

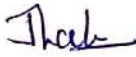
## Minutes of the meeting


**Minutes of the meeting of IQAC with Criteria Incharge & Members held on 10/06/2017 in the IQAC Cabin at 11:30AM.**

- 1) Each criterion in charge was asked to conduct programme based on that criterion and criterion wise duties are allotted.
- 2) It was decided that newly added members will help criterion in charge and Student representatives should be selected.
- 3) Review of Teaching Learning process by criteria II members should be completed.
- 4) Criteria in charge will conduct one programme per month.

Place: IQAC Cabin

Date: 10/06/2017

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

  
PRINCIPAL  
K. M. E. Society's G. M. Momin  
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## Minutes of the meeting

Minutes of the meeting of IQAC with IQAC Members held on 22/06/2017 in the IQAC Cabin at 12:30PM.

The following points were discussed in the meeting:


- 1) Maintenance of files as per ISO, Academic audit and NAAC point of view.
- 2) 01 to 07 files should be maintained by each Department.
- 3) It was suggested that internal auditors during the visit to the Department will check the documents and files.
- 4) Alumni record and Result should be maintained by every Department.
- 5) Admission data should be available with all Departments.
- 6) Information and communication Technology should be used in teaching methods.
- 7) Every Department should conduct certificate courses.

Meeting ended with Vote of thanks.

Place: IQAC Cabin

Date: 22/06/2017

  
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## Minutes of Meeting (19/08/2017)

**The meeting of IQAC with all stakeholders was held on 19<sup>th</sup> August 2017 in the auditorium**

**President, management members, Principal along with External Experts inaugurated the multipurpose hall and after that the New NAAC guidelines were discussed.**

Mrs. Jayashree S. Thakre, IQAC Co ordinator presented the brief report of NAAC 2<sup>nd</sup> cycle, the work done after re accreditation. The suggestions given by external experts are as follows:

1. Focus should be on maintaining quality.
2. Quantitative data is required for all criteria.
3. College level Internal Audit to be carried out (including academic audit).
4. Internal Academic Audit should be conducted after every six months.
5. Prepare SWOT analysis.
6. Details regarding feedback of teachers should be discussed with H.O.D. during departmental meeting. Such departmental meeting should be carried out along with Principal and IQAC co-ordinator.
7. To collect online feedback analysis as a part of academic audit
8. Alumni association should be registered association
9. More documentation is required and quantitatively presented.
10. Alumni should generate a fund.
11. Satisfaction index should be calculated.
15. Virtual lab should be established.
16. Each criterion in charge will plan one program per year.
17. Third Years student should have Google group.
18. Collect more E-Books for library.
19. Community work beneficial to Bhiwandi should be carried out.
20. Green audit has to be carried out.
21. Solar panels should be installed.
22. Teachers and students should be motivated to apply for minor, major research project and participate in research convention AVISHKAR of University of Mumbai.
23. To obtain grants from State commission for women.
24. To apply for NIRF, FIST.
25. National level conferences and seminars should be organised.
26. To conduct activities for popularization of science under Star Scheme.



27. As per the guidelines of DBT, PFMS - EAT module for expenditure of star funds should be used.
28. Certificate courses for students should be continued and gender sensitization programmes should be organized.
29. Cycle Club and Positive Thinkers Club for physical, mental and spiritual well being should be formed.
30. Registers in the classrooms should be kept so that utilization of class room can be documented.
31. Competitive exam preparation room in the Library.
32. To get adapted with new NAAC guidelines and start preparing for Reaccreditation.
33. To motivate and help students to apply for more scholarships for students and conduct activities under NSS and DLLE.
34. To continue with best practices and plant more trees in Garden.

Discussion followed by question answer session

Co ordinator proposed the Vote of thanks.

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## Minutes of Meeting

### Minutes of the meeting of IQAC with Criterion In-charges held on 15/09/2017 in the IQAC Cabin at 12.30pm.

The following points were discussed in the meeting.

1. Every Criterion in charge is expected to compile data from 2013-14.
2. Planning of meeting with President KME Society Mr. Aslam Fakhir sir on 16/09/2017.
3. Identify the required support from management and submit the same to the co-ordinator so that it can be forwarded to chairman of the college.
4. We need to upload the SSR on August 2018 and hence preparations should begin from June 2018.
5. If work is not done upto the mark, we should work on it, answer is no or nil so we should start working from today.
6. Criterion in charge should report to co-ordinator with details of their criterion month wise.
7. The idea to monitor the lectures by allotting blocks to auditors was put forward by criterion II in-charge.
8. To work on collaborations to provide multifaceted academic, curricular, co-curricular exposure to students and staff.

The meeting ended with a vote of thanks.

Place: IQAC cabin

Date: 15/09/2017

The following Members were present:

Sr. No	Name	In charge
1	Dr. Moses J Kolet	Principal
2	Mrs. Jayashree Thakre	Co-ordinator
3	Dr. Tarannum Attar	I
4	Ms. Nazneen Momin	II
5	Dr. Vaishali Nirmalkar	III
6	Dr. Shaziya Momin	IV
7	Ms. Tanwin Ashrafi	V
8	Dr. Nandita Singh	VI
9	Dr. Kamran Abbas	VII

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## Minutes of the meeting

**Minutes of the meeting of IQAC with Management Members held on 16/09/2017 in the Conference Hall at 11:00AM.**

- 1) Principal Dr. Moses J Kolet welcomed all members.
- 2) Co-ordinator Mrs. Jayashree Thakre presented new requirement of NAAC reaccreditation.

Some important changes were informed as follows.

- a) Information should be quantitative.
- b) Use of ICT in teaching learning.
- c) 70% evaluation already done from SSR by third party and 30% by peer team members.

The following points were discussed.


- 1) Principal informed to management members that Alumini association should be registered and it should generate funds.
- 2) Institute need to increase research publications; library should start their own journal.
- 3) E-library and e-book facility should be started.
- 4) President explained the problem to start transport facility for students.
- 5) Seed money concept was explained to management members.
- 6) Setting up the commerce lab was planned.
- 7) President suggested to give e-waste to cyber centre and for solid waste management place for compost bin was finalized.
- 8) Chairman of the institute suggested maintenance of lift and rain harvest project, he recommended to conduct career advancement of students and job fair career advancement of students.
- 9) AQAR 16-17 was discussed with future plans. Co-ordinator presented vote of thanks.

Place: Conference Hall

Date: 16/09/2017

The following Members were presents:

- 1) Mr. Aslam Fasih
- 2) Dr. Moses J Kolet
- 3) Mrs. Jayashree Thakre
- 4) Dr. Tarannum Attar
- 5) Ms. Nazneen Momin
- 6) Dr. Vaishali Nirmalkar
- 7) Dr. Shaziya Momin
- 8) Ms. Tanwin Ashrafi
- 9) Dr. Nandita Singh
- 10) Dr. Kamran Abbas

  
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## Minutes of the meeting

Minutes of the meeting of IQAC with Resource Person held on 29/11/2017 in the Principal Cabin at 02:00PM.

Dr. N.S Dharamadhikari for talk on NAAC related Quality Culture development.

The following points were discussed in the meeting:

- 1) Every department should conduct two certificate courses.
- 2) Teaching methods (innovative and students centric methods) should be adapted.
- 3) Extension activities related to community in the vicinity of college.
- 4) Campus maintenance committee should be formed.
- 5) Best practices of the department should be identified.

Place: Principal's Cabin

Date: 29/11/2017

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## Minutes of the meeting

**Minutes of the meeting of IQAC with Internal Academic Audit held on 19/04/2018 in the B.Sc IT Lab at 12:30PM.**

All departments presented their yearly work in front of the IQAC coordinator and Principal.

Suggestions were made to improve the presentation and maintain the documents.

Meeting ended with vote of thanks.

Place: IT Lab

Date: 19/04/2018

*Shah*

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## Action Taken Report (2017-18)

1. Prepared Annual planner after collecting tentative schedule from all committees and departments for the year 2017-2018.
2. Prepared Log book, edited and distributed to all the staff members.
3. Details for NIRF "National Institutional Ranking Framework" were uploaded.
4. FIST applied.
5. Collected API forms of all the staff members for year 2016-2017. Scrutinized the file of Dr Nisar Shaikh for post of Principal.
6. IQAC helped in organizing various events.
7. Submitted utilization of UGC grant for IQAC and Submitted AQAR (16-17) to UGC.
8. Utilization of grant of (2016-17) star college schemes was uploaded and implementation of (2017-18) executed.
9. Conducted total 10 Meetings including the meeting with IQAC External Experts, Management members, criterion in charge teachers and support staff.
10. IQAC monitored the activities conducted by the various Committees/Associations throughout the year and ensured quality enhancement.
11. Online feedback was collected.
12. General feedback from the graduate students of the College, parents and Alumini was collected and analyzed.
13. E-Content development for effective teaching was held in collaboration with department of physics and Asian Centre for Research and Training PUNE on 4/12/2017.
14. Teachers and students are motivated to present paper in the conferences.
15. Information related to conference and workshop was given from time to time.
16. Four Teaching Staff and One non-teaching staff member attended PFMS-EAT module conducted by the Regional Training Centre, Govt. of India, Mumbai.
17. Two staff Member presented best practices of college on 21/12/2017 at Guru Nanak College.
18. Organized National Conference in collaboration with Department of Botany and Mycological society of India on "Emerging Trends in Mycotechnology" on 5<sup>th</sup> and 6<sup>th</sup> January 2018.
19. Guided staff members to apply for minor research project University of Mumbai and State commission for women and the research project was sanctioned for one lakh .The sponsorship for conference was also sanctioned for Rs. 50,000/-. One minor research project sanctioned from University of Mumbai.
20. Eighty-one students participated in research convention AVISHKAR of University of Mumbai.
21. Organized National Seminar on "Iqbal: Thoughts and Art" on 20/12/2017 in collaboration with Department of Urdu and Islamic studies of college.
22. Students participated in NSS,DLLE and Extension activities:  
Ten students participated at State level, 300 students at University level in NSS. Total 91 extension activities organized. 01 student participated at International level, 10 students at National level, 107 students participated in various activities at Intercollegiate level.
23. Dr. Moses J Kolet received Best Principal Award from 'Indo Global Chamber of Commerce'.



24. College received certificate of appreciation from Mayor BNCMC for excellent community work.
25. One student won Best actress award in the short film 'Satark' organised by Thane Police at District level on 28/11/2017.
26. Hands on training on "Working on Maintenance of Laboratory instruments for Laboratory, Assistants and Laboratory Attendants" was organised on 22/7/2017 by star departments.
27. Hands on training on "Google Drive Operation" for teaching and non-teaching staff was organised on 18/12/2017. (28 teaching and 11 non-teaching staff attended the training.)
28. Inter collegiate science carnival under star college scheme was organised on 14/12/2017.
29. Placement camp for IT students was organised on 18/12/2017. Thirty five students appeared and all the students cleared the aptitude test conducted by the CMS IT Services Pvt Ltd. Two students were selected after Technical and HR round on the pay roll of CMS IT Services Pvt Ltd.
30. Cycle club and positive thinkers club for physical, mental and spiritual well being was formed.
31. Students supported financially by various agencies and One student got Inspire Scholarship DST.
32. External Academic Audit was conducted smoothly on 24<sup>th</sup> March, 2018.
33. Guest lecture on "Role of Academic Audit in NAAC accreditation" was held on 13<sup>th</sup> September 2017, Dr. M.R Kurup from Vaze College, Mulund was the resource person. Total 51 staff members attended the same.
34. A one day regional workshop was organized on "New amendments in API". On 23<sup>rd</sup> September 2017, Dr. Vijay Pawar from Siddhartha College was invited as the guest speaker. Total 45 teachers attended the same.
35. E-Waste Collection drive week was organized from 10<sup>th</sup> to 17<sup>th</sup> December 2017.
36. International Women's day was celebrated and Woman Achiever Award was given to Mrs. Varsha Parchure on 8<sup>th</sup> March, 2018.
37. On Independence Day and Republic Day, staff members and Students were present and celebrated by inviting student achievers.
38. Degree Distribution Ceremony was organised and feedback collected.
39. Marathi Bhasha Diwas was celebrated.
40. Teachers Day was celebrated and Best teacher award was given to Dr Tarrannum Attar. The teachers were appreciated for 100% results and for their hard working extracurricular was given to the teachers who obtained Ph .D degree during last two years. Subject toppers were also given trophy.
41. 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.

*Sheela*

IQAC Coordinator

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Principal

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