



University of Mumbai

**NIRMALA COLLEGE OF COMMERCE**

Municipal School Bldg., Rani Sati Marg, Malad (East), Mumbai - 400 097. • Tel.: 2844 1083

# Criteria 6.2.1



*G. Gadev*

**I/C Principal**

**Nirmala College of Commerce**  
Rani Sati Marg, Mun. School Bldg.,  
Malad (E)



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## Criteria 6.2.1

**The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc.**

- A. Institutional bodies - Academic (educational) and Administration (office) are the two main bodies at the institution.  
Academic institutional bodies involves the curriculum (teaching), Co-curriculum (Research, Cross cutting, Add on values) and extra curriculum bodies involves (Extension bodies like NSS sports and cultural).  
Administrative bodies related to office work, exam work, scholarship body, library related body, etc.
- B. Functioning of the Institutional bodies –
- HEI carried out over 15 best step to better curriculum delivery.
  - About 25 certificate courses of SWAYAM (MOOC) of minimum 60 courses carried out.
  - Over 55% student attended the add on certificate course.
  - Cross cutting issues lectures series was presented to student through Youtube videos.
  - About 100% student attended curriculum enrichment programme such as cross cutting issues.
  - Academic bodies of teaching staff deals with research activities. It organised one national conference. It published one research proceeding with about 60 research papers.
  - HEI published 7 books with ISBN index.
  - Academic body leads to publish about 100 research papers.
  - Over 100 extension activities were carried under NSS and social ground as community based.
  - HEI carried out about 27 cultural and sports activities for the students.
  - Active Alumni helps in arranging various challenging functions in the HEI.
  - Over thousands of students participated in the cultural and sports competition in HEI is notable credit of Administrative body of HEI.
- C. Functioning of the Administrative bodies:-
- Enrolment percentage – Over 80%
  - Percentage of seats filled against reservation over 100% of full time teachers against sanctioned posts is due to effective administrative bodies.
  - HEI with Examination-Evaluation department arranges effective exams and Evaluation.
  - About 90% result in University Exam at VI Sem of T.Y.B.Com year shows better Cos and POs.
  - Considerable number at students goes for PG progression
  - About almost each student got a job on its own is the characteristic feature of the dynamic student.
  - Rain water harvesting.
  - Over 80% enrolment shows best administrative setup, 100% teacher appointment shows best of appointment setup. Continuous 4 to 5 years same teacher continues in HEI, Indicates effective and efficient as visible.
  - Vision shows better functioning of the administrative service rules, procedure are discussed with Admin and frame work of Government of Maharashtra.



*G. Yadav*  
I/C Principal

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## Index Criteria 6.2.1

The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc.

Enrolment Percentage
Add on Certificate Course
Cross Cutting Issues
Research Paper Certificate
Books Published
Extension Activities
Cultural Activities
Sports Activities
Alumni
Examination
List of teachers
Rain Water Harvesting



*G. Gadev*

**I/C Principal**

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# Enrolment Percentage



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## Enrollment Percentage

Number of students admitted year wise during last five years

Year	2017-18	2018-19	2019-20	2020-21	2021-22
Number	513	503	459	188	270

Number of students Sanctioned year wise during last five years

Year	2017-18	2018-19	2019-20	2020-21	2021-22
Number	480+30*	503+23*	480	450	480

$$\text{Percentage} = \frac{\text{Total number of students admitted during last five years}}{\text{Total number of sanctioned seats during last five years}} \times 100$$

$$\text{Percentage} = \frac{1933}{2393} \times 100 = 80.77\%$$



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# Add on Certificate Course



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Online  
Course  
during  
COVID  
pandemic

# ADD ON CERTIFICATE COURSE

## Completion Certificate of Add on Course

This to certify that Agarwal Harsh Rajesh  
of class FY.B.Com successfully completed the add on  
certificate course on DIGITAL MARKETING FROM  
PUNJAB UNIVERSITY, CHANDIGARH  
subject of NPTEL created by Dr. Billy (Cho Yin) Sung  
of SWAYAM.

The course conducted by Asst. Prof. Dr. Umeshchandra  
Yadav  
of this college. The duration of course was 15/08/2020  
- 26/01/2021

  
Dr. Umeshchandra Yadav  
Teacher Incharge



  
Dr. Umeshchandra Yadav  
I/c Principal  
I/C Principal

Nirmala College of Commerce



I/C Principal

Nirmala College of Commerce  
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# Cross Cutting Issues





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Class	Program me	Program name with youtube address	Sched ule	Num ber of studen t	
T.Y.BC om	Professio nal Ethics	Ethics Is Inseparable from Accounting Practices - IFAC - <a href="https://encrypted-vtbn0.gstatic.com/video?q=tbn:ANd9GcRiqtOqOmhwvdDkBplf5-1IFkaJJ7lIsoWVA">https://encrypted- vtbn0.gstatic.com/video?q=tbn:ANd9GcRiqtOq OmhwvdDkBplf5-1IFkaJJ7lIsoWVA</a>	1st	342	
		Financial Accounting - Ethics in Accounting - <a href="https://youtu.be/bvOrHTtP9hc">https://youtu.be/bvOrHTtP9hc</a>	Term - Sep	342	
	Human Values	Importance of Value Education: Essay & Speech - <a href="https://youtu.be/_a1Fc6nwps">https://youtu.be/_a1Fc6nwps</a>	1st	339	
		Difference Between Trade and Commerce - <a href="https://youtu.be/gpTTQFZbEds">https://youtu.be/gpTTQFZbEds</a>	Term - Sep	339	
	Gender	5 Ads that shatter gender stereotypes - <a href="https://campaignsoftheworld.com/tv/5-ads-of-gender-stereotypes/">https://campaignsoftheworld.com/tv/5-ads-of- gender-stereotypes/</a>		345	
		How can advertising drive gender equality? - <a href="https://www.kantar.com/inspiration/advertising-media/how-can-advertising-drive-gender-equality">https://www.kantar.com/inspiration/advertisin g-media/how-can-advertising-drive-gender- equality</a>	2nd Term - Dec	345	
	Environ ment and Sustaina bility	Our Environment - Components and Importance Of Environment - <a href="https://youtu.be/CrrfLvi65hg">https://youtu.be/CrrfLvi65hg</a>		341	
		ROLE OF BUSINESS IN ENVIRONMENTAL PROTECTION - <a href="https://youtu.be/uWArax3Kgol">https://youtu.be/uWArax3Kgol</a>	2nd Term - Dec	341	
	TOTAL				2734



*Ar. Gadav*

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# Research Paper Certificate



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**INTERNATIONAL JOURNAL OF ADVANCED RESEARCH IN  
SCIENCE, COMMUNICATION AND TECHNOLOGY**  
International Open-Access, Double-Blind, Peer-Reviewed, Refereed, Multidisciplinary Online Journal

  
IJARSCT

**CERTIFICATE OF PUBLICATION** | INTERNATIONAL STANDARD SERIAL NUMBER  
ISSN NO: 2381-9429

THIS IS TO CERTIFY THAT  
**Asst. Umeshchandra Yadav**  
Nirmala College of Commerce, Mumbai  
HAS PUBLISHED A RESEARCH PAPER ENTITLED  
**An Investigation of Indian Mergers and Acquisitions and their Impact on the Operational Effectiveness of Acquiring Companies**  
IN IJARSCT, VOLUME 5, ISSUE 1, JUNE 2019

Certificate No: 062019-A001  
www.ijarsct.co.in

 Crossref  
DOI: 10.48175/158  
www.doi.org  
www.crossref.org

 4.819  
www.sjifactor.com

 Editor-in-Chief

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SCIENCE, COMMUNICATION AND TECHNOLOGY**  
International Open-Access, Double-Blind, Peer-Reviewed, Refereed, Multidisciplinary Online Journal

  
IJARSCT

**CERTIFICATE OF PUBLICATION** | INTERNATIONAL STANDARD SERIAL NUMBER  
ISSN NO: 2381-9429

THIS IS TO CERTIFY THAT  
**Asst. Abha Ruparel**  
Nirmala College of Commerce, Mumbai  
HAS PUBLISHED A RESEARCH PAPER ENTITLED  
**Review on HR Strategy and the Need for Hr Development**  
IN IJARSCT, VOLUME 8, ISSUE 5, AUGUST 2020


Certificate No: 062020-A101  
www.ijarsct.co.in

 Crossref  
DOI: 10.48175/158  
www.doi.org  
www.crossref.org

 4.819  
www.sjifactor.com

 Editor-in-Chief



  
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# Books Published



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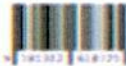
## Learn the Art of Corporate Communication

Neeta Singh

Communication objectives are the goals and ideas that influence the ways a business or individual communicates with customers, employees or other stakeholders. By developing strategies for communication, workplaces can set and adhere to consistent standards for every interaction. If you're interested in outlining clear methods and purposes of communication at your place of work, you may consider establishing communication objectives for your team to follow.

Communication objectives are the reasons that a business or individual may choose to interact or communicate with customers, employees, cooperators or other businesses and what the business hopes to gain from the exchange. The communication may come in the form of conversations, written statements, marketing campaigns or any other strategy that conveys information. Creating objectives before communicating can help a business or individual develop strategies that guide the content of each instance of communication. This can help them reach efficiently reach goals.

Any type of company or organization can create and utilize communication objectives in the workplace. The term itself can apply to many different areas of a company such as marketing, management and leadership. Employees may use communication objectives within everyday interactions whenever they engage in an act of communication with a set purpose. Defining the goals that many already employ can help make the communication process more efficient for all parties.



## Table of Contents

### Unit - 1 : Theory of Communication

1. Concept of Communication
2. Impact of Technology Enabled Communication
3. Communication at Workplace
4. Introduction to Business Ethics
5. Barriers to Communication
6. Listening Skills

### Unit - 2 : Business Correspondence

7. Theory of Business Letter Writing
8. Personnel Correspondence

### Unit - 3 : Language and Writing Skills.

9. Some Commercial Terms
10. Paragraph Writing



*W. Gadev*

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# Extension Activities



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11<sup>th</sup> February 2022

Webinar on Career Opportunities in Banking Sector.

- GIRLS VOLUNTEERS: 17
- BOYS VOLUNTEERS: 15



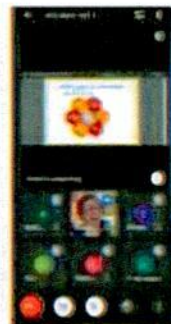
- GIRLS VOLUNTEERS: 22
- BOYS VOLUNTEERS: 17



17<sup>th</sup> February 2022

Webinar on "Consumerism, and How to manage money and be a Smart Investor".

- GIRLS VOLUNTEERS: 31
- BOYS VOLUNTEERS: 18



- GIRLS VOLUNTEERS: 28
- BOYS VOLUNTEERS: 17



21<sup>st</sup> February 2022

Swachh Bharat Abhiyan

25<sup>th</sup> February 2022

Tree Plantation

- GIRLS VOLUNTEERS: 29
- BOYS VOLUNTEERS: 24



*Gadev*

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# Cultural Activities





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**Nirmala Utsav**  
**DATE:**  
 1/2/2022 - 5/2/2022  
**TIME: 9AM**

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**Logo Competition**  
**DATE:**  
 22/2/2022  
**TIME: 9AM**

Nirmala Utsav - 01/02/2022 to 05/02/2022  
 Several Competition was conducted in Nirmala Utsav list is given down below:  
 Nature's Photograph, Painting Competition, Mehndi Competition, Best out of waste and Nail Art



*Pradev*  
**I/C Principal**  
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 Rani Sati Marg, Mun. S  
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# Sports Activities



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**Short Jump Competition**

DATE: 8/01/2022

TIME: 8 AM

TYPE: Boys


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**Short Jump Competition**

DATE: 10/01/2022

TIME: 8 AM

TYPE: Girls


*Dr. Yadev*  
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# Active Alumni Support



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## IQAC AND ALUMINI JOINTLY ORGANISES CAPACITY BUILDING AND SKILL ENHANCEMENT INITIATIVES IN SOFT SKILLS DEVELOPMENT 8 DAYS SDP

SCHEDULE - 20TH JULY 2021 TO 27TH JULY 2021  
MODE - ONLINE, YOUTUBE VIDEOS BY TUTORIALS POINT  
TIME - BY ONE'S CHOICE  
FOR - F.Y.B.COM, S.Y.B.COM AND T.Y.B.COM STUDENTS OF 2021-22



LINK:  
[HTTPS://YOUTU.BE/X60GHPQ8GJK](https://youtu.be/x60GHPQ8GJK)  
DATE: 20-07-2021



LINK:  
[HTTPS://YOUTU.BE/H\\_FLN8BJKHW](https://youtu.be/H_FLN8BJKHW)  
DATE: 21-07-2021



LINK:  
[HTTPS://YOUTU.BE/GBEHENMQINC](https://youtu.be/GBEHENMQINC)  
DATE: 22-07-2021



LINK:  
[HTTPS://YOUTU.BE/L4FNPL7CJK4](https://youtu.be/L4FNPL7CJK4)  
DATE: 23-07-2021



LINK:  
[HTTPS://YOUTU.BE/IKTRL5TUUUG](https://youtu.be/IKTRL5TUUUG)  
DATE: 24-07-2021



LINK:  
[HTTPS://YOUTU.BE/V7FXPWSOLIE](https://youtu.be/V7FXPWSOLIE)  
DATE: 25-07-2021



LINK:  
[HTTPS://YOUTU.BE/6-QB1DPNPOG](https://youtu.be/6-QB1DPNPOG)  
DATE: 26-07-2021



LINK:  
[HTTPS://YOUTU.BE/9\\_CNF-RKLGU](https://youtu.be/9_CNF-RKLGU)  
DATE: 27-07-2021



*Go Gadav*  
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# Examination



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23/12/2021

## Nirmala College of Commerce Malad (E)

### F.Y.B.Com-Sem-I

Regular Students Examination January, 2022

#### Time-Table

Day	Date	Subject	Time
Saturday	15/01/2022	Mathematical and Statistical Techniques - I	10.30a.m to 11.30a.m
Monday	17/01/2022	Business Economics - I	10.30a.m to 11.30a.m
Tuesday	18/01/2022	Commerce - I	10.30a.m to 11.30a.m
Wednesday	19/01/2022	Accountancy and Financial Management - I	10.30a.m to 11.30a.m
Thursday	20/01/2022	Environmental Studies - I	10.30a.m to 11.30a.m
Friday	21/01/2022	Business Communication - I	10.30a.m to 11.30a.m
Saturday	22/01/2022	Foundation Course - I	10.30a.m to 11.30a.m

Note:-

1. Timing for each examination is 1 hour.
2. Students should log in on the online platform 15 minutes prior to commencement of the examination

  
(I/C Principal)

  
(Examination In charge)

## Nirmala college of Commerce Malad (East)

### S.Y.B.Com - Sem - III

Regular Examination October, 2021

#### Time - Table

Day	Date	Subject	Time
Wednesday	20/10/2021	Financial Accounting-III	01.00 p.m to 02.00p.m
Thursday	21/10/2021	Adverting - I	01.00 p.m to 02.00p.m
Friday	22/10/2021	Business Law I	01.00 p.m to 02.00p.m
Saturday	23/10/2021	Commerce-III	01.00 p.m to 02.00p.m
Monday	25/10/2021	Business Economics-III	01.00 p.m to 02.00p.m
Tuesday	26/10/2021	Management Accounting-I	01.00 p.m to 02.00p.m
Wednesday	27/10/2021	Foundation Course - III	01.00 p.m to 02.00p.m

Note:-

1. Timing for each examination is 1 hour.
2. Students should log in on the online platform 15 minutes prior to commencement of the examination

  
(I/C Principal)

  
(Examination In charge)





I/C Principal

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# List of Teachers





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Name of the Full-time teacher	PAN	Designation	Year of appointment	Nature of appointment (Against Sanctioned post, temporary, permanent)	Name of the Department	Total years of Experience in the same institution
Dr.Umeshchandra Yadav	ABDPY0277DS	I/C Principal	06-07-2007	Temporary	Commerce	15
Mrs.Neeta Singh	CRKPS4997M	Asst.Professor	27-07-2006	Temporary	Commerce	16
Mrs.Reena Shukla	AMEPS3153L	Asst.Professor	11-06-2009	Temporary	Commerce	13
Mrs. Glena D'Silva	BMWPS1994L	Asst.Professor	01-07-2011	Temporary	Commerce	11
Mrs.Abha Ruparel	AH DPR3527M	Asst.Professor	04-07-2011	Temporary	Commerce	11
Mr.Suresh Lorik Yadav	ADAPY9203C	Asst.Professor	15-07-2002	Temporary	Commerce	15
Miss. Geeta Yadav		Asst.Professor	08-06-2015	Temporary	Commerce	6
Miss. Sheetal Suvarna	CWRPS8219Q	Asst.Professor	08-06-2016	Temporary	Commerce	6
Mr.Pankaj Maurya	BNTPM7017E	Asst. lecturer	13-06-2016	Temporary	Commerce	6
Mr.Hamza Usmani	ABWPU7699A	Asst. lecturer	01-08-2009	Temporary	Commerce	13
Mr.Shivkumar Yadav	AITPY2231N	Asst. lecturer	10-06-2011	Temporary	Commerce	11
Mr.Satish Pandey	BYIPP3412L	Asst. lecturer	06-07-2015	Temporary	Commerce	7
Mr. A. K. Singh	BYZPS4180F	Asst. lecturer	01-06-2007	Temporary	Commerce	15
Yadav Arvind	ABNPY8697A	Asst. lecturer	13-06-2016	Temporary	Commerce	6
Niteshkumar Shukla	FTQPS4581C	Asst. lecturer	14-07-2017	Temporary	Commerce	5
Mr.Ravindra Dubey	AISPD5046K	Asst. lecturer	20-06-2015	Temporary	Commerce	7
Veerbahadur Khushwaha	AYOPK3751G	Asst. lecturer	10-07-2019	Temporary	Commerce	3



*Geeta Yadav*  
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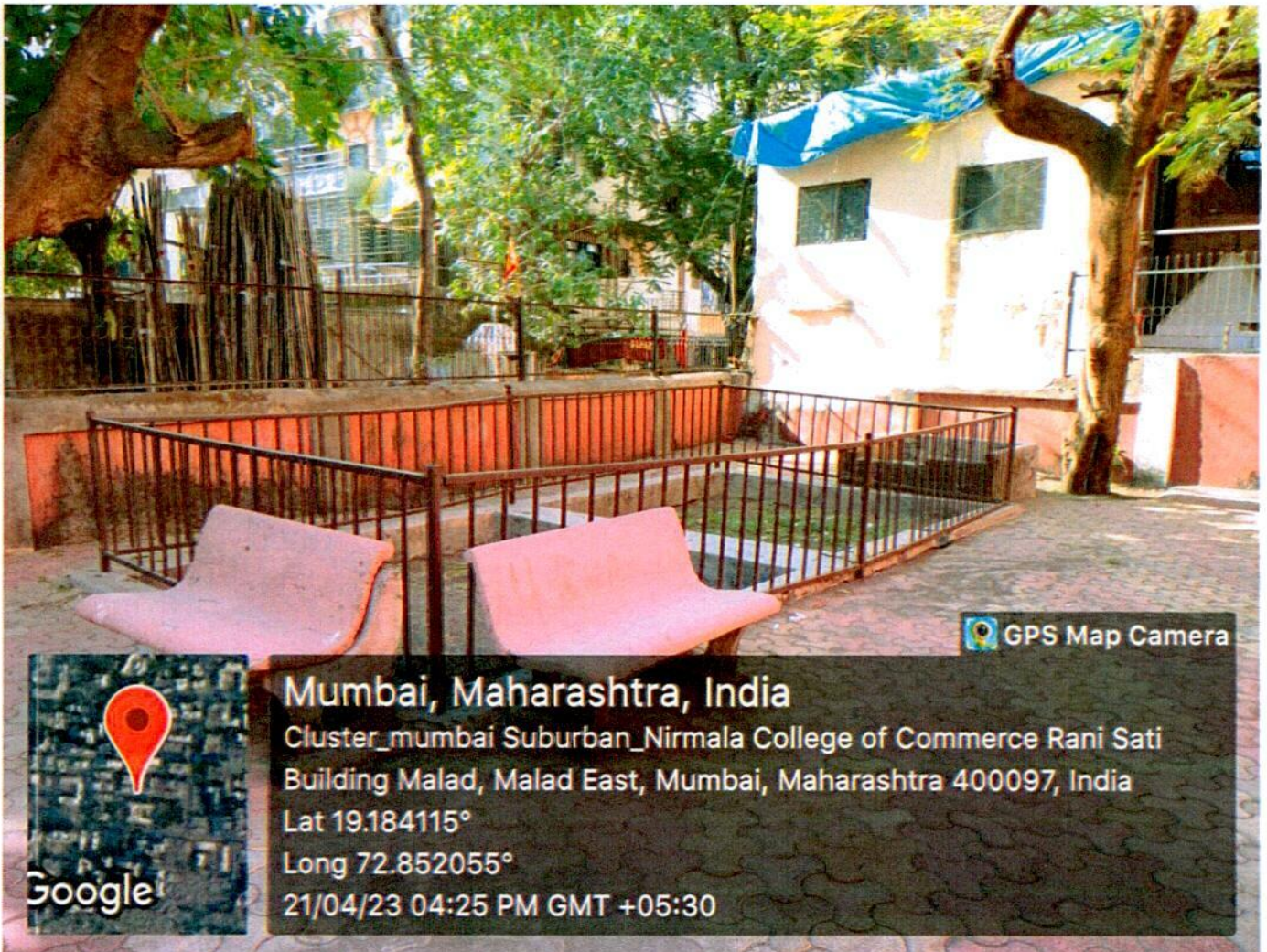
# Rain Water Harvesting



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GPS Map Camera

Mumbai, Maharashtra, India

Cluster\_mumbai Suburban\_Nirmala College of Commerce Rani Sati

Building Malad, Malad East, Mumbai, Maharashtra 400097, India

Lat 19.184115°

Long 72.852055°

21/04/23 04:25 PM GMT +05:30

Google



*Atul Yadev*

**I/C Principal**

Nirmala College of Commerce  
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