

K.M.E. Society's
G.M. MOMIN WOMEN'S COLLEGE

Academic Policy
On
Monitoring and Evaluation

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Academic Evaluation System

The vision of the institution “To Kindle the light of Knowledge” clearly states the significance of Knowledge and Evaluation of the knowledge imparted in students. The institution focuses on quality Education with emphasis on Excellence in Education System. In order to maintain the standard of monitoring and evaluation the institution adopts the following measures:

1. Class Teacher in Charge is appointed for each class.
2. Respective class teachers take care of students’ attendance, meeting with parents, tracking of results and counselling etc.
3. Students are informed about various Notices, Class tests and Competitions from time to time.
4. Students are being mentored for their academic performances and extra-curricular activities.
5. Academic Evaluation System also includes the tracking down of slow and advanced learners and encouraging them for performance improvement.
6. Internal tests are being conducted by respective subject teachers and these marks are recorded.
7. Examination Committee plans and executes the whole Examination Process according to the guidelines of Mumbai University. The functioning of Exam Committee includes conducting exams, assessments, on time declaration of results, revaluation, conducting additional and ATKT examinations, if required.
8. The academic performance of student is based on Theory lectures, Practical, Tutorials and Internal Exams (Seminars and Presentations).
9. The Examination Committee also takes feedback for the upgrading of quality education.
10. The entire working of Examination and its significance is communicated to students during the Orientation Program or on the first day of First year classes.
11. Internal Exam (Continuous Evaluation) is being discussed and explained by subject teachers to students viz.
 - What is expected
 - How it will be conducted.
 - Explanation of criteria and guidelines of exams
 - Last date is announced.
 - Queries of the students are solved.
12. Subject teachers maintain records of the Internal Exam.
13. Marks are submitted to the Head/In charge of the Department who forward it to the Examination Committee.
14. The Defaulters or students who remain absent in the internal exams are asked to provide reasons for their absence.
15. Additional Internal Exams are arranged for the students with valid reasons of absence and supporting documents.

16. Students without any valid reason or who fail to produce any supporting documents are not allowed to take the additional internal exams.
 17. Such students are counseled and meeting with their parents is arranged.
 18. The final record is submitted to Examination Committee for result preparation .
- Internal Evaluation Process Comprises of
 - ✓ Seminar
 - ✓ Presentations
 - ✓ Class test
 - ✓ Surprise test
 - ✓ Assignments/Projects
 - ✓ Group discussion
 - ✓ Overall conduct of student
 - Academic Evaluation System empowers students through
 - ✓ Expert Talks
 - ✓ Guest lectures
 - ✓ Video Tutorials
 - ✓ Practicals
 - ✓ Hand on Training
 - ✓ Workshops
 - ✓ Industrial Visits
 - ✓ Field Trips
 - ✓ Demonstrations
 - ✓ You tube links/blogs
 - ✓ Internet support

A) Principal:

- Overall responsibility for all the matters related to college and for the day to day operations
- Defines responsibilities, authorities and interrelation of all departments
- Responsible for academic activities related to admission, examination, declaration of results, attending to student complaints and matters related to student communication and all promotional activities
- Responsible for identifying the training needs of various personnel, arranging for the training and monitoring effectiveness of training imparted
- Responsible for ensuring compliance to all University & UGC norms
- Responsible for deciding appropriate corrective and preventive actions and disposition of nonconformity. Reports to President and Governing Council.
- Assisting the President in formulating Quality Policy

B) Head of Department (HOD):

- Overall responsible for the academic excellence and growth of the department
- Managing workload in a fair, flexible, and productive manner
- Responsible for introduction of innovative teaching methods
- Responsible for ensuring that the correct syllabus is taught to students and is completed within the stipulated time with proper teaching plan of the department staff

- Review the teaching learning plan periodically
- Encouraging and facilitating professional development through various activities
- To take care of the departmental equipments and accessories
- To procure laboratory equipments, chemicals, glasswares, specimens, maintaining records of academic activities, other activities conducted through the department
- To recommend the purchase of books of their subject for the library
- To ensure annual physical verification of equipments in the department is done
- To check on the requirement of the department and recommend the same to the Principal
- Responsible for enrolling the students in their department
- Responsible to conduct all the practicals as per the syllabus and conduct of University Examinations
- To assist Principal in all administrative matters
- Maintaining records of purchases made, students' requirements

C) Assistant and Associate Professors:

- To be regular, punctual and sincere in teaching subjects assigned as per time table
- To ensure overall discipline of students
- Responsible for the students' academic excellence in his/her own subject
- To complete the syllabus by maintaining semester-wise unit plan and subsequent reviews to ensure completion of the syllabus
- To conduct evaluation of students through internal assessment, practicals and theory examinations according to CBGS to improve the students' academic performance
- To guide and counsel the students as and when required
- To conduct various (curricular, co-curricular and extra curricular) activities through allotted committees to enhance overall development of students
- To do examination work as and when required
- To abide by norms as prescribed by regulatory agencies from time to time
- To abide by the code of conduct as prescribed by UGC & University of Mumbai
- To maintain quality in higher education

Control of teaching process and service provision

G M Momin Women's College plans and carries out all courses related activities as per norms and guidelines given by University from time to time.

Controlled Conditions includes

- a) A unit plan is prepared, approved and displayed on notice board. The details provided are in the form of time table, topics, class rooms, lecturers/professors teaching the topics, practicals i.e. lab activities, tutorials etc.

- b) Wherever required, safety instructions are available to ensure that process is carried out in consistent and planned manner.
- c) The availability and use of suitable monitoring and measuring resources i.e. teaching aids like laptop, projector, and blackboards etc. The teachers are aware of the course syllabus. The syllabus is split into units by teachers to ensure adequate coverage by the stipulated time.
- d) Monitoring and measuring activities are carried out at various stages during teaching and after teaching as per unit plan to verify that criteria for control of processes or outputs and acceptance criteria for topics/syllabus are met
- e) Use of various required and suitable/capable teaching techniques like audio visual, use of projector, lap top, black boards with required measuring parameters/setting parameters and appropriate work environment for processes like adequate lighting, safety equipments etc
- f) Engaging only trained/competent teachers for teaching are recruited.
- g) In case of emergency, if a particular topic is not covered during stipulated time, the same is covered later i.e. at a suitable convenient time to college, teacher & students by which it is ensured that all the topics to be covered during stipulated time are completed.

Identification and traceability

The college assigns unique identification number to every student. The information regarding students is maintained in admission forms, online and general register maintained year wise. The college also maintains traceability of old students as far as possible.

The materials like chemicals, equipments/instruments are identified by markings by college or the suppliers. Where such identification is not available, marking is given by the college when the item/material is stored & records are maintained.

During teaching, attendance of students is monitored in an attendance sheet form wherein date, time, topic, teacher etc are mentioned. These records maintained help the teachers to evaluate the percentage attendance of a student which is essential for examination purposes.

In 2018-19 the college has introduced RFID cards on trial basis to students and relevant software medium is used to maintain lecture /practical wise attendance of the students. Documented information i.e. records of attendance of all student day i.e. date wise are maintained.

Property belonging to students or external providers (suppliers)

In the case of G M Momin Women's College, following are the students' property:

- a) School leaving certificate (original)
- b) Marksheets (photocopy)
- c) Caste certificate (photocopy)
- d) Any other documents necessary for admission purposes & also as per University norms. (Photocopy)

All these documents submitted by the students at the time of admission are identified, verified, protected and safeguarded. When such student property (applicable for original document submitted) is lost, damaged or found unsuitable for use, the same is informed to the student/her parents by administrative staff. Even the examination answer sheets written by students are preserved & protected from misuse etc. for a period of one year after declaration of results. G M Momin Women's College retains documented information i.e. records on what has occurred.

Preservation

G M Momin Women's College preserves the outputs i.e. answer sheets (one year only), result sheets, marksheets etc. Even the chemicals, glasswares received for lab purposes are preserved to ensure conformity of those to requirements. All necessary actions like identification, storage, handling, issue/delivery, contamination control, packaging, protection and transportation from one place to another are effectively implemented. All those chemicals having shelf life are used before the expiry date.

Monitoring, measurement, analysis and evaluation

General

G. M. Momin Women's College has determined

- a) What is to be monitored and measured for various academic programmes conducted
- b) The methods for monitoring, measurement, analysis and evaluation needed to ensure valid results
- c) When the monitoring and measuring shall be performed
- d) When the results from monitoring and measurements shall be analysed and evaluated.

QMS Coordinator and The Principal evaluate the performance and effectiveness of QMS. All relevant evidences i.e. records (documented information) are maintained.

Customer/Student satisfaction

As one of the measure of the performance of QMS, G. M. Momin Women's College strives to obtain student feedback i.e. students' perception on the courses offered/teaching process executed in order to assess level of student satisfaction. The students are requested to give their assessment of the G. M. Momin Women's College's performance in the various aspects of their needs and requirements. The response is directly obtained from the student, their parents.

The data is tabulated and suitably analysed to determine index of students satisfaction. If required, corrective actions are taken to improve the level of satisfaction.

The data is reviewed by the Management Review Committee during its meetings.

Analysis and evaluation

The Principal and QMS Coordinator analyse and evaluate the various records and data arising from monitoring and measurement. The results of analysis are used to evaluate:

- a) Conformity of academic programmes conducted to students' requirements as well as University norms
- b) The degree of student satisfaction
- c) The performance and effectiveness of QMS
- d) If planning has been implemented effectively
- e) The effectiveness of actions taken to address risks and opportunities
- f) The performance of external providers i.e. suppliers

Continual improvement

G M Momin Women's College strives to continually improve the suitability, adequacy and effectiveness of QMS. For this, G M Momin Women's College considers the results of analysis and evaluation and the outputs from management reviews to determine if there are any needs or opportunities that need to be addressed as part of continual improvement.

The effectiveness of Quality Management system is continually reviewed through analysis of data related to departmental quality objectives, internal and external audits, corrective and preventive action, review of quality policy and preventive action.

Flow chart indicating teaching process

