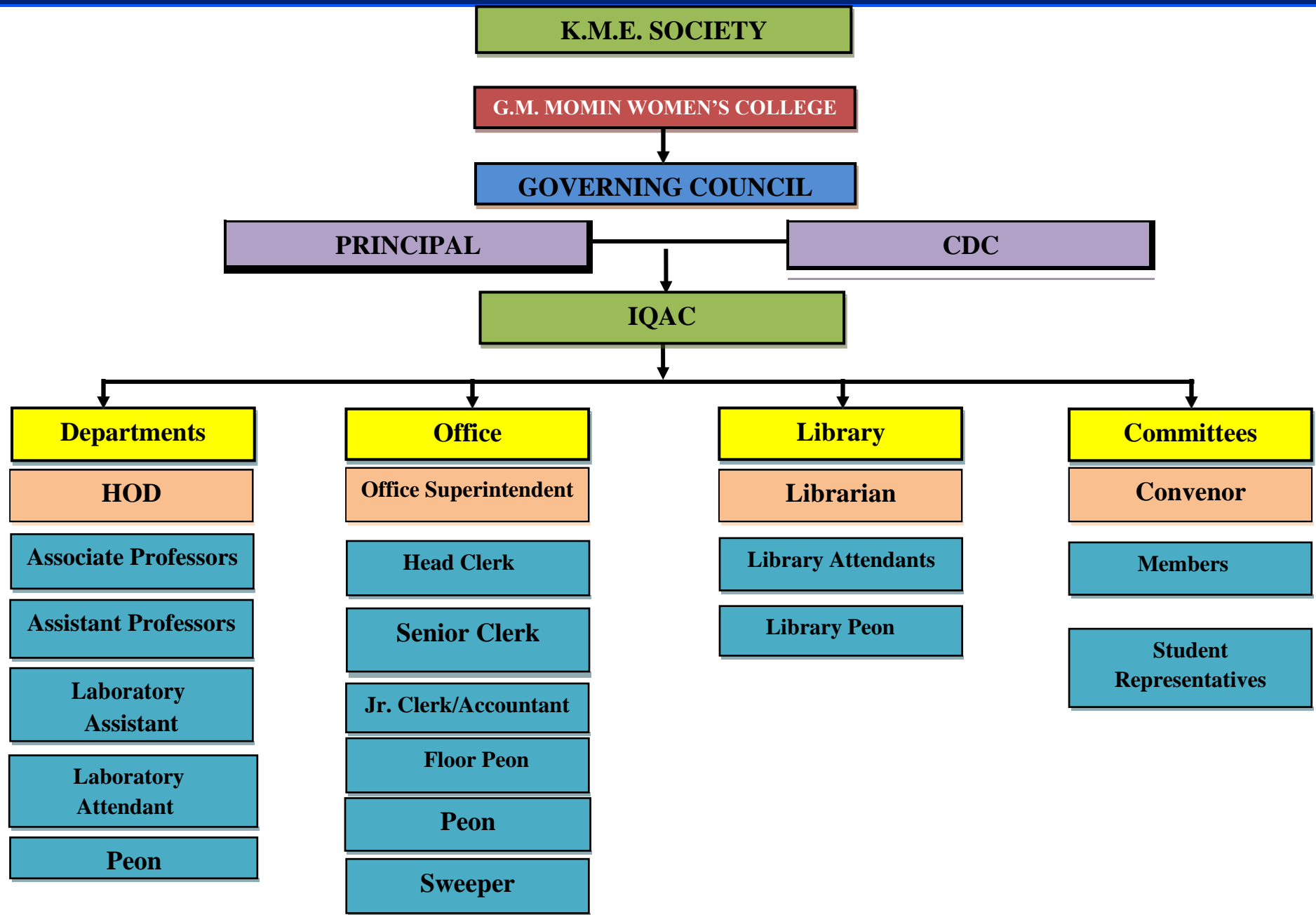




G. M. MOMIN WOMEN'S COLLEGE, BHIWANDI

ORGANIZATIONAL STRUCTURE OF THE INSTITUTION





K. M. E. SOCIETY:

Our college was established with the motive of making higher education available to women, especially from the minority Muslim population and economically deprived sections of the society, facilitating the same through effective action. The currently much-promoted concept of Beti Bachao-Beti Padhao was thus envisioned, conceptualized and successfully implemented from the viewpoint of higher education for minority girl students a long time ago by our broad-minded forward, thinking Society.

Therefore, the establishment of this college plays a vital role in educating Muslim girls and contributes to the progress of Bhiwandi and the Nation at large.

VISION:

TO KINDLE THE LIGHT OF KNOWLEDGE

MISSION:

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 to face the challenges ahead with confidence and courage.

GOVERNING COUNCIL:

The Governing Council (GC) is the executive authority and exercises general supervision and control of the affairs of the college. The commitment of the members of the management for the cause of higher education and their active involvement in planning and development helped for phenomenal growth and meteoric rise of the institution. The management and the principal ensure the active participation of all the staff members in realizing the policy statement and strategic plan. The management and affairs of the institution shall be administered, controlled and supervised by the Governing Council through the Hon. President of the Society.

COLLEGE DEVELOPMENT COMMITTEE: (CDC)

The College Development Committee (CDC) is constituted as per the Maharashtra Act No VI of 2017, and representatives are from academia, industry, community, IQAC, teaching and non-teaching staff. (Before that, LMC was in existence)

The Governing Council and CDC of the college have one meeting each term of the academic year and thoroughly discuss and chalk out the plan of action.

CDC and IQAC are instrumental in planning, monitoring and evaluating the administration and academic processes. The principal implements the policy decisions taken by the GC and CDC.

PRINCIPAL:

The principal is the Head of the Institution, Chief Executive and Administrator of the college who regulates and maintains a congenial and academic environment. He monitors the overall functioning and has powers for academic, administrative, and financial decisions to foster the institute's growth. The Principal and the staff implement the decisions and policies of the management. The Principal and CDC members, IQAC Coordinator and Head of Departments prepare the action plan for implementation.

INTERNAL QUALITY ASSURANCE CELL (IQAC):

Established in the academic year 2003-2004. The quality assurance processes are as under

- Academic growth and excellence
- Monitors and reviews all the activities of the college
- Prepares report, analyze and write the future plan for the college
- Collects feedback from stakeholders, analyses and action is taken accordingly
- Works to promote research culture in the institution
- Motivates staff to enroll for PhD, publish research papers, apply for research projects, implement student-centric methods and innovative teaching methods
- Conduct workshops/ seminars for students and teachers to enhance quality
- Various quality parameters were communicated to all stakeholders
- Documentation of the various programs/activities of the College, leading to quality improvement

HEAD OF THE DEPARTMENT (HOD):

- The chief role of the Head of the Department is to provide strong academic leadership. They monitor and regulate activities of the departments and report directly to the Principal
- Overall responsible for the academic excellence and growth of the department
- Managing workload in a fair, flexible, and productive manner
- Responsible for the introduction of innovative teaching methods
- Responsible for ensuring that the correct syllabus is taught to students and is completed within the stipulated time with the 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 for conducting all the practicals as per the syllabus and conduct of University Examinations
- To assist the Principal in all administrative matters
- Maintaining records of purchases and students' requirements



COMMITTEES:

Various committees have been formed in the college to ensure the smooth functioning of the college. Institute has various committees for executing academic/ co-curricular/ extracurricular activities with well-defined roles and responsibilities. Members of the committees meet as per the need, and the minutes of the meetings are recorded. All actionable tasks are reviewed in the next meeting for progress; approvals are followed up and converted into actionable items. Few Institute level committees are mentioned as given below:

- Admission Committee
- Anti-Ragging Committee
- Career Guidance and Placement
- DLLE
- Examination Committee
- Grievance Redressal Cell
- Internal Complaints Cell
- Internal Quality Assurance Cell
- Internal Academic Audit
- ISO Committee
- Mentor Committee
- NSS
- Research Committee

We had 71 committees in the academic year 2021-22.

Committees are made up of teaching staff who are responsible for their assigned roles. These committees not only aid in the smooth operation of the institution, but also in the development of the students' overall personality through skill development programmes. Committees regularly meet to consider various agenda points and issues to discuss their resolution.