Konkan Muslim Education Society's
G M Momin Women's College, Bhiwandi
NAAC Reaccredited with 'A'Grade
ISO 9001-2008 Certified
"The Best College Award" of University of Mumbai
Selected for Star College Scheme DBT

Annual Quality Assurance Report (AQAR)
For the year 2015-16

K.M.E. Society's

G. M. MOMIN WOMEN'S COLLEGE

Affiliated to the University of Mumbai, Reaccredited by NAAC with 'A' Grade, ISO 9001:2008 Certified Institution,
Recipient of Best College Award
Selected for Star College Scheme of DBT, Ministry of Science & Technology

——— ARTS ● SCIENCE ● COMMERCE ● SELF FINANCING COURSES ———

GMMWC /IQAC /288/ 2017   **Date :31/03/2017**

To,
The Director,
National Assessment and Accreditation Council
Bangalore.

Sub: Submission of AQAR for the year 2015-16 by e-mail

Sir,

We are enclosing AQAR for the year 2015-16 with track ID MHCOGN 11391 of
K.M.E.Society's G.M.Momin Women's College, Bhiwandi, Dist(Thane), State- Maharashtra
Pin code 421302.

Kindly acknowledge
Thanking you.

Yours truly

Co-ordinator IQAC

Mrs Jayashree Thakre

9869137416

Principal

Dr Moses J Kolet

9820113152

INDEX

Annual Quality Assurance Report (AQAR)

Part – A

1. Details of the Institution

1.1 Name of the Institution   KME Society's G.M.Momin Women's College.

1.2 Address   Rais High School Campus

Thane Road

City/Town   **Bhiwandi**

State   Maharashtra

Pin Code   421302

Institution e-mail address   princy_gmmwc@yahoo.com

Contact Nos.   02522-225437

02522-225957

Name of the Head of the Institution: Dr.Moses J. Kolet

Tel. No. with STD Code: 02522-225957

Mobile: 09820113152 / 07718977164

Name of the IQAC Co-ordinator: Prof. Jayashree Thakre
Mobile: 09869137416

IQAC e-mail address: gmmwciqac@gmail.com

1.3 **NAAC Track ID**   MHCOGN 11391

1.4 **NAAC Executive Committee No. & Date:**   EC/66/RAR/040   dated 21-2-2014

1.5 Website address: www.gmmomincol.org

Web-link of the AQAR: www.gmmomincol.org/AQAR2015-16.pdf

1.**6 Accreditation Details**

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B+		2004	2009
2	2nd Cycle	A	3.10	2014	2019

1.7 Date of Establishment of IQAC: 20/07/2004

1.8 AQAR for the year   2015-16

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

   i. AQAR   i) 2014-15

1.10 Institutional Status

University   State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College   Yes [√]   No ☐

Constituent College   Yes ☐   No [√]

Autonomous college of UGC   Yes ☐   No [√]

Regulatory Agency approved Institution   Yes ☐   No [√]

(e.g. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education ☐   Men ☐   Women [√]

                    Urban [√]   Rural ☐   Tribal ☐

Financial Status   Grant-in-aid [√]   UGC 2(f) [√]   UGC 12B [√]

               Grant-in-aid + Self Financing [√]   Totally Self-financing ☐

1.11 Type of Faculty/Programme

Arts [√]   Science [√]   Commerce [√] Law ☐   PEI (Phys Edu) ☐

TEI (Edu) ☐   Engineering ☐   Health Science ☐   Management ☐

Others   (Specify)   [   ]

1.12 Name of the Affiliating University *(for the Colleges)*   University of Mumbai

1.13 Special status conferred by Central/ State Government--

UGC/CSIR/DST/DBT/ICMR etc

N.A

Autonomy by State/Central Govt. / University

University with Potential for Excellence   N.A   UGC-CPE   No

DBT Star Scheme   YES   UGC-CE   No

UGC-Special Assistance Programme   No   DST-FIST   No

UGC-Innovative PG programmes   No

UGC-COP Programmes   No

Any other (*Specify*)

Received the Best College Award from University of Mumbai in August 2010

Jagar Janivancha Second Prize at District level from State Government of Maharashtra

ISO 9001-2008 Certified from BIS (Bureau of Indian Standards)

Five departments recommended for Star College Scheme of DBT from the year 2015-16

 (Departments of Botany, Chemistry, Information Technology, Physics and Zoology)

Winners of "**Thane Police Maha Karandak' First Position** in Bhiwandi Parimandal Zone and **Second Position** in Thane Police Commissioner Zone area respectively

2. IQAC Composition and Activities

2.1 No. of Teachers 08

2.2 No. of Administrative/Technical staff 02/02

2.3 No. of students 02

2.4 No. of Management representatives 02

2.5 No. of Alumni 02

2. 6 No. of any other stakeholder and community representatives 01

2.7 No. of Employers/ Industrialists 01

2.8 No. of other External Experts 02

2.9 Total No. of members 24

2.10 No. of IQAC meetings held 03

2.11 No. of meetings with various stakeholders: **No.** 18 **Faculty** 8

Non-Teaching Staff 02 Students 06 Alumni 1 Others 1

2.12 Has IQAC received any funding from UGC during the year?

If yes, mention the amount [ ] Yes No √

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. [ ] International [ ] National [ ] State [ ] District Level 1

(ii) Themes

One Day Regional Level Workshop on: "Career Advancement Scheme(CAS)"

Guest Lecture by Mr Arif Usmani, Director, Universal Education on Sustenance of Quality in Higher Education (12/02/2016)

2.14 Significant Activities and contributions made by IQAC

Activity
• Organized Farewell ceremony of Prin. Kamala Balasubramanian on 13/06/2015
• Guided Sonawane College, Kalyan (11/7/2015) and Aqsa College, Bhiwandi for NAAC accreditation and peer team visits • Organized Guidance lecture by Dr. Rajendra Shinde on "UG Honour's Programme" and he also guided for the " Star College Scheme" on 25/07/2015
• Prepared Annual planner after collecting tentative schedule from all committees and departments. • Prepared Log book, edited and distributed to all the staff members • Proposal for the " Star College Scheme" was prepared and sent to New Delhi on 05/08/2015 • Lecture by Avinash Lewis, Engineer, United Nations on 7th September 2015
• Organized the workshop on 'Career Advancement Scheme' on 11/09/2015
• Presented the " Star College Scheme" proposal at New Delhi on 18/11/2015 • Helped to organize various programmes in the college.
• Report of AQAR 2014-2015 submitted to NAAC Office • Feedback was collected from the graduate students of the College
• Teachers and students are motivated to present paper in the conferences • 12/02/2016 sustenance of quality in Higher Education by Mr. Arif Usmani, Dir. Universal Education
• IQAC helped in ISO Audit. • Lecture on Examination Remuneration 12/03/2016 by Dr. Nisar Sheikh. • Plan of actions were discussed with president, KMES Society

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality
Enhancement and the outcome achieved by the end of the year
Copy of Annual Planner for the year 2015-16 is given in Annexure I

Plan of Action	Achievements
To motivate staff for attending /presenting papers at workshops seminars conferences Apply for research projects Conduct of various extracurricular activities To continue community work through NSS, Extension Education and WDC.	100 % Staff members attended the workshop, seminars, conferences 04 staff members applied for Minor research project under UGC (One project sanctioned) Various programmes were organized by committees NSS organized 7 day camp at Goveli Extension Education conducted community level activity at BNCMC School at Chavindra WDC organized Woman Achiever Award ceremony on 8th March 2016

2.16 Whether the AQAR was placed in statutory body   Yes | √ | No | |

Management | √ | Syndicate | | Any other body | |

Provide the details of the action taken

The external academic audit was proposed to management and it was decided to conduct external Academic audit

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes 2015-16

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	01		01	
PG	14(13 By papers 1 By research)	00	14	
UG	19	-	04	
PG Diploma	01	-	01	
Advanced Diploma	02	-	02	
Diploma	02	-	02	
Certificate	05	21	26	
Others			-	
Total	44	21	50	

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
    (ii) Pattern of programmes:

    \

Pattern	Number of programmes
Semester	32
Trimester	-
Annual	-

1.3 Feedback from stakeholders* Alumni √ Parents √ Employers ☐ Students √
    (On all aspects)

        Mode of feedback   :   Online ☐ Manual √ Co-operating schools (for
PEI) *Analysis of the feedback in the Annexure* ☐

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Physics First year

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

Criterion – II

2. Teaching, Learning and Evaluation

	Total	Asst. Professors	Associate Professors	Professors	Others
2.1 Total No. of permanent faculty	36	30	06	-	

2.2 No. of permanent faculty with Ph.D. | 16

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
22	-	-	-	-	-	-	-	22	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

Visiting faculty for PG courses – 15

Temporary faculty for unaided courses -16

Temporary faculty for aided courses – 06

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	13	23	-
Presented papers	13	22	01
Resource Persons	01	03	-

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Teachers participate in workshop as and when curriculum changes and attended refresher course to upgraded their knowledge.
- Use of ICT in lectures
- Use of visualizer's during practicals to show specimens
- Screening Subject related movies
- Industrial/ Educational visits to give first-hand experience to students
- Assigned projects through reference books from the college library
- Guest Lectures
- Group Discussions, Chart Models & Subject Quiz for students

- Interactive Panel & Projectors
- Computer facility in staff room
- UGC- Resource Centre
- INFLIBNET
- Collection of Documentary Films
- Wi-Fi Facility is Provided in IT Laboratory and office
- The college has formed an "Innovative Club" in order to promote innovative Practices.
- Computer assisted learning
- Class test, viva, quiz
- Chalk board method, PowerPoint presentations

2.7 Total No. of actual teaching days during this academic year

180

2.8 Examination/ Evaluation Reforms initiated by the Institution

Examinations for various classes conducted as mentioned below:

Level	First Term	Second Term
First year	Internal Assessment Tests (Sem. I) Semester I Examination	Internal Assessment Tests (Sem.II) Semester II Examination
Second year	Internal Assessment Test (Sem. III) Semester III Examination	Internal Assessment Tests (Sem. IV) Semester IV Examination
Third year	Internal Assessment Tests (Sem. V) Applied component. Theory Examination (Sem. V) Semester V Examination (University)	Internal Assessment Tests (Sem. VI) Applied component. Theory Examination (Sem. VI) Semester IV Examination (University)

- Multiple Choice Questions
- Home & Class assignments
- Preliminary Examinations for TY Students
- Review of unit wise plan for every semester examination Display of Time table in Advance.
- For Every Exam Junior supervisors, senior supervisors and chief conductor are appointed   by the head of the institution according to seniority.
- The papers are assessed by respective subject teachers for the Semester I,II,III,IV. examinations
- For all UG courses Semester V, VI examinations are held by the University and results are declared by University (for UG).
- For all PG courses Semester I, II, III, IV examinations are held by the University and result are declared by University.
- Moderation is as per University rules
- Results are declared within 40 days.
- Photocopy of answer papers on request to students

Unfair means at Examinations

Students found adopting unfair means at the examinations (inclusive of theory and practical examinations, tests and tutorials) are dealt with as per the University Rules, MU Act 1994 and the provisions of Act No. XXXI/1982.

2.9 No. of faculty members involved in curriculum Restructuring/revision/syllabus development

| 03 | | |

as member of Board of Study/Faculty/Curriculum Development workshop
Contribution in Curriculum design
Dr. Tabassum Shaikh (Member of Board of Studies in Logic and Philosophy)
Dr. Nisar Shaikh   (Faculty Member of Board of Studies in zoology)
Mrs. Jayshree Thakre (Member of Syllabus committee for Chemistry)
Member of syllabus committee for PET Exam
Eleven   staff members have attended curriculum development workshop

2.10 Average percentage of attendance of students

| 82 |

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division					
		O Grade	A Grade	B Grade	C Grade	E Grade	Pass %
TY BA	61	07	19	17	06	1	83.33
TYBSc	143	56	54	08	07	0	87.41
TYBSc IT	45	21	18	-	-	-	86.66
TYBCom	87	04	30	17	04	-	64.36
TYBMS	26	02	11	05	06	-	92.30
MA	21	02	07	06	03	01	95
MSc	20	03	04	05	02	-	70
Msc IT	07	-	03	03	-	-	85.71
MCom	28	05	18	05	-	-	100

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

The IQAC Members and ISO Internal auditors monitor the Teaching & Learning processes

The Review of teaching learning plan submitted by the teachers is carried on by the HOD/In charge of department /Principal

Departmental reports are scrutinised

Feedback from students and parents are collected and remedial measures are undertaken

Academic internal audit by senior staff members is done

Analysis of the audit is discussed with the Principal and suggestions are given to respective staff for improvement

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	01
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	05
Faculty exchange programme	Nil
Staff training conducted by the University	Nil
Staff training conducted by other institutions	NIL
Summer / Winter schools, Workshops, etc.	
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	07			14
Technical Staff	10		02	08

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

Research Committee comprising of senior faculty members encourages staff members to apply for minor /major research projects

Initiated G.M.Momin Scholar's Academy where students of all levels and all faculties are promoted for research activities by giving them small research projects in collaboration with CUBE a national activity of HBCSE

To motivate staff members to attend / present papers in Conferences, Seminars

To encourage students to take part in Avishkar – research festival of University of Mumbai and inter University Research Convention.

To create healthy atmosphere for research.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil			
Outlay in Rs. Lakhs	Nil			

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01		02	
Outlay in Rs. Lakhs	1,40000/		1,70,000/-	

3.4   Details on research publications

	International	National	Others
Peer Review Journals	44	21	
Non-Peer Review Journals			
e-Journals	09		
Conference proceedings	17	44	

3.5 Details on Impact factor of publications:

Range [   ]   Average [1-2]   h-index [3]   Nos. in SCOPUS [   ]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	02	UGC	1,40000/-	85000/-
	02	UGC	145000	50000
	01	University Of Mumbai	25000	25000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total			310,000	1,60000

3.7 No. of books published   i) With ISBN No.   `1`   Chapters in Edited Books   `06`

ii) Without ISBN No.   `[  ]`

3.8 No. of University Departments receiving funds from

UGC-SAP `[  ]`   CAS `[  ]`   DST-FIST `[  ]`

DPE `[  ]`   DBT Scheme/funds `[  ]`

3.9 For colleges   Autonomy `[  ]`   CPE `[  ]`   DBT Star Scheme `05`

INSPIRE `[  ]`   CE `[  ]`   Any Other (specify) `[  ]`

3.10 Revenue generated through consultancy   `[  ]`

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	District
Number					03
Sponsoring agencies					Management and University of Mumbai

3.12 No. of faculty served as experts, chairpersons or resource persons   `11`

3.13 No. of collaborations   International [ ]   National [ ]   Any other [05]

3.14 No. of linkages created during this year [ ]

3.15 Total budget for research for current year in lakhs: [Rs 108340/-]

 From funding agency

 From Management of University/College   Chemicals and laboratory and library facility is provided as and when required

   Total [ ]

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	01
	Granted	
International	Applied	Nil
	Granted	
Commercialised	Applied	Nil
	Granted	

3.17 No. of research awards/ recognitions   received by faculty and research fellows
of the institute in the year

Total	International	National	State	University	Dist	College
	03			03		01

3.18 No. of faculty from the Institution who are Ph. D. Guides.   [03]

   and students registered under them   [06]

3.19 No. of Ph.D. awarded by faculty from the Institution [ ]

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

   JRF [ ]   SRF [ ]   Project Fellows [ ]   Any other [ ]

3.21 No. of students Participated in NSS events:

   College Level [872]

   University level [43]   State level [01]

   National level [01]   International level [ ]

3.22 No. of students participated in NCC events:

		University level		State level	
		National level		International level	

3.23 No. of Awards won in NSS:

		University level		State level	
		National level		International level	

3.24 No. of Awards won in NCC:

		University level		State level	
		National level		International level	

3.25 No. of Extension activities organized

University forum		College forum	14		
NCC		NSS	18	Any other	

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social
   Responsibility

Survey regarding status of women by DLLE

Street plays by DLLE students at schools

Career awareness by DLLE students at schools

Liquid Embroidery, Chocolate Moulding and Basics in Innovative Baking workshops conducted by DLLE

Swach Bharat Abiyaan and women empowerment programme at tribal village Dondiya Pada of Bordi by NSS

Awareness program regarding cleanliness, road safety, importance of education for women, women health and hygiene by NSS

Survey was carried out comprising health survey of diseases in Bordi, addiction prevalence, literacy ratio, sex ratio in village by NSS

NSS unit conducted income generating courses like mehendi designing, drawing, beautician, fabric work, painting for under privileged girls and woman of the village

Cleanliness drive in adopted area

Blood donation through NSS

Medical camp in adopted area.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	4 Acre 36 guntha			4 Acre 36 guntha
Class rooms	21	01		22
Laboratories	18	02		20
Seminar Halls	01			
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	Nil			Nil
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others		Reading Room in Library	Management	

4.2 Computerization of administration and library
- ➢ Printer for administrative purpose installed
- ➢ Reprographic machine is available
- ➢ UGC Network Resource Centre for Research Activities
- ➢ Internet through Wi-Fi connection
- ➢ Lamination machine and currency counter machine purchased

Upgraded Library software SWIRL 4.3 version with barcode facility
- • Total number of computers– 08
- • Total numbers of printers - 02
- • Internet band width/ speed   2mbps   10 mbps   1 gb (GB) – 10 mbps
- • On-line Journals: Inflibnet and   N-LIST   > 5000
- • Biometric attendance for teachers
- • 32 existing CCTV and 05 more added during this year

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2309	283228/-	302	27831/-	2611	311059/-
Reference Books	8508	2489109/-	290	219664/-	8798	2708773/-
e-Books	01	425/-	10	9990/-	11	10415/-
e-Books through N List 100025+						
Journals	61	39158	12	3600	73	42758/-
e-Journals	5000	NLIST	1000	NLIST	6000	5750/-

Digital Database	-	-	-	-	-	-
CD & Video	282	6629/-	04	298/-	286	6927/-
Others (Maps)	72	11265/-	-	-	72	11265/-
Bound volume of journals	92	-	-	-	92	-
Donated Book	5923		62		5985	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	120	03	120	02	02	10	Dept 12 (No. of computer 108)	00
Added	21	00	21	00	Nil	01	00	01
Total	141	03	141	02	02	11	12	01

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Internet is available in all the laboratories for teachers and students

4.6 Amount spent on maintenance in lakhs :

i) ICT

Rs 8.3 Lakhs

ii) Campus Infrastructure and facilities

Rs 6.9 Lakhs

iii) Equipments

Rs 10.6 Lakhs

iv) Others

Rs 28.7 Lakhs

Total:

54.4Lakh

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Creating awareness on various social issues to ensure students for being responsible citizens.
Counselling programmes were conducted.

Orientation of students, parents regarding academics, examination, extracurricular activities
Scholarships.

And many more certificate courses.

5.2 Efforts made by the institution for tracking the progression

Regular meetings with Heads of the Departments and Staff academy meetings.

Internal audit of Committees and Departments to track academic and infrastructural growth

Counselling the parents through parents' meetings

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1365	209	09	38

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

No	%	
	0	Men

No	%	
	100	Women

	Last Year (2014-15)						This Year (2015-16)					
General	SC	ST	OBC	Physically Challenged	NT	Total	General	SC/ SBC	ST/ NT	OBC	Physically Challenged	Total
1357	13	02	146	01		1519	1517	08		96		1621

Demand ratio: 1.5 : 1 (No of applications /seats)   Dropout   16 %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

1- Prabodhan bahudeshiya santha, nashik conducted free lectures and seminar on MPSC/UPSC/BANK Examination
   Number of students who underwent training -> 133 students.
2- MT- Educare Limited.
   Free CA- CPT coaching for Students belonging to Minority Communities.
   F.Y.B.com -> 61   S.Y.B.Com -> 66
3- MT Educare's
   Free MBA Enterance CET 2016 coaching for students belonging to minority Communities.
4- Global Education Trust
   Competitive Exam Trianing.

No. of students beneficiaries

| 472 |

5.5 No. of students qualified in these examinations

| NET | | SET/SLET | 01 | GATE | | CAT | |
| IAS/IPS etc | | State PSC | | UPSC | | Others | |

5.6 Details of student counselling and career guidance

Sr. No.	Event	Resource person	Date	No. Of Beneficiary
01.	Seminar on "career guidance "	Mr. Avinish Lewis	7th Sep, 2015	100
02.	Certificate course in "Basic Robotics"	Mr. Abhijit Kale	17, 18, 19 Dec, 2015	45
03.	Learn and Earn Scheme	Admission Committee members	June 2015	35

No. of students benefitted

| 180 |

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
			03

5.8 Details of gender sensitization programmes

1- Cyber Bullying - One day workshop on cyber bullying on 22nd September 2015.

2- Expression 2015- "Violence between Door" on 8th December 2015.

3- Two day zonal workshop on "Awareness on Sexual Harassment of women at workplace(Prevention, prohibition and Redressal Act 2015)" on 14th and 15th December2015.

4- Majlis NGO conducted an Intra-College competition "Expression 2015" on 8th December 2015.

5- Women's Health & Hygiene workshop by Dr. Supriya Arvary, 7th August, 2015.

6- Woman Achiever award on 8th March 2016.

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events

State level | NIL | National level | NIL | International level | NIL |

College Level | 450 |

No. of students participated in cultural events

State level | 12 | National level | | University level | 54 |

College Level | |

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports: State level | | National level | | International level | |

Cultural: State level | 01 | National level | | University level | 42 |

5.10 Scholarships and Financial Support

		Number of students	Amount
Financial support from institution Zakiya Khatib And Pendharkar		04	14000
Financial support from government		OBC- 43	3.29 Lakh
		Post Metric-738	22Lakh
		State Government Scholarship-16	16000
		Physics and Maths Scholarship 10	10000
Financial support from other sources		ANGC-14	11,200
	Minority Scholarship EBC	04	4000
	Mumbai University	01	2500
Number of students who received International/ National recognitions		-	-
Total Beneficiaries		830	25.9 Lakhs

5.11   Student organised / initiatives

Fairs   : Community level | 01 | National level | | International level | |

Exhibition: College level | 02 | National level | | International level | |

5.12 No. of social initiatives undertaken by the students | 12 |

1.Students undertook "Cleanliness drive" in the College Campus
2.Awareness amongst school children regarding status of women in society and to be human
in society
3.Tree Plantation
4.Blood Donation
5.Consumer guidance
6.Mega Blood Donation
7.Self defence training
8.Organ donation workshop
9.Disaster Management
10.Road Safety
11.Environmental Conservation activity
12. Medical Camp in adopted area.

5.13 Major grievances of students (if any) redressed: NA

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision of the institution "**TO KINDLE THE LIGHT OF KNOWLEDGE**"

Mission of the institution "To empower women students, especially of the middle and lower middle classes and mould them to be socially, culturally, economically, environmentally, morally responsible and physically fit, so that they are able to face the challenges ahead with confidence and courage".

6.2 Does the Institution has a management Information System

Yes the college has management information System
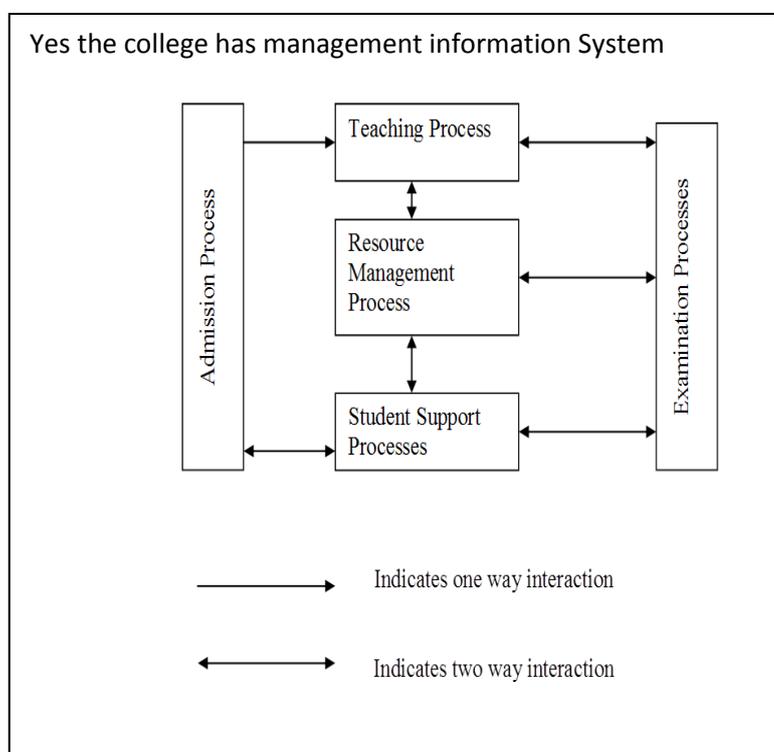
6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Encouraging teachers to participate in various curriculum based programmes.
Following Value added courses are conducted:

Certificate courses added during the year: 21

1. Dry Herbarium Techniques
2. Personality Development and Leadership Training Module 1
3. Personality Development and Leadership Training Module 2
4. Moulding and Marketing of Chocolates

5.   Innovative Baking
6.   Basic Optics
7.   Basic Robotics
8.   Calligraphy
9.   Handling of Spectrophotometer
10.   Basics and Handling of Compound Microscope
11.   Hands on Training on Gel Electrophoresis
12.   Introduction to Aseptic techniques
13.   Introduction to basic Electronics
14.   Clay Modelling and Pottery
15.   Home scale preparation of Fruit Jams
16.   Home scale preparation of Fruit Squashes and Syrups
17.   Basic Techniques in Plant Tissue Culture
18.   Basic Garden Designing and Landscaping
19.   Basic Networking
20.   Liquid Embroidery and Clay moulding by Fevicryl
21.   English Speaking Course

Certificate course: 05   Existing
Yoga& Self Defence
Art of living
Foundation course in communicative English
Basic course in Bombay Stock Exchange
Bridge course in Physics

6.3.2 Teaching and Learning

Monitoring teaching learning through students feedback
Periodical tests are conducted. Lesson plan prepared in the beginning of semester & review is also recorded by ISO auditors
Use of ICT
Free internet facility for staff and students
Internal academic audit conducted
Industrial Visits were arranged in order to make effective teaching and learning
 Teachers are appreciated by the management for using innovative teaching methods and 100% result

Teachers completing PhD were felicitated by the management

6.3.3 Examination and Evaluation

Students are informed in the beginning of the academic year in orientation programme about the examination system

Staff members are informed about internal assessment supervision duties and evaluation in the staff meetings

Semester I- Semester IV final examinations are conducted as per the guidelines of University of Mumbai (CBSGS).

Semester V – Semester VI examinations and Post Graduate Examinations are conducted by University of Mumbai.

Chief conductor, senior supervisor, and junior supervisor are allotted for each examination as per the University norms.

Moderation as per University rules and results were declared within the stipulated time University of Mumbai has allotted the college as centre for nearby colleges continually every year. Over 400 students appear every year.

CAP centre of University of Mumbai for Information Technology

Teachers are appointed by University of Mumbai as Paper Setters, Moderators, Examiners, Practical Examiners for various examinations conducted by University.

Last year we were having 19 PG recognized teacher, this year 2 more teachers are PG recognised.

6.3.4 Research and Development

Scholars Academy, research project committees were formed for students to develop research temperament in students

Students are encouraged to participate in research festival. Avishkar. 10 students participated in 2015-16. Two students qualified the preliminary round at the University level.

Staff members are motivated to apply for minor and major research projects of University of Mumbai, DBT and UGC Staff members are encouraged to present papers at various conferences and seminars.   Leave on duty is granted and registration fees paid by the institution

The institution has well equipped laboratories for science faculties from U.G. to Ph.D in subjects of Botany, Chemistry, Physics and Zoology

The institution has a Plant tissue culture laboratory

Teachers are motivated to apply for recognition as a teacher of University of Mumbai for M.Sc. Degree (By Research) and Ph.D. Degree.

Teachers are motivated to enrol for obtaining Ph.D. degree

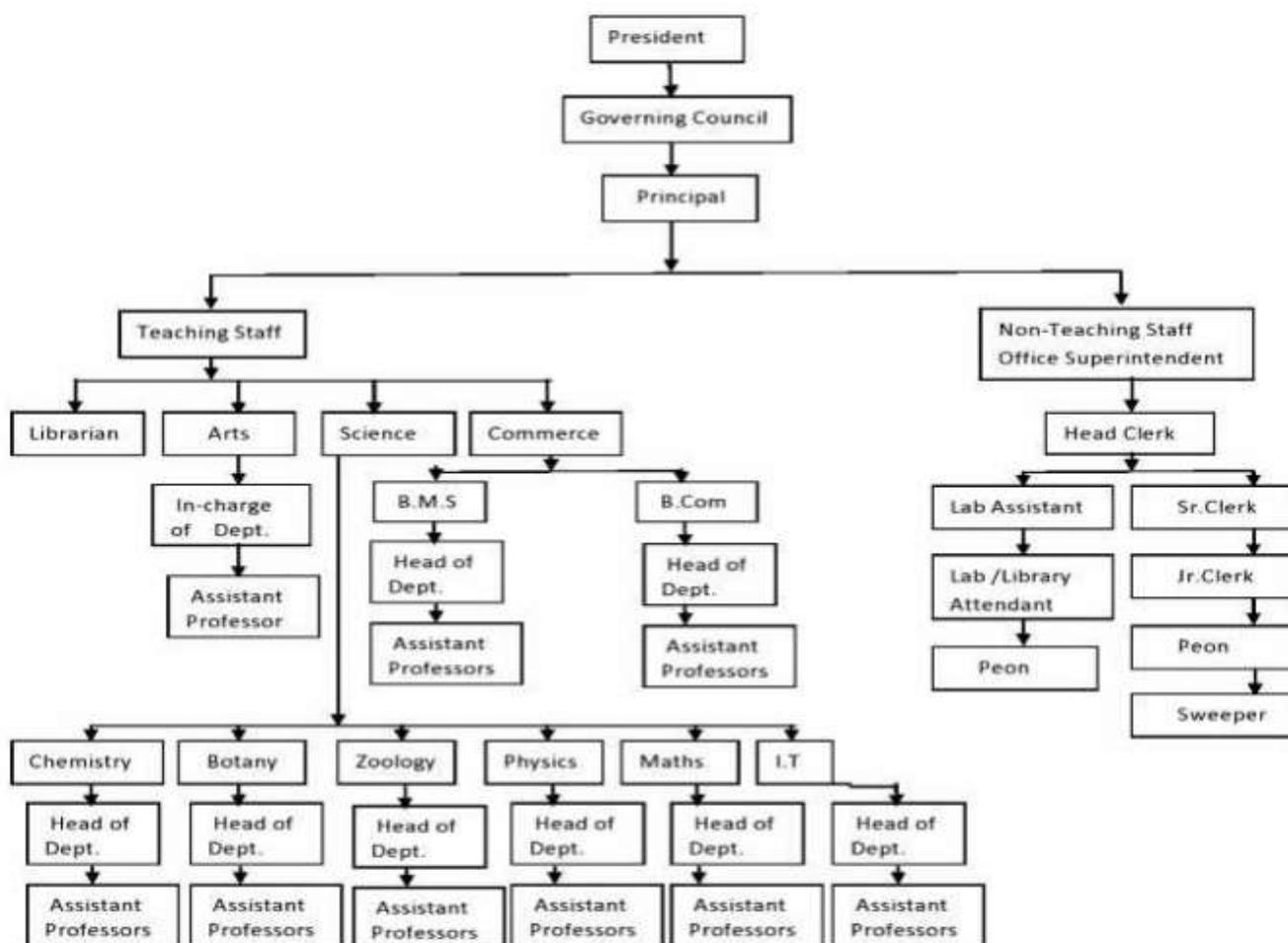College has a research committee and student's research projects committee

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. English language laboratory has been established
2. (Computer, Laptop, I–pads, Interactive boards, Interactive, Wi-Fi, Scanner, CCTV)
3. College has CCTV cameras for Security.More CCTV were added

4. Provision of latest collection of reference books and journals
5. Additions in digital repository
6. Interdepartmental sharing of instruments and laboratory equipments
7. Printer for administrative purpose installed
8. High speed Printer for University Examinations
9. Upgraded Library software 4.3 version with barcode facility
10. INFLIBNET - ENLIST software to access online journals and papers
11. Lamination machine for lamination of mark lists was purchased

6.3.6 Human Resource Management

- The college got the license for ISO 9001:2000 and thereafter opted for change of version to 9001:2008 as per the international standards for QMS and license issued by the BIS (Bureau of Indian Standards)

- Auditors from BIS visited our college and external audit was conducted.(for continuation of ISO 9001-2008 certification)

- Formation of committees involving teaching staff, administrative staff and students for efficient functioning of all aspects of college administration make sure that quality requirements are fulfilled successfully.

- Grievance committee looks after the issues if any.

- Women Development Cell and Internal Complaints Committee

President

Governing Council

Principal

Teaching Staff | Non-Teaching Staff Office Superintendent

Librarian | Arts | Science | Commerce | Head Clerk

In-charge of Dept. | B.M.S | B.Com | Lab Assistant | Sr.Clerk

Assistant Professor | Head of Dept. | Head of Dept. | Lab /Library Attendant | Jr.Clerk

Assistant Professors | Assistant Professors | Peon | Peon

Sweeper

Chemistry | Botany | Zoology | Physics | Maths | I.T

Head of Dept. | Head of Dept. | Head of Dept. | Head of Dept. | Head of Dept. | Head of Dept.

Assistant Professors | Assistant Professors | Assistant Professors | Assistant Professors | Assistant Professors | Assistant Professors

6.3.7   Faculty and Staff recruitment

 Staff recruitment is per the rules set by University Grant Commission Govt of Maharashtra and University of Mumbai.

Temporary staff recruitment and staff for unaided section is appointed by the Management, after fulfilment of conditions as per norms of 26 of our ex-students are serving this institution in capacity of faculty and staff.

6.3.8   Industry Interaction / Collaboration

- Various departments, associations organise the guest lectures by eminent personalities.
- College has collaboration with Technology Centre of Thane to introduce value added courses like computer
  courses and fashion designing
- Training to students by corporate leaders, BARC scientist, TERI scientist, Scientist from Tessidde University, United Kingdom
- Industrial visits and excursions are organized as per the syllabus requirements
- College has collaboration with Ambika Yoga Kutir Thane for conducting yoga courses

- The college has collaboration with spectrum academy for UPSC, MPSC courses global education trust for conducting coaching of CA /CPT

6.3.9 Admission of Students

1. The college has admission committee which takes care of the admission of the students on the basis of merit. The committee scrutinizes the application for admission with respect to fulfillment of the eligibility criteria prescribed for admission by the University of Mumbai. The marks obtained in Higher Secondary Examinations forms the basis for admissions for UG Courses. First preference is given to the in-house students coming from the Junior colleges run by the K.M.E. Society. Students excelling in sports and other cultural activities, the physically challenged, and also wards of serving and retired defence personnel are given preference as per the norms of the University. The wards of staff employed in the K.M.E. Society are given preference under the management quota seats.

2. The college being a minority institution preference is given to in house students and students from minority community on the basis of merit. Seats are reserved for outsiders, other than in-house students on the basis of merit. 15% of seats are reserved under the Management quota. The enrollment and admission procedure is very flexible, Liberal and smooth. If the number of students exceeds the required quota in a particular subject then the students are counseled to opt for other subjects falling short of the minimum required quota. The students are also guided and advised by the faculty members and the Principal to select a suitable programme as well as the optional subjects in accordance to their aptitude, ability and level of understanding.
For Post- Graduate M.A, M.Sc.(Chemistry, Physics, Maths, IT) and M.Com. courses all the students are admitted on merit basis by the college.

For M.Sc.(Botany and Zoology) courses, 70% seats are selected on merit basis and are sent by the University to the College. 30% of seats are filled by the college on merit basis.
M.Com and M.A seats are given on first come basis

For Ph.D. programme students are selected on merit basis after the interview held by the college as prescribed by University of Mumbai.

No donation for admission in any of the class.

6.4 Welfare schemes for Teaching Staff   Duty leave and registration fee to attend the Seminar/Conferences /Workshops

1. Non-teaching Staff are encouraged to participate in intercollegiate competitions .Duty leaves are sanctioned to attend workshops, Entry fees are borne by the college.
2. Interest free advances (teaching and Non-teaching staff) are sanctioned to needy staff members
3. Uniform is provided for class IV employees.
4. Gloves and goggles for laboratory staff and attendants handling chemicals are provided by the college.
5. 75-80% Students pay fees in instalments.(Over 90 %) This is allowed by the college considering the economically weak background of students.
6. Vehicles are arranged by the college free of charge or on part sharing basis for the students participating in intercollegiate events. Teacher accompanies the student.
7. Workshop on career advancement scheme was organised by IQAC

6.5 Total corpus fund generated   61148 /---

6.6 Whether annual financial audit has been done　　　　　Yes

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	BIS /ISO	YES	Internal auditors
Administrative	Yes	BIS/ISO	YES	Internal auditors

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes　　　Yes　[√]　No　[ ]

For PG Programmes　　　Yes　[√]　No　[ ]

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

As an affiliated college, all examination reforms introduced by University of Mumbai are Implemented by the college CBSGS introduced in 2011-12 has been extended this year also .Submission of online examination forms, receiving e-hall tickets, e- question papers, declaration of Results was carried out in the college. Central Assessment Programme (C.A.P.) has been established in College on behalf of the University of Mumbai. Our teachers also participate in CAP conducted by University of Mumbai they are appointed as paper setter ,moderator, and examiners. 10 percent Moderation is carried out as per University of Mumbai guidelines. Moderators are invited from other Colleges to moderate the Answer papers.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?
First year and second year level exams (Paper setting, Assessment, Moderation, Declaration of Results) are conducted by the college as per University guidelines.

6.11 Activities and support from the Alumni Association
　　Major activities of KMESWAAC:

1. Every year Alumni Association organizes exhibition cum sale for one day to raise funds.
2. The ex-students of this college are the ambassadors and they are the potential human resources, which can be tapped at any time.
3. Donations (zakat) from Muslim community to give the financial help to the needy students of our college.
4. Stationary items shop started by ex-student in the college campus.
5. "The Good Shepherd" programme was organised in association with Burooj Angles
6. Handicraft workshop was conducted and a stall was set up at MeenaBazar
7. KMESWAAC helped 9 students by paying their college fees.

6.12 Activities and support from the Parent – Teacher Association

 Orientation Programmes are organized for the Parents and Students at the time of start of new academic year, so that the parents get information of the courses and activities conducted by the college.
Teachers meeting are conducted twice in a year class wise in which feedback is taken orally and also in   writing.
Parents are also encouraged to meet the subject teachers and class in charge teachers to express their views, orally and also in writing.
P.G. courses are running successfully in our college, which were started after the feedback from parents.

6.13 Development programmes for support staff

Motivated the staff to improve their educational qualities. Staff were encouraged to acquire ICT skills.
Training programmes for software skills are conducted for enhancement of the knowledge of staff members.
All the staff members are encouraged to attend the workshops, seminars and Orientation programmes.
 Our Office Superintendent has qualified his MBA degree while in service. Commerce clerk Ms Zarina Momin passed M Com during service ,Now appearing for SET /NET.

6.14 Initiatives taken by the institution to make the campus eco-friendly

Energy conservation– Strict measures are observed in minimizing the consumption of electricity and saving power, air conditioners are used only when utmost required.

Use of renewable energy– Planned to install solar units inside the campus

Rain Water harvesting – Installed and successfully working. Ground water is charged by this process ensured all year round, water to our campus and the surrounding areas.

Plantation – Students have planted 50 tree saplings inside the campus

Hazardous waste management– Effective house-keeping system is practiced where hazardous waste management is effectively taken care.

e-waste management– Strict procedures are followed where the e-waste management is taken care by the Cyber Centre, run by the Management of the College.

 No-Plastic Zone –Our entire campus is on its way to become a no plastic zone

Criterion – VII

7. <u>**Innovations and Best Practices**</u>

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

➢ The institute has developed a solid waste management programme.

➢ The rain water harvesting scheme is successfully running in the campus.

➢ The institute is successfully harvesting rain water every year to the ground water table and recharging the bore wells.

➢ Income generating courses like Beautician, Mehendi making, Pot designing, Fabric painting are conducted to develop the skills of students and women from the community.

➢ Women sensitization and gender Awareness programmes were conducted to benefit the community in general

➢ Workshop on Awareness on Cyber bullying is regularly conducted

➢ 21 certificate courses have been introduced that have created positive impact.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

The plan of action in the year 2014-15	Status
To strengthen value added courses/ skill development courses	21 value added courses and skill development courses were conducted to enhance the skills and values.
To modernise our laboratories with modern facilities and equipments	Sanction of Funds from DBT under Star College Scheme.
To establish a centralized research laboratory	The meeting was conducted with the concerned heads, and a master plan is designed so as to develop the centralized research laboratory
To Establish English Language Lab	Established
Up gradation of website	Up-graded
To conduct more certificate courses	21 certificate courses were conducted. (see enclosure)
To develop feedback & online admission software through IT students	Admission completed
To purchase more books & E books	Purchased as per to the requirements of different departments
To introduce new attendance system	Introduced
To Encourage faculty member for Ph.D. enrolment and apply for research project	Ongoing process
To arrange industrial visits. Excursion	6 excursion and 6 day long tour
Apply for star college awards	Achieved
To organize national level seminar, district level workshop on CAS, gender sensitization programmes	Achieved

- Internal audit was conducted and report submitted to ISO committee

- External audit was conducted by auditors from Bureau of Indian standards

- All activities of the committees and departments were conducted as per Annual calendar schedule

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*
- Women Achiever Award
- Entrepreneurship Skill Development

Annexure III A and IIIB

7.4 Contribution to environmental awareness / protection
- Swach Bharat Abhyan – Oath for cleanliness was taken on 1st Oct, 2015 and the entire campus cleaning was taken up. The community people were also made aware of the importance of cleanliness and the community people also took the oath for cleanliness. It was also extended to the adopted areas and awareness for cleanliness was created among mass population. Governor visit to Bhiwandi for awareness of Swach Bharat Abhiyan and participation of our Students in the event. Municipal Commissioner had attended this function.

- Hazardous Waste Management – Effective house – keeping system is practiced where hazardous waste management is effectively taken care.

- Solid waste management protocol will be designed and executed at the earliest

- E-waste management – Strict procedures are followed where the e-waste management is taken care by the Cyber Centre, run by the Management of the college.

7.5 Whether environmental audit was conducted?   No (planned in 2016-2017)

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

- The college has been recommended for DBT Star Scheme, by the ministry of Science and Technology and awaiting release of financial assistance to strengthen its Science departments.

- Infrastructure got enhanced such as Allocation of separate reading room in the library, record room and English Language Laboratory

- Students were encouraged and guided to get various scholarships

- Research projects have been undertaken

Plans of institution for next year

To apply for FIST and UGC grants
To apply for CPE
To effectively implement Star College Scheme of DBT, Ministry of Science and Technology, Govt. Of India.
To motivate teachers to obtain patents
To modernise our laboratories with modern facilities and equipments
To establish a centralized research laboratory
To conduct environmental audit/ green audit
To develop feedback software through IT students / Admission Software
To continue with certificate courses for students and add new skill oriented and value added courses.
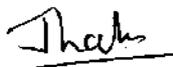To apply for new course such as extension activities, NSS as option as option to FC.
To organise National seminar on Wetland.
To equip IQAC cabin with power backup.
To organise National seminar on "Evolving of Biological Terminology in Vernacular Languages"

Name : Mrs Jayshree Thakre   Name : Dr. Moses J. Kolet

Signature of the Coordinator, IQAC   Signature of the Chairperson,IQAC

***
_____   _____

Annexure I

Academic Planner for Year 2015 – 2016

	Academic Events	**Co curricular & Extra Curricular Activities**
June 2015	* Admission to First Year classes * To orient F.Y Students and parents about the Various programmes/Exams/ Activities of the college *Time Table announcement for S.Y & T.Y classes on the re-opening day (9th June) and in last week of July for F.Y classes *Teaching Plan announcement to students by Teachers and submission of Unit wise Teaching Plan to HODs/Principal *Issue of Identity Card and Library card *To work on NAAC suggestions *UGC Grant follow up work *ISO Work * To orient students towards vocational courses *To motivate T.Y students (classes) for better Performance. *IQAC reports preparations	*Various committees to submit their plan of activities *Selection of CRs and Class leaders for NSS, Extension, Sports and Cultural Events from each class by the class in-charge Professors. *Ex-students meeting (KMESWAAC) *Conduct of Career Awareness and Training Programme for the students
July 2015	* To conduct test for internal assessment in all classes by the respective subject teacher * To conduct one student academic activity, seminar or paper presentation or group discussion in the respective syllabus * To commence remedial classes by identifying slow learners * Staff Paper Presentation. * Announcement about Projects and Topics to be given to students by the subject teachers. * IQAC Meeting * IQAC Work (Internal Audit and Students Feedback) * Minor Research Project proposals, submission * To plan for National Seminar / Workshop / Conferences * To identify students defaulters in attendance and send letters to parents	* To enroll volunteers for NSS and Extension Education Units * To conduct NSS Advisory Committee Meeting * Bazme Adab, Arts Association, Science Association, Commerce Association, Maths society, Dot com group and Aspire Club to conduct one event each * To conduct Students Council meeting * One contest to be organized by the students Council. *Preliminary rounds of Inter class tournament in Chess, Carrom & Table Tennis *Preparation of students for Intercollegiate Youth Festival Events * Students Picnic/Educational Tour to be arranged (class wise)

		* Ex-students association, one activity to be held
August 2015	* College Affiliation work *To counsel slow learners along with their parents *Subject Teachers to take remedial measures to bring up the slow learners *F.Y students enrollment to be sent to University *Announcement for ATKT/ Failures Examination and collection of Examination forms from ATKT and Failure students *Test for internal marks to be conducted by subject Teachers. *Staff Paper Presentation. *ISO – General Feedback from students. * To guide students for various scholarship schemes * To work on NAAC suggestions & IGAC Meeting	* Formation of Students Council as per University guidelines * Students to be trained and sent for intercollegiate cultural and sports events *English Literature Association, Human Rights Forum, Women Development cell and Career Guidance Cell each to conduct one events each *One contest to be organized by the Students Council * Final rounds of Interclass tournaments in chess, carom and Table Tennis * Independence Day Celebrations. * Extension Education Activity and NSS Activity. * Students Picnic/Educational Tour to be arranged. (class wise)
September 2015	*To complete the I/III semester syllabus in FY/SY classes by the III week of September *Conduct of Practical Exam for semester I & III *Conduct of ATKT/ Failures exam * Guest Lectures (syllabus oriented) to TY students. *EBC/ PTC / STC scholarships work * Staff Paper Presentation. * ISO – Students – Teacher Feedback to be collected * University Examination forms submission for T.Y. Sem V * IQAC Meeting	* Teachers' Day Celebration * Conduct of an activity under Career Guidance Cell. * Extension Education activity.
October 2015	*Conduct of I/III Semester Examinations, for regular /ATKT/Failures Students. * Conduct of University Examinations.	* Conduct of NSS Camp in Diwali Vacation
November 2015	* Declaration of I/III of semester /term results * Announcement of II term syllabus completion plan and submission of the same by the subject, teacher to HODs/ Principal. * Conduct of Parents' meeting (class wise) to inform the students' progress.	* To arrange long tour for students. * Conduct of outdoor games. (Badminton, Kho- Kho , & Tug of war) * Arts Association, Science Association, Commerce Association, Dot com group, Aspire Club, Mathematics society to conduct one event each

		* Extension Education activity.
December 2015	* Parents' Meeting (class wise) to be continued. * To send letters to students defaulters if any in attendance * To arrange for Educational trips/ visit to industries. * Staff Paper Presentation. * ISO Audit work * To organize National Seminar / Conference. * IQAC Meeting * To work on placement of students by Career Guidance Cell	*Conduct of outdoor games * Training the students and sending them for Intercollegiate events. * Bazm – e – Adab, English Literature Association, WDC to organize one event each. * Bhiwandi Human Rights Forum to observe Human Rights week * Conduct of " Eureka" – Intercollegiate Students Paper Presentation Contest by Science Association * Meena Bazar
January 2016	*Conduct of S.Y.B.Sc. Final Practical Examinations * Completion of syllabus in all TY classes * Completion of Journal Certification * To check defaulters' improvement in attendance * To conduct academic seminars/workshop department wise. * Staff Paper Presentation. * IQAC Meeting	* IT Idol Contest. * Republic Day celebration. * NSS Diary completion. * Extension Education projects completion. * Magazine Work
February 2016	*Announcement of II Term Examination schedule * Conduct of Preliminary Examination of TY classes * Conduct of Practical Examination for Semester II & IV * Completion of II term syllabus al SY and FY classes, with adequate revision. * IQAC Meeting	*To Conduct Short term Certificate Course for students immediately after their examination.
March 2016	*Conduct of University Practical Examinations. * Conduct of semester / II & IV End Examinations for * Assessment of FY/ SY Exam Papers. * FY & SY Results work (II & VI sem) * University Exam Work	*To conduct short term Certificate Courses for students immediately after their examinations * K.M.E Society's Women Achiever award ceremony
April 2016	*Declaration of Results of FY/SY Examinations	*Formation of various committees for 2016-

	* Admission to SY & TY classes (II & IV sem) *Conduct of University Examinations * Preparation of Time table for next academic year 2015-2016 *Self Appraisal to be submitted by the staff along with API score. * Advertisement for vacancies * IQAC report for 2015-2016	2017 * Prospectus work (Preliminary) * To check and Print admission forms for various courses * To conduct short term certificate courses for students.
May 2016	*Conduct of University Examinations * To plan interviews to select staff against vacancies. * To work on NAAC Suggestions by IQAC	*Repairs work * Development Plan * Prospectus work (Final)

Annexure II (A formats of Feedback forms)

STUDENT'S FEEDBACK (GENERAL)

1. Name of the Student (Optional) :

    _____

2. Class :

    _____

3. Student Perception: In the table given below, several elements are listed. Please circle the score you intend to give (from a scale of 1 to 5) 1 being the lowest and 5 being the highest)

Sr. No.	Elements	Score (Please Circle)
A.	**Academic**	
1	Ability of Teachers to teach	1 2 3 4 5
2.	Regularity in taking lectures/practical's	1 2 3 4 5
3	Attitude towards helping students	1 2 3 4 5
B.	**General Administration**	
1.	Services and General behaviour	1 2 3 4 5
2.	Housekeeping / General cleanliness	1 2 3 4 5
C.	**Infrastructure**	1 2 3 4 5
1.	Laboratory	1 2 3 4 5
2.	Library	1 2 3 4 5
3.	Computer Facility	1 2 3 4 5
4.	Classroom facility/lighting/ventilation	1 2 3 4 5
5.	Sports/ Extracurricular activities	1 2 3 4 5

4. Justify the score (01 Minimum) 05 (Maximum).

5. General Comments/ Suggestions if any :

Date : _____

    Signature

    (Optional)

EXAMINATION PROCESS

1.   Name of the Student (Optional)   :

_____

2.   Class   :

_____

3.   Student Perception: In the table given below, several elements are listed. Please circle the score you intend to give (from a scale of 1 to 5) 1 being the lowest and 5 being the highest)

Sr. No.	Elements	Score (Please Circle)				
a	Attitude of Examination Committee members towards students	1	2	3	4	5
b	Display of Time Table on time	1	2	3	4	5
c	Willingness to help deserving students	1	2	3	4	5
d	General availability and services	1	2	3	4	5
e	In corporation (conduct of examination) in time frame	1	2	3	4	5

4.   General Comments/ Suggestions if any:

Date : _____

                                                                                Signature

                                                                                (Optional)

ADMISISION PROCESS

1. Name of the Student (Optional) :

    _____

2. Class :

    _____

3. Student Perception: In the table given below, several elements are listed. Please circle the score you intend to give (from a scale of 1 to 5) 1 being the lowest and 5 being the highest)

Sr. No.	Elements	Score (Please Circle)				
a	Attitude of staff towards students	1	2	3	4	5
b	Services and general behaviour of staff	1	2	3	4	5
c	Willingness to help deserving students	1	2	3	4	5
d	General Availability of the staff	1	2	3	4	5
e	In corporation of admission process in time frame	1	2	3	4	5

4. General Comments/ Suggestions if any:

Date : _____

Signature

(Optional)

K.M.E. Society's
G.M.Momin Women's College, Bhiwandi

☐

Students' Evaluation of Teachers

Students are requested to objectively express their evaluation of teaches based on FIVE point-scale: [5] = Excellent, [4] = Very Good, [3] = Good, [2] = Average and [1] = Below Average. Students have to write in the [BOX] only the figure 1, 2, 3, 4 or 5 as the case may be. You may reveal your identity, if you so desire.

Name of the teacher _____   Subject taught
_____

Students Name & Roll No. (Optional) _____   Class
_____

A: General / Attitude related

* Command over the medium of instruction (language)   ☐

* Class control   ☐

* General Knowledge / Awareness   ☐

* Regularity in taking lectures and practical's   ☐

* Skills in explaining difficult points   ☐

* General Availability / Accessibility to students   ☐

* Clarity in approach / thinking   ☐

* Attitude towards students: friendly and motivating   ☐

* Willingness to help deserving students by taking extra-lectures etc.   ☐

* Attitudes towards the subject taught   ☐

* Usefulness in counselling: personal matters/ career/ placement etc.   ☐

* Skills in motivating students for extracurricular activities   ☐

* Teacher's participation is organizing extra- curricular activities.   ☐

B.   Subject related

* Command over the subject   ☐

* Use of case studies, illustrations, current events, anecdotes in teaching   ☐

* Readiness to resolve students' doubt/ questions etc.   ☐

* Motivating to develop interest in the subject for higher studies.   ☐

* Skills in making the subject interesting   ☐

* Frequency of asking short questions in the class while teaching   ☐

☐

*	Use of interactive teaching – seminar, tutorials, quiz, assignments etc.	☐
*	Frequency of giving References for further reading	☐
*	Conducting periodic tests/ question answer sessions	☐
*	Practice of giving model questions at the end of a topic / portion	☐
*	Readiness to asses model answers submitted by students.	☐
*	Training and preparing students for college / University examinations	☐

C. **Overall impression as a teacher**

Give justification for score 1 and score 5:

_____

_

For office use only – Weight A= 40 and B= 60. Multiply the group total with respective weight to get the total weighted score. C is only comparison

Annexure II(B)

OVERALL FEEDBACK ANALYSIS

Faculty/Process	% Satisfaction index
Arts	78.65
Science	78.79
Commerce	76.41
Admission process	67.80
Examination process	75.52

Annexure III (A)

Best Practice- I

Title: Earn and Learn

Goal:
- To create awareness in the society about the status of women and importance of education
- To emerge as the best institution in respect to guidance, education, career development and
- personality development
- To change the mind-set and outlook of the students coming from conservative background
- To identify students potentialities and to train them to sharpen their skills
- To learn to generate a sustainable income to lead a successful life
- To be self-reliant and lead a secured, dignified and respectable life.
- To effectively communicate and be able to market and sell their products

Context: Our students come from extremely conservative homes. Their families do not allow jobs with long working hours for girls. To prevent their talents from going waste, the college encourages and motivates them to develop skills in entrepreneurship, enabling to work from home. The presentation deals with some best practices followed in our women's college for upliftment of students preparing them for future life, enabling them to lead a successful, secure, dignified and respectable life

Course Details:

S. No	Course	Diploma/ Certificate course	No. of Beneficiaries
1	Basics and Correct Handling of Compound Microscope	Certificate	18
2	Chocolate Mixing, Moulding and Packaging	Certificate	91
3	Creative Writing	Certificate	123
4	Innovative Baking	Certificate	90
5	Herbarium Techniques	Certificate	35
6	Home scale Preparation of Fruit Jams	Hands on Training	15
7	Home scale Preparation of Fruit Squashes and Syrups	Hands on Training	15
8	Introduction to	Certificate	18

	Aseptic Conditions		
9	Basic technique in Plant Tissue Culture	Certificate	20
10	Awareness on Cyber Bullying	Certificate	162
11	Hands on Training in Gel Electrophoresis Technique	Certificate	18
12	Basic Networking	Certificate	54
13	Basic Robotics	Certificate	73
14	Calligraphy	Certificate	20
15	Fashion Designing	Diploma	41
16	Diploma in Computers and IT	Diploma	21
17	Workshop on handling of spectrophotometer	Certificate	18
18	Workshop on liquid embroidery and clay moulding by Fevicryl	Certificate	47
19	Personality Development and Leadership Training (Module 1)	Certificate	19
20	Personality Development and Leadership Training (Module 2)	Certificate	19
21	English Speaking Course (Basic Module)	Certificate	20
22	Certificate course in Basic electronics	Certificate	45
23	Certificate course in Basic in Optics	Certificate	11

Outcome: Many of our students are entrepreneurs in fashion designing, jewellery designing and running own small scale centers. Students are experts in Mehendi Art and undertake bridal and wedding Mehendi work. Some have started catering work with family support. Over 30 short term courses are operational for benefit of students of the college as well as girl students of other nearby institutions
Over 2000 students have taken advantage of these activities and courses till date, since the past one and half years. NSS volunteers train women of adopted areas and villages surrounding NSS campsite for income generating courses.

Best Practice II
Title of the practice
The K.M.E. Society's Woman Achiever Award
Goal
Our goal is to select and award a woman in Thane District who has contributed and rendered her services and made a difference in the life of the underprivileged and unfortunate members of the society.
To acquaint and familiarize our students with the dauntless efforts, zeal and enthusiasm of woman rendering her services for a humanitarian cause. This woman can become a role model and a source of inspiration for our students.

The context
Our college having a minority status and being a purely women's college, the president Mr. Aslam Fakih (K.M.E.Society's) desired to acknowledge and appreciate a women who have rendered her selfless services towards the society at large and brought a difference in the life of the underprivileged and unfortunate members of the society irrespective of caste, color, creed and religion with a secular approach. Thus he decided to launch a cash award of Rs 25,000/-, a citation and a Trophy. The aim of this initiative was to sensitize our students to the social, economic and educational problems
prevailing in the society and how to meet these challenges and overcome the
problems. This award could serve as an eye opener for the students.

The Practice
Throughout the year we work on gathering/collecting information about the details of the services rendered by a woman towards the society for a humanitarian cause. We also approach NGO's and agencies in this regard. Every year in the month of January advertisement is given in the leading newspapers covering Thane District such as Nav Bharat Times, Kalyan,Dombivli Plus, Inquilab and Urdu Times.
Applications are invited giving a time period of One month from the date of Advertisement.
Applications and nominations for awards are received and scrutinized on the criteria of major contributions to social upliftment in different fields / areas.
One applicant is selected for the KME Society's Woman Achiever
Award and the award is given at the International Women's Day Celebrations
held every year in our college. The award comprises of a cash amount of Rs
25000/-, a citation and a trophy.
K.M.E.Society's G.M.Momin Women's College Bhiwandi 421302, Thane(M.S)-RAR Page 181
This practice motivates our students to be socially responsible and contribute their services to solve social problems like illiteracy amongst Women, Child Labour, Health and Nutrition, Problem of women, dropouts in education etc.

Evidence of success
The awardees are good example and have become the role model for our students. Students get sensitized to social problems and understand the significance of human services. Our awardees influenced the students in the following manner:

Sr.No.	Name of Awardees	Year	Area of Work
1.	Ms Zakia Khatib	March 2010	Has spent 60 years of her life in the upliftment of underprivileged women and children, in the field of education and

			employment throughout Maharashtra through primary schools, Bazme-Niswa.
2.	Dr. Geetha Mahajan	March 2011	She is a social activist is the founder of Bharatiya Mahila Federation (Thane Samiti) she aimed at Women's equality, secularism, socialism, democracy, education and world peace.
3.	Mrs. Stella Jimmy Morais	March 2012	Through her organization "The Prem Seva Mahila Mandal" Kalyan focuses primarily on the upliftment of the downtrodden: women of the lower middle class, widows and domestic workers, Balwadi play School, Adult Education Assistance, Tribal Education etc. By listening to her experiences, our students got sensitized to social problems.
4.	Ms. Pratiba Menon	March 2013	Has worked for Dalit Women to solve their problem, Against Drug Alcohol abuse and established institutes to take care of economically backward families, beggers, orphans and Victimized women in Adivasi areas.
5.	Ms. Saira Banu	March 2014	Fought for one said triple talaq, worked for upliftment of Muslim women.
6.	Mrs Eva Athavia	March 2015	Being a physically handicapped yet has contributed for the self defense of women and upliftment of poor women
7.	Dr. Kranti Jejurkar	March 2016	Worked for women

			empowerment and has trained many teachers for gender sensitization.

Problems Encountered and Resources Required
Resources required to implement the practice were as under:
We manage to get sponsors for the award. We plan to make an elaborate survey and find out an appropriate and deserving woman for this award.

Our biggest challenge is to face the society to motivate and encourage them to send their daughters for higher education.

Abbreviations:

CAS - Career Advanced Scheme

CAT - Common Admission Test

CBCS - Choice Based Credit System

CE - Centre for Excellence

COP - Career Oriented Programme

CPE - College with Potential for Excellence

DPE - Department with Potential for Excellence

GATE - Graduate Aptitude Test

NET - National Eligibility Test

PEI - Physical Education Institution

SAP - Special Assistance Programme

SF - Self Financing

SLET - State Level Eligibility Test

TEI - Teacher Education Institution

UPE - University with Potential Excellence

UPSC - Union Public Service Commission

****