

Minutes of Meeting

The IQAC meeting was held with IQAC Criterion in charge on 30/06/2016 at 01:00PM in the IQAC Cabin.

Following tasks were proposed and work distributed to all criterion in charge.

- 1) Completion of 2015-16 AQAR before August 2016.
- 2) Collection of feedback from graduates and students.
- 3) Teacher's diary should be prepared and distributed to all teachers.
- 4) New certificate courses to be introduced.
- 5) To follow up for proposal of Ph. D in Botany.
- 6) To develop admission software through IT students and enroll students for earn and learn scheme.
- 7) To motivate teachers to apply for research projects.
- 8) To conduct lecture Innovative Teaching Methods.
- 9) Gender sensitization programmes in collaboration with WDC.
- 10) Organize National seminar on "Evolving of Biological Terminology in Vernacular Languages" on 13th & 14th October, 2016.
- 11) Organize National seminar on "Challenges in Urdu Education" on 18th Dec 2016.
- 12) Install RO filler on terrace.
- 13) To help in ISO audit.
- 14) To conduct external academic audit.
- 15) Organize Degree Distribution Ceremony.
- 16) Introduce new committees like Audit committee, Documentation committee.
- 17) Carry out the work of Star College Scheme for all five departments. Organize Summer School, interdepartmental programmes.

The meeting ended with vote of thanks.

Place: IQAC Cabin

Date: 30/06/2016

Members:

Mrs. Jayashree Thakre

Prof. Tarannum Attar

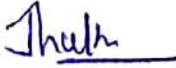
Dr. Kamran Abbas

Dr. Vaishali Nirmalkar


Dr. Tabassum Sheikh

Prof. Nazneen Momin

Dr. Shaziya Momin


IQAC-Co-ordinator
K.M.E. Society's G. M. Momin
Women's College, Bhiwandi




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Minutes of Meeting


The Internal Academic Audit was conducted on 20th January, 2017 at 10:30AM in the Auditorium.


Points were suggested to the HODs/In charges of Department.

- 1) Highlight the achievements.
- 2) Students participation in activities should be increased.
- 3) Departmental and committee activity should be mentioned separately.
- 4) Yearly co-curricular activities to be increased.
- 5) Result analysis should be presented in the form of graph, charts.
- 6) Improve the slides (Minimum wordings should be on slides).
- 7) Some departments were suggested to change the formats.
- 8) Students' progression and alumni record should be maintained.

Place: Auditorium

Date: 20/01/2017


IQAC-Co-ordinator
K.M.E. Society's G. M. Momin
Women's College, Bhiwandi


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Auditorium.

20/11/2017 Internal academic audit

Sr. No.	Department	
1	BOTANY	Presented
2	CHEMISTRY	- -
3	MATHEMATICS	- -
4	PHYSICS	- -
5	ZOOLOGY	- -
6	BIOTECHNOLOGY	- -
7	ENGLISH	- -
8	HISTORY	- -
9	ISLAMIC STUDY	- -
10	PHILOSOPHY	Absent
11	PSYCHOLOGY	Presented
12	SOCIOLOGY	- -
13	URDU	Absent
14	FOUNDATION COURSE	Presented
15	BUSINESS LAW	-
16	COMMERCE & ACCOUNTANCY	Presented
17	BMS	- -
18	ECONOMICS	-
19	HINDI	Absent
20	BSC IT	Presented.

Signature

Thakre

Ms. J.S. Thakre

IQAC - Co-ordinator.

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K.M.E. Society's G. M. Momin
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Minutes of Meeting

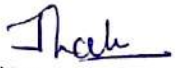
The IQAC meeting was held with External Expert and Principal Dr. Moses J. Kolet on 28th Jan 2017 at 3:00PM.

- 1) It was decided that AMC to be done by IT staff.
- 2) Survey Monkey/Google forms should be used to collect online feedback.
- 3) Website Upgradation to be done by IT staff.
- 4) Data acquisition for the website will be done Via Google doc and will be filtered by IQAC which later will be forwarded to IT staff for uploading.
- 5) A server should be purchase with 64GB RAM, 4TB Hard disk and new processor suggested by Mr. Lewis.
- 6) More Computers should be purchased for students.
- 7) Disposal of e-waste to proper agency and conduct environmental audit/green audit.
- 8) It was decided to apply for FIST and UGC grants.
- 9) Motivate teachers to obtain patent.
- 10) Modernize our laboratories with modern facilities and equipments.
- 11) Continue with certificate courses for students and add new skill oriented and value added courses.
- 12) Apply for new courses such as extension activities, NSS as an elective to Foundation Course.
- 13) It was suggested to organize following events:
 - i) National seminar on 'Wetland for Disaster Risk Reduction' on 2nd February, 2017.
 - ii) Marathi Bhasha Diwas on 27th Feb 2017, in the memory of 'Marathi poet kusumagraj v.v. shirwadkar'.
 - iii) Student who achieved any award/ recognition in academic or extracurricular activity to be invited for flag hoisting ceremony.


The meeting ended with Vote of thanks.

Place: Principal's Cabin

Date: 28/01/2017


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K.M.E. Society's G. M. Momin
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Meeting of IQAC at Prin. Sir Office

The following will constitute IQAC committee for the academic year 2016-17

- Dr Moses J Kolet - Chairperson
- Mr Aslam Fakih - Management Members
- Dr Mussadiq Patel - Management Members
- Mrs. Jayashree Thakre - Co-ordinator
- Dr. Tabassum Sheikh - Teaching Staff
- Mrs. Tarannum Shaikh - Teaching Staff
- Ms. Nazneen Momin - Teaching Staff
- Dr. Shaziya Momin - Teaching Staff
- Dr. Vaishali Nirmalkar - Teaching Staff
- Dr. Kamran Abbas - Teaching Staff
- Dr. Nandita Singh - Teaching Staff
- Mrs. Shad Patel - Librarian
- Mrs. Reshmina Bahauddin - Teaching Staff
- Mr. mushtaq ali Patel - Administrative Staff
- Mr. Nadeem Dange - Administrative Staff
- Iftekhar Ahmed Shaikh - Technical Staff
- Ataf Kuwari - Technical Staff
- Kharbe Hafsa - Student
- Representative - Student
- Shaikh Nagma - Student
- Representative - Student
- Ms. Ayesha Hani - Ex student
- Ms. Safa Momin - Ex student
- Mr. Avinash Lewis - External Expert
- Mrs Milan Golba - External Expert

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Minutes of Meeting

The IQAC meeting was held with IT Staff and Computer centre on 30/01/2017 in IT Lab at 01:30PM.

The meeting related to data uploading on the website.

The following points were discussed:

- 1) Ms. Nusrat is Incharge for uploading the data on the College website.
- 2) IQAC will scrutinize the reports before uploading to the college website.
- 3) AMC for computers to be obtained.
- 4) IQAC requirement regarding speed of internet, ICT tools were discussed.
- 5) New website should be developed.

The meeting ended with vote of thanks.

Place: Bhiwandi


Date: 30/01/2017

The following members were present in the meeting.

- 1) Dr. Moses J Kolet
- 2) Mrs. Jayashree Thakre
- 3) Ms. Huma Momin
- 4) Ms. Tahereen Momin
- 5) Ms. Sara khot
- 6) Ms. Nusrat Ansari
- 7) Mrs. Reshmina Bahauddin
- 8) Ms. Misbah Momin
- 9) Ms. Marium Shaikh
- 10) Sayyed Kausar
- 11) Khan Kalim
- 12) Zubair Nervil


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Minutes of Meeting

The IQAC meeting was held with IT Staff on 13/02/2017 in IT Lab at 12:30PM.

- 1) The meeting related to expenditure of Star College Scheme grant was discussed.
- 2) Conduct of activities under Star College Scheme.
- 3) Teachers will be sent for training.
- 4) Industrial visit was planned under Star College Scheme.

The meeting ended with vote of thanks.

Place: IT Lab

Date: 13/02/2017

The following members were present in the meeting.

- 1) Mrs. Jayashree Thakre
- 2) Ms. Nusrat Ansari
- 3) Ms. Misbah Momin
- 4) Ms. Tahereen Momin
- 5) Ms. Sara Khot


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




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Minutes of Meeting

The IQAC meeting was held with ISO and Academic Audit Committee on 16/02/2017 in Physical Chemistry Lab at 02:00PM.

The following points were discussed in the meeting

- 1) All internal auditors will audit the Departments, Committees and report will be submitted.
- 2) Format which was circulated on 27/01/2017 was again modified with clauses of ISO and submitted to audit team.
- 3) Vision, Mission, Quality Policy was given to internal auditors to further communicate to all the departments.
- 4) To monitor lectures by allotting blocks to auditors.

The meeting ended with vote of thanks.

Place: Physical Laboratory

Date: 16/02/2017

The following members were present for the meeting:

- 1) Dr. Naheed Azam
- 2) Mrs. Jayashree Thakre
- 3) Mrs. Tarannum Attar
- 4) Dr. Nandita Singh
- 5) Ms. Nazneen Momin
- 6) Dr. Vaishali Nirmalkar

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IQAC-Co-ordinator
K.M.E. Society's G. M. Momin
Women's College, Bhiwandi



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

Minutes of Meeting

The IQAC meeting was held with President on 01/03/2017 in Conference Hall at 02:00PM.

A meeting of the management members was held in the K.M.E.Society's conference hall with the Principal and professors of G.M. Momin Women's College

The following members were present:

- 1) Mr. Aslam Fakih (Hon'ble.President)
- 2) Dr. Musaddiq Patel (Hon. Gen. Secretary)
- 3) Mr. Shafi Muqri (Chairman -- Rais High School & Jr. College)
- 4) Dr. Moses J Kolet
- 5) Prof. Jayashree Thakre
- 6) Dr. Nisar Shaikh
- 7) Dr. Tabassum Shaikh
- 8) Prof. Misbah Momin
- 9) Dr. Nahid Azam
- 10) Prof. Tarannum Shaikh
- 11) Prof. Sameena Shaikh
- 12) Prof. Gazala Bhoje
- 13) Ms. Nazneen Momin

The following points were discussed in the meeting.

- 1) New NAAC grading was informed to all members.

President enquired about suggestions of External Academic Audit Committee.

Principal communicated the suggestions.

Following points were discussed in detail.

Bar coding in the library should be completed.

- i) Examination committee should keep all detailed records.
- ii) Sports to be conducted in Momin Girls High School.
- iii) Log book should be given to teachers.



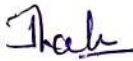
- iv) Green audit/Environmental audit should be conducted.
- v) 8th March programme and Annual Prize Distribution programme should not clubbed from next time.
- vi) Star College Scheme requirements should be given in the beginning of academic year.
- vii) Each department to give complete details about their expenses before 10th March.
- viii) President requested all the professors to work efficiently with understanding co-operation and in collaboration with each other and perform their duties sincerely.
- ix) Planning National seminar on Wetland was done.
- x) The Hon'ble President suggested that software should be installed in the library for scanning the books and regular meetings should be conducted with Mr. Zubair Narvel.
- xi) The Hon'ble President instructed the principal to finalize his meeting time with the staff, students and parents.


The meeting proceeded with general discussion.

Meeting ended with Vote of thanks.

Place: Conference Hall

Date: 01/03/2017


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



Action Taken Report 2016-17

- 1) Prepared Annual planner for 2017-2018.
- 2) The AQAR 2015-2016 was uploaded on 31/03/2017.
- 3) Feedback collected and analyzed.
- 4) Log book updated and distributed to all the staff members.
- 5) Implementation of "Star College Scheme" by guiding and conducting various student related activities, Summer School Organized.
- 6) Registered online on PFMS site for getting grants from Government.
- 7) Guided and corrected the proposal for UGC Grant.
- 8) Helped all the Committees to carry out Quality Programs and helped in Administrative work (LIC visit, Admission process, Exam Process).
- 9) CDC (College Development Committee) was formulated on 24th April, 2017.
- 10) New committees like Documentation committee, Student Research committee, Audit committee, college campus committee were formed.
- 11) Ph. D in Botany, B.Sc (ID) and M.Sc by Research in botany started.
- 12) Six certificate courses were added.
- 13) Online admission was conducted for 16-17 with the help of students as part of Earn and Learn Scheme.
- 14) Staff members presented /attended seminar, Conference at International /National level.
- 15) Applied for two new subjects: i) Extension activity. ii) N.S.S (National Service Scheme) for first year and second year students as per guidelines of University of Mumbai.
- 16) Micro CAP (Central assessment Programme) centre was established.
- 17) Masking of answer sheets of First year and Second year Classes continued.
- 18) Students are provided with laminated marksheet with added security features.
- 19) Nine staff members attended Refresher courses and Orientation programmes.
- 20) Fifty papers published in peer reviewed journals at National and International level.
- 21) All teachers completed the "On Screen Marking" training course at Thane, conducted by University of Mumbai.
- 22) Organised following four National seminars:
 - i) 'Evolving of Biological Terminology in Vernacular languages' on 13th -14th October 2016 fully sponsored by Ministry of HRD.
 - ii) 'Trends in Mysticism' on 10th December 2016 in collaboration with University of Mumbai.
 - iii) "Wetland for Disaster Risk Reduction" on 2nd February 2017 in collaboration with University of Mumbai, PDM, ATBS and Sacon.
 - iv) 'Challenges in Urdu Education' on 18th December 2016 in collaboration with NCPUL (National Council for Promotion of Urdu Language Ministry HRD).
- 23) Organised seminar on 'Health and Wealth (lifestyle management)' for Staff and students on 11/2/2017 in collaboration with spiritual solution Reiki Divine Budokan Institute of Martial art.
- 24) Staff members applied for research projects under UGC and University of Mumbai. (five projects sanctioned)
- 25) Fifty curricular, co-curricular and intercollegiate programmes were organized by committees for students, Indoor and outdoor sports competitions were organized.
- 26) NSS and Extension Education conducted community level activities.
- 27) Two students and one Teacher got selected in Avishkar Inter University Research Convention at State level.
- 28) Four Minor research projects sanctioned from University of Mumbai.



- 29) Six research awards at National level, 04 at University level. 01 District level and 01 at College level won by our staff members.
- 30) Sixty three extension activities were organised this year.
- 31) Commercial RO filter installed on terrace.
- 32) In library, 1263 books were added.
- 33) Two computers were added.
- 34) One student got highest marks in final year Physics in University of Mumbai in female category.
- 35) One student got Inspire scholarship from Department of Science & Technology, Govt. of India.
- 36) Augmentation of exam room completed.
- 37) One student participated at National level in NSS, One at State level and 300 at University level, 43 students participated in cultural events at University level, 07 students participated at International level.
- 38) Eleven students participated at National level Conferences.
- 39) One student received award at National level and 44 at University level.
- 40) Workshop on "Basics and handling of Microscope" and on "Using Software for plotting graphs and data Analysis" was organised for students in summer school.
- 41) Training Programme on "Ethical hacking and IT security" was organised for teachers and students.
- 42) Training for UPSC, MPSC continued.
- 43) Students received financial support from institution as well as from Government schemes and Mumbai University.
- 44) Conducted External Academic Audit on 24th January 2017.
- 45) Camp was organized for promotion of five staff Members where Joint Director of Higher Education, Government of Maharashtra was invited for Interview on 11th January 2017.
- 46) Two programmes were organised by Alumni Association.
- 47) Every Department conducted alumni meetings.
- 48) Financial audit was conducted.
- 49) WDC organized Woman Achiever Award ceremony on 8th March 2017.
- 50) Six Gender Sensitization programmes were carried out.
- 51) National Science Day was celebrated, 90 projects displayed.
- 52) Degree Distribution Ceremony was organised and feedback was collected.
- 53) Woman Achiever Award was given to Mrs. Suhasini Manjrekar on 8th March 2018.
- 54) Republic Day and Independence Day was celebrated, staff members & students were present. Student Achiever was invited as Chief Guest.
- 55) Annual Prize Distribution Ceremony was held and I, II, III prize winners in all events held throughout the year were awarded with trophy and certificate.

Thakur

IQAC Coordinator

IQAC-Co-ordinator
K.M.E. Society's G. M. Momin
Women's College, Bhiwandi

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Principal

