

IQAC Meeting

Time :- 11:30

Date :- 27/07/2021

Agenda :- NAAC Peer Team Visit

- NAAC Peer Team visit is scheduled on 1st & 2nd September '2021.
- Coordinator read the guidelines - Highlights -
Members will be known before 5 days
Report would be typed in college
Quantitative they may ask if any doubts exist.
Adhere to Code of Conduct & Ethics

No conflict of Interest

Qualitative take would be seen by them
So keep documents ready of each criterion
Could necessary precautions to be taken.

Day 1 - Presentation by ^{Principal} HOD - 9:00 - 9:45 am
Meeting with HOD - 9:45 - 10:30 am

Cr-1 - Planning, Curriculum delivery documents
(Cross cutting issues)

10 departments should present

Cr-2 - Visit of selected departments - 10:30 - 12:15.
(Student, exam, Evaluation related)

All heads & Committee members to
maintain records till date.

All departments should keep the ppt ready.

Cr-3 - Visit to laboratories, 12:15 - 1:00
Research laboratories, Incubation Centre
Research Committee, DUE, NSS.

Lunch on meeting. 1:00 - 2:00

Cr-4 - Visit to physical laboratories 2:00 - 2:45

Cr-5 - Interaction with Students 2:45 - 4:15

Parents, Alumni

Cr-6 - Academic Audit 4:15 - 5:15

Management, Principal
Governance, Leadership

Sub

IQAC-Co-ordinator

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

→ Mobilization of funds, IQAC setup expenses.
Cultural programme. 5:15-6:00

Day 2 - Review of Safety, security 9:00-9:45
viz- Rain water harvesting, Solar system
Meeting with various committees
Institutional distinctiveness.
Documentary evidences checking. 9:45-12:15
Discussion with head of Institution 12:15-1:00

→ Compulsory questions of IQAC were discussed.

I/c Principal (Dr. Nabeed Azam) Nbo 27/07/2021

IQAC Coordinator (Dr. Jayashree Shaker) Jsh 27/7/2021

Dr. Tasneem Attar (Criterion 1) Patta 27/7/21

Ms. Nayeen Momin (Criterion 2) Momin 27/07/21

Dr. Vanshali Nirmalkar (Criterion 3) Vansh 27/7/21

Dr. Sheziya Momin (Criterion 4) Sheziya 27/07/2021

Dr. Nandita Singh (Criterion 6) NS 27.7.21

Dr. Kamran Abbas (Criterion 7) Kamran 27/7/21

Mrs. Tanwin Ashrafi (Criterion 5) Tanwin 27/7/21

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

IQAC / NAAC

19/8/2021

Agenda:- NAAC Peer Team Visit.

- ① Sanction of post.
- ② Grievance redressal mechanism
- ③ Welfare programmes.
- ④ Future plans
- ⑤ Plans to generate funds
- ⑥ Problems faced in managing this institute.
solutions worked out.

19,000 strength. for all institutions.

President:- M. J. Jadhav
1/c Principal N. J. Jadhav 19.08.2021
Dr. J. S. Thakre Thak 19/8/21.

Dr. Tarannum Ailā

Mrs. Tarwin Ashraf

Cattar
19.08.2021
Tarwin
19/08/21

Thak

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

22/12/2021

All the Criteria Incharges and Members of IBAC are hereby informed to attend the meeting on 22nd December, 2021 at 12:00 pm in the Conference Room.

Agenda:

- Information pertaining to discussion on Criteria
- Discussion about NIRE
- Uploading AQAR
- Conduct of Activities criteria wise

* Mr. Suhail Fakih (Hon General secretary)

1. Dr. Nabeed Azam

2. Mr. Umesh Farooque

3. Dr. Anil Shrivastava

4. Dr. Santhia S.

5. Kaibkashan Ansari

6. Anis choudhary

7. Dr. Heena Momin

8. Dr. Seema Habib

9. Anis Hamza Baig

10. Dr. Nooruddin Shaikh

11. Dr. Archana Gupta

12. Ms. Shad Patel

13. Ms. Tahereen Momin

14. Dr. Mukesh Pamplickar

15. Mr. Musaj Bhatnagar

16. Dr. J.S. Thakur

17. Dr. Tabassum Sheikh

18. Sumayra Khalid

NBA 22/12/2021

AM

22/12/21

AM

AM

AM

22/12/21

22/12/21

22-12-21

22/12/21

22/Dec/21

Tahereen 22/12/21

22/12/2021

22/12/21

22/12/21

22/12/21

22/12/21

08/01/2022

A guidance lecture session has been organized in conference room at 11:30 by IQAC of G.M. Momin women's college, Bhiwandi

The Resource Persons and their topics were

1. Dr. Tabassum Sheikh - Effective Documentation for NAAC
2. Dr. Jayashree Thakre - Functioning of IQAC and NAAC accreditation process.

Following staff members were present

1. Mr. Sohail Fakih Hon Gen Secretary KME Society
2. Dr. Naheed Azam I/C Principal
3. Dr. Tarannum Attar (Member, NAAC Advisory & steering committee)
3. Ms. Nazneen Momin (Member, -12)
4. Ms. Nusrat Ansari (Member, -12)
5. Mr. Umair Farooque (IQAC coordinator)
6. Dr. Heena Momin (Member, IQAC)
7. Ms. Tahereen Momin (Member, IQAC)
8. Mrs. Kaibkashen Ansari (Member, IQAC)
9. Mrs. Laxmi Shree S. Chengala (Member, IQAC)
10. Mr. Mesaj Bhubere (Member, IQAC)
11. Dr. Anil Shrivastava (Member, IQAC)
12. Dr. Sumaira Khatib (Member, IQAC)
13. Dr. Nusruddin Shauk (Member, IQAC)
14. Anis Chaudhary
15. Amir Hamza Saig
16. Dr. Seema Habib
17. Dr. Savita Sukumar } online
18. Dr. Mukesh Pimpliskar } "
19. Dr. Archana Gupta } "
- 20.
- 21.
- 22.

03/02/2022

Principal's Cabin

NAAC Steering and Advisory Committee meeting is scheduled on Thursday, 3rd February 2022 at 11:00 am. The following members were present:

1. Dr. Nisar Ahmed Shaikh
2. Dr. Tabassum Shaikh
3. Dr. Jaysree Thekare
4. Dr. Tarannum Attar
5. Ms. Nazneen Monir
6. Ms. Nusrat Ansari
7. Mr. Umer Farooque
8. Dr. Sanitha Sukumar

Dr. Nisar Ahmed Shaikh
03/02/2022

Dr. Tabassum Shaikh
03/02/2022

Dr. Jaysree Thekare
03/02/2022

Dr. Tarannum Attar
03/02/2022

Ms. Nazneen Monir
03/02/2022

Ms. Nusrat Ansari
03/02/2022

Mr. Umer Farooque
03/02/2022

Dr. Sanitha Sukumar
03/02/2022

- Regarding ABAR 2020-21 - 31st March, 2022 - Pending to collect data from Dr. Jaysree for data additional information
- Criteria to collect pending information by Feb end:
- Define role and responsibilities of IBAC to Ms. Fiza
- List of work criteria
- Benchmark - 6 certificate courses
- National Festivals - 5
- CDC Meeting - 12th February
- Key Points - complete

Criteria

Fri 10-7-Monday - 10:30 am - Criteria 1 + 3

8- Tuesday - Cri 2 - 10:30 am

9- Wed - 10:30 am 4 + 5

08/02/2022.

As per the discussion in steering committee a guidance session was held in physical chemistry lab.

The following members were present

Advisory and

steering committee members

1. Dr. Jayashree Madam

2. Dr. Tavannum Madam

3. Ms. Ansari Nusrat

IQAC members

1. Umer Farooque

2. Dr. Savitha Sukumar

3. Dr. Heena

4. Dr. Anik Shrivastva

Minutes :-

- Criteria II requires 3 meetings
- Planning of criterion work
- Any difficulties / obstacles in criterion II to be discussed
- Separate group to be made for Criterion II

Student Related - Admission, Diversity, Teaching Learning Process, Examination, SSS

Teaching Learning Process -

Student Enrollment - 40 marks - 2:1 - Admission - 20
Reservation - 20

Sanctioned Seats - Communication to Univ for reduction of seats - PGs from 60 to 30

Admission - norms to be changed

50 take from Nusrat

Circular regarding Admission norms to be

uploaded on website; documentation to be required for SC/ST/OBC, to create awareness in schools to prepare caste related documentation

- Make Admission Policy in accordance with NEP 20 } from Criterion 6

Teaching Learning Policy

- IBAC should have meeting with staff-Teaching and Non teaching once in 4 months.

- NEP - NAAC - compulsory NEP points -

Interdisciplinary Activity

ABC- Academic Bank of Credit

Skill Development

Indian languages and Culture - Integration

Outcome Based Education

Distance / Online Education

2.2 50 marks - Student Diversity

Slow and Advanced Learners - 30 marks

Mentor data

Test data

Admission data



Prepare slow + Advanced learners list

Identification - 3 criteria - Bloom's Taxonomy

2 Batches - NEP

- Organise prog on Bloom's Taxonomy for our staff

- Guidelines for Bloom's Taxonomy to be prepared in Teaching Learning Policy

- Every teacher should use and convert their syllabus into Bloom's Taxonomy

- ~~Slow~~ ID - teachers - to be separated

- Mentor-Mentee - NAAC + NEP related

2.3 Teaching Learning Process - (50)

Participative, Experiential, Problem solving -

expectations, departments and activities to be planned accordingly.

- Lecture on Student Centric Methods.
- TCT Tools - programme to be organised
- Outcome to be noted for Student Centric Methods

2.4. ~~Maintain Full Time~~ Motivational lecture on Higher Edⁿ after Ph.D.

2.5 - Evaluation (Examination)

- Template for Internal Assessment should be prepared in consultation with Departments
- All students should be subject to Continuous Internal Evaluation.
- Grading $\Rightarrow$ Process to be set in

College University

TOAC - to prepare format for Grading
to be kept in with Nambard. Sir. and with
Heads of Departments

2.7 SSS

09/02/2022

Guidance session of criteria V was held in Physical chemistry Lab. The following staff members were present-

Advisory & steering committee

IQAC

1. Dr. Jayashree Thakur

2. Dr. Tarannum Attar

3. Mrs. Nusrat Ansari

4. Dr. Tabassum Shaikh

1. Umer Farooque

2. Dr. Mukesh Pimplikar

3. Mr. Tahereen

Dr. Nisar Ahmed Shaikh

09-02-2022

Minutes:

1. Points lost in previous cycle:- Placement, Awards/recognition, Active student Council, Alumni registration, student participation & activities (points earned 132/200 in NAAC)
2. 5.1.1 scholarship: 70-80% student should get scholarship
* scholarship committee should work according to NAAC requirement
* Govt. scheme 15, Non-Govt. 30 scheme
* search for new govt. scholarships + Non-Govt.
3. Scholarship data should be taken from Audited statement
4. To conduct guidance lecture for students getting scholarships
5. To ask free ship in Zoology started by Suhail Fakih Sir
6. To take information of scholarships by college or some staff. (eg Nisar sir) Jayashree Madam)
7. Expectation as per NAAC should be given to scholarship committee by criterion -V.
8. 5.1.3 - ~~for~~ Capacity Building & skill enhancement committee should be made
* Certificate courses in softskill can be taken
9. Each ~~set~~ of these 4 (Capacity Building) topics $\rightarrow$ Atleast 3 programmes per year.
10. * formation of different committees should be in accordance

with IQAC members.

11. Placement & competitive/^{career}~~career~~ Counselling should be different.

12. College students should enroll for competitive Exam guidance run by KME Society.

13. S.I.S Redressal of student grievances
* staff grievance cell should also be there.

14. Undertaking by students at the time of Admission from Anti-ragging committee
(It will be IQAC initiative)

15. Activities of ICC (specially sexual harassment related notices, reports, action taken $\rightarrow$) should be displayed

16. Students progression is good

17. Record of students appearing for SET/NET/GATE/... exams

18. student progression details should be kept.

19. Awards/medals in sports/Cultural/...

NSS + DLL + Cultural committee should work on sports...

20. Activate Gymkhana Committee for indoor games

21. 20 Prizes every year is benchmark.
(Univ. state, National, International)

22. To form ^{active} student Council.

should help in $\rightarrow$ Admission, Teaching Learning, scholarship / Cultural / Circulation of Notices
G.I.S $\equiv$ very important.

23/02/2022

A meeting of TOAC Committee is held on Wednesday, 23rd February, 2022 at 9:30am in the Conference Room of our college.

- 1 Umer Farooque
- 2 Dr. Anil Shrivastava
- 3 Mr. Shad Patel
- 4 Amir Hamza Baig
- 5 Dr. Mukesh Pimplikar
- 6 Dr. Sumaiya Khatib
- 7 Dr. Norradin Shakh
- 8 Ms. Tahereen Monim
- 9 Mrs. Kishkashan Ansari
- 10 Dr. Seema Habib
- 11 Dr. Archana Gupte
- 12 Mr. Mesaj Bubere
- 13 Ms. Laxmishree C
- 14 Dr. Savitha S.

Umer 23/02/22

Anil 23/2/22

Shad 23/02/2022

Amir 23/02/22

Mukesh 23/2/22

Sumaiya 23/02/2022

Norradin 23/02/2022

Tahereen 23.2.22

Kishkashan 23/2/22

Seema 23/2/2022

Archana 23/2/2022

Mesaj 23/02/2022

Laxmishree 23/02/2022

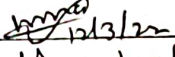
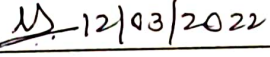
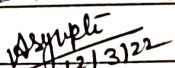
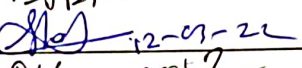
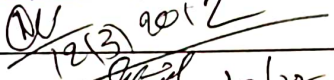
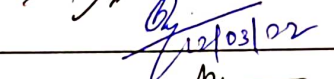
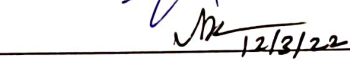
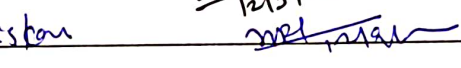
Savitha 23/02/2022

The following points of discussion:-

- Departmental Input - Cro-tagged photographs to be used - CRPS APP Camera
- Point 3 - File NO 1 - Certificate / Value Added / Skill Development
- Overall feedback will be present will be present with feedback committee
- File 5 - Student Information format to be prepared

12/03/22

A meeting of IQAC members is held on 12/03/22 in IQAC cabin to discuss Departmental Input format. Following members attended the meeting

1. Umar Farooque  12/03/22
2. Dr. Swiltha  12/03/2022
3. Dr. Archana Gupta  12/03/22
4. Dr. Nooruddin Shabir  12-03-22
5. Anis  12/3/22
6. Sumaiya Khatib  12/03/22
7. Dr. Seema Habib  12/03/22
8. Amir Hamza  12/3/22
9. Anik Shrivastava  12/3/22
10. Dr. Mukesh Pimprikar  12/03/22
- 11

Minutes : The following points were discussed

1. All members have seen the departmental input format for the academic year 2021-22.

2. It was decided to ask departmental details/Inputs till 15th April 2022 so that IQAC members can distribute work before vacations.

3. Mr. Umar Farooque explained that Annexure-I & II have been added as tables at the end for research activities and students progression.

4. Dr. Sumayya Khatib told to add a column of date/period in point II: Initiatives undertaken towards Faculty Development.

5. Dr. Archana Gupta told to add a table for details

of cross-cutting issues in curriculum in File No.3

6. It was decided to re-circulate "Activity format" among the staff

7. The members were told to complete pending AQAR-20-21 work within one week.

28/04/2022

A meeting of the IOAC members with the Principal will be held on 28th April, 2022 at 11:00 in Conference Room of our college.

1) Dr. Tabassum Sheikh

2) Mr. Umesh Farooque

3) Dr. Anik Shrivastava

4) Dr. Heena Momin

5) Dr. Seema Habib

6) Anis Choudhary

7) Amir Hamza Baig

8) Dr. Nooruddin Shah

9) Dr. Santha S.

10) Tahereen Momin

11) Dr. Mukesh Pimplikar

12) Mr. Mesaj Bubeze

13) Ms. Shad Patel

14) Dr. Archana Gupta

15) Ms. Laxmi Choudhary

Members:-

- Identification of criterion related activities and departments

- To be implemented from 2022-2023.

- Attainment of CO, PO, PSO

- Curriculum Enrichment Programs - CC, Value Added, Short Term

- Cross cutting Issues

- Dr. Archana Gupta - Coordinator, Swagat Depts having Environment and Climate make syllabus - module for MOOC - 15th May.

- Depts to be identified

- Zoology - International Seminar

- Botany + Islamic Studies National Seminar

- July - w/s - Slow + Advanced, NEP, Student Centric, Mentor - Mentee

- Research, Application for Research Credits, Patent writing - Resource Person

- encourage to publish research papers in UGC Care list

- Sports and Fitness Instructor - meeting

- Plagiarism software to be installed

- English language lab.

- Student Support - Scholarships Orientation for students in June - July

- Students Notice - Common Room, First Floor

- Capacity Building - yearly programmes by depts

- Anti-Ragging - Orientation / Placards

- Student Grievance Committee - solving

- Staff Redressal

- Undertaking for Ragging from SY+TY not indulging in Ragging

- Demarcation of WOC, ICC, Discipline

- Competitive Exams - Progs - Orientation July-Aug.

- Counselor

- Cri 6 - Staff training - Teachers provided financial support / support

- Notice - for all teachers to become membership of bodies

- Professional and administrative progs

- Training for office staff - Ms. K. Mukherjee - Nandavati College - NAAC requirements

- ISO - academic level

Cri 7 -