a needy/deserving woman student of the Institute
6	Nirmala Niketan Institute Prof. L. R. Shah Memorial Scholarship	For a needy/deserving woman student of the Institute
7	Nirmala Niketan Institute Watumull Foundation (India) Scholarship	For 2 students at the discretion of Principal based on merit cum need
8	Nirmala Niketan Institute Braganza Scholarship	Preferably for Catholic students in TYBSc or MSc Human Development; awarded based on aptitude and financial need, decided by HOD
9	Vrijesh Corporation Need-Based Scholarship	For deserving students
10	Priti Sen Memorial Scholarship	For students pursuing Diploma in Dietetics and Applied Nutrition; merit cum need-based

11	Chandana Devasthale (Mrs. Pooja Salgaonkar) Memorial Scholarship	For Textile and Fashion Technology students; merit cum need-based
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Procedure for Applying for College-Level Need-Based Scholarships

1. Information about available scholarships will be provided during the scholarship orientation.
2. Scholarships are announced at the end of August every year via notice boards, college website, and WhatsApp messages sent through coordinators and HoSs.
3. The notice includes details of enclosures required with the application and the submission deadline.
4. Application forms will be made available at the 3rd Floor Reception.
5. The Scholarship Committee will scrutinize applications and prepare a comparative list of applicants.
6. Students will be informed one week in advance about the interview date and time.
7. Interviews will be conducted in the presence of the Principal, Manager (or Management member), and Scholarship Committee members.
8. The decision of the panel is final and binding.

Additional Support

- **Interest-Free Loan:** Provided by the Alumni Association, College of Home Science, Nirmala Niketan.
- **Meal Scheme:** The Management of Nirmala Niketan Institute has initiated a Meal Scheme for needy students. Students wishing to avail this facility may approach the Manager or Principal.

b) Government scholarships offered by Government bodies

b.1) Government of India - Central Schemes

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

Offered by	Name of the Scholarship
Ministry of Minority Affairs	<ul style="list-style-type: none">• Post Matric Scholarships Scheme for Minorities
Department of Empowerment of Persons with disability	<ul style="list-style-type: none">• Post-matric for Students with disabilities
Ministry of Social Justice and Empowerment	<ul style="list-style-type: none">• Top Class Education Scheme for SC Students
Ministry of Tribal Affairs	<ul style="list-style-type: none">• National Fellowship and Scholarship for Higher Education of ST Students - Scholarship
University Grants Commission MHRD	<ul style="list-style-type: none">• PG Indira Gandhi Scholarship for Single Girl Child• Post Graduate Scholarship for University Rank Holders

b.2) Government of Maharashtra State Scholarships

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

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

c) 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 of difficulty.

Scharship for children of non-teaching staff

- **NNI Lillian Menezes - Non-Teaching Children Scholarship (For Class IV employees)**

13. Facilities for Students with Disabilities and Students with Special Needs

The College is committed to creating an inclusive and supportive environment for all students. The following facilities are available on campus:

- Ramp and wheelchair access for ease of mobility.
- Use of the lift to move between floors.
- Western commodes in washrooms on all floors.
- Special disabled-friendly washroom located on the 2nd floor.
- Motorized sewing machines for students who require assisted operation.
- Special writing desks designed for left-handed students.

Students who require any additional support are encouraged to contact their Coordinator or Head of School (HoS). The College will make every effort to provide assistance in all possible ways.

The institution remains committed to implementing the University of Mumbai guidelines for supporting students with special needs.



14. EXTENSION AND INDUSTRIAL VISIT

i. Departmental Extension Activity

The extension program aimed at reaching out to the less privileged is one of the core values upheld by our college. Attendance at the extension program conducted in rural or tribal villages by the respective specialization is mandatory for all students of TY and Post Graduate Programmes. The duration of this activity may range from one to four days, depending on the villages selected for the extension program.

ii. Department of Lifelong Learning and Extension (DLLE)

Department of Lifelong Learning and Extension (DLLE) activities are planned by each specialization in accordance with the requirements of the University of Mumbai. It is mandatory for all students to participate in these activities and submit a report upon successful completion. Additional grace marks are awarded to students who successfully complete the DLLE program, as per the norms of the University.

iii. Industrial Visit

An Industrial Visit or Educational Tour is organized each year for TY and Post Graduate students by the respective specialization. The destination of the visit is selected carefully, keeping in mind the subject-specific learning objectives. Students are expected to participate in the Industrial Visit to enhance their overall knowledge and exposure. They are also required to uphold the core values of the

college during the visit by demonstrating appropriate behaviour and maintaining proper dress etiquettes.

iv. National Service Scheme (NSS)

Please Refer to page no. 67

15. Employment Placement Cell (EPC)

The Employment Placement Cell (EPC) supports graduating students in beginning their professional journeys. It undertakes the following activities:

- Organizes workshops and seminars to help students prepare an effective CV/Resume and develop strong interview skills.
- Liaises with organizations, institutions, industries, and NGOs to identify suitable career opportunities for students.
- Arranges on-campus recruitment drives for final-year students.
- Achieves nearly 100% placements in certain specializations through strong employer partnerships.

The EPC aims to empower students with the confidence and readiness required to enter the workforce.

16. Alumni Association

Facilitating an enduring relationship with the alma mater

The Alumni Association is a registered body consisting of the College's former students. Established in 1980, it was formally registered on 6 October 2023 under the *Bombay Public Trusts Act, 1950*.

The Association takes great pride in its distinguished alumni who have excelled across diverse fields. All graduating students are required to enroll as members of the Alumni Association.

To join the Alumni Association, click:



17. Facilities in Case of Emergencies

- **Lift Safety:** The lifts are continuously manned by trained attendants who know the procedures to follow in case of a power cut or emergency. If you happen to be inside a lift without an attendant, do not panic. Press the *emergency alarm* on the lift panel and wait for assistance. Both college lifts are equipped with Automatic Rescue Devices (ARD), which ensure that in the event of a power failure, the lift will automatically move to the nearest floor and open its doors. Additional safety features include door sensors, emergency alarms, and emergency lighting within the lift cabin.
- **Fire Safety:** The Chemistry and Food Laboratories are equipped with fire extinguishers. Fire-fighting equipment is also installed on the front and rear landings of each floor. In the event of a fire, immediately inform the support staff in the laboratory or on the floor. These staff members have been trained to handle emergency situations. Students must avoid using the lifts during a fire and must remain calm. If evacuation becomes necessary, follow the instructions of the staff and announcements from the Public Address System.

18. Suggestions, Complaints and Grievances

Students may seek grievance redressal through the relevant committee based on the nature of the concern:

- **Grievance Redressal Committee:** Addresses general and examination-related grievances. The committee raises awareness on grievance procedures, records and scrutinizes submitted grievances, and ensures prompt, fair, and unbiased action.
- **Internal Complaints Cell (ICC) & Anti-Sexual Harassment Committee:** Conducts sensitization sessions and workshops for prevention, prohibition, and redressal of sexual harassment. Handles complaints in accordance with statutory guidelines.
- **Anti-Ragging Cell:** Creates awareness about the adverse effects and punishments associated with ragging. The committee maintains vigilance to prevent the occurrence or recurrence of ragging within the campus.
- **Cell for Prevention of Caste-Based Discrimination, SC/ST Committee, Minority Cell, and OBC Cell:** Works actively to prevent caste-based discrimination by promoting inclusivity, raising awareness, educating the community, and supporting students. These bodies guide and facilitate grievance redressal related to caste-based complaints.

Please use the box kept on the first floor, third floor near principal's office 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. For further detail visit college website:



19. Information on RTI

The Right to Information (RTI) Act, 2005, along with its latest amendment — the Right to Information (Amendment) Act, 2019 — provides citizens the right to access information held by public authorities. The purpose of the Act is to promote transparency, accountability, and good governance.

As a recognized educational institution, the College of Home Science, Nirmala Niketan falls under the purview of the RTI Act.

Those who wish to obtain information regarding the College may submit a written request to the Public Information Officer (PIO) of the college.

Requests must be made in accordance with the procedures outlined in the RTI Act. For further detail visit college website:



20. College Committees

The College has a wide range of committees, many of which include student representatives. These committees and their activities help students experience a holistic and well-rounded education that goes beyond classroom learning.

Through active participation, students gain opportunities to:

- Engage in college governance
- Participate in cultural, literary, social service, sports, religious, and recreational activities
- Develop leadership, teamwork, communication, and organizational skills
- Contribute meaningfully to the College community

The College encourages enthusiastic and wholehearted student participation in all committee activities, which play a vital role in shaping responsible, confident, and socially aware individuals.

Committees with Student Members		
Student Council (through elections) and three related committees A+B+C as below		
A. Cultural and Interfaith Committee (through nominations)	B. Sports Committee (through nominations)	C. Literary and Magazine Committee (through nominations)
Women's Development Cell		
Internal Quality Assurance Cell (appointed)		
National Service Scheme (NSS), Nature & Green Club Committee		
Library Committee		
Counselling Committee		

(1) Student Council

Students experience college governance and event management first-hand through their participation in the Student Council. The Council comprises elected Class Representatives (CRs), Assistant Class Representatives (ACRs), and nominated/self-nominated Student Representatives for the three committees (A + B + C).

A. Cultural and Interfaith Committee

The Cultural and Interfaith Committee organizes major cultural events throughout the academic year, culminating in the College Week celebrations and the annual college festival, *Nirmal Utsav*, held on 11th January—the birth anniversary of our Founder Principal, Ms. Collette Galby. Students receive credits for participating or organizing various events, competitions, and talent

shows. The committee also supports participation in inter-collegiate events.

Additionally, this committee fosters communal harmony and interfaith understanding through Peace Talks, Silent Peace Marches, panel discussions, and festival-based programmes that celebrate India's unity in diversity.

B. Sports Committee

The Sports Committee organizes indoor games such as Carrom, Chess, Table Tennis, Throwball, and Badminton, along with an Annual Athletic Meet for students and staff. Students are encouraged and supported to participate in inter-collegiate, district, zonal, state, and national sports events, and are credited for their participation. The committee also arranges sports-related talks and training sessions depending on student interest. Nature walks and treks are organized in collaboration with professional agencies.

C. Literary and Magazine Committee

This committee nurtures the literary and creative talents of both students and staff. It organizes literary events, writing activities, and competitions throughout the year. The committee is responsible for conceptualizing, planning, editing, and publishing the College Magazine, which highlights the achievements and vibrancy of the college.

Together, the Student Council and its three committees (A + B + C), along with faculty coordinators, conduct regular meetings to plan and execute college events such as Independence Day, Teachers' Day, the Student Induction Programme (SIP), and various sports and literary competitions.

(2) Internal Quality Assurance Cell (IQAC)

The IQAC translates the college's vision and mission into action through a strategic plan developed at the beginning of each academic year.

It is an essential component of the NAAC quality assurance framework. Student members are nominated as per IQAC guidelines, and parent involvement is also ensured.

(3) Women's Development Cell (WDC)

Aligned with the University of Mumbai's WDC, the College's Women's Development Cell organizes sessions and workshops focused on empowering young women. Issues of personal development, interpersonal skills, and gender sensitivity are addressed through interactive sessions by experts.

(4) National Service Scheme (NSS) & Nature & Green Club Committee

i) National Service Scheme (NSS)

The NSS, a Central Sector Scheme under the Ministry of Youth Affairs & Sports, Government of India, has been active in the college since 2015. NSS volunteers complete **120 hours of service per academic year** for two consecutive years and attend a **7-day special camp** in an adopted village. Students who complete **240 hours + one special camp** receive the NSS Certificate. Under Ordinance 0.229 of the University of Mumbai, NSS volunteers are eligible for **up to 10 grace marks** for satisfactory completion of service hours.

The NSS activities include:

- Blood donation drives
- Cleanliness and environmental campaigns
- Ecological conservation
- Social outreach for vulnerable communities
- HIV/AIDS awareness through the Red Ribbon Club (supported by M.D.A.C.S.)

The contributions of our NSS volunteers are widely appreciated by the community.

ii) Nature & Green Club Committee

This committee conducts lectures and workshops on environmental issues, climate change, and sustainable practices. It implements initiatives on waste management, energy efficiency, and green practices on campus, while collaborating with local organizations and government bodies.

(5) Library Committee

The Library Committee ensures optimal use of library resources. It organizes book reviews, literary competitions, and the annual Book Exhibition. The committee also assists the librarian in framing library rules and contributes to the overall development of the library facilities and collection.

(6) Counselling Committee

This committee promotes the physical, mental, and social well-being of students and faculty. It organizes health awareness programmes, encourages healthy habits, and provides resources on nutrition, exercise, and lifestyle. Psychological counselling and emotional support are offered to students as needed.

For all other College Committees, look up the College Website on the following links:

Statutory committee



Non - Statutory committee



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.

