

Department of Urdu***Q.1. Name and address of the department :***

Department of Urdu,
K.M.E Society's
G.M.Momin Women's College,
Thane Road,
Bhiwandi.
Dist. Thane

Q.2. Telephone number / s: 225437 / 225957

Q.3. Date of establishment of the department. 24th July, 1989.

Q.4. Built-up area of the department in sq. m: N. A.

Q.5. List the different programmes (Level of study is UG / PG / M.Phil / Ph.D. / Certificate / PG Diploma) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry Level in %	Student strength
UG	F.Y.B.A	35%	74
UG	S.Y.B.A	35%	77
UG	T.Y.B.A	35%	57
TOTAL			208

Q.6. Provide the number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no of teachers	01	01	02
Teachers with Ph.D as the highest qualification	----	----	----
Teachers with M.Phil as the highest qualification	----	----	----
Teachers with P.G. as the highest qualification	01	01	02
Technical staff	----	N.A	N.A
Administrative staff	----	N.A	N.A

Q.7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Administration	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, what extent? 1) Teaching extent
2) To distribute the workload of the department.

Q.8. Furnish the number of students in the department during the current year:

	Female	Male	Total
Students from the same state where the college is located	208	----	208
Students from other states of India	----	----	----
NRI students	----	----	----
Other overseas students	----	----	----
Grand Total	208	----	208

Q.9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes No

To provide enrichment by oral questions, library reference, project work, assignment to students, students' seminar.

Remedial courses – by extensive coaching and conducting more written tests for weak students.

Q.10. Furnish the following details (in figures):

- **Books in the department library:** 810
- **Journals /periodicals subscribed by the department:** 04
- **Computers in the department:**
Computer is not provided separately to each department. All the same, for any departmental work, staff have access to the Computers in the Cyber Centre and IT laboratory.
- **Research projects completed during the last three years and their total outlay:** Nil.
- **Ongoing research projects:** Nil.
- **Teachers who have attended national / international workshops / seminars during the last two years:**

Head of the Department – Mrs. Waheeda Momin

1. Attended National Seminar on “Problems of Teaching Urdu in South India” held under the Deccan Muslim Education and Research Institute, Pune, and Urdu Teaching and Research Centre, Lucknow. (Central Institute of Indian Languages, Ministry of H.R.D. Govt. of India). The seminar was held at Azam Campus, Pune from 26th - 28th September 2002.
2. Attended 5th Firaq Memorial Lecture on “Ghazal ke Asaasi Afkar Aur Aaj Ka Challenge”, by Prof.Gopi Chand Narang, President, Sahitya Academy on 2nd September 2003 at 10.30a.m. at Conference Hall (Khayabane Ajmal) Jamia Millia Islamia University, New Delhi.
3. Presented a seminar paper during Ninth (3 week) Refresher Course in Urdu in the Academic Staff College, Jamia Millia Islamia, New Delhi on the topic: “Jazbi ki Ghazliya Shaeri”
4. Was invited as the Chief Guest in the “Ideal Lesson and Educational Seminar”(Urdu) held on Saturday 13th September 2003, conducted by Bhiwandi Nizampur Mahanagar Palika at Momin Jamat Khana, Samad Nagar, Kaneri, Bhiwandi.
5. Attended a seminar entitled “Urdu Ghazal Mein Shahr” at Marathi Bharha Bhavan, Vidyangari, Kalina Campus on September 23rd, 2003.

Q.11. Mention the following details of the last two batches of students: -

	Batch 1			Batch 2		
	Year of entry June1999			Year of entry June2000		
	Year of passing			Year of passing		
	T. Y. Exam-April-2002			T. Y. Exam-April-2003		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	Urdu(C)104 Urdu(M) 81	----	104	Urdu(C)98 Urdu(M)58	----	98
Drop outs						
Appeared for the final year exam	63	----	63	43	----	43
Passed in the final exam	63	----	63	43	----	43
Passed in first class	19	----	19	09	----	09
University ranks, if any		----	----		----	

100% results at T.Y. B.A. examination for the last two batches

Q.12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 02 01 F.T/01 C.H.B.
Filled: 02 01 F.T/01 C.H.B.

Q.13. How often were national/ international seminars, workshops etc organised at the department? Nil

Q.14. Are there any international or national links/collaborations for teaching, research or both? Nil

Q.15. List the teaching staff with their designations, qualifications, fields of specialization, years of experience, age and sex (in the descending order of seniority):

Name of the Teaching staff	Designation	Highest Qualification	Specialisation	Experience in years	Age	Sex
Mrs.Wahida H.R.Momin	Lecturer	M.A.B.Ed.	Urdu/Persian	2 yrs as P.T and 12 yrs as F.T.	56	F
Mr.Rafee Ansari	Lecturer	M.A. B.Ed.	Urdu/Persian	12 yrs CHB	52	M

Q.16. How many of the teaching staff have received national / international recognition as fellows, awardees etc.? Nil

Q.17. What percentage of the teaching faculty is engaged in active research (guiding research scholars, operating projects, publishing regularly, etc.)? Nil

Q.18. List the major thrust areas within the subject in which research activities are being pursued? Nil

Q.19. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facility, and major equipment like NMR etc.) acquired over the years? N.A

Q.20. What is the total number of publications (provide a list) of the department in the last two years? Nil

Q.21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable? No.

Q.22. What is the average workload in terms of actual contact lectures per week per teacher?

F.T. 18 lectures per week
CHB 07 lectures per week

Q.23. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

Full time staff spends 04 hours with students and 1 hour on committee work.

Q.24. Does the department monitor overall performance of students through regular assessments?

Yes No

If yes, give methods and details of assessment.

Attendance, periodical tests, students' participation in the class through various activities, assignments, projects, and students' seminar.

Q.25. How do the teachers update themselves for discharging their teaching / research responsibilities? Give details.

Reading latest publications of the discipline.
Reading journals, magazines and periodicals.
Attending seminars.
Exchanging views and ideas with other teachers.
Participation in the Orientation and Refresher Courses.

Q.26. What is the annual budget allocation of the college to the department? N.A

Q.27. How much of research funding has been generated by the teachers from other agencies? Nil

Q.28. Do the teachers offer consultancy services and earn revenue for the college / department?

Yes No

If yes, how much has been earned during the last two years?

Free consultancy services have been offered to the needy students.

Q.29. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	2:1	----	----
Success rate (examination results)	100%	----	----
Progression to higher education	5%	----	----
Employment rate	10%	----	----
Ratio of part-time teachers to full time teachers.	1:1	----	----
Ratio of academic staff to administrative staff	----	----	----
Ratio of students to teachers	104:1	----	----

Q.30. Has the department been participating in COSIP / COHSSIP / COSIST?

Yes No

Q.31. Any other highlights:

Head of the department: Mrs. Waheeda Momin.

- * Served as a Member of the Board of Studies in the Department of Urdu (University of Mumbai) 1995.
 - * Worked as the Chairman for the subject of Urdu T.Y.B.A. University Examination 2001. (University of Mumbai).
 - * Appointed as an Examiner for the subject of Urdu, T.Y.B.A. examination since 1998 (University of Mumbai).
 - * Attended Orientation Course at the Academic Staff College, University of Mumbai from 16-04-1996 to 15-05-1996.
 - * Appointed as a Resource Person at the Orientation Course organised by the Academic Staff College, University of Mumbai, 1996. The topic was "Ghazal" on 05-10-1996. (37th Orientation Programme 18-09-1996 to 15-10-1996.)
 - * Attended Refresher Course in Urdu at the University Grant Commission, Academic Staff College, Osmania University, Hyderabad from 07 to 31-01-2002.
 - * Attended Refresher Course in Urdu at Jamia Millia Islamia, New Delhi from 12-08-2003 to 03-09-2003.
- Various Activities are conducted by the Department of Urdu under "Bazm-e-Adab"**
- * Essay Writing Competition on the 10th October 2000
 - * A new literary activity was introduced on the 11th January 2001. The students were given names of 150 books from our library. A contest was held asking the students to write names of the authors.
 - * "Yad-e-Raftagan" on 4th July 2002 (Kaifi Azmi and Al Ahmad Survivor)(Kheraj- Aqueedat)
 - * "Jashn-e-Azadi" on 2nd August 2002. (Essay Writing Competition)
 - * "Sher-o-Naghma" on 5th September 2002 (Ghazal Singing Competition)
 - * "Izhar-e-Khayal" on 2nd November 2002 (Extempore)
 - * "Shagufe" on 12th December 2002.
 - * "Khama Farsae" on 9th January 2002. (Essay Writing Competition.)
 - * "Ghazal", Singing Competition on 30th July 2003.
 - * Essay Writing Competition on 6th August 2003.

- * Two students participated in the Inter-Collegiate Elocution Competition on Humour and Satire for Shyam Kishan Nigam Trophy, at Maharashtra College, 28th September 2001 and one of our students, Ms. Shaikh Nazema Md. Yusuf (F.Y.B.A.) was awarded the Consolation Prize.
- * In the year 2003 two students participated in the Inter- Collegiate Elocution Competition for Shyam Kishan Nigam Trophy at Maharashtra College and Ms. Kuwari Nehrin (F.Y.B.Sc.) was awarded the First Prize on 6th September 2003.
- * University Rank holder – Khot Sharmeen Asmat in 2002 (66%).

Department of English***Q.1. Name and address of the department:***

Department of English,
KME Society's
G .M. Momin Women's College,
Thane Road,
Bhiwandi.
Dist. Thane.

Q.2. Telephone number/s:

225437 / 225957

Q.3. Date of establishment of the department:

24th July, 1989.

Q.4. Built up area of the department in square meters: Not Applicable***Q.5. List the different programmes (Level of Study: UG / PG / M.Phil / Ph.D / Certificate/ Diploma / P.G. Diploma) offered by the department together with the details required below:***

Programme	Level of study	Cut-off marks at entry level in %	Students strength
B. A. English (Compulsory)	F.Y.B.A.	35%	137
B. A. English (Optional)	F.Y.B.A. S.Y.B.A. T.Y.B.A.	35%	106

Q.6. Provide the number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	----	2	2
Teachers with Ph.D as the highest qualification	---	1	1
Teachers with M.Phil as the highest qualification	---	----	----
Teachers with P.G. as the highest qualification	----	1	1
Technical staff	---	---
Administrative staff	----	-----	-----

Q.7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Administration	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, to what extent?

As far as **Academic autonomy** is concerned, all the colleges affiliated to the University of Mumbai have to follow the syllabus prescribed by the University. All the same, our staff tries to influence the decision makers to see our point of view, and revise the syllabus accordingly. For instance Dr. Nazneen Rangoonwala has contributed her services to the University of Mumbai in revising the syllabus, of English Literature Paper IV of T.Y.B.A. during the academic year 2002-2003.

Besides this, the Management gives the Staff academic autonomy to do whatever they feel is right for the Students' empowerment. Hence, the Staff conducts Guest Lecture Programmes, invites Resource Persons to give as much knowledge as possible to our young students.

Besides this, the Staff arranges Group Discussions on the "Review of Plays", Current events etc. in the class.

The students are trained and sent to participate in various Intercollegiate events and they have even won prizes in Elocution Competition, Debating Competition, and Singing Competition.

The Management has always extended a helping hand in all our endeavours by bearing the expenses of all such programmes. As far as **administrative autonomy**, the department head has the freedom to distribute the Syllabus amongst teachers and schedule various events.

Q.8. Furnish the number of students in the department during the current year:

		Female	Male	Total
a.	Students from the same state where the college is located	106	----	106
b.	Students from other states of India	---	---	--
c.	NRI students	---	--	--
d.	Other overseas students	--	---	---
e.	Grand Total	106		106

Q.9. Is there a method of assessing the students' academic standing in order to provide enrichment and / or remedial courses?

Yes **No**

Periodical Tests are conducted for all the classes. The mistakes in answer papers are discussed after assessment. Teachers adopt a rigorous approach to the Terminal Examinations by a proper revision of all the topics in the class.

The **advanced learners** are identified and encouraged to do more library reference. Students are trained to use the Encyclopedias, and motivated to cultivate reading habits.

The **slow learners** are offered personal attention and given extra coaching. Topics are explained again in a simple manner outside the class. Individual attention is paid to their "problem areas" like understanding the meaning of difficult words, spellings and grammar. These **remedial measures** encourage the slow learners develop their learning skills in a harmonious environment that is participative rather than corrective.

Q.10. Furnish the following details (in figures)

Books in the department library: 500

Journals / periodicals subscribed by the department: Journals / periodicals are subscribed through the library

Computers in the department: Computers are not provided exclusively for the department. But the staff has access to the IT laboratory and the Cyber Centre to carry out their work.

Research Projects completed during the last three years and their total outlay: NIL

Teachers who have attended national / international workshops during the last two years: NIL

Q.11. Mention the following details of the last two batches of students:

	Batch 1			Batch2		
	Year of entry June1999 Year of passing T. Y. Exam-April-2002			Year of entry June 2000 Year of passing T. Y. Exam-April-2003		
	UG	PG	TOTAL	UG	PG	TOTAL
Admitted to the programme (entry year FYBA)	Eng(Comp)114 Eng (M) 22	----	114	Eng(Comp)111 Eng (M) 24	----	111
Drop outs		---			---	
Appeared for the Final year exam TYBA.	14	---	14	12	----	12
Passed in the Final exam	09	----	09	09	----	09
Passed in first class	----	----	----	04	---	04
University ranks, if any	----	----	----	----	----	----

1995 – Two of our students Miss Shaikh Shaheen and Miss Shaikh Parveen, students who had taken English and Islamic Studies were in the Merit List of the University of Mumbai.

2001 – Bahaduri Sana won the University Prize for scoring the highest marks in English Literature Paper (65%).

Q.12. What is the sanctioned teaching staff strength and the present position?

Sanctioned : 02

Filled : 02

Q.13. How often were national / international seminars etc organised at the department? NIL

Q.14. Are there any international or national links / collaborations for teaching/ research or both? NIL

Q.15. List the teaching staff with their designations, qualifications, fields of specialisation, and years of experience, age and sex (in the descending order of seniority)

	Name of the Teaching staff	Designation	Highest Qualification	Specialisation	Experience in years	Age	Sex
a.	Dr.Nazneen Rangoonwala	Head, Department of English	Ph.D	English Literature	13	50	F
b.	Ms.Samreen Bahaduri	Lecturer	M.A.	English Literature	06 months	24	F

Q.16. How many of the teaching staff have received national/international recognition as fellows, awardees etc.? NIL

Q.17. What percentage of the teaching faculty are engaged in active research (guiding research scholars, operating projects, publishing regularly, etc.)

Dr. Nazneen Rangoonwala is actively involved in editing the College Magazine. She writes either articles or poems for our college magazine every year. She also contributes to the “ Campus News” – a fortnightly bulletin brought out by the Konkan Muslim Education Society.

18. List the major thrust areas within the subject in which research activities are being pursued.

“ **Feminism**” is the thrust area in which **Dr. Rangoonwala** is working to pursue her Post Doctoral Research.

Q.19. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facilities, major equipment like NMR etc.) acquired over the years? NIL

Q.20. What is the total number of publications (provide a list) of the department in the last two years? NIL

Q.21. Have anyone of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable? No

Q.22. What is the average workload in terms of actual contact lectures per week per teacher?

20 lectures per week (average)

Q.23. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

Five hours are spent per day with the students and about two hours on committees. Dr. Rangoonwala, even stretches beyond to achieve the goals and objectives of the institution by contributing her utmost sources in almost all the activities of the college.

Q.24. Does the department monitor overall performance of students through regular assessments?

Yes No

If yes give methods and details of assessment.

Through attendance, monthly tests, terminal examinations, tutorials, project assignments and students' participation in the class.

Q.25. How do the teachers update themselves for discharging their teaching / research responsibilities? Give details.

Teachers update themselves by attending Refresher Courses, Orientation Courses, participating in Seminars and Workshops relevant to their subject. They even have to present their papers, choosing a topic of their interest in the Refresher and Orientation Course.

Teachers use the British Council Library, University library and other library resources to access the latest material available on the subject. Teachers of this department also keep in touch with the subject teachers of other colleges and exchange views and information. The department also maintains a close academic relationship with the University Department and other members of the English teaching fraternity.

Q.26. What is the annual budget allocation of the college to the department? NIL

Q.27. How much research funding has been generated by the teachers from other agencies? Nil

Q.28. Do the teachers offer consultancy services and earn revenue for the college / department?

Yes No

The staff offer free consultancy services to all the needy students.

Q.29. Furnish the following details:

	Particulars	UG	PG	Research
a)	Ratio of applications to available seats	2:1		
b)	Success rate (examination results)	80%		
c)	Progression to higher education	20%		
d)	Employment rate	10%		
e)	Ratio of part-time teachers to full-time teachers	0 : 2		
f)	Ratio of academic staff to administrative staff	-		
g)	Ratio of students to teachers	53:1 (Major Subject)		

Q.30. Has the department been participating in COSIP / COHSSIP / COSIST?

Yes No

Q.31. Any other highlights:

Dr. N. Rangoonwala completed her Orientation Course in 1996 and two Refresher Courses, one in 1998 and another in 2003. She has been a Moderator for the subjects in Communication Skills, Business Communication and Mass Communication for more than 7 years. In 2002 she was one of the members in-charge of revising the T.Y.B.A. syllabus of Paper IV and was also appointed as an Examiner / Moderator for Paper IV & V of T.Y.B.A. English Literature.

She has obtained a Ph.D in English Literature on “The Imagery and Symbolism in the Poetry of Sarojini Naidu” through Sydenham College under the guidance of Dr. K.M. Mutalik, Ex-Principal of Sydenham College.

The English Department has played a vital role in our College, right from its inception. It has extended a helping hand to all in need, whether it is editing the College Magazine or training the students for Intercollegiate Events or moulding the comperers for various programmes.

The **English Literary Association** is active for the last ten years to stimulate the reservoir of latent talents in our students and give them a platform to express, compete and win.

In the initial years, only a handful of students opted for English Major but today the department has enrolled 106 students. The Department will be starting the Postgraduate course in English Literature very soon in our college.

Dr. Nazneen Rangoonwala, is the Head of the English Department and the Co-ordinator of the NAAC Committee. She has extended her services and attended the following Seminars, Workshops in our own college:

- a) On the 10th of May 2003 attended a one day Seminar cum Workshop on **“Assessment & Accreditation of Colleges by NAAC”** at which eminent resource persons like Mrs. Swarna Kharat, In-charge of the Quality Assessment Cell of the Govt. of Maharashtra, Dr. Roshan Shahane, Ex-Vice Principal of Jai Hind College, Prof. Vijay Dhabolkar from K.C. College, Dr. K.N. Uchil from Birla College and Dr. M.R. Kurup, the Ex-Principal of Vaze College, Mulund, spoke on the above topic.
- b) On the 12th April 2003 attended a one-day workshop on the **“Role of Police and Public in Maintaining Communal Harmony”** organised by our college.
- c) On the 11th, 12th & 13th of July 2003 attended a three-day workshop on **“Discover Yourself Through Self Introspection”**.
- d) On the 23rd of November 2002 organised a Guest Lecture Programme.
Dr. R. J. Bhongle , Head , Dept. of English at the University of Mumbai spoke on **“ Literature & Literary Criticism”**
- e) Attended a Seminar on **“Diet & Nutrition”** on the 6th of July 2002.
- f) Participated and helped in compering the one day **State Level Seminar** on **“Institutional Innovations in Promoting Human Rights in Democratic Societies”** on the 7th of January 2002.
- g) On the 11th of August 2001 attended a workshop on **“Personality Development and Effective Communication”**.
- h) Attended a workshop on **“Career Guidance”** organised by the college on 31st August, 2000.
- i) On the 13th of December 2000 attended a one day workshop on **“The Challenges to Integrate Information Technology into Teaching & Learning in Colleges”**

j) Dr. Ratna Tiwari, Prof. and Head, Extension Education, Dept. of P.G.S.R.

in Home Science, S.N.D.T. Women's University, spoke on the topic of **“Career Guidance”**.

k) Attended a **workshop on “Reproductive Health Education”** conducted

by our college in 2000-01

She has served in various committees in the college as indicated below:

NAAC	-	Coordinator
English Literary Association	-	Convenor
College Magazine	-	Editor
Unfair Means Committee	-	Convenor
Admission Committee	-	Member
Campus News Bulletin	-	In-charge of English Section
F.Y.B.A.	-	Class In-charge

Appointed as Examiner, Moderator for T.Y.B.A. English Literary Paper – IV & V since 2000 to 2001.

Served as Moderator for Communication Skills, Mass Communication, Business Communication for F.Y.B.A. & S.Y.B.A. Examination since 1997.

Recognized Teacher at the P.G. level since 2002.

Activities conducted by the English Literary Association are as follows.

1. **On the 13th of July 2002, the English Literary Association** organised a Guest Lecture by **Mrs. Hansa Joshi**, an expert teacher from the **Art of Living Foundation**, was organised.

2. Co-ordinated with the Alumni Association and organised a Guest Lecture

by **Dr. Mahesh Sawant**, another expert teacher from The Art of Living Foundation on the 24th of August 2002 to benefit the ex-students.

3. **Dr. Coomi Veviana**, Reader, Department English of the University of Mumbai was invited on the 24th of December 2001 to express her views on “**How to Study Literature**”?
4. Every year ELA also conducts the Preliminary round of “**Chancellor P.C. Alexander's Inter-University Extempore Elocution Competition in English**”:
5. The ELA conducted various competitions like Quiz Contest, Motto Contest, Poetry Recitation Contest, On The Spot Reading Contest, Debating Contest etc.
6. **Miss Siddiqua G. Divkar and Miss Rehana Qureshi**, the past **Secretaries of the ELA** have given an outstanding performance at all the spectacular events held during the last two years as well as academically and therefore won The **Best Outgoing Student Award**.
7. In 2002-2003 year, our literature students participated in the **Open Essay Competition** organised by **IRDS** (Institute for Research & Documentation in Social Sciences) through the University of Mumbai on an All India basis. Two of our students Miss Rehana Qureshi from T.Y.B.A. and Miss Naziya Nawab from S.Y.B.A. sent their essays on the topic “**Johannesburg Summit: How Successful**”?
8. Miss Naziya Memon and Miss Naziya Nawab participated in the **Intercollegiate Essay Competition for Maharashtra** organised by the Anti Dowry Movement on the following topics:
 - a) “Increasing Suicides of Youth – Problem & Solution (Ms. Naziya Memon S.Y.B.A.)
 - b) “Origin of Terrorism & Solutions To Eradicate It” (Ms. Nazia Nawab S.Y.B.A.)
9. Ten Literature students participated in the Essay Competition held by **Gaaz Institute, Polytechnic, Management & Research Centre** in the academic year 2002-2003 on the following topics:
 - a) “Revolution in Communication”

b) "How to Protect the Environment"

10. Our Star pupil **Ms. Rehana Qureshi**, a final year T.Y.B.A. Literature student participated in the **Intercollegiate Elocution Competition** organised by B.N.N. College and spoke on "**Terrorism and Globalisation**" and received the **3rd** prize. She has also compered many of our programmes, participated in all extra curricular activities and won trophies and medals.

Academically too our English Literature students have done well. **Two of our Literature students Shaikh Shaheen and Shaikh Parveen secured the 7th and 8th position in the Merit List of the University of Mumbai. Scoring 72.5% and 77.5% respectively in the T.Y.BA examination held in May, 1995. Our student Bahaduri Sana received the Literature Prize for scoring the highest marks of 65% in the English paper at the T.Y.B.A. Examination held in May, 2000.**

In conclusion, we state that the English Department has always been deeply involved in all the programmes organised by our institute, viz Compering, Press Releases, Report – Writing, Intercollegiate participation and Guest Lecture Programmes.

For the year 2002- 2003 Dr. N. Rangoonwala, Head of the English Department bagged the Best Teacher Award for her outstanding contribution to the institution, from the parent body, the Konkan Muslim Education Society.

Department of Islamic Studies

Q.1. Name and address of the department:

Department of Islamic Studies,
K.M.E Society's
G.M.Momin Women's College,
Thane Road,
Bhiwandi.
Dist. Thane

Q.2. Telephone number/s:

225437 / 225957.

Q.3. Date of establishment of the department: 24th July, 1989.

Q.4. Built-up area of the department in sq. m: N.A.

Q.5. List the different programmes (Level of Study = UG / PG / M. Phil /

Ph.D. / Certificate / Diploma / PG Diploma) offered by the department

together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength
Under Graduate	F.Y.B.A	35%	87
Under Graduate	S.Y.B.A	35%	80
Under Graduate	T.Y.B.A	35%	44
			Total: 211

Q.6. Provide the number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	----	01	01
Teachers with Ph.D as the highest qualification	--	---	----
Teachers with M.Phil as the highest qualification	----	----	----
Teachers with P.G as the highest qualification	----	01	01
Technical staff	----	----	---
Administrative staff	----	----	----

Q.7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Administration	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, what extent?

Teaching extent

To conduct various academic activities and programmes.

Q.8. Furnish the number of students in the department during the current year?

	Female	Male	Total
Students from the same state where the college is located	211	----	211
Students from other states of India	----	----	----
NRI students	----	----	----
Other overseas students	----	----	----
Grand Total	211	----	211

Q.9. Is there a method of assessing the students' academic standing in order to provide enrichment and / or remedial courses?

Yes No

Performance in class participation, discussions, debates, subject related quiz competition, periodical tests, and the term end examination results form the basis for students' evaluation. At the T.Y level frequent tests are conducted to give practice to the students to complete their paper within a stipulated time limit. Special attention is paid to the weak students. Their shortcomings are pin- pointed such as spellings, illegible handwriting and poor presentation. Parents Meet is also arranged, the aim and objective of which is to have a dialogue between the Principal, the faculty, students and their parents, so as to understand and share views and also to assess and discuss the performance of the students. This meet keeps the teachers informed about certain genuine problems of the slow learners. The department takes necessary measures to enrich the academic life of the students to the fullest extent by conducting various activities.

Q.10. Furnish the following details (in figures):

Books in the department library: 638 and a few maps

Journals / periodicals subscribed by the department: Islamic Science
and Islamic
Voice

Computers in the department: Teachers have free access to the Computer cell. The Teachers' Computer knowledge is put to use for analysing their research findings, making transparencies for class presentations, and creative activities like quiz, preparing judgment sheets for various contests and other administrative work.

Research projects completed during the last three years and their total outlay: Nil

Ongoing Research projects: Nil

Teachers who have attended national/international workshops / seminars during the last two years:

Mrs. Ayesha Faqih

1. Attended a Seminar on 16th September 2001 organised by the Heras Institute of Indian History and Culture on "Spiritual Teachers of Maharashtra and their Impact on Religion and Society".
2. Attended a Seminar on 26th April 2003 on "The Importance of Persian with special reference to Historiography and Culture milieu in the Deccan" organised by the Iran Culture House and the Dept. of Persian of Ismail Yusuf College, Mumbai.

Q.11. Mention the following details of the last two batches of students:

	Batch 1			Batch2		
	Year of entry June1999 Year of passing T.Y. Exam-April- 2002			Year of entry June2000 Year of passing T. Y. Exam-April- 2003		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year) F.Y.B.A.,	81	----		46	----	
Drop outs		----			----	
Appeared for the final year of exam (T.Y.B.A.)	30	----		30	----	
Passed in the final exam	29	----		29	----	
Passed in first class	17	----		12		
University ranks, if any	----	----	----	----	----	----

Merit Rank Holders in the T.Y.B.A. University Examinations.

Sr. No.	Name of Student	Total Marks	Rank in University	Year of Exam	Subject
1	Ms. Momin Tasneem Adil Akhtar	457/600	3 rd	May 1992	Urdu & Islamic Studies
2	Ms. Ansari Rashida Ikramuddin	443/600	6 th	May 1995	Urdu & Islamic Studies
3	Ms. Shaikh Shaheen Shamsuzzamann	438*10/600	7 th	May 1995	English & Islamic Studies
4	Ms. Shaikh Parveen Mohd Yusuf	437*10/600	8 th	May 1995	English & Islamic Studies
5	Ms. Sarole Rumin Fakir Mohd.	467*10/600	6 th	May 1999	Urdu & Islamic Studies
6	Qadri Rumin Fakir Mohd	231/300	Prize Winner	April 2002	Islamic Studies

7	Fakih Taqdees Ab. Khalik	231/300	Prize Winner	April 2002	Islamic Studies
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Q.12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 01
Filled: 01

Q.13. How often were national/ international seminars, workshops etc organised at the department? None so far

Q.14. Are there any international or national links / collaborations for teaching research or both? Nil

Q.15. List the teaching staff, with their designation, qualifications, fields of specialisation, years of experience age and sex (in the descending order of seniority):

Name of Teaching staff	Designation	Highest qualification	Specialisation	Experience in years	Age	Sex
Ayesha Faqih	Lecturer	M.A. NET.	Islamic Studies	07 yrs	48	Female

Q.16. How many of the teaching Staff have received national / international recognition as fellows, awardees etc? Nil

Q.17. What percentage of the teaching faculty are engaged in active research (guiding research, scholars, operating projects, publishing regularly etc)? Nil

Q.18. List the major thrust areas within the subject in which research activities are being pursued. Nil

Q.19. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facility, major equipments like NMR etc.) acquired over the years?
Not Applicable.

Q.20. What is the total number of publications (provide a list) of the department in the last two years? Nil

Q.21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable? No

Q.22. What is the average workload in terms of actual contact lecturers per week per teacher? 21 lectures

Q.23. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

Five hours are spent with students. In addition to this, one hour an average is devoted to administrative work like drafting notices for students to participate in activities conducted by the Students' Council, also preparing judgement sheets for various contests. Also help and guide the students to participate in Intercollegiate Competitions held in various colleges.

Q.24. Does the department monitor overall performance of students through regular assessments?

Yes No

If yes, give methods and details of assessment.

The overall performances of the students are monitored through terminal examination results, periodical tests, projects, assignments and class participation.

Q.25. How do the teachers update themselves for discharging their teaching / research responsibilities? Give details.

By attending seminars, workshops and guest lectures using the Internet and reading subject related books/ periodicals/ journals.

Q.26. What is the annual budget allocation of the college to the department? NA

Q.27. How much of research funding has been generated by the teachers from other agencies?

NIL

Q.28. Do the teachers offer consultancy service and earn revenue for the college / department?

Yes No

Yes, free of cost.

Q.29. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	2:1	----	----
Success rate (examination results)	96%	----	----
Progression to higher education.	30%	----	----
Employment rate	10%	----	----
Ratio of part-time teachers to full time teachers.	0:1	----	----
Ratio of academic staff to administrative staff	----	----	----
Ratio of students to teachers	211:1	----	----

Q.30. Has the department been participating in COSIP / COHSSIP / COSIST?

Yes No

Q.31. Any other highlights:

Prof. Ayesha Faqih

1. Appointed as paper setter and examiner at the University level for T.Y.B.A in Islamic Studies since 2000- 2001.
2. Appointed as member of the syllabus committee by the Board Of Studies in Arabic, Persian and Islamic Studies, University of Mumbai for revising the existing syllabus.
3. Served in various committees of the college in the **Academic Year 2003- 2004.**

Attendance Committee--- Convenor

Students Council --- Convenor

N.S.S. Programme Officer

Class-in-Charge--- S.Y.B.A

In the academic 2002-2003

Class-In-Charge--- S.Y.B.A (Urdu)

Students Council --- Convenor

N.S.S. Programme Officer

Attendance Committee--- Convenor

Magazine Committee--- Member

Time-table Committee---Member

We promote the talents of ex-students of our college to demonstrate their

talents .On 26th July 2003 we invited our ex-student, Mrs. Shabana Azmi

from ZIMS Institute to give a demonstration on Jewellery designing, Tie & Dye and Spray Painting Technique. Our future plan is to conduct short-term courses of domestic skill and cottage industry such as embroidery and crochet work, stitching and dress designing.

We also invited two staff members of Camlin Paints India Ltd. for a demonstration cum talk on crockery painting, fabric painting and glass painting technique. A two-day workshop was also organised by Camlin Paints for the benefit of the students on 2nd and 3rd Sept, 2003.

The aim and objective of our college is upliftment of women through education and enabling them to be independent, self reliant and confident. For this purpose various activities are organised to teach the students various skills and arts.

Department of Sociology

Q.1. Name and address of the department:

Department of Sociology,
K.M.E Society's
G.M.Momin Women's College,
Thane Road,
Bhiwandi.
Dist. Thane

Q.2. Telephone number/s: 225437 / 225957.

Q.3. Date of establishment of the department: 2nd July, 1990.

Q.4. Built up area of the department in sq. m. NA

Q.5. List the different programmes (Level of Study = UG / PG / M.Phil / Certificate / Diploma / PG Diploma) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength
UG	F.Y.B.A	35%	79
UG	S.Y.B.A	35%	71
UG	T.Y.B.A	35%	44
TOTAL			194

Q.6. Provide the number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	01	00	01
Teachers with Ph.D. as the highest qualification	01	00	01
Teachers with M.Phil as the highest qualification	-----	-----	-----
Teachers with PG as the highest qualification	-----	-----	-----
Technical staff	-----	-----	-----
Administrative staff	-----	-----	-----

Q.7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Administration	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, what extent? Teaching extent.

Q.8. Furnish the number of students in the department during the current year:

	Female	Male	Total
Students from the same state where the college is located	194	-----	194
Students from other states of India	-----	-----	-----
NRI students	-----	-----	-----
Other overseas students	-----	-----	-----
Grand Total	194	-----	194

Q.9. Is there a method of assessing the students' academic standing in order to provide enrichment and / or remedial courses?

Yes No

Regular class tests, group discussions, quiz and questions answer sessions are conducted whereby the bright and the weak students are identified, assisted and helped accordingly. We have made pairs of one bright and one weak student and requested the bright students to check and correct the class notes regularly. We also see that appropriate and adequate assistance is rendered to them.

Q.10. Furnish the following details (in figures):

Books in the department library : 150 (one hundred and fifty)

Journals / periodicals subscribed by the department: One Economic & Political Weekly

Computers in the department: As such the department does not have its own computer but computers that are there in the College Computer Room and I.T. Lab are made available for the work of the department. For instance when Dr. Purushotham wanted to show students of T.Y. B.A. class the motion picture "Mother India" in relation to paper V namely "The Dynamics of Rural Society in India, the needed computer services were rendered by making the computers and the technical staff members available for the same.

Research projects completed during the last three years and their total outlay: Nil

Ongoing research projects: Nil

Teachers who have attended national / international workshops / seminars during the last two years:

Dr. Y. D. Purushotham

I. Attended A.R. Desai memorial Lecture on “Reviving Secular Nationalism under New Age Imperialism” conducted by the Department of Sociology of the University of Mumbai on 13th February 2002 at Kalina Campus. Professor Jayant Lele of Queen’s University, Canada, delivered the lecture.

II. Attended a one-day workshop of NAAC on the 17th August 2002 conducted by Ghanshyamdas Saraf Girl’s College of Arts and Commerce, Malad, Mumbai – 400064.

III. Attended a seminar on “Understanding Secularism in Contemporary India” on the 5th and the 6th of March 2003 organised by the Department of Sociology, University of Mumbai.

IV: Attended the Orientation Course for the revised T.Y.B.A. syllabus in Sociology held by the Department of Sociology, University of Mumbai from the 17th -19th June 2002.

V. Attended a Refresher Course in Inter disciplinary Social Science conducted by UGC Academic Staff College, University of Mumbai from the 27th November 2002 to 17th December 2002 and has been awarded an “A” grade.

Q.11. Mention the following details of the last two batches of students:

	Batch 1			Batch2		
	Year of entry June 1999 Year of passing T. Y. Exam-April- 2002			Year of entry June 2000 Year of passing T. Y. Exam-April- 2003		
	UG	PG	TOTAL	UG	PG	TOTAL
Admitted to the programme (entry year FYBA)	64	--	64	108	---	108
Drop outs						
Appeared for the final year exam TYBA.	48	--	48	58	---	58
Passed in the final exam	46	---	46	56	---	56
Passed in first class	18	--	18	18	---	18
University ranks, if any	----	----	----	----	----	----

Justification for drop outs :

- i) Marriage
- ii) Different optional subjects opted at the TY level

Q.12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 01
Filled: 01

Q.13. How often were national / international seminars, workshops etc. organized at the department.? None so far, planning to organize one in 2004.

Q.14. Are there any international or national links / collaborations for teaching, research or both?

Presently planning to contact the Columbia University through Indo – Sri Lanka Foundation for an exchange programme.

Q.15. List the teaching staff, with their designations, qualifications, fields of specialization, years of experience, age and sex (in the descending order of seniority):

Name of the teaching staff	Designation	Highest Qual.	Speciali-Sation	Experi-ence in years	Age	Sex
Dr.Y.D. Purushotham	Lecturer	Ph.D	Sociology	13 yrs	51	Male

Q.16. How many of the teaching staff have received national / international recognition as fellows, awardees etc.? NONE

Q.17. What percentage of the teaching faculty are engaged in active research (guiding research scholars, operating projects, publishing regularly, etc.)? N.A.

Q.18. List the major thrust areas within the subject in which research activities are being pursued. N.A.

Q.19. What are the basic and advanced facilities (like botanical garden, field laboratories , animal house , computing facility , major equipment like NMR etc .) acquired over the years.? N.A.

Q.20. What is the total number of publications (provide a list) of the department in the last two years? NONE SO FAR

Q.21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?NO

Q.22. What is the average work load in terms of actual contact lectures per week per teacher? 21 (Twenty one)

Q.23. What is average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

Five hours each day on academic matters and one hour is spent on Gymkhana Committee and Examination Committee Work.

Q.24. Does the department monitor overall performance of students through regular assessments?

Yes No

If yes, give methods and details of assessment.

Class tests, assignments, projects, students' interaction in the class are used to assess the students. Two tests in each paper per term are conducted.

Q.25. How do the teachers update themselves for discharging their research responsibilities? Give details.

By reading the latest information about the subject, attending work shops and seminars conducted by the University of Mumbai.

Q.26. What is the annual budget allocation of the college to the department? N.A.

Q.27. How much of research funding has been generated by the teachers

from other agencies? N.A.

Q.28. Do the teachers offer consultancy services and earn revenue for the college / department?

Yes No

If yes, how much has been earned during the last two years?
Teachers offer consultancy services to the needy students free of cost.

Q.29. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	1:1		
Success rate (examination results)	96%		
Progression to higher education	10%		
Employment rate	---		
Ratio of part – time teachers to full – time teachers	0:1		
Ratio of academic staff to administrative staff	NA		
Ratio of students to teachers	194:1		

Q.30. Has the department been participating in COSIP / COHSSIP / COSIST?

Yes No

Q.31. Any other highlights:

i) In order to help the slow learners, the department has associated one weak student with one brilliant student for help and guidance. We have requested the bright students to correct class notes regularly to enable the weak students to understand their mistakes and improve. We found this method, which has been introduced at the T.Y.B.A. Course from the academic year 2003 –2004 very helpful.

ii) With regard to project work, information from various news papers and journals is provided to the students.

Department of History

Q.1. Name and address of the department:

Department of History,
K.M.E Society's
G.M.Momin Women's College,
Thane Road,
Bhiwandi.
Dist. Thane.

Q.2. Telephone number/s: 225437 / 225957.

Q.3. Date of establishment of the department 19 June, 1991.

Q.4. Built-up-area of the department in Sq. m: N.A.

Q.5. List the different programmes (Level of study is UG / PG / M.Phil / Ph.D. / Certificate/PG Diploma) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength
UG Paper -I	F.Y.B.A	35	31
UG Paper-II,III	S.Y.B.A	35	33
UG Paper IV,V,VI	T.Y.B.A	35	30
Total			94

Q.6. Provide the number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	01	01
Teachers with Ph.D as the highest qualification	----	----	----
Teachers with M.Phil as the highest qualification	----	----	----
Teachers with P.G. as the highest qualification	---	01	01
Technical staff	----	----	----
Administrative staff	----	----	----

Q.7. Does the department have academic administrative and financial autonomy?

	Yes	No
Academic	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Administration	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, what extent?

Teaching extent.

Q.8. Furnish the number of students in the department during current year.

	Female	Male	Total
Students from the same state where the college is located	94	----	94
Students from other states of India	----	----	----
NRI students	----	-----	-----
Other overseas students	----	----	----
Grand Total	94	----	94

Q.9. Is there a method of assessing the student's academic standing in order to provide enrichment and/or remedial courses?

Yes



No



Regularly conducting class tests, tutorials, group discussions, oral questioning and giving assignments.

Q.10. Furnish the following details (in figures):

- **Books in the department library:** 247Books and 27maps
- **Journals /periodicals subscribed by the department:** Review of Historical Studies (Quarterly)
- **Computers in the Department:** As such computer is not provided to each department but as and when we want to do departmental work, we have access to the Computers from the Cyber Centre or Computers from our College.
- **Research Projects completed during the last three years and their total outlay:** Nil
- **Ongoing Research Projects:** Nil
- **Teachers who have attended national/international workshops/seminar during the last two years:** Nil

Q.11. Mention the following details of the last two batches of students:

	Batch 1			Batch 2		
	Year of entry June1999 Year of passing T. Y. Exam-April- 2002			Year of entry June2000 Year of passing T. Y. Exam-April- 2003		
	UG	PG	TOTAL	UG	PG	TOTAL
Admitted to the programme (entry year FYBA)	33	----	33	50	----	50
Drop outs						
Appeared for the final year exam TYBA.	21	---	21	17	----	17
Passed in the final exam	17	----	17	08	----	08
Passed in first class	02	----	02	00	---	00
University ranks, if any	----	----	----	----	----	----

Q.12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 01

Filled: 01

Q.13. How often were national/international seminars, workshops etc organised at the department.? Nil

Q.14. Are there any international or national links/collaborations for teaching, research or both? No

Q.15. List the teaching staff with their designations, qualifications, fields of specialization, years of experience, age and sex. (in the descending order of seniority):

Name of the teaching staff	Designation	Highest Qualification	Specialisation	Experience in years	Age	Sex
Ms Shameena Shaikh	Lecturer	M.A.	History	11 years	35	F

Q.16. How many of the teaching staff have received national/international recognition as fellows, awardees etc? Nil

Q.17. What percentage of the teaching faculty are engaged in active research (guiding research scholars, operation projects, publishing regularly etc)? Nil

Q.18. List the major thrust areas within the subject in which research activities are being pursued. Nil

Q.19. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facility, major equipments like NMR etc.) acquired over the years? N.A.

Q.20. What is the total number of publications (provide a list) of the department in the last two years? N.A.

Q.21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable? No

Q.22. What is the average work load in terms of actual contact lectures per week per teacher? 21 lectures per Week.

Q.23. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

Minimum of 5 hours and 01 hour on extra curricular activities .

Q.24. Does the department monitor overall performance of students through regular assessments?

Yes No

Tutorials.

Project work.,

Tests and Examination.

Q.25. How do the teachers update themselves for discharging their teaching / research responsibilities? Give details.

Reading books on the subjects and other relevant topics. Attending Memorial lectures and seminars, attending Refresher Courses.

Q.26. What is the annual budget allocation of the college to the department? Nil

Q.27. How much of research funding has been generated by the teachers from other agencies? Nil

Q.28. Do the teachers offer consultancy services and earn revenue for the college / department?

Yes No

If yes, how much has been earned during the last two years?
This service, which the teachers offer, is free of cost.

Q.29. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	1 : 1	----	----
Success rate (examination results)	60%	----	----
Progression to higher education	20.83%	----	----
Employment rate	12.05	----	----
Ratio of part-time teachers to full time teachers.	0:1	----	----
Ratio of academic staff to administrative staff	---	----	----
Ratio of students to teachers	94:1	----	----

Q.30. Has the department been participating in COSIP / COHSSIP / COSIST?

Yes No

Q.31. Any other highlights:

1. Department had organized a Students' Seminar under the Arts Association on the topic "Advertising Manipulating the Public" in September 2001.
2. Students from the department also participated in the Essay Contest organised by the Forum for Faith and Fraternity, Kerala on the topic 'Islam , as I Know 'in 2001.
3. A general knowledge Quiz Contest was conducted in July 2002 for the students of the Arts Faculty.

4. A Guest lecture programme was conducted on the topic “Contribution of Muslims to Maharashtra” by Ex –Principal Dr. D. Dalvi, Dnyansadhana College, Thane in Dec. 2002.
5. A Guest lecture programme was organised by inviting Justice C.L.Thool from the State Human Rights Commission on ‘Protecting Rights of Minorities in Sept.2003.

Ms. Shameena Shaikh

- 1) Completed a Refresher Course in History (University of Mumbai – 1999, (1st - 26 Feb. 1999)
- 2) Attended a Seminar on ‘Indo – Iran Relations held by the University of Mumbai , 7th, 8th, and 9th March 2000)
- 3) Completed second Refresher Course in Social Science University of Mumbai , 27th Nov. - 20th Dec. 2001
- 4) Appointed as Moderator for F.Y.B.A. & S.Y.B.A. History examinations (2002-2003)
- 5) Appointed as a Member of the Syllabus Committee for T.Y.B.A. Paper IV “Medieval India (1000 A.D. 1707 A.D.) (University of Mumbai)

Department of Philosophy

Q.1. Name and address of the department:

Department of Philosophy,
K.M.E Society's
G.M.Momin Women's College,
Thane Road,
Bhiwandi.
Dist. Thane.

Q.2. Telephone number/s: 225437 / 225957.

Q.3. Date of establishment of the department : 24th July,1989.

Q.4. Built-up area of the department in Sq. m: N.A.

Q.5. List the different programmes (Level of study is UG / PG / M.Phil / Ph.D. / Certificate / PG Diploma) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength
UG	F.Y.B.A	35%	30
UG	S.Y.B.A	35%	33
UG	T.Y.B.A	35%	08
TOTAL			71

Q.6. Provide the number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	----	01	01
Teachers with Ph.D as the highest qualification	----	----	----
Teachers with M.Phil as the highest qualification	----	----	----
Teachers with P.G. as the highest qualification	----	01	01
Technical staff	----	----	----
Administrative staff	----	----	----

Q.7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Administration	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, what extent? Teaching extent.

Q.8. Furnish the number of students in the department during the current year.

	Female	Male	Total
Students from the same state where the college is located	71	----	71
Students from other state of India	----	----	----
NRI students	----	----	----
Other overseas students	----	----	----
Grand Total	71	----	71

Q.9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes No

Regularly conducting class tests, tutorials and giving assignments, project work. Also engaging the students in-group discussion, quiz contest.

Q.10. Furnish the following details (in figures):

- **Books in the department library:** 115
- **Journals /periodicals subscribed by the department:- Indian Philosophical Quarterly ;**
- **Computers in the department:**
As such computer is not provided to each department but as and when we have to do our departmental work we have access to the Computers.
- **Research Projects completed during the last three years and their total outlay:**
 - 1) Globalisation, Third World Nations and Human Rights. (Ms..Tabassum)
- **Ongoing Research Projects: -**
Philosophy of Human Rights with Special Reference to Globalisation (Ms..Tabassum)
- **Teachers who have attended national/international workshops/seminar during the last two years:-**

Ms. Tabassum Sheikh:

- 1) Invited by the Department of Civics and Politics to be the discussant for a National Seminar on 'Globalisation and Human Rights' in 2002.
- 2) Attended a National Seminar on 'Globalisation and Latin America' and the 'The Role of IMF and the World Bank in

Africa'organised by the Centre for African Studies, University of Mumbai in October 2002.

- 3) Presented a paper on 'Globalisation, Development and Human Rights Violation of Women in Developing Countries'
This international seminar organised by the Institute for World Congress on Human Rights in collaboration with Centre for Human Rights Teaching and Research, Jawaharlal Nehru University, New Delhi in November 2002.
- 4) Attended a two day lecture programme by Prof Bandopadhyay on "Collective Security and the Third World" and "Democracy and World Order" in December 2001 jointly organized by Centre for African Studies and UGC Academic Staff College.
- 5) Only candidate recommended by the Department of Civic and Politics, University of Mumbai to be sent to Strasbourg (France) for a period of one month for training in Human Rights in the year 2000.

Q.11. Mention the following details of the last two batches of students:

	Year of entry June1999 Year of passing T. Y. Exam-April- 2002			Year of entry June2000 Year of passing T. Y. Exam-April- 2003		
	UG	PG-	TOTAL	UG	PG	TOTAL
Admitted to the programme (entry year FYBA)	31	----	31	----	----	----
Drop outs	----	----	----	----	----	----
Appeared for the final year exam TYBA.	----	----	----	----	----	----
Passed in the final exam	----	----	----	----	----	----
Passed in first class	----	----	----	----	----	----
University ranks, if any	----	----	----	----	----	----

Q.12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 01
Filled: 01

Q.13. How often were national/ international seminars, workshops etc organised at the department.?

At the state level our college had organized a one day seminar on "Institutional Innovation in Promoting Human Rights in Democratic Societies" in the year 2002 for which Ms. Tabassum Sheikh was the

coordinator. In this seminar the resource people invited were of National and International repute.

Q.14. Are there any international or national links/collaborations for teaching, research or both.?

In the year 2001, Ms. Tabassum was sent on an Exchange Programme to Nigeria by the Center for Study of Developing Societies (CSDS) New Delhi, which was in collaboration with Centre for Democracy and Development (CDD), Nigeria and London. She was one among the three research scholars who were sent after a highly competitive selection for a period of three months to study the impact of ‘Globalisation on Third World Countries’ in Nigeria.

Q.15. List the teaching staff with their designations, qualifications, fields of specialization, years of experience, age and sex.(in the descending order of seniority):

Name of the Teaching staff	Designation	Highest Qualification	Specialisation	Experience in years	Age	Sex
Ms.Tabassum	Lecturer	M.A.	Philosophy	12 yrs	36	F

Q.16. How many of the teaching Staff have received national / international recognition as fellows, awardees etc?

Ms.Tabassum Sheikh.

Q.17. What percentage of the teaching faculty are engaged in active research (guiding research scholars, operating projects, publishing regularly etc)? 100%

Q.18. List the major thrust areas within the subject in which research activities are being pursued?

- Philosophy of Human Rights
- Human Rights and Globalisation
- London School of Economics and Political Science has assigned Ms. Tabassum Sheikh to review a book titled ‘Political Islam in South East Asia, Radicals, Moderates and Terrorists’.

Q.19. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facility, major equipments like NMR etc.) acquired over the years? N.A

Q.20. What is the total number of publications (provide a list) of the department in the last two years? N.A.

Q.21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?
No.

Q.22. What is the average work load in terms of actual contact lectures per week per teacher? Maximum 24 Lectures

Q.23. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

Five hours are spent on academic matters. Apart from this one hour is spent on various committees' work.

Q.24. Does the department monitor overall performance of students through regular assessments?

Yes No

We monitor the overall performance of the students on the basis of their daily attendance, periodical tests, participation in extra curricular activities, and assistance in various committees' work.

Q.25. How do the teachers update themselves for discharging their teaching / research responsibilities? Give details.

By reading journals of their subject and attending seminars, workshops, conferences conducted by the University department and also by other colleges.

Q.26. What is the annual budget allocation of the college to the department? Nil

Q.27. How much of research funding has been generated by the teachers from other agencies? Nil

Q.28. Do the teachers offer consultancy services and earn revenue for the

college / department?

Yes No

If yes, how much has been earned during the last two years?

Our consultancy services are free of cost.

Q.29. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	1:1	----	----
Success rate (examination results)	68.04%	----	----
Progression to higher education	10%	----	----
Employment rate	10%	----	----
Ratio of part-time teachers to full time teachers.	0:1	----	----
Ratio of academic staff to administrative staff		----	----
Ratio of students to teachers	71:1	----	----

Q.30. Has the department been participating in COSIP / COHSSIP / COSIST?

Yes No

Q.31. Any other highlights:

Ms. Tabassum Sheikh

1. Invited by the Department of Civics and Politics to be the discussant for a National Seminar on 'Displacement and Emerging Humanitarian Concern' in 1999.
2. Appointed as a Member of the Board of Studies in "Philosophy and Logic" in the year 2002 for a period of 5 years.
3. Examiner in the subject of philosophy in the University of Mumbai.
4. Post graduate Lecturer in Philosophy.
5. Had been the joint secretary of Bombay Philosophical Society.
6. Had been the NSS Programme officer in G.M.Momin Women's College, Bhiwandi.
7. Co-ordinated a work-shop on "Role of Police and Public in maintaining Communal Harmony".

8. Coordinated a State level seminar on 'Institutional Innovations in Promoting Human Rights in Democratic Societies ' in the year 2001.

Department of Psychology

Q.1. Name and address of the department:

Department of Psychology,
K.M.E Society's
G. M. Momin Women's College,
Thane Road,
Bhiwandi.
Dist. Thane.

Q.2. Telephone number/s:

225437 / 225957

Q.3. Date of establishment of the department : 24th July, 1989.

Q.4. Built-up area of the department in sq. m. NA

Q.5. List the different programmes (Level of Study = UG / PG / M.Phil / Certificate / Diploma / PG Diploma) offered by the department together with the details required below

Programme	Level of study	Cut-off marks at entry level in %	Student strength
UG	F.Y.B.A	35%	49
UG	S.Y.B.A	35%	23
Total			72

Q.6. Provide the number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	01	00	01
Teachers with Ph.D. as the highest qualification	-----	-----	-----
Teachers with M.Phil as the highest qualification	-----	-----	-----
Teachers with PG as the highest qualification	-----	-----	-----
Technical staff	-----	-----	-----
Administrative staff			

Q.7 Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Administration	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes, what extent?	Teaching extent.	

Q.8. Furnish the number of students in the department during the current year:

	Female	Male	Total
Students from the same state where the college is located	72	-----	72
Students from other states of India	-----	-----	-----
NRI students	-----	-----	-----
Other overseas students	-----	-----	-----
Grand Total	72	-----	72

Q.9. Is there a method of assessing the students' academic standing in order to provide enrichment and / or remedial courses?

Yes No

Regular class tests, group discussions. Appropriate and adequate assistance is rendered to the slow learners.

Q.10. Furnish the following details (in figures)

Books in the department library: 74

Journals / periodicals subscribed by the department:

Computers in the department:

As such the department does not have its own computers but computers that are there in the college Computer room and I.T. Laboratory are made available to the staff.

Research projects completed during the last three years and their total outlay: Nil

Ongoing research projects: Nil

Teachers who have attended national / international workshops / seminars during the last two years: Nil

Q.11. Mention the following details of the last two batches of students:

	Batch 1			Batch 2		
	Year of entry 2000-			Year of entry 2001		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)F.Y.B.A.	46		46	30		30
Drop-outs						
Appeared for the final year exam. S.Y.B.A.	42		42	23		23
Passed in the final exam	42		42	23		23
Passed in first class.	04		04	06		06
University ranks , if any	—	—	—	—	—	—

Q.12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 01 P.T.
Filled: 01 P.T.

Q.13. How often were national /international seminars, workshops etc. organized at the department? Nil

Q.14. Are there any international or national links / collaborations for teaching, research or both? NIL

Q.15. List the teaching staff, with their designations, qualifications, fields of specialization, years of experience, age and sex (in the descending order of seniority):

Name of the Teaching staff	Designation	Highest Qualification	Specialisation	Experience in years	Age	Sex
Mr. Al Abrar Ansari	Lecturer	M.A.	Psychology	07 years	42	Male

Q.16. How many of the teaching staff have received national / international recognition as fellows, awardees etc.? None

Q.17. What percentage of the teaching faculty are engaged in active research (guiding research scholars, operating projects, publishing regularly, etc.)? N.A.

Q.18. List the major thrust areas within the subject in which research activities are being pursued. N.A.

Q.19. What are the basic and advanced facilities (like Botanical garden, field laboratories, animal house, computing facility, major equipment like NMR etc.) acquired over the years? N.A.

Q.20. What is the total number of publications (provide a list) of the department in the last two years? None so far

Q.21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?
Nil.

Q.22. What is the average work load in terms of actual contact lectures per week per teacher? 10 lectures

Q.23. What is average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?
Two hours each day.

Q.24 Does the department monitor overall performance of students through regular assessments?

Yes No

If yes, give methods and details of assessment.

Class tests and assignments are used to assess the students. Two tests in each paper per term are conducted.

Q.25. How do the teachers update themselves for discharging their research responsibilities? Give details.

By reading latest information about the subject..

Q.26. What is the annual budget allocation of the college to the department? N.A.

Q.27. How much of research funding has been generated by the teachers from other agencies? N.A.

Q.28. Do the teachers offer consultancy services and earn revenue for the college / department?

Yes No

If yes, how much has been earned during the last two years?
Students are counselled free of cost as and when the need arises.

Q.29. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	1:1		
Success rate (examination results)	100%		
Progression to higher education	5%		
Employment rate	10%		
Ratio of part – time teachers to full – time teachers	1 : 0		
Ratio of academic staff to administrative staff	----		
Ratio of students to teachers	72:1		

Q.30. Has the department been participating in COSIP / COHSSIP / COSIST?

Yes No

Q.31. Any other highlights

The department counsells the depressed students and helps them to overcome their psychological and emotional problems.

The department encourages the students to bring out their potentialities and help the students towards their all round development based on their aptitude, ability intelligence and attitude. Students eagerly take the advantages of the Counseling services available in the department of psychology.

Department of Hindi

Q.1. Name and address of the department :

Department of Hindi
K.M.E Society's
G. M. Momin Women's College,
Thane Road,
Bhiwandi.
Dist. Thane.

Q.2. Telephone number/s: 225437 / 225957

Q.3. Date of establishment of the department: 1st September, 1994.

Q.4. Built up area of the department in sq. m. NA

Q.5. List the different programmes (Level of Study = UG / PG / M. Phil / Certificate / Diploma / PG Diploma) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student Strength
UG	F.Y.B.A	35%	27

Q.6. Provide the number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	00	01	01
Teachers with Ph.D. as the highest qualification	00	00	00
Teachers with M.Phil as the highest qualification	-----	01	01
Teachers with PG as the highest qualification	-----	-----	-----
Technical staff	-----	-----	-----
Administrative staff	-----	-----	-----

Q.7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Administration	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, what extent?

Teaching extent.

To conduct activities

Q.8. Furnish the number of students in the department during the current year?

	Female	Male	Total
Students from the same state where the college is located	27	-----	27
Students from other states of India	-----	-----	-----
NRI students	-----	-----	-----
Other overseas students	-----	-----	-----
Grand Total	27	-----	27

Q.9. Is there a method of assessing the students' academic standing in order to provide enrichment and / or remedial courses?

Yes



No



Regular class tests, group discussions, and question answer sessions are conducted whereby the bright and the weak students are identified and helped accordingly. The Department has made pairs of one bright and one slow learner and requested the bright student to check and to correct the class notes which will then be corrected by the staff. Appropriate and adequate encouragement is given to the fast learners.

Q.10. Furnish the following details (in figures):

Books in the department library: 40

Journals / periodicals subscribed by the department: Refer library inputs

Computers in the department: As such the department does not have its own computers, but computers that are there in the college computer room and I.T. Laboratory are made available to the staff.

Research projects completed during the last three years and their total outlay: Nil

Ongoing research projects: Nil

Teachers who have attended national / international workshops / seminars during the last two years **NIL**

Q.11. Mention the following details of the last two batches of students:

	Batch 1			Batch 2		
	Year of entry June2001			Year of entry June2002		
	UG	PG	TOTAL	UG	PG	TOTAL
Admitted to the programme (entry year FYBA)	28		28	30		30
Drop Outs						
Appeared for the final exam. F.Y.B.A. .	26		26	27		27
Passed in the final exam	26	---	26	26	---	26
Passed in first class	07	--	07	09	---	09
University ranks, if any	----	----	----	----	----	----

Q.12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 01 (CHB)
Filled: 01 (CHB)

Q.13. How often were national / international seminars, workshops etc. organized at the department None so far.

Q.14. Are there any international or national links / collaborations for teaching, research or both? Nil

Q.15. List the teaching staff, with their designations, qualifications, fields of specialization, years of experience, age and sex (in the descending order of seniority)

Name of the Teaching staff	Designation	Highest Qual.	Speciali-sation	Experi-ence in years	Age	Sex
Mrs.Nivedita Walia	Lecturer(CHB)	M.Phil	Hindi	03 Yrs	35	Female

Q.16. How many of the teaching staff have received national / international recognition as fellows, awardees etc.? NONE

Q.17. What percentage of the teaching faculty are engaged in active research (guiding research scholars, operating projects, publishing regularly, etc.)?

N.A.

Q.18. List the major thrust areas within the subject in which research activities are being pursued.

N.A.

Q.19. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facility, major equipment like NMR etc.) acquired over the years?

N.A.

Q.20. What is the total number of publications (provide a list) of the department in the last two years?

None so far

Q.21. Have any one of the teaching programmes been dropped because it

lost its immediate relevance or because it was not viable?

NO

Q.22. What is the average work load in terms of actual contact lectures per week per teacher?

04 Lectures per week

Q.23. What is average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

05 hours per week.

Q.24. Does the department monitor overall performance of students through regular assessments?

Yes



No



If yes, give methods and details of assessment.

Class tests, assignments and oral questioning are used to assess the students. Two tests per term are conducted.

Q.25. How do the teachers update themselves for discharging their research responsibilities? Give details.

By reading the latest information about the subject, attending work shops and seminars conducted by the University of Mumbai.

Q.26. What is the annual budget allocation of the college to the

department? NA

Q.27. How much of research funding has been generated by the teachers

from other agencies? NA

Q.28. Do the teachers offer consultancy services and earn revenue for the

college / department?

Yes No

If yes, how much has been earned during the last two years?

Q.29. Furnish the following details

Particulars	UG	PG	Research
Ratio of applications to available seats	1:1		
Success rate (examination results)	100%		
Progression to higher education	5%		
Employment rate	10%		
Ratio of part – time teachers to full – time teachers	0 : 1		
Ratio of academic staff to administrative staff	NA		
Ratio of students to teachers	27:1		

Q.30. Has the department been participating in COSIP / COHSSIP / COSIST?

Yes No

Q.31. Any other highlights

Few years back, the strength of the students in the department was low. Due to the sincere efforts of the teacher the strength of students in Hindi is increasing year after year.

Department of Foundation Course

Q.1. Name and address of the department:

Department of Foundation Course,
K.M.E Society's
G.M.Momin Women's College,
Thane Road,
Bhiwandi.
Dist. Thane.

Q.2. Telephone number/s:

225437 / 225957.

Q.3. Date of establishment of the department : 24th July,1989.

Q.4. Built-up area of the department in Sq. m: N.A.

Q.5. List the different programmes (Level of study is UG / PG / M.Phil / Ph.D. / Certificate / PG Diploma) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength
UG	F.Y.B.A	35%	137
UG	S.Y.B.A	35%	117
UG	F.Y.B.Com	35%	27
UG	S.Y.B.Com	35%	28
UG	F.Y.B.Sc.	35%	109
UG	S.Y.B.Sc.	35%	114
TOTAL			532

Q.6. Provide the number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	01	06	07
Teachers with Ph.D as the highest qualification	----	----	----
Teachers with M.Phil as the highest qualification	----	----	----
Teachers with P.G. as the highest qualification	01	06	07
Technical staff	----	----	----
Administrative staff	----	----	----

Q.7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Administrative	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, what extent?

- 1) Teaching extent.
- 2) To distribute workload amongst the staff.
- 3) To adopt any new method of teaching.

Q.8. Furnish the number of students in the department during the current year.

	Female	Male	Total
Students from the same state where the college is located	532	----	532
Students from other states of India	----	----	----
NRI students	----	-----	-----
Other overseas students	----	----	----
Grand Total	532	----	532

Q.9. Is there a method of assessing the students' academic standing in order to provide enrichment and / or remedial courses?

Yes No

Attendance , class tests, first term end examination, assignments, project work, students' participation in various academic activities and students' seminar.

Q.10. Furnish the following details (in figures):

- **Books in the department library:** 17
- **Journals /periodicals subscribed by the department:**
Periodicals are subscribed (through the library).
- **Computers in the department:** As such computer is not provided to each department but as and when the staff have to do any departmental work they have access to the Cyber Centre, Computer Lab and Computer room.

➤ **Research projects completed during the last three years and their total outlay:**

Globalisation, Third World Nations and Human Rights.

(Ms.Tabassum Sheikh)

➤ **Ongoing Research projects:**

Philosophy of Human Rights with special reference to Globalisation (Ms.Tabassum)

➤ **Teachers who have attended national/international workshops/seminar during the last two years:**

Prin. (Mrs) K. Balasubramanian

Ms. Tabassum Sheikh

- 1) Invited by the Department of Civics and Politics to be the discussant for a National seminar on ‘Globalisation and Human Rights’ in 2002.
- 2) Attended a National seminar on ‘Globalisation and Latin America’ and the ‘The Role of IMF and the World Bank in Africa’ organised by the Center for African Studies, University of Mumbai in October 2002.
- 3) Presented a paper on ‘Globalisation, Development and Human Rights Violation of Women in Developing Countries, in an International seminar organised by the institute for World Congress on Human Rights in collaboration with the Centre for Human Rights Teaching and Research, Jawaharlal Nehru University, New Delhi in November 2002.

Q.11. Mention the following details of the last two batches of students:

	Class	Batch 1			Batch 2		
		Year of entry 2000			Year of entry 2001		
		UG	PG	TOTAL	UG	PG	TOTAL
Admitted to the programme (Entry year)	F.Y.B.A.	120	----	120	140	----	140
	F.Y.B.Com	12		12	23		23
	F.Y.B.Sc.	77		77	119		119
Drop outs		----	----	----	----		
Appeared for the final year exam	S.Y.B.A.	105	----	105	121	----	121
	S.Y.B.Com	12		12	25		25
	S.Y.B.Sc	69		69	92		92
Passed in the final exam	.S.Y.B.A.	85	----	85	104	----	104
	S.Y.B.Com	12		12	24		24
	.S.Y.B.Sc	62		62	89		89

Passed in first class	S.Y.B.A	22	----	22	53	----	53
	S.Y.BCom	06		06	12		12
	S.Y.B Sc.	22		22	39		39
University ranks, if any		----	----	----		----	----

Q.12. What is the sanctioned teaching staff strength and the present position?

Sanctioned :

Filled :

Workload of F.C is distributed to teachers of various departments.

Q.13. How often were national / international seminars, workshops etc organised at the department?

A one day State Level Seminar on “Institutional Innovations in Promoting Human Rights in Democratic Societies was arranged on 7th of January 2002 in our college.

Q.14. Are there any international or national links/collaborations for teaching, research or both?

In the year 2001, Ms.Tabassum was sent on an Exchange Programme to Nigeria by the Center for Study of Developing Societies (CSDS) New Delhi, which was in collaboration with Centre for Democracy and Development (CDD), Nigeria and London. She was one among the three research scholars who were sent after a competitive selection for a period of three months to study the impact of ‘Globalisation on Third World Countries’ in Nigeria.

Q.15. List the teaching staff with their designations, qualifications, fields

of specialization, years of experience, age and sex (in the descending order of seniority):

Name of the teaching staff	Designation	Highest Qualification	Specialisation	Experience in years	Age	Sex
Prin. Kamala B.	Principal	M.Sc.	Physics	27 yrs	51	F
Ms.Tabassum Shaikh	Lecturer	M.A.	Philosophy	12 yrs	36	F
Mr.Jayaraj K.	Lecturer	L.L.M.	Business Law	3 yrs	35	M
MsNazneen Momin	Lecturer	M.Com.	Commerce	1 yr	24	F
Ms.Lakshmishree C.	Lecturer	M.Sc. SET	Botany	6 months	28	F

Mrs. Vrushali Patil	Lecturer	M.Sc	Botany	3 yrs	28	F
Ms. Rafiya Umrani	Lecturer	M.Sc.M.Ed NET,SET (Ed)	Botany	2 yrs 6months	30	F.

Q.16. How many of the teaching staff have received national / international recognition as fellows, awardees etc.?

I. Prin. Kamala Balasubramanian

- 1) Received the DG's Cane of Honour (National level) for the NCC-Best All Round Officer Trainee Award at Gwalior.
- 2) Recipient of the Bhandup Dronacharya Award for 1997-98 for Outstanding Contribution in Education.
- 3) Received an award for showing administrative traits in managing the college of Arts, Science and Commerce from His Excellency Shri. P.C. Alexander, the former Governor of Maharashtra.

II. Ms. Tabassum Sheikh.

Has attended Seminars & Conferences as mentioned in the highlights.

Q.17. What percentage of the teaching faculty are engaged in active research (guiding research scholars, operating projects, publishing regularly etc)? Ms. Tabassum Sheikh.

Q.18. List the major thrust areas within the subject in which research activities are being pursued?

- Philosophy of Human Rights.
- Human Rights and Globalisation.
- London School of Economics and Political Science had assigned Ms. Tabassum Sheikh, Lecturer in Philosophy Department to review a book titled '**Political Islam in South East Asia; Radicals, Moderates and Terrorists**'

Q.19. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facility, major equipments like NMR etc.) acquired over the years?

N.A.

Q.20. What is the total number of publications (provide a list) of the department in the last two years? N.A.

Q.21. Have any one of the teaching programmes been dropped because it

lost its immediate relevance or because it was not viable?
No.

Q.22. What is the average workload in terms of actual contact lectures per week per teacher?

Maximum 03 Lectures per paper per week

Q.23. What is the average time spent by a teacher with students and how

much time is spent on committees that deal with academic matters?

Maximum time

Teachers spend five hours on academic matters, apart from this staff spend their time about one or two hours on various committee's work.

Q.24. Does the department monitor overall performance of students through regular assessments?

Yes No

We monitor the overall performance of the students on the basis of their daily attendance, periodical tests, participation in extra curricular activities, and students' involvement in various activities.

Q.25. How do the teachers update themselves for discharging their teaching / research responsibilities? Give details.

By reading journals attending seminars, workshops, conferences conducted by the University, and other institutions.

Q.26. What is the annual budget allocation of the college to the department?

Nil.

Q.27. How much of research funding has been generated by the teachers

from other agencies? Nil.

Q.28. Do the teachers offer consultancy services and earn revenue for the

college / department?

Yes No

If yes, how much has been earned during the last two years?

Free of cost.

Q.29. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	1:1	----	----
Success rate (examination results)	75%	----	----
Progression to higher education	----	----	----
Employment rate	----	----	----
Ratio of part-time teachers to full time teachers.	----	----	----
Ratio of academic staff to admt. staff	----	----	----
Ratio of students to teachers	77:01	----	----

Q.30. Has the department been participating in COSIP / COHSSIP / COSIST?

Yes No

Q.31. Any other highlights:

Prin. Kamala Balasubramanian.

- 1) Introduced the Optional Paper in Foundation Course i.e. “ Citizen, Citizenship Awareness and Training in Citizenship” for the F.Y. students.
- 2) Presented a paper on “ Adult Education in India with a focus on Grass Root Level and Women” at an International conference held at Kuala Lumpur, Malayasia (September 16 -20, 1990)
- 3) Participated in the twenty third programme on “ Management of Education Systems” held at the Administrative Staff College of India, Hyderabad (August 10 to 15, 1992)
- 4) Participated in “ A Preliminary Meeting of Experts” to introduce women’s issues in academic programmes held with the Vice-Chancellor. Dr. Snehalata Deshmukh, University of Mumbai (July 1995)
- 5) Certificate of Appreciation for being a resource person at the seminar on “ Use of Modern Techniques in Classroom Teaching” from National Education Society, Bhandup on August 2, 1996.
- 6) An article in an International publication “ An Overall Indian View on Adult and Continuing Education and Extension,”
- 7) Participated as an expert in a panel discussion on “ Education – Industry Linkage by NIS, Sparta (March 98).

- 8) Participated in the International Workshop on Global Trends in Adult Learning organized by the University of Mumbai on 20th April 1998
- 9) Successfully completed the Refresher Course in Adult and Continuing Education and Extension conducted by the University of Mumbai from 22nd March 1999 to 16th April 1999 under the sponsorship of the UGC.
- 10) Attended Principals' conference held on 20/12/2000 at Vashi, Navi Mumbai.
- 11) Presided over the Vocationals Guidance Seminar held on 25/01/2001 at Rafiuddin Fakhri Boys' High School, Bhiwandi.
- 12) Attended an All India Conference on "Universal values in Higher Education" conducted by the education wing of Rajyoga Education and Research Foundation for three days from 14 – 16th October 2001 (inclusive of Sunday) at Mount Abu (Rajasthan) and presented a paper on "Education in Universal values is the key to solving National problems"
- 13) Invited by the Rotary Club of Bhiwandi on Sunday, 28th October 2001 as a resource person for RYLA for women. Delivered a lecture on "Child / Parent/ Teacher Relationship"
- 14) Presented a paper at the 22nd Annual Conference of Principals held by Federation of Principals' Association on the topic "Revolutionize Higher Education for Generation Next" on the 29th and 30th December 2001.
- 15) Convened the college Seminar on "Institutional Innovations in Promoting Human Rights" held on January 7, 2002.
- 16) Participated in a National Seminar organized by the Dayanand Institute of Education Management and Research at Vashi, from 29/7/02 to 31/7/02
- 17) Attended a workshop on NAAC "Quality Assurance and Excellence in Education" held on 17/8/02 at Malad college.
- 18) Attended the Principals' Conference held by the Jt. Director, at Bhavan's College, Andheri (W) on 4th October 2002.
- 19) Addressed the students of Samadiya High School and Junior College on 18th February 2003, as the Chief Guest of the Annual Cultural Programme and Prize Distribution.
- 20) Attended an International Conference on "Education India" held at Nehru Centre, Worli on 29/03/03
- 21) Attended a one-day workshop on "Financing Higher Education" on 30th of April 2003 at Birla College.
- 22) Attended a Seminar on the 13th of September 2003 at St. Xavier's College on "Are Muslim Women an oppressed lot?"

- 23) Attended along with our college students, and NSS programme officer, a one day workshop on “ Integrated Personality for an Integrated Nation” on 27th September 2003, at Lonavala.
- 24) Attended and actively participated in a three day State Level Workshop on “ College Administration” on 17th, 18th and 19th October 2003 at J.S. M. College, Alibaug.
- 25) Nominated by the University of Mumbai, as the Member of the Advisory Committee of NSS unit, University of Mumbai, for the academic year 2003-04.
- 26) Conducted many Seminars, Workshops and Conferences on various social issues from time to time, in the college.

Ms. Tabassum Sheikh

- 1) Send by the Department of Civics and politics, University of Mumbai to Strasbourg (France) for a period of one month for training in Human Rights in 2000.
- 2) Has successfully completed her Diploma Course in Human rights, Department of Civics and Politics, University of Mumbai.
(Other details about Ms Tabassum Sheikh are given in the Department of Philosophy Input page no).

Department of Zoology

Q.1. Name and address of the department:

Department of Zoology,
K.M.E Society's
G.M.Momin Women's College,
Thane Road,
Bhiwandi.
Dist. Thane.

Q.2. Telephone number/s: 225437 / 225957

Q.3. Date of establishment of the department 11th July, 1994.

Q.4. Built-up-area of the department in Sq. m: 93.76 sq. m

Q.5. List the different programmes (Level of study is UG / PG / M.Phil / Ph. D. / Certificate / PG Diploma) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength
UG	F.Y.B.Sc.	35%	80
UG	S.Y.B.Sc.	35%	109
UG	T.Y.B.Sc.	35%	33
TOTAL			222

Q.6. Provide the number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	02	03	05
Teachers with Ph.D as the highest qualification	01	----	01
Teachers with M.Phil as the highest qualification	----	----	----
Teachers with P.G. as the highest qualification	01	03	04
Technical staff	----	----	----
Administrative staff	02	01	03

Q.7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Administrative	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, what extent

- 1) Teaching extent
- 2) Yes, The H.O.D. looks after the day to day working of the Department
- 3) Teaching Plan and practicals are discussed and then implemented accordingly.

Q.8. Furnish the number of students in the department during current year.

	Female	Male	Total
Students from the same state where the college is located	F.Y.B.Sc. 80 S.Y.B.Sc. 109 T.Y.B.Sc. 33	----	222
Students from other state of India	----	----	----
NRI students	----	-----	-----
Other overseas students	----	----	----
Grand Total	222	----	222

Q.9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses

Yes No

- * Periodical Tests are conducted and the students are judged from their performance. Weak students /Slow Learners and good students are guided separately by the teachers.
- * Parents are informed about their performance. Opinion of parents are also entertained. Parents week is organised every year
- * Term end examination is conducted in the month of October.
- * Special coaching is conducted for students based on their performance in the examination.
- * Students seminar are organised especially organised for the T.Y.B.Sc students. Topics are allotted to each student. Under the guidance of the concerned teacher, students display their presentations.

Q.10. Furnish the following details (in figures):

- **Books in the department Library:** 182
- **Journals /Periodicals subscribed by the department:**
Refer Library list of periodicals.
- **Computers in the Department:**
Teachers are allowed to use the Computers in the Computer Laboratory as well as in the Cyber Centre.
- **Research Projects completed during the last three years and their total outlay:**
Nil.
- **Ongoing Research Projects:**
Nil.
- **Teachers who have attended national/international workshops/seminar during the last two years:**

Q.11. Mention the following details of the last two batches of students:

	Batch 1			Batch2		
	Year of entry June1999			Year of entry June2000		
	Year of passing			Year of passing		
	T. Y. Exam-April-2002			T. Y. Exam-April-2003		
	UG	PG	TOTAL	UG	PG	TOTAL
Admitted to the programme (entry year)	57		57	77		77
Drop Outs	--		--	--		--
Appeared for the final year exam	37		37	30		30
Passed in the final exam	32		32	20		20
Passed in first class	10		10	04		04
University ranks, if any						
REASONS FOR DROPOUT → i> Marriage ii> Professional courses iii> Students opting for other options available.						

Justification for drop outs

- * Students are offered three major subjects at F.Y. level . Out of the three majors , they opt for one major at the T.Y. level, and drop the other two subjects.
- * Marriage of students.

Q.12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 06 (05 Full time 01 CHB)

Filled: 05 (Full time)

(Work load of CHB is shared by the existing staff in the department)

Q.13. How often were national/international seminars, workshops etc organised at the department. Nil

Q.14. Are there any international or national links/collaborations for teaching, research or both?

Yes, the department is planning to have national links Presently it is linked with the Maulana Azad National Urdu University. The department conducts Zoology practicals of S.Y.B.Sc and T.Y.B.Sc. for the students of the above University.

Q.15. List the teaching staff with their designations, qualifications, fields of specialization, years of experience, age and sex. (in the descending order of seniority):

Name of the Teaching staff	Designation	Highest Qualification	Specialisation	Experience in years	Age	Sex
Dr. Nisar Shaikh	Lecturer	Ph.D	Marine Zoology	09	41	M
Mr. Anis A.B. Choudhery	Lecturer	M.Sc	Marine Zoology	06	31	M
Ms. Akila Baig	Lecturer	M.Sc.	Marine Zoology	04	27	F
Mrs. Bandana Sharma	Lecturer	M.Sc. M.Tech GATE,NET	Cytology & Molecular Genetics	03	33	F
Ms. Shabana Shaikh	Lecturer	M.Sc	Endocrinology	02	25	F

Q.16. How many of the teaching Staff have received National / international recognition as fellows, awardees etc? Nil

Q.17. What percentage of the teaching faculty are engaged in active research (guiding research scholars, operation projects, publishing regularly etc)? 60%

Q.18. List the major thrust areas within the subject in which research activities are being pursued.

1. Some ecological aspects of Tansa river.
2. Ecotoxicological and Physiological studies of Lepidocephatetheyes thermalis.

3. Ecological aspect of drinking water of Bhiwandi City.
4. Hydrology of Varal Devi Lake.
5. Ecology of Salt pans.

Q.19. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facility, major equipments like NMR etc.) acquired over the years?

Botanical garden
 Computer facility
 Internet facility

Q.20. What is the total number of publications (provide a list) of the department in the last two years?

1. Study of primary productivity of Tansa river.
2. Analysis of drinking water of Bhiwandi city.
3. Seasonal changes of CO₂, O₂ & pH in Tansa river.
4. Effect of Roger 30E on proteins in muscle of L. thermals
5. Effect of Roger 30E on protein and glycogen in muscle of L thermals.
6. Effect of Roger 30E and respiratory response of L. thermals.
7. Effect of Cu, pH and Zn on respiratory response of L. thermals.
8. Biodiversity of Plankton of Tansa river.

Q.21. Have any one of the teaching programmes been dropped because it

lost its immediate relevance or because it was not viable? Nil

Q.22. What is the average work load in terms of actual contact lectures per week per teacher?

H.O.D	(L ₁)	Full Time	20.
Lecturer	(L ₂)	Full Time	20
Lecturer	(L ₃)	Full Time	23
Lecturer	(L ₄)	Full Time	21
Lecturer	(L ₅)	Full Time	22

Q.23. What is the average time spent by a teacher with students and how

much time is spent on committees that deal with academic matters?

- 1) 5hrs with the students

2) 1hr is spent on Committees and other academic matters.

Q.24. Does the department monitor overall performance of students through regular assessments?

Yes No

- Periodical Test.
- Students' Seminars.
- Assignment.
- Class room activities.
- Term End Examination.
- Participation in various other activities.

Q.25. How do the teachers update themselves for discharging their teaching / research responsibilities. Give details.

Teachers update themselves by attending Conferences, Workshops and Seminars conducted by the Board of Studies, University of Mumbai. Teachers visit the British Council Library and the University Library.

Q.26. What is the annual budget allocation of the college to the department?

Rupees 64,000 for 2002-03

Q.27. How much of research funding has been generated by the teachers

from other agencies? Nil

Q.28. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes No

If yes, how much has been earned during the last two years?

The teachers offer consultancy services to the students free of cost.

Q.29. Furnish the following details:

Particulars	UG	PG	Research
-------------	----	----	----------

Ratio of applications to available seats	1 : 1	----	----
Success rate (examination results)	68%	----	----
Progression to higher education	20%	---	----
Employment rate	8%	---	----
Ratio of part-time teachers to full time teachers.	0 : 5	----	----
Ratio of academic staff to administrative staff	----	----	----
Ratio of students to teachers	44:1	----	----

Q.30. Has the department been participating in COSIP / COHSSIP / COSIST?

Yes No

Q.31. Any other highlights:

The Department had organised Inter Class Model Competition, Boat Making Competition and Exhibition. It has plans to organize an Intercollegiate event for the student of Zoology of the University of Mumbai.

Teachers attend Seminars, Workshops, with regard to the syllabus of F.Y.B.Sc, S.Y.B.Sc, and T.Y.B.Sc from time to time and keep themselves updated. Contribution of the staff to the department and college is given below :

1-Dr. Nisar Shaikh (Head of the Department)

Research:

Awarded Ph.D. degree by the University of Mumbai on the work “Some Ecological Aspects of Tansa River” in January, 2003.

Publications:

1. Published a research paper on “Respiratory response of fresh water fish, *Lepidocophalecthes thermalis* to Rogor 30E” in Indian Journal of Comparative Animal Physiology Vol.19 (2001) P.21-23
2. Published a research paper on “Studies on Primary Productivity of Tansa River” in an International Journal devoted to Nature, Natural Resource Conservation and Environment,” Journal of Nature Conservation.” Vol.15 No 1 June 2003 p.125-130.
3. Published a research paper as ‘Seasonal temperature changes and their influence as free carbon dioxide, dissolved oxygen and P^H in Tansa river of Thane District, Maharashtra’, in the Journal of Aquatic Biology Vol.18 (1) 2003 P.73-75

4. Published a research paper on “Physicochemical analysis of drinking water from Bhiwandi city, Maharashtra” in the Journal Aquatic Biology Vol. 18(2); 2003 p.76-77

National Symposium:

Presented a research paper on “Effects of Endosulfan and Fenvalerate on metabolism of Lepidocophalecthyes thermales” during 23rd Annual session of The Academy of Environmental Biology and National Symposium as “Recent trends in Biology and Biotechnology” organized by Department of Zoology, Shivaji University, Kolhapur on October 9-11,2003.

International Conference:

Participated and presented a Research paper in a conference held during February 7-11, 2000 organized by the Department of Zoology, of the Institute of Science, Mumbai.

PG Teacher: Recognized as a teacher of the University for the M.Sc. degree in Zoology by papers with effect from 4.1.2000. by the University of Mumbai.

Local Managing Committee:

A member of college Local Managing Committee 1999-2000.

Academic:

1. Worked as an Examination Committee Member.
2. Working as a Convenor of Examination Committee since 2002 .
3. Working as a Convenor of College Time Table Committee .
4. Worked as a Member of Discipline Committee .
5. Worked as a Member in Library Committee during 2002-2003.
6. Member of NAAC Steering Committee.
7. Worked as Moderator for S.Y.B.Sc. examinations.
8. Appointed as Examiner for University theory and practical examinations (Zoology)

Extra Curricular Activities

1. Worked as N.S.S. Programme Officer.
2. Worked as Convenor of Sports Committee.

Orientation/Refresher Course (under the sponsorship of the UGC)

1. Completed the Orientation programme conducted by the Academic Staff College, from 16-4-1996 to 15-5-1996.

2. Completed the Refresher course in Biosciences conducted by the Academic Staff College, University of Mumbai from 26-9-2003 to 18-10-2003

Orientation/Refresher Course (sponsored by the Department of Youth Affairs and Sports, Government of India, Delhi).

1. Attended the 40th Orientation Course on National Service Scheme from 2-4-1990 to 13-4-1990 at Tata Institute of Social Science, Bombay.
2. Attended the Refresher course on Waste Land Management and Water shaded Development, under National Service Scheme from 10-10-1995 to 14-10-1995 at Konkan Kristi Vidyapeeth, Dapoli.

Orientation course (Organized by University of Mumbai)

1. Participated in the orientation programme for teachers of the Foundation Course for the B.A, B.Sc and B.Com degree from 4-3-1991 to 15-3-1991
2. Participated in the Orientation programme for teachers of the Foundation Course for the B.A, B.Sc and B.Com degrees from 15-6-1992 to 19-6-1992.
3. Participated in the Orientation programme for teachers of the Environment Studies on 25, 26 June 1992.

Certificate of Merit:

The Management of the Konkan Muslim Education Society of Thane District awarded a Certificate of Merit on 6.9.2003 for getting the Ph.D degree.

Workshop (organized by the Board of Studies in Zoology)

1. Attended the Workshop in Zoology for the T.Y.B. Sc (Revised Syllabus) held at P .G . Ruparel College. Mumbai, on 14th & 16th April 1997.
2. Attended the Workshop in Zoology for the F. Y. B. Sc (Revised Syllabus) organized by the Board of Studies in Zoology at P.G Ruparel College, Mumbai, on 27th July, 2002.

Resource Person:

1. Invited as a resource person by the Principal P.J.High School and Junior College, Wada to talk on Environment on 17-9-2003.
2. Invited as a resource person by the Head master, Z.P. Urdu School, Khomi, Bhiwandi to talk on *Recent Trends* in Science on 20-12-2003.

2 Mr. Anis A.B. Choudhery (*Lecturer in the department*)

A- Research:

Pursuing his Ph.D under the guidance of Dr. Yeragi, from Mumbai University in the subject of Ecology.

B-International /National Seminar/Paper Presentation/Conferences.

1. Participated and presented two papers in the *International conference* on “*Probing in Biological systems*” organized by The Institute of Science, Mumbai from 7th to 11th February 2000.
2. Participated and presented papers on “Hydrography of Salt-pans” in the **National Symposium** on “Eco-physiology and conservation of Aquatic living Resources” organized by The Institute of Science, Mumbai, 1999.

C-State level/University level/District level Seminar/Conferences

1. Attended workshop on the “Importance of Snake in the Environment” at Pendharkar College, Dombivili.
2. Organised District Level Programme on “Population problems” on the 11th July 2002.
3. Organised District Level Programme on National Integration on the 20th August 2002.
4. Attended State level Seminar on “Integrated Personality for an Integrated Nation” at Lonavala organized by the Lonavala Khandala Citizen Forum and C.H.M. College on 30th October 2003.
5. State level seminar on “Are Muslim Women an Oppressed Lot” organized by United Economic Forum.
6. Attended University level workshop on “Antar Bharti” organized by Mumbai University at Goregaon district Raigad on 10-11-2003
7. Attended Workshop on “Youth in the 21st Century” organized by Adarsh College on 23rd November 2003.
8. Organised District Level Programme on the functioning of different NGOs, GOs, banking industry towards welfare of the society on the 30th September 2003.
9. Attended a Workshop in Zoology for S.Y.B.Sc organized by Board of Studies in Zoology at M.D. College on 17th August 2003.

As Resource Person

1. Attended workshop organized by the Bombay Biological Association as **resource person** which was held in Maharashtra College in 1997.

D- Orientation course/Refresher course/Other short term course

1. Completed an Orientation course for NSS Programme Officer from 15th to 24th April 2002. (sponsored by the Department of Youth Affairs and Sports, Government of India, Delhi).
2. Completed a short term course on Networking Technology organized by Mumbai University from 1st May 2002, 7th May 2002.

E-College Assignments

1. NSS Programme Officer for last two years (2002-03 , 2003-04)
2. Undertaken Time Foundation Project for Muncipal School Children of Times of India group.
3. Member of NAAC Steering Committee.
4. Convenor of Career Guidance Cell.
5. Moderator for F.Y.B.Sc examinations
6. Member of Grievances Redressal Committee.
7. Member of Unfair Means Committee.
8. In charge of Computer Laboratory.
9. Worked for various other activities in the past.

F- Additional Charge :

Staff-In-charge of B.Sc. IT

3- Ms Akila Baig (Lecturer in the department)

1. Assistant NSS Programme Officer for last two years (2002-03, 2003-04)
2. Co-ordinated the Times Foundation Project for Muncipal School Children of the Times of India Group.
3. Member of the NAAC Steering Committee.
4. Member of the Unfair Means Committee.
5. F.Y.B.Sc. Class In charge since the last two years.
6. Member of the Attendance Committee.
7. Member of the Canteen Committee.
8. Worked in various Committees of the college like the Science Association, T.Y.B.Sc. Class In charge etc besides conducting a number of Seminars, Work-shops and Tutorials for the department .

4-Mrs. Bandana Sharma. (*Lecturer in the department*)

Paper presentation : Presented a paper in an Intercollegiate Work-shop on “The Challenges to Integrate Information Technology in Colleges” on 13 December 2000.

Received an Award of Appreciation from the Department of ‘Adult

Continuing Education and Extension' of the University of Mumbai on 23rd of December 2003 in the Annual Festival "Gyan se Pragati" .

Seminars Attended

- 1) Attended a Seminar on Environment at Mulund College of Commerce titled HARIYALI on 21st January 2001.
- 2) Attended a Seminar at Dyanshadhna College Thane on "Some Recent Trends in Environmental Science".

ORIENTATION

Attended 3 days training programme on Extension Education in the I term and 02 days from 13th to 14th November 2003 in the II term.

College Assignments

1. Working as Extension Work Teacher of the college for the two projects NIOS and ITP of Department of Adult and Continuing Education and Extension the University of Mumbai.
2. Member of the Science Association for the last 3 years.
3. Member of the NAAC Steering Committee.
4. Worked for Criteria – V (Students Support and Progression).
5. Member of Career Guidance Cell.
6. Member of Canteen Committee.
7. T.Y.B.Sc. (Zoology) Class In charge Teacher for the last two years.
8. Worked in various Committees of the college like the Convenor of Excursion Committee, Member of Unfair Means Committee , Gymkhana Committee , Magazine Committee, in the previous years.

5-Ms. Shabana Shaikh. (Lecturer in the department)

- 1.Registered for the Ph.D. degree.
- 2.Member of the Students' Council.
- 3.Member of the Excursion Committee.

Department of Chemistry

Q.1. Name and address of the department :

Department of Chemistry,
K.M.E Society's
G.M.Momin Women's College,
Thane Road,
Bhiwandi.
Dist. Thane.

Q.2. Telephone number/s: 225437 / 225957

Q.3. Date of establishment of the department: 11th July, 1994

Q.4. Built-up-area of the department in sq. m: 36ft * 22ft
74.98 sq.m.

Q.5. List the different programmes (Level of study is UG / PG / M.Phil / Ph.D. / Certificate/PG Diploma) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength
UG	F.Y.B.Sc.	35%	120
UG	S.Y.B.Sc.	35%	36
UG	T.Y.B.Sc.	35%	27
Total			183

Q.6. Provide the number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	----	04	04
Teachers with Ph.D as the highest qualification	----	01	01
Teachers with M.Phil as the highest qualification	----	----	----
Teachers with P.G. as the highest qualification	----	03	03
Technical staff	---	---	---
Administrative staff	02	01	03

Q.7. Does the department have academic administrative and financial autonomy?

	Yes	No
Academic	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Administrative	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, what extent

- 1) Teaching extent
- 2) Yes, The H.O.D. looks after the day to day functioning of the department.
- 3) Teaching plan and schedule for conduct of practicals are discussed in the department and then implemented accordingly.
- 4) Distribution of topics to each teacher is decided after discussion.

Q.8. Furnish the number of students in the department during current year.

	Female	Male	Total
Students from the same state where the college is located	120	----	183
F.Y.	36		
S.Y.	27		
T.Y.			
Students from other states of India	----	----	----
NRI students	----	-----	-----
Other overseas students	----	----	----
Grand Total	183	----	183

Q.9. Is there a method of assessing the student's academic standing in order to provide enrichment and/or remedial courses?

Yes No

- * Periodical Tests are conducted and the students are judged from their performance. Weak students /slow learners and good students are guided separately by the teachers.
- * Parents are informed about their performance. Opinion of Parents is also entertained. Parents' Week is organized since 2002.
- * Term end examinations are conducted in the month of October. Special coaching is provided to the students based on their performance in the examination.
- * Seminars are specially organised for T.Y.B.Sc students. Topics are allotted to each student. Under the guidance of the concerned teacher, the students give their presentations.

Q.12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 05 (04 Full Time 01 CHB)

Filled: 04 (Full Time)

The work load of 01 CHB post is shared by two of the existing staff members.

Q.13. How often were national/international seminars, workshops etc organised at the department? Nil

Q.14. Are there any international or national links/collaborations for teaching, research or both?

Yes, the department is planning to have National Links. The Department is linked to the Maulana Azad National Urdu University, Hyderabad. Department is conducting Chemistry practicals for the students of S.Y.B.Sc and T.Y.B.Sc. of the above University.

Q.15. List the teaching staff with their designation, qualification, fields of specialization, years of experience, age and sex. (in the descending order of seniority):

Names of the Teaching staff	Designation	Highest Qualification	Specialisation	Experience in Years (F.T.)	Age	Sex
Dr. Naheed Azam	Lecturer	Ph.D	Inorganic Chemistry	09 yrs.	40	F
.Sunita Vazirani	Lecturer	M.Sc (SET)	Organic Chemistry	07 yrs.	33	F
Jayshree Thakre	Lecturer	M.Sc. B.Ed	Analytical Chemistry	07 yrs.	36	F
Rafat Shaikh	Lecturer	M.Sc.B.Ed	Inorganic Chemistry	06 months	24	F
CHB	----	----	----	----	----	----

Q.16. How many of the teaching staff have received national / international recognition as fellows, awardees etc? Nil

Q.17. What percentage of the teaching faculty are engaged in active research (guiding research scholars, operation projects, publishing regularly etc)? Nil

Q.18. List the major thrust areas within the subject in which research activities are being pursued. Nil

Q.19. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facility, major equipments like NMR etc.) acquired over the years?

Computer laboratory and Cyber Centre facility.
Internet Facility

Q.20. What is the total number of publications (provide a list) of the department in the last two years? Nil

Q.21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable? Nil

Q.22. What is the average work load in terms of actual contact lectures per week per teacher?

H.O.D (L₁) Full Time –18.
Lecturer (L₂) Full Time –21
Lecturer (L₃) Full Time- 21
Lecturer (L₄) Full Time-22

Lecturer	Theory	Practical	Total
H.O.D (L1)	08	10	18
L2	08	13	21
L3	08	13	21
L4	06	16	22

Q.23. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

4hrs with Students.
1 hr for academic matter.
1 hr for administrative / departmental work.

Q.24. Does the department monitor overall performance of students through regular assessments?

Yes No

- Periodical Tests.

- Seminars.
- Assignments.
- Class Activities.
- Term End Examination
- Participation in various activities

Q.25. How do the teachers update themselves for discharging their teaching /research responsibilities? Give details.

Teachers update themselves by attending Conferences, Workshops and Seminars conducted by the Board of Studies, University of Mumbai. Teachers utilize the services of the British Council Library and the University Library.

Q.26. What is the annual budget allocation of the college to the department?

Rupees 57,498 for the year 2002-03.

Q.27. How much of research funding has been generated by the teachers from other agencies? Nil

Q.28. Do the teachers offer consultancy services and earn revenue for the college/department?

No Yes

If yes, how much has been earned during the last two years?
Teachers offer Consultancy Services free of cost.

Q.29. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	1:1	----	----
Success rate (examination results)	F.Y. 70%	----	----
	S.Y. 100%		
	T.Y. 100%		
Progression to higher education	20%	-----	----
Employment rate	20%	-----	----
Ratio of part-time teachers to full time teachers.	0 : 4	----	----
Ratio of academic staff to administrative staff	----	----	----
Ratio of students to teachers	46 :1	----	----

Q.30. Has the department been participating in COSIP / COHSSIP / COSIST?

Yes No

Q.31. Any other highlights:

The department is progressing in leaps and bounds. It started with only 03 students at T.Y level in 1997 and has grown to 30 students in 2003. 100% results are achieved continuously for the last two years. Staff of the Department is actively involved in various activities towards the welfare of the students.

Dr Naheed Azam (Head of the Department):

- 1) Examiner for T.Y.B.Sc (Practicals University Examinations) since March 2001.
- 2) Moderator for F.Y.B.Sc since 1998.
- 3) Completed Orientation programme sponsored by the University Grants Commission and conducted by University of Mumbai from 16th Nov 1999 to 17th Dec 1999.
- 4) Life member of Indian Chemical Society and All India Chemistry Teachers Association.
- 5) Recognized as a teacher of University of Mumbai for M.Sc from 6th January 2000.
- 6) Working as Co-Convenor of the Examination Committee (2003) .
- 7) Worked as Member of NAAC Steering Committee (Organisation and Management and Healthy practices) .
- 8) Worked for various other committees in the past.

Sunita Vazirani:

- 1) Cleared SET examination in March 1997.
- 2) Worked as examiner for T.Y.B.Sc. Theory (University Examination)
- 3) Moderator for F.Y.B.Sc Examination since 1998.
- 4) Completed Orientation Programme sponsored by the University Grants Commission and conducted by the University of Mumbai in September-1999.
- 5) Member of Library Committee, Admission Committee and Gymkhana Committee.
- 6) Worked for various other committees in the past.

Jayashree Thakre:

- 1) Worked as Examiner for T.Y.B.Sc. Theory examination since 2001 and
Practical examination since 2003.
- 2) Moderator for F.Y.B.Sc. Examinations.
- 3) Convenor of the Science Association since 1998 and took imitative to
organize many Inter Collegiate events and Science Exhibition.
- 4) As an active member of NAAC Steering Committee.
- 5) Member of Admission Committee .
- 6) Member of Career Guidance Cell.
- 7) Class in-charge Teacher of S.Y.B.Sc.
- 8) Participated in the UNFPA assisted workshop on 'Adolescent
Reproductive Health and Gender issues' held on 21st November 2000 .
- 9) Participated in the Intercollegiate one day workshop on ' The
Challenges
to Integrate Information Technology into Teaching and Learning' on
December 13, 2000 at G.M.Momin Women's College, Bhiwandi.
- 10) Attended a Seminar on Environment at Mulund College of
Commerce
titled 'Hariyali' on 21st January 2001

Ms. Rafat Shaikh.

- 1) Member of the Gymkhana Committee and conducted various sports
events.
- 2) Working as one of the Class in charge teachers for the F.Y.B.Sc .class.

Department of Botany

Q.1. Name and address of the department :

Department of Botany,
K.M.E Society's
G.M.Momin Women's College,
Thane Road,
Bhiwandi.
Dist. Thane.

Q.2. Telephone number/s: 225437 / 225957.

Q.3. Date of establishment of the department : 11th July; 1994.

Q.4. Built-up-area of the department in sq. m: 27ft x 22ft (Carpet Area)
56.23 sq. m.

Q.5. List the different programmes (Level of study = UG / PG / M.Phil / Ph.D. / Certificate / Diploma / PG Diploma) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength
U.G.	F.Y.B.Sc	35%	90
UG	S.Y.B.Sc	35%	70
UG	T.Y.B.Sc	35%	23
TOTAL			183

Q.6 Provide the number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	----	04	04
Teachers with Ph.D as the highest qualification	----	01	01
Teachers with M.Phil as the highest qualification	----	----	----
Teachers with P.G as the highest qualification		03	03
Technical staff			
Administrative staff	02	01	03

Q.7. Does the department have academic administrative and financial autonomy?

If yes, what extent?

	Yes	No
Academic	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Administration	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Academic autonomy:

- i) Preparation of Time-table
- ii) Distribution of topics
- iii) Conducting various Academic activities.
- iv) Using different new methods of teaching.

Q.8. Furnish the number of students in the department during current year.

	Female	Male	Total
Students from the same state where the college is located	F.Y-90	----	90
	S.Y-70	----	70
	T.Y-23	----	23
Students from other state of India	----	----	----
NRI students	----	----	----
Other overseas students	----	----	----
Grand Total	----	----	183

Q.9. Is there a method of assessing the student's academic standing in order to provide enrichment and / or remedial courses?

- Yes No
- 1. Through periodical tests
 - 2. Through observation.
 - 3. Through individual attention
 - 4. Term End Examination
 - 5. Supervised library reading.
 - 6. Field visits / Excursions
 - 7. Through Field reports.

REMEDIAL COURSES UNDERTAKEN BY THE DEPARTMENT

01 SUPERVISED LIBRARY READING:

A group of students under the guidance of a teacher visits the library for references. This is more of a self study method, where each individual student can learn as per their level, under the guidance of the teacher and learn to refer many books, journals and periodicals.

02 COACHING OF VERNACULAR STUDENTS:

Most of the students admitted to F.Y.B.Sc. course are from vernacular medium (Urdu). The extensive coaching helps the students to develop positive attitude.

ENRICHMENT

01 FIELD VISITS / EXCURSION:

Based on the principle of 'LEARNING BY DOING' excursions and field visits are arranged.

02 FIELD REPORT:

Students are guided to prepare a field report of the places visited during the academic year.

Q.10. Furnish the following details (in figures):

- ❖ **Books in the department Library:** 218
- ❖ **Journals/periodical subscribed by the department: Science Reporter**
In the process of subscribing the following journals through the library.
 1. "Indian Horticulture" JIBS
 2. "Ethno botany"
 - 3.
- ❖ **Computers in the department:** The teachers are allowed to use the Computers in Computer Laboratory as well as in Cyber Center.
- ❖ **Research projects completed during the last three years and their outlay:** Nil
- ❖ **Ongoing Research projects:** Nil
- ❖ **Teachers who have attended national / international workshops / seminars during the last two years:** Nil

Q.11. Mention the following details of the last two batches of students:

	Batch 1			Batch 2		
	Year of entry June1999 Year of passing T. Y. Exam-April-2002			Year of entry June2000 Year of passing T. Y. Exam-April-200		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	57	---	57	77		77
Drop outs						
Appeared for the final year of exam	---		----	08		08
Passed in the final exam	-----		---	05		05
Passed in first class				02		02
University ranks, if any	---	---	---	---	---	---
REASONS FOR DROPOUT → i> Marriage ii> Professional courses iii> Students opting for other options available.						

Q.12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 04
Filled: 04

Q.13. How often were national/ international seminars, workshops etc organised at the department? Nil

Q.14. Are there any international or national links / collaborations for teaching research or both? Nil

Q.15. List the teaching staff, with their designations, qualifications, fields of specialisation, years of experience, age and sex (in the descending order of seniority):

Name of Teaching staff	Designations	Highest Qualification	Specialisation	Experience in years	Age	Sex
Laxmishree Chengala	Lecturer	Double P.G SET <M.Sc> Mngt Ental Science	Molecular Biology & Tribal Nutrition	01 Year	28yrs.	F
Vrushali Patil	Lecturer	M.Sc B.Ed	Molecular Biology	03 Years	27yrs.	F
Rafiya Umrani	Lecturer	M.Sc M.Ed Net + Set	Plant Physiology	01 Year	30yrs.	F

		(Education)				
Dr. (Mrs.) Kamala Panicker	Lecturer	Ph.D	Biochemistry	14 Years (other colleges)	48yrs.	F

Q.16. How many of the teaching staff have received national / international recognition as fellows, awardees etc? Nil

Q.17. What percentage of the teaching faculty are engaged in active research (guiding research, scholars, operating projects, publishing regularly, etc)? Nil

Q.18. List the major thrust areas within the subject in which research activities are being pursued. Nil

Q.19. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facility, major equipments like NMR etc.) acquired over the years?

Botanical garden
Centralised computing facility.

Q.20. What is the total number of publications (Provide a list) of the department in the last two years? Nil

Q.21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable? No

Q.22. What is the average work Load in terms of actual contact lecturers per week per teacher? Total Workload = 86

Class	Lecture	Total	Practicals	Total
F.Y.B.S c	03+03	06	(03+03) x 03	18
S.Y.B.S c	03+03+03+03 (FC)	12	(03+03+03) x 02	18
T.Y.B.S c	04+04+04+04	16	04+04+04+04	16
		34	+	52

Individual workload of Botany Staff

Sr.No	Name	Total Workload
-------	------	----------------

01	Ms. C. Laxmishree	21
02	Mrs. Vrushali Patil	22
03	Ms. Rafiya Umrani	22
04	Mrs. Kamala Panicker	21

Q.23. What is the average time spent by a teacher with students and how

much time is spent on committees that deal with academic matters?

4 Hours with students and 1 hour per day for academic matters . Apart from this each member of the department is a member of different committees. Hence approximately 1 hour is spent for various other college activities.

Q.24. Does the department monitor overall performance of students through regular assessments?

Yes No

If yes, give method and details of assessment

Seminars, Periodical tests, Term End Examination, Presentations, Assignments and Oral test.

Q.25. How do the teachers update themselves for discharging their teaching/ research responsibilities ? Give details.

By attending workshops related to the subject matter.

Visits to other colleges/ University libraries.

Regular interaction with the Heads of the departments of other colleges.

Through Newspapers, periodicals and journals

Through Internet.

Q.26. What is the annual budget allocation of the college to the department?

<u>Year</u>	<u>Amount</u>
2002-2003	Rs. 27,363

Q.27. How much of research funding has been generated by the teachers

from other agencies? Nil

Q.28. Do the teachers offer consultancy service and earn revenue for the college / department?

Yes No

Teachers offer consultancy services to students free of cost.

Q.29. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	1:1	----	----
Success rate (examination results)	F.Y = 96.41% S.Y = 99% T.Y = 75%	----	----
Progression to higher education.	01(2000-2001)	----	----
Employment rate	01 (2002-2003 Working as teacher)	----	----
Ratio of part-time teachers to full time teachers.	0:4	----	----
Ratio of academic staff to administrative staff.	4:3	----	----
Ratio of students to teachers	46:1	----	----

Q.30. Has the department been participating in COSIP / COHSSIP / COSIST?

Yes No

Q.31. Any other highlight:

Future Plan of Action:

- 1) To install Botanical club in our college.
- 2) To develop Departmental Library.
- 3) To conduct workshops and long excursions.
- 4) To arrange Guest lectures for T.Y students.
- 5) To hold Open House with students.

Objectives of the Botanical Club:

- 1) To enhance the interest of the students in the subject of Botany.
- 2) To arrange Guest lectures
- 3) To arrange field trips.
- 4) To conduct self-employment training programmes.

OPEN HOUSE

- 1) To give extensive coaching to T.Y.B.Sc slow learners
- 2) To conduct Test Series
- 3) To conduct Oral Tests.
- 4) To guide T.Y failures, if any.

Ms. Laxmishree Chengala

- 1) National Conference : Participated and presented a paper at **XXII** Botanical conference held at Mithibai College University of Mumbai during (October 23 – 25, 1999)
- 2) Participated in the Intercollegiate one day workshop on “The Challenges to Integrate information technology in Teaching & Learning in College” held on December 13, 2000 at G.M.Momin Women’s College, Bhiwandi.
- 3) Published a Paper entitled “Phasal Distribution Of B-Carotene in the inflorescence of Amorphophallus commutatus Linn”. ‘in the Journal of Indian Botanical Society by I.B.S yr. 1999.
- 4) Attended a workshop on S.Y.B.Sc, syllabus held on 14th June 2003 conducted by University of Mumbai held at CHM College, Ulhasnagar.

ADDITIONAL CHARGES

- 1) Member of the Science Association.
- 2) Class in-charge teacher for S.Y.B.Sc. class.

Ms.Vrushali Patil

- 1) Organised Excursions for T.Y.B.Sc Botany students for the year 2002-2003.
- 2) Attended a workshop on S.Y.B.Sc, syllabus held on 14th June 2003, conducted by University of Mumbai held at CHM College, Ulhasnagar.
- 3) Working as Convenor for the Education cum Tour Committee of our college.
- 4) Maintenance in-charge for the Botanical Garden.

Ms. Rafiya Umrani

- 1) Participated in the UNFPA and assisted to conduct a Workshop on ‘Adolescent Reproductive Health & Gender issues’ held on 21st November 2000.
- 2) Participated in the Intercollegiate one day Workshop on ‘The Challenges to Integrate Information Technology in Teaching and learning’ on December 13, 2000 at G.M.Momin Women’s College, Bhiwandi.
- 3) Attended Orientation Programme in Ayurvedic Botany organised by the Board of studies in Botany at K.V. Pendharkar College, Dombivli on 15th & 16th September 2001.
- 4) **Resource Person** for the Personality Development Workshop, “Value Inculcation” organised by the I.I.T (Bombay) Campus School & Junior College from 5-11-01 to 9-11-01.
- 5) Completed the Beginner Course of the Intel Teach to the future programme from 25-12-01 to 1-1-02.
- 6) Coordinated a 3-day workshop ‘Discover Yourself Through Self-Introspection’ on 11th, 12th and 13th July 2003.
- 7) Member of the Students’ Council of our college for the year 2003-2004.

Ms. Kamala Devi

Publications:

“Size and compositional Heterogeneity of Seeds in the winged Bean Pod.” (*Psophocarpus tetragonolobus* (L) DC) *Biologia plantarum* (praha) vol.30/pp. 142-46, 1988.

Epicotyl excision and reserve mobilization in Winged Bean. *Proc. Indian Acad. Sci. (Plant Sci)* Vol. 99/ No 5, Oct 1989, pp. 412-416.

“Acid Phosphatase activity in Winged Bean Seeds during germination and early seedling development”.

“*Indian. J. Plant Physiology*” Vol. XXXII No. 2/pp. 160-163 , June , 1989.

“Carbohydrate transformation during Winged Bean germination and early seedling development”/, *Indian Journal of Plant Physiology* vol. 33 (1990) No.3.

Presented a poster at the International Symposium-“Second Congress of the Federation of Asian and Oceanian Biochemists and Golden Jubilee Annual Meeting of the Society of Biological Chemists” at the Indian Institutes of Science, Bangalore in the year.

Title “ β -Glycero-Phosphatase- Two distinct activities in Winged Bean (Psophocarpus tetragonolobus) (L) DC) Seeds.

Microheterogeneity in respect of sugar components among the seeds in Winged Bean pod.

Indian J of Botany (communicated).

Dry matter, protein and phosphorus mobilization in winged bean during germination and effect of decoating.

Indian J of Botany (communicated).

Done a Certificate Course in ‘Tissue Culture’ from Horticultural College, vellannikkara, Trichur, Calicut University, Calicut, Kerala.

Department of Physics

Q.1. Name and address of the department:

Department of Physics,
K.M.E Society's
G.M.Momin Women's College,
Thane Road,
Bhiwandi.
Dist. Thane.

Q.2. Telephone number/s: 225437 / 225957

Q.3. Date of establishment of the department: 13th June 2001

Q.4. Built-up area of the department in Sq.m.: 56.23 Sq.m

Q.5. List the different programmes (Level of study is UG / PG / M.Phil / Ph.D. / Certificate/PG Diploma) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength
UG	F.Y.B.Sc.	35%	32
UG	S.Y.B.Sc.	35%	05
UG	T.Y.B.Sc.	35%	02
TOTAL			39

Q.6. Provide the number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no of teachers	01	02	03
Teachers with Ph.D as the highest qualification	----	----	----
Teachers with M.Phil as the highest qualification	----	----	----
Teachers with P.G. as the highest qualification	01	02	03
Technical staff			
Administrative staff	02	01	03

Q.7. Does the department have academic administrative and financial autonomy?

	Yes	No
Academic	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Administration	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Finance

If yes, what extent?

The department has academic and administrative autonomy in distribution of subjects, preparing lesson plans execution of the plans , conducting various activities , and adopting new methods of teaching.

Q.8. Furnish the number of students in the department during current year.

	Female	Male	Total
Students from the same state where the college is located	39	----	39
Students from other state of India	----	----	----
NRI students	----	----	----
Other overseas students	----	----	----
Grand Total	39	----	39

Q.9. Is there a method of assessing the student's academic standing in order to provide enrichment and/or remedial courses?

Yes **No**

*We conduct tutorials, periodical tests regularly to identify the good and weak students. Special assistance is provided to the weak students, which includes special class for extensive coaching , practice sessions, guidance to solve question papers and devoting time for problem solving.

*Parents are informed about the performance of their wards. Feed back of parents is also encouraged.

Q.10. Furnish the following details (in figures):

Books in the department library:

- o Reference Books: - 32
- o Text Books: - 15
- Total 47

Journals /periodicals subscribed by the department: Subscribed through the library of our college (Refer library list of periodicals)

Computers in the department: Nil

We don't have personnel computers in the department but the teachers are allowed to use the Computers in Computer Room (I.T.Laboratory) and also in the Cyber Centre.

Research projects completed during the last three years and their total outlay: Nil

Ongoing research projects: Nil
Teachers who have attended national/international Workshops/Seminar during the last two years:

- 1) Ms.S.Tarannum and Mr.J.Shinde attended the workshop on “Revised Syllabus for S.Y.B.Sc” in Dnyansadhna College, Thane
- 2) Ms. S. Tarannum attended the workshop named as “INNOVATION” in Birla College, Kalyan on 24th January 2003 along with two students of S.Y.B.Sc. who won a prize.

Q.11. Mention the following details of the last two batches of students:

	Batch 1		
	Year of entry 2001		
	UG	PG	Total
Admitted to the programme (entry year)F.Y.B.Sc.	06	----	06
Drop outs			
Appearing for the final year exam in 2004	02	----	02
Passed in the final exam	*	----	---
Passed in first class	*		
University ranks, if any	----	----	----
REASONS FOR DROPOUT → i> Marriage ii> Professional courses iii> Students opting for other options available.			

*The first batch is appearing for T.Y.B.Sc. Examinations to be held in March / April 2004.

Q.12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 03 (Full Time)
 Filled: 02 (Full Time)
 02 (Part Time)

Q.13. How often were national/international seminars, workshops etc organised at the department? Nil.

Q.14. Are there any international or national links/collaborations for teaching, research or both?

Yes, the Department is planning to have national links. The Department is currently linked with the Maulana Azad National Urdu University. Department conducts Physics practicals for the students S.Y.B.Sc and T.Y.B.Sc of the students of the above University during the vacations.

Q.15. List the teaching staff with their designations, qualifications, fields of specialization, years of experience, age and sex.(in the descending order of seniority):

Name of Teaching Staff	Designation	Highest Qualification	Specialisation	Experience in years	Age	Sex
MsTarannum Shaikh	Lecturer	M.Sc	Solid State Electronics	01year	23	F
Mr..Shinde Jayakrishnan	Lecturer	M.Sc B.Ed	Electronics	01year (PT)	25	M
Ms.Iyer Parvathi.R	Lecturer	M.Sc.	Electronics	5 months	23	F
Ms.Sumathi Mudaliar	Lecturer	M.Sc.	Electronics	01 month	23	F

Q.16. How many of the teaching staff have received national / international recognition as fellows, awardees etc? Nil

Q.17. What percentage of the teaching faculty are engaged in active research (guiding research scholars, operation projects, publishing regularly etc)? Nil

Q.18. List the major thrust areas within the subject in which research activities are being pursued. Nil

Q.19. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facility, major equipments like NMR etc.) acquired over the years?

IT Laboratory.
Cyber Centre.

Q.20. What is the total number of publications (provide a list) of the

department in the last two years? Nil

Q.21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable? Nil

Q.22. What is the average work load in terms of actual contact lectures per week per teacher? 20 Lectures per week per teacher

Q.23. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

On an average 4 hours per day are spent with the students. We devote one hour for the departmental work and committee work. We devote another one hour in solving difficulties, doubts and queries of weak students and towards the enrichment of bright students. Since most of the students are from vernacular medium, we try to give them personal guidance so that they understand the concepts easily.

Q.24. Does the department monitor overall performance of students through regular assessments?

- | | | | |
|-----|-------------------------------------|----|--------------------------|
| Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
|-----|-------------------------------------|----|--------------------------|
- Periodical Tests
 - Seminars
 - Assignments
 - Class room activities
 - Term End Examinations
 - Oral Testing
 - Participation in various activities of the college

Q.25. How do the teachers update themselves for discharging their teaching / research responsibilities Give details

The staff devotes time in reading the latest theory and research publications. They are Members of the “Jawaharlal Nehru University Library” in Kalina Campus. They attend seminars and workshops, read

daily newspapers, weekly magazines, academic journals, periodicals and also surf the Internet. They also interact with their peers in other sister colleges.

Q.26. What is the annual budget allocation of the college to the department?

Rs 14,000 for the year 2002-03

Q.27. How much of research funding has been generated by the teachers from other agencies? Nil

Q.28. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes No

If yes, how much has been earned during the last two years?

Free consultancy is offered to the students with regard to the following

1. Scope of subject "Physics"
2. Career opportunities
3. Scope of self-employment
4. Guidance to P.G. courses in Physics, M.B.A courses, B.Sc.Tech etc.

Q.29. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	1 : 1	----	----
Success rate (examination results)	----	----	----
Progression to higher education	This is the first Batch.		----
Employment rate	This is the first Batch.		----
Ratio of part-time teachers to full time teachers.	1:1	----	----
Ratio of academic staff to administrative staff	---	----	----
Ratio of students to teachers	13:1	----	----

Q.30. Has the department been participating in COSIP / COHSSIP /

COSIST?

Yes No

Q.31. Any other highlights:

- 1) The department encourages the students to participate in various Contests and in organizing programmes.
- 2) On the 24th January 2003 our S.Y. B. Sc student Momin Tahzeeb participated in the practicals titled “Innovation” held by the Department of Physics of Birla College, Kalyan and won the II Prize.
- 3) Ms .S. Tarannum was invited as the Examiner to examine the projects made by the degree students of the Department of Physics of B.N.N. College, Bhiwandi on 21st December 2002.
Since the subject has been introduced only recently there is still a long way to go and sure this department will excel and compete with others.

Department of Mathematics

Q.1. Name and address of the department:

Department of Mathematics,
K.M.E Society's
G.M.Momin Women's College,
Thane Road,
Bhiwandi.
Dist. Thane.

Q.2. Telephone number/s: 225437 / 225957

Q.3. Date of establishment of the department: 13th June, 2001.

Q.4. Built-up-area of the department in sq. m: NA

Q.5. List the different programmes

(Level of study = UG/PG/M.Phil/Ph.D/ Certificate/Diploma) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength
B.Sc [Optional Maths]	F.Y.B.Sc	35	22
B.Sc [Optional Maths]	S.Y.B.Sc	35	06
B.Sc [Compulsory Maths]	T.Y.B.Sc	35	04
B.Com.	F.Y.B.Com..	35	27
Total			59

F.Y.B.Sc.

The first year of the undergraduate course is crucial as the students are in the process of choosing their major subject. The F.Y.B.Sc (Maths) programme is designed so as to give an in depth idea about the scope of mathematics.

F. Y. B. Sc Syllabus includes two papers.

Paper I- Differential equations and calculus.

Paper II - Discrete Mathematics.

Both the papers are designed with an aim to improve their calculative skill and enhance complex thinking.

S.Y.B.Sc

At this stage students are well versed with different concepts but what they need is indepth knowledge of each topic. So S.Y.B.Sc syllabus is built to strengthen strong concepts of the topic which were introduced in first year.

S.Y.B.Sc syllabus includes three papers viz

Paper I - Calculus and Analysis

Paper II - Linear Algebra

Paper III - Computational Mathematics out of these papers III is completely new to students and it teaches fundamentals of Algorithms which builds programming concept.

T.Y.B.Sc

T. Y. B. Sc syllabus is prepared with an aim to prepare the students for their future. In the final year Mathematics is the specialized subject chosen by the students; hence most of the students are oriented for a Career in Mathematics. Hence these year covers all the topics in detail to make child well versed with the subject.

It includes 4 major papers -

Paper I- Multivariable calculus.

Paper II- Algebra.

Paper III-Mechanics & Differential Equations.

Paper IV - Analysis.

Syllabus also includes applied component paper (computer systems and analysis) so as to includes Dos, Word, Foxpro, c, c++ etc which prepares students for their scope in IT field.

Q.6. Provide the number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	01	02	03
Teachers with Ph.D as the highest qualification	--	--	--
Teachers with M.Phil as the highest qualification	--	--	--
Teachers with P.G as the highest qualification	01	02	03
Technical staff	--	--	--
Administrative staff	--	--	--

Q.7. Does the department have academic administrative and financial autonomy?

	Yes	No
Academic	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Administration	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, what extent

Our college is affiliated to the University of Mumbai and the staff members of this college are in constant touch with HODs of various colleges and members of the BOS so as to discuss about various criteria related to the curriculum.

Q.8. Furnish the number of students in the department during current year.

	Female	Male	Total
Students from the same state where the college is located	59	----	59
Students from other state of India	--	--	--
NRI students	----	----	----
Other overseas students	----	----	----
Grand Total	59	----	59

Q.9. Is there a method of assessing the student's academic standing in order to provide enrichment and / or remedial courses?

Yes No

Weekly Practicals and Tutorials are conducted to assess the performance of the students. Periodical tests, Home assignments, Term End Examination, Students interaction in the class help the staff to assess the students.

Slow learners and Advanced learners are identified and are provided suitable remedial and enrichment course as follows-

For weak students extensive coaching is given by way of special classes. Their doubts and difficulties are solved by spending time with them.

For advanced learners extra work like home assignment and reference work are given to enhance their knowledge. They are guided and motivated to excel.

Further formal examinations like Term end and Annual examinations are conducted as per the university rules.

Q.10. Furnish the following details (in figures):

Books in the department Library: 34

Reference books/text books: Nil

Journals: Refer list of journals in library inputs

Computers in the department: Although there is no separated Computer Laboratory for the Mathematics Department the B.Sc. I.T. Laboratory is used by our students. The teachers of the Mathematics department have free access to the computers of IT Laboratory.

Also there is a Cyber Centre in the college campus which also gives the staff and students the internet facility.

Research projects completed during the last three years and their outlay: N. A.

Ongoing Research projects: NIL

Teachers who have attended national / international workshops / seminars during the last two years: NIL

Q.11. Mention the following details of the last two batches of students:

	Batch 1		
	Year of entry 2001		
	UG	PG	Total
Admitted to the programme F.Y.B.Sc	06	N.A	06
Drop outs	02	N.A	
Appearing for the final year of exam 2004 (T.Y.B.Sc)	04	N.A	04
Passed in the final exam	*		
Passed in first class	*		
University ranks if any	---		
REASONS FOR DROPOUT → i> Marriage ii> Professional courses iii> Students opting for other options available .			

* The first batch will be appearing for the T.Y.B.Sc. (Mathematics) examination in April 2004.

For Commerce

	Batch 1		
	Year of entry 2002		
	UG	PG	Total
Admitted to the programme F.Y.B.Com.	29	--	29
Drop outs	02	--	02
Appearing for the F.Y.B.Com. final exam 2003	27	--	27

Passed in the final exam	26	--	26
Passed in first class	09	--	09
University ranks if any	---	--	--
REASONS FOR DROPOUT → i> Marriage ii> Professional courses			

Q.12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 3 (F.T)
 Filled: 2 (F.T)
 1 (C.H.B)

And the remaining workload of Applied Component (Computer System and Analysis) is distributed to the staff of the I.T department.

Q.13. How often were national / international seminars, workshops etc organised at the department? NIL

Q.14. Are there any international or national links / collaborations for teaching research or both?

Although officially we don't have any national / international links, but staff members are in contact with senior teachers of graded colleges, member of B.O.S and Professors of Kalina University for getting assistance and guidance in teaching.

Also as we have internet facility, with the help of recommendations of teachers of Kalina Campus. We wish to build-up international links in future.

Q.15. List the teaching staff, with their designations, qualifications, fields of specialisation, years of experience, age and sex (in the descending order of seniority):

Name of Teaching staff	Designation	Highest Qualification	Specialisation	Experience in years	Age	Sex
Ms.Ghatalia Snehal	Lecturer	M.Sc B.Ed	Mathematics	06 months	23	F
Ms.Ratnaprabha	Lecturer	M.Sc B.Ed	Mathematics	05 months	28	F
Ms.A.R.Hannure	Lecturer	M.Sc	Mathematics	1 year (PT)	26	M

Q.16. How many of the teaching staff have received national / international recognition as fellows, awardees etc? Nil

Q.17. What percentage of the teaching are engaged in active research (guiding research, scholars, operating projects, publishing regularly etc)? Nil

Q.18. List the major thrust areas within the subject in which research activities are being pursued. Nil

Q.19. What are the basic and advanced facilities acquired over the years?

Our college is constantly improving and trying to come up with all the facilities which are required for quality education of students.

In relation to the Math's department, the college has given library, computer laboratory and internet facility.

Q.20. What is the total number of publications of the department in the last two years? Nil

Q.21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable? No

Q.22. What is the average work load in terms of actual contact lecturers per week per teacher?

Our average workload is 23 lectures per week.

Q.23. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

Apart from taking lectures we devote two hours daily for departmental work to guide slow learners , and to motivate advanced learners.

Q.24. Does the department monitor overall performance of students through regular assessments?

Yes No

Conducting Tutorials / Practicals, Oral Tests, Periodical Written Tests, Term End Examinations and Students' participation in various activities.

Q.25. How do the teachers update themselves for discharging their teaching (research responsibilities) Give details.

The staff devote time in reading various text books and reference books. Staff members visit "Jawaharlal Nehru University Library" at the Kalina Campus. They also attend seminars and workshops, read journals ,

periodicals, daily newspapers, weekly magazines, so as to update themselves. They also interact periodically with their peers in other sister colleges.

Q.26. What is the annual budget allocation of the college to the department? Nil

Q.27. How much of research funding has been generated by the teachers from other agencies? Nil

Q.28. Do the teachers offer consultancy service and earn revenue for the college / department?

Yes No

Free consultancy is offered to the students with regard to the following :

- 1) Scope of the subject “Mathematics”
- 2) Career opportunities.
- 3) Scope of self-employment.
- 4) Guidance to P.G courses in Mathematics, M.B.A, M.C.A, B.Sc Tech etc.
- 5) Problem solving

Q.29. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	1 : 1		
Success rate	---		
Progression to higher education.	I st batch		
Employment rate	I st batch		
Ratio of part-time to Full - time	1:2	----	
Ratio of academic staff to administrative staff.	---		
Ratio of students to teachers	20 : 1	----	

Q.30. Has the department been participating in COSIP / COHSSIP / COSIST?

Yes No

Q.31. Any other highlights:

As the department is newly established, we teachers are very enthusiastic in exploring various methods to develop the department. . For this purpose we are devoted to the students as well as to our college.

Department of English (Communication)

Q.1. Name and address of the department:

Department of English(of commerce)
(Business Communication, Mass
Communication)
K.M.E Society's,
G. M. Momin Women's College,
Bhiwandi.
District- Thane.

Q.2. Telephone Number/s:

225437 / 225957

Q.3. Date of establishment of the department:

1st July,1999

Q.4. Built-up-area of the department in Sq.m:

N.A.

Q.5. List the different programmes (Level of study is UG / PG / M.Phil / Ph.D. / Certificate / PG Diploma) offered by the department together

with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength
UG	F.Y.B.Com	35	27
UG	S.Y.B.Com	35	28

Q.6. Provide the number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total No. of teachers	----	01	01
Teachers with Ph.D as the highest qualification	----	----	----
Teachers with M.Phil as the highest qualification	----	----	----
Teachers with P.G. as the highest qualification	----	01	01
Technical staff	----	----	----
Administrative staff	----	----	----

Q.7. Does the department have academic administrative and financial autonomy?

	Yes	No
Academic	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Administration	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Finance
If yes, what extent?

Teaching extent.

Q.8. Furnish the number of students in the department during current year.

	Female	Male	Total
Students from the same state where the college is located	55	----	55
Students from other state of India	----	----	----
NRI students	----	----	----
Other overseas students	----	----	----
Grand Total	55	----	55

Q.9. Is there a method of assessing the student's academic standing in order to provide enrichment and/or remedial courses

Yes No
* Regularly conducting class test , tutorials and oral tests
* Motivating the students towards reference work and project work..
* Students Presentation

Q.10. Furnish the following details (in figures):

Books in the department library: 11 for Business Communication 27 for Mass Communication.

Journals /periodicals subscribed by the department: Refer Library Input.

Computers in the department: Computer Lab is used for the departmental use.

Research projects completed during the last three years and their total outlay: Nil.

Ongoing research projects: Nil.

Teachers who have attended national / international workshops / seminar during the last two years: Nil

Q.11. Mention the following details of the last two batches of students:

	Class	Batch 1			Batch2		
		Year of entry June1999 Year of passing T. Y. Exam-April- 2002			Year of entry June2000 Year of passing T. Y. Exam-April- 2003		
		UG	PG	TOTAL	UG	PG	TOTAL
Admitted to the programme (entry year)	F.Y.B.Com Business Communication.	30	----	30	12	----	12
Drop outs			--				
Appeared for the final year exam	S.Y.B.Com.Mass Communication	22	----	22	12	----	12
Passed in the final exam	S.YB.Com.	22	----	22	10	----	10
Passed in first class	S.Y.B.Com	18	----	18	05	----	05
University ranks, if any		----	----	----	----	----	----

Q.12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 01 (CHB)
Filled: 01 (CHB)

Q.13. How often were national/international seminars, workshops etc organised at the department? Nil

Q.14. Are there any international or national links/collaborations for teaching, research or both? No

Q.15. List the teaching staff with their designations, qualifications, fields

of specialization, years of experience, age and sex.(in the descending order of seniority):

Name of the Teaching staff	Designation	Highest Qualification	Specialisation	Experience in years	Age	Sex
Bahaduri Samreen	Lecturer	M.A.	English Literature	06 months	24	F

Q.16. How many of the teaching staff have received national / international recognition as fellows, awardees etc? Nil

Q.17. What percentage of the teaching faculty are engaged in active research (guiding research scholars, operation projects, publishing regularly etc)? Nil

Q.18. List the major thrust areas within the subject in which research activities are being pursued. No Research Activities

Q.19. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facility, major equipments like NMR etc.) acquired over the years? N.A.

Q.20. What is the total number of publications (provide a list) of the department in the last two years? N.A.

Q.21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable? No

Q.22. What is the average work Load in terms of actual contact lectures per week per teacher?

4 Lectures per week (For Business communication)

3 Lectures per week (For Mass communication)

Q.23. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

Other than lecture around 1 hr is spent with the students by the teacher everyday so as to clarify the doubts of the students.

Q.24. Does the department monitor overall performance of students

through regular assessments?

Yes No

We monitor the overall performance of the students by conducting class tests. Tutorial classes, oral tests and hold group discussions and giving projects .

Q.25. How do the teachers update themselves for discharging their teaching / research responsibilities? Give details.

By reading books, periodicals and journals.

Q.26. What is the annual budget allocation of the college to the department? Nil

Q.27. How much of research funding has been generated by the teachers from other agencies? Nil

Q.28. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes No

If yes, how much has been earned during the last two years?

Consultancy services are offered to the students is free of cost with regard to various Career opportunities and personality development.

Q.29. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	1:4	----	----
Success rate (Examination Results)	83%	----	----
Progression to higher education	--	----	----
Employment rate	--	----	----
Ratio of part-time teachers to full time teachers.	1:1	----	----
Ratio of academic staff to admtd. Staff		----	----
Ratio of students to teachers	55:1	----	----

Q.30. Has the department been participating in COSIP / COHSSIP / COSIST?

Yes

No

Q.31. Any other highlights:

Ms. Samreen Bahaduri, is a member of the Students' Council.

Department of Commerce & Accountancy

Q.1. Name and address of the department:

Department of Commerce
and Accountancy,
K.M.E Society's
G.M.Momin Women's
College,

Thane Road,
Bhiwandi.
Dist. Thane.

Q.2. Telephone Number/s:

225437 / 225957

Q.3. Date of establishment of the department: 1st July, 1999.

Q.4. Built- up area of the department in sq. m.: N.A.

Q.5. List the different programmes (Level of study = UG / PG / M.Phil / Ph.D / Certificate / Diploma / PG Diploma) offered by the department together with the details required below.

Programme	Level of study	Cut-off marks at entry level in %	Student strength
Under Graduation (A/c) The subject would enrich the students in comprehending accounting at the basic level e.g. Accounting Standard , Basic Principle of Final A/c. , Capital and Revenue expenditure , Depreciation Account of sole Trading concern, Final Account of Non-Profit Organization. Departmental Final A/c. Account from incomplete records. Branch A/c. Fire Insurance claim.	F.Y.B.Com.	35%	27
Final A/c. of Partner ship firm including, admission, retirement, death of partner, piecemeal Distribution of Firm insolvency of a partner. Amalgamation of firm stock valuation. Preparation of Document. Issued of shares and	S.Y.B.Com.	35%	28

<p>Debitures.</p> <p>Accounts of special Sale Transaction Preparation of Final Account on the basis of original entry ledger and extraction of trial Balance.</p>			
<p>3 paper of A/c. F.A. I</p> <p>At advanced level accounts to be taken company's Final A/c. Redemption of Preference shares, Bank back of share and own Debitures, Amalgamate, Absorption and External internal Reconstruction Redemption of Debitures.</p> <p>F.A. II</p> <p>Element of Cost sheet, Reconciliation of statement Process costing marginal costing, standard costing, contract costing.</p> <p>F.A. III</p> <p>Analysis and interpretation of Accounts Financial Data Ratio Analysis Sources L Application Cash flow statement working capital.</p> <p>Taxation</p> <p>Definition Basis of charges Heads of income</p> <p>a) Salary</p> <p>b) Income from House Property Profit and Gain from business.</p> <p>Income from other sources. Deduction.</p> <p>Computation of Total income.</p> <p>Central Sales Tax Act.</p> <p>Bombay Sales Tax Act. 1959.</p>	T.Y.B.Com	35%	26
<p>Under Graduate Commerce</p> <p>Business structure, environmental objectives. Setting up of Business Industrial sickness and Turn around Business Growth, Social responsibilities. Joint venture and foreign collaboration. Business Ethics and consumerism.</p>	F.Y.B.Com	35%	27
<p>Marketing Fundamental</p> <p>Marketing mix. Marketing information system. Marketing strategies. Fundamental of finance capital market. Capitalization of capital structure.</p> <p>Management and Human Resource Development. Principle of Management Top level, middle level and lower level, organizational behaviour.</p>	<p>S.Y.B.Com</p> <p>T.Y.B.Com</p>	35%	<p>28</p> <p>26</p>

Q.6. Provide the number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	01	02	03
Teachers with Ph.D. as the highest qualification	----	----	----
Teachers with M.Phil as the highest qualification	----	----	
Teachers with PG as the highest qualification	01	02	03
Technical staff	----	----	----
Administrative staff	----	----	----

Q.7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Administration	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, what extent?

Teaching extent.

01. The number of problems to be taught for every topic is decided by the teachers .
02. The questions in problems are typed out and xerox copies are made available to the students. Problems are solved in the class.
03. Guidance is given to the students to solve University examination problems.
04. Students are encouraged to write more written periodical tests.
05. Departmental work load distribution is decided by the department.
06. Different methods of teaching are adopted.

Q.8. Furnish the number of students in the department during the current year.

	Female	Male	Total
Students from the same state where the college is located	F.Y. 27 S.Y. 28 T.Y. 26 81	----	81
Students from other states of India	----	----	----

NRI students	----	----	----
Other overseas students	----	----	----
Grand Total	81	----	81

Q.9. Is there a method of assessing the students academic standing in order to provide enrichment and / or remedial course?

Periodical tests are conducted in every class and home assignment are given to the students.

Extensive coaching is given to the slow learners, to develop and improve them academically from all aspects. The Advanced learners are motivated for more reference work, solving more problems and to present seminars.

Q.10. Furnish the following detail (in figures)

- ***Books in the department library:** 41 books.
- ***Journal / periodicals subscribed by the department:** Refer library input for journals and periodicals.

***Computers in the department:**

The department does not have its own Computer, however, it uses the Computers of IT Laboratory, Office Computer room and Cyber Centre.

Q.11. Mention the following details of the last two batches of students:

	Batch 1				Batch2		
	Year of entry June1999				Year of entry June2000		
	Year of passing T. Y. Exam-April-2002				Year of passing T. Y. Exam-April-2003		
	UG	PG	Total	UG	PG	Total	
Admitted to the programme (entry year)	F.Y. 30		30	F.Y. 12		12	
Drop-outs		09	--	09		00	
Appeared for the final year exam.	T.Y. 21		21	T.Y. 12		12	
Passed in the final exam		11		11		12	

Passed in first class.		03		03		08		08
University ranks , if any								

Q.12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: Two Full Time Teachers
 Filled : One Full Time Teacher and
 Two Part Time Teachers

Q.13. How often were national / international seminars, workshops etc. organized at the department? Nil

Though national or international seminars were not held, we do organise Guest lecture Programmes . Eminent Resource Faculties of sister colleges are invited to address our students.

Q.14. Are there any international or national links / collaborations. For teaching, research or both? Nil

Though currently , we don't have any links nationally or internationally, we wish to have collaboration in future.

The department maintains a close academic relationship with other colleges affiliated to the University of Mumbai.

The Department teachers make optimum use of the Library resources and also the internet facility available to keep themselves updated on their subject.

Q.15. List the teaching staff, with their designations, qualifications, fields of specialization, years of experience, age and sex (in the descending order of seniority):

Name of the Teaching staff	Designation	Highest Qual.	Speciali-Sation	Experi-ence in years	Age	Sex
Ms.Nazneen Momin	Lecturer(FT)	M.Com.	Accounts	1year (FT)	24	Female
Ms.Madhuri Mantri	Lecturer(PT)	M.Com.	Accounts	2 years (PT)	25	Female

Mr.Someshwar Chittimalle	Lecturer(PT)	M.Com, LLB	Accounts	2 years (PT)	28	Male
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- Q.16. How many of the teaching staff have received national / international recognition as fellows, awardees etc.?** Nil
- Q.17. What percentage of the teaching faculty are engaged in active research (guiding research scholars, operating projects, publishing regularly, etc.)?** Nil
- Q.18. List the major thrust areas within the subject in which research activities are being pursued.** Nil
- Q.19. What are the basic and advanced facilities (like Botanical garden ,field laboratories , animal house , computing facility , major equipment like NMR etc) acquired over the years ?**
NA
- Q.20. What is the total number of publications (provide a list) of the department in the last two years?** Nil
- Q.21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?**
Nil
- Q.22. What is the average work load in terms of actual contact lectures per week per teacher?**
- For Full Time (L1) 21 Lectures per week.
For Part Time (L2) 10 Lectures per week
For Part Time (L3) 10Lecture per week
- Q.23. What is average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?**

On an average a full time teacher spends 5 hours per day with the students. This covers class room teaching and also time spent with students in solving their difficulties relating to their subject. About one hour is spent in working for various committees. Part time teacher spends on an average 3 hours per day .

Q.24. Does the department monitor overall performance of students through regular assessments?

Yes No

Conducting Oral Tests, Periodical Written Tests, giving Assignments, Term End Examinations and Students' participation in various activities.

Q.25. How do the teachers update themselves for discharging their teaching / research responsibility?

Teachers refer to many Text books and Reference books so as to give the students as many examples as they can. They refer to the latest books and articles and internet. They also attend Workshops, Seminars, Guest Lecture Programmes and update themselves. They also update through interaction with the senior faculty members of other sister colleges.

Q.26. What is the annual budget allocation of the college to the department?

Nil

Q.28. Do the teachers offer consultancy services and earn revenue for the college / department?

Yes No

Consultancy services are offered to the students free of cost.

Q.29. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	1:4	-----	-----
Success rate	100%	-----	-----
Progression to higher education	50%		-----
Employment rate	-----	-----	-----
Ratio of part – time teachers to full – time teachers	2: 1	-----	-----
Ratio of academic staff to administrative staff	-----	-----
Ratio of students to teachers	81:3	-----	-----

Q.30. Has the department been participating in COSIP / COHSSIP / COSIST?

Yes No

Q.31. Any other highlights:

Teacher take the initiative to develop the all round personality of the students by organizing various activities, under the Commerce Association.

1. A “Guest Lecture Programme.” was held on January 16, 2002. Dr. D.B. Deore, visiting faculty, PG Department of University of Mumbai guided the students of T.Y.B.Com, and gave tips on how to prepare well for their examinations.
2. On 3rd March 2002 Prof. Yadav (Dept. of Commerce, Ambernath College) was invited to the college as a visiting faculty to deliver a Guest Lecture on Financial Accountancy paper for T.Y.B.Com students.
3. A contest on . “How to Advertise their Products” was held on the 22nd July 2002.
4. On 20th August 2002 Principal D. B. Deshpande of Adarsh College Badlapur was invited to speak on “Career Guidance He also gave them tips on how to face the examinations confidently.
5. An Interclass Mock Interview event was held on 9th January 2003. Students of F.Y.B.Com and S.Y.B.Com participated. The students performed the various scenes of an Interview in Progress and enacted how different people faced the interview panel in various emotional states.
6. A Guest Lecture programme on “Career Prospects in Marketing” for Commerce Students was organized on 22nd August 2003. The Guest Speaker Mrs. Sneha Dharpawar, Head of Commerce Department of Birla College, Kalyan shared her enriched experiences with the students.
7. Two staff members of the Commerce and Accountancy departments Ms. Nazneen Momin and Mr. Someshwar attended a workshop on the Modified syllabus for T.Y.B.Com conducted by C.K.T. College, New panvel in collaboration with the University of Mumbai on 28th July 2002.
8. Miss. Sameen Momin and Miss. Shagufta Madoo from the Commerce faculty participated in the Inter Collegiate Business Quiz Contest held at Adarsh College, Badlapur on the 9th December 2002. Ms. Nazneen Momin, Convenor of the Commerce Association accompanied the students and guided them.

Ms. Nazneen Momin

1. Convenor of the Commerce Association.
2. Member of the Attendance Committee.

3. Member of the Time Table Committee.
4. Member of the Unfair Means Committee
5. In-charge of Commerce faculty.
6. Co-opted member of NSS
7. Contributed immensely in various other activities of the college
8. Class in-charge Teacher of F.Y.B.Com and T.Y.B.Com.

Ms. Madhuri Mantri

- 1) Class in-charge Teacher of S.Y.B.Com.

Department of Economics

Q.1. Name and address of the department:

Department of Economics,
K.M.E Society's
G.M.Momin Women's College,
Thane Road,
Bhiwandi.
Dist. Thane.

Q.2. Telephone number/s:

225437 / 225957

Q.3. Date of establishment of the department

1st July, 1999.

Q.4. Built-up-area of the department in Sq. m:

N. A.

Q.5. List the different programmes (Level of study is UG / PG / M.Phil / Ph.D. / Certificate/PG Diploma) offered by the department together with the details required below

Programme	Level of study	Cut-off marks at entry level in %	Student strength
UG(Business Economics)	F.Y.B.Com	35	27
UG (Mac. Economics)	S.Y.B.Com	35	28
UG (Indian Economics)	T.Y.B.Com	35	26
TOTAL			81

Q.6. Provide the number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total No. of teachers	01	----	01
Teachers with Ph.D as the highest qualification	----	----	----
Teachers with M.Phil as the highest qualification	----	----	----
Teachers with P.G. as the highest qualification	01	----	01
Technical staff	----	----	----
Administrative staff	----	----	----

Q.7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Administration	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, what extent? Teaching Extent.
Q.8. Furnish the number of students in the department during current year.

	Female	Male	Total
Students from the same state where the college is located	81	----	81
Students from other state of India	----	----	----
NRI students	----	----	----
Other overseas students	----	----	----
Grand Total	81	----	81

Q.9. Is there a method of assessing the student's academic standing in order to provide enrichment and/or remedial courses

Yes **No**
 Regularly conducting written tests and oral tests.

Q.10. Furnish the following details (in figures):

Books in the department library: 35

Journals /periodicals subscribed by the department: NIL

Computers in the department:

As such computer is not provided to each department but as and when we have to do my departmental work the staff have access to the Computers from the Cyber Center or Computers from our College.

Research Projects completed during the last three years and their total outlay: Nil

Ongoing Research Projects: Nil

Teachers who have attended national / international workshops / seminar during the last two years: Nil

Q.11. Mention the following details of the last two batches of students:

	Class	Batch 1			Batch2		
		Year of entry June1999 Year of passing T. Y. Exam-April- 2002			Year of entry June2000 Year of passing T. Y. Exam-April- 2003		
		UG	PG	TOTAL	UG	PG	TOTAL
Admitted to the programme (entry year)	F.Y.B.Com.	30	----	30	12	----	12
Drop outs		09	----	09		----	
Appeared for the final year exam	.T.Y B.Com.	21	----	21	12	----	12
Passed in the final exam	T.Y.B.Com.	17	----	17	10	----	10
Passed in first class			----			----	
University ranks, if any		----	----	----	----	----	----

Q.12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 01 (Part- Time)
Filled: 01 (Part- Time)

Q.13. How often were national/international seminars, workshops etc organised at the department. Nil

Q.14. Are there any international or national links / collaborations for teaching, research or both? No.

Q.15. List the teaching staff with their designation, qualification, fields of specialization, years of experience, age and sex. (in the descending order of seniority):

Name of the Teaching staff	Designation	Highest Qualification	Specialisation	Experience in years	Age	Sex
Dagade Pramod	Lecturer	M.A.	Economics	03 months	25	M

Q.16. How many of the teaching staff have received national / international recognition as fellows, awardees etc? Nil

Q.17. What percentage of the teaching faculty are engaged in active research (guiding research scholars, operation projects, publishing regularly etc)? Nil

Q.18. List the major thrust areas within the subject in which research activities are being pursued. Nil

Q.19. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facility, major equipments like NMR etc.) acquired over the years? N.A.

Q.20. What is the total number of publications (provide a list) of the department in the last two years? N.A.

Q.21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?
No.

Q.22. What is the average work Load in terms of actual contact lectures per week per teacher? Nine Lectures per Week.

Q.23. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

Eight Hours per Week.

Q.24. Does the department monitor overall performance of students through regular assessments?

Yes No

We monitor the overall performance of the students on the basis of their daily attendance, periodical tests, seminars.

Q.25. How do the teachers update themselves for discharging their teaching / research responsibilities. Give details.

By reading journals on the subject and attending seminars, workshops, conducted by other colleges . Teachers are also given study leave.

Q.26. What is the annual budget allocation of the college to the department? Nil.

Q.27. How much of research funding has been generated by the teachers from other agencies? Nil.

Q.28. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes No

If yes, how much has been earned during the last two years?
This service, which the teachers offer, is free of cost.

Q.29. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	1:4	----	----
Success rate (examination results)	100%	----	----
Progression to higher education	50%	----	----
Employment rate		----	----
Ratio of part-time teachers to full time teachers.	1:0	----	----
Ratio of academic staff to administrative staff		----	----
Ratio of students to teachers	81:1	----	----

Q.30. Has the department been participating in COSIP / COHSSIP / COSIST?

Yes No

Q.31. Any other highlights:

Department of Business Law

Q.1. Name and address of the department:

Department of Business Law,
K.M.E Society's,
G.M.Momin Women's College,
Bhiwandi,
District- Thane.

Q.2. Telephone number/s: 225437 / 225957

Q.3. Date of establishment of the department: 9th June, 2000.

Q.4. Built-up-area of the department in Sq. m: N.A.

Q.5. List the different programmes (Level of Study is UG / PG / M.Phil / Ph.D. / Certificate/PG Diploma) offered by the department together with the details required below:

Programme	level of study	Cut-off marks at entry level in %	Student strength
UG	S.Y.B.Com	35	28

Q.6. Provide the number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	01	----	01
Teachers with Ph.D as the highest qualification	----	----	----
Teachers with M.Phil as the highest qualification	----	----	----
Teachers with P.G. as the highest qualification	01	----	01
Technical staff	----	----	----
Administrative staff	----	----	----

Q.7. Does the department have academic administrative and financial autonomy?

	Yes	No
Academic	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Administration	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes, what extent?	Teaching extent	

Q.8. Furnish the number of students in the department during current year.

	Female	Male	Total
Students from the same state where the college is located	28	----	28
Students from other state of India	----	----	----
NRI students	----	----	----
Other overseas students	----	----	----
Grand Total	28	----	28

Q.9. Is there a method of assessing the student's academic standing in order to provide enrichment and/or remedial courses

Yes No
Regularly conducting class test and tutorials.

Q.10. Furnish the following details (in figures):

- ❖ **Books in the department library:** 05
- ❖ **Journals /periodicals subscribed by the department:** NIL
- ❖ **Computers in the department:** As such computer is not provided to each department but as and when the staff will have to do departmental work they have access to the Computers from the Cyber Center or Computers from our college.
- ❖ **Research projects completed during the last three years and their total outlay:** Nil
- ❖ **Ongoing research projects:** Nil
- ❖ **Teachers who have attended national/international workshops/seminar during the last two years:** Nil

Q.11. Mention the following details of the last two batches of students:

	Class	Batch 1 Year of entry 2000			Batch 2 Year of entry 2001		
		UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	S.Y.B.Com.	26	----	26	12	----	12
Drop outs	----	04	----	04	00	----	00
Appeared for the final year exam	S.YB. Com.	22	----	22	12	----	12
Passed in the final exam	S.Y.B.Com	22	----	22	12	----	12
Passed in first class	S.Y.B.com	08	----	08	07	----	07
University ranks, if any		----	----	----	----	----	----
REASONS FOR DROPOUT → i> Marriage ii> Professional courses							

Q.12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 01 (CHB)
Filled: 01 (CHB)

Q.13. How often were national / international seminars, workshops etc organised at the department? Nil

Q.14. Are there any international or national links/collaborations for teaching, research or both? Nil

Q.15. List the teaching staff with their designation, qualification, fields of specialization, years of experience, age and sex. (in the descending order of seniority):

Name of the Teaching staff	Designation	Highest Qualification	Specialisation	Experience in years	Age	Sex
Mr.Katekar Jayraj	Lecturer	L.L.M.	Hindu Law and Criminal	03 yrs	35	M

Q.16. How many of the teaching Staff have received national / international recognition as follows, awardees etc? Nil.

Q.17. What percentage of the teaching faculty are engaged in active research (guiding research scholars, operation projects, publishing regularly etc): Nil

Q.18. List the major thrust areas within the subject in which research activities are being pursued. Nil

Q.19. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facility, major equipments like NMR etc.) acquired over the years? N. A.

Q.20. What is the total number of publications (provide a list) of the department in the last two years? N.A.

Q.21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?
No.

Q.22. What is the average work Load in terms of actual contact lectures per week per teacher? Four Lectures per week.

Q.23. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

1 hour every day is spent with the students.

Q.24. Does the department monitor overall performance of students through regular assessments?

Yes No

By conducting tests and seminars.

Q.25. How do the teachers update themselves for discharging their teaching /research responsibilities? Give details.

By using different libraries for reference by reading magazines and through Internet.

Q.26. What is the annual budget allocation of the college to the department? NA

Q.27. How much of research funding has been generated by the teachers from other agencies? Nil.

Q.28. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes No

If yes, how much has been earned during the last two years?

Q.29. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	1:4	----	----
Success rate (examination results)	100%	----	----
Progression to higher education	---	----	----
Employment rate	---	----	----

Ratio of part-time teachers to full time teachers.	1:0	----	----
Ratio of academic staff to administrative staff	---	----	----
Ratio of students to teachers	26:1	----	----

Q.30. Has the department been participating in COSIP / COHSSIP / COSIST?

Yes No

Q.31. Any other highlights:

- * Department offered its voluntary legal advise to the needy and poor people of the adopted area of the N.S.S. Unit at Khadipar.

Department of B. Sc IT (Information Technology)

Q.1. Name and address of the department:

Department of B. Sc. IT,
K.M.E Society's
G.M.Momin Women's College,
Thane Road,
Bhiwandi.
Dist. Thane.

Q.2. Telephone number/s:

225437 / 225957.

E-mail Id: kmesgmwcd@yahoo.com

Q.3. Date of establishment of the department:

September, 2001.

Q.4. Built-up area of the department in sq. m.

Computer Lab:

74.98 sq. m

Q.5. List the different programmes (Level of study is UG / PG / M.Phil / Ph.D. / Certificate/PG Diploma) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength
UG	F.Y	45% in XII with Maths for general categories 40% for reserved categories	09
UG	S.Y	40% in F.Y	04
UG	T.Y	40% in S.Y	06

Q.6. Provided the number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	01	02	03
Teachers with Ph.D. as the highest qualification		01	01
Teacher with M.Phil. as the highest qualification	--	--	--
Teacher with PG as the highest qualification	01	01	02
Technical staff	--	---	--
Administrative staff	03	----	03

Q.7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Finance	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If yes, what extent?

It is a self-financing course. A co-ordinator takes care of administration of the department in co-ordination with the University

Q.8. Furnish the number of students in the department during the current year:

	Female	Male	Total
Student from the same state where the college is located.	19	0	19
Student from other states of India	0	0	0
NRI student	0	0	0
Other overseas students	0	0	0
Grand Total	19	0	19

Q.9. Is there a method of assessing the student's academic standing in order to provide enrichment and / or remedial courses?

Yes No

Q.10. Furnish the following details (in figures):

Books in the department library: 137

Journals / periodicals subscribed by the department: Express Computer

Computer in the department: 10

Research project completed during the last three years and their total outlay: NA

Ongoing research project: Nil

Teachers who have attended national / international workshop/ seminars during the last two year: Nil

Mr. Anis Choudhary- Staff In-Charge of I.T. Department.

Q.16. How many of the teaching staff have received national / international recognition as fellows, awardees etc Nil

Q.17. What percentage of the teaching faculty are engaged in active research (guiding research scholars, operating project, publishing regularly, etc.) Nil

Q.18. List the major thrust areas within the subject in which research activities are being pursued.

Various software programmes for the college (Library)
Various software programmes for the Industries .

Q.19. What are the basic and advanced facilities [like botanical garden, field laboratories, animal, house, computing facility, major equipment like NMR etc.] acquired over the years ?

- * Computer laboratory.
- * CDs on various topics .
- * Television Video Cassette Player.
- * LCD Projector for power point presentation is hired as and when required.
- * OHP
- * No restriction in issuing number of library books to B.Sc-IT students.(Home issue)
- * Internet facility .
- * Playground .
- * Sports facilities .
- * Canteen facility.

Q.20. What is the total number of publications [provide a list] of the department in the last two years? Nil

Q.21. Have any one of the teaching programmes been dropped because it

lost its immediate relevance or because it was not viable

Yes No

Q.22. What is the average workload in terms of actual contact lectures per

week per teacher?

29 for F.T

12 for P.T

Q.23. What is the average time spent by a teacher with students and how

much time is spent on committees that deal with academic matters?

Besides teaching, each lecturer of the B.Sc-IT department gives at least two to three hours for the projects, Tutorials. Practical preparations, extracurricular activities correspondence with the University regarding syllabus and other matters.

Department arranges Parents Meeting.

Q.24. Does the department monitor over all performance of students through regular assessments

Yes No

If yes, give methods and details of assessment

The department conducts various tests and Seminars. Arranges an “Open house” on every Saturday to monitor the performance of the students. Students are guided by the teachers if they score less marks.

Teachers have regular departmental meetings (Atleast once in a fortnight)

Q.25. How do the teachers update themselves for discharging their teaching / research responsibilities? give details

Lecturers from B.Sc-IT department attend seminars, workshops conducted by the University of Mumbai for the course.

Staff also joined short term courses to update their knowledge.

Q.26. What is the annual budget allocation of the to the department?.

Rs 155,555.00

Q.27. How much of research funding has been generated by the teachers

from other agencies?

Nil

Q.28. Do the teachers offer consultancy services and earn revenue for college / department?

Yes No

If yes, how much has been earned during the last two years?
Free of cost.

Q.29. Furnish the following details:

Particulars	UG	PG	Research
Ratio of application to available seats	1: 6		NA
Success rate (examination results)	N.A	NA	NA
Progression to higher education	N.A	NA	NA
Employment rate	N.A	NA	NA
Ratio of part – time teachers to full – time teacher	1:2	NA	NA
Ratio of academic staff to administrative staff	1:1	NA	NA
Ratio of student to teachers	6:1	NA	NA

Q.30. Has the department been participating in COSIP/ COHSSIP/ COSIST?

Yes No

Q.31. Any other highlights:

B. Sc-IT department is very much keen to provide 100% job security for all the students passing from this faculty. The department is trying to arrange Campus Interviews for the same purpose. Department is very keen to organize an Inter-Collegiate event on IT related subject in the month of February. In collaboration with the institute of “Career Studies” the department organized a Computer Hardware Training Programme and trained 30 students. The department is trying to create an awareness for IT not only in college but also in communities. The department had organized “Eid -Diwali Milan” - a programme for coexistence of our culture and modern technology” Maximum students of IT department are enrolled for the NSS work.

Conduct of annual Parents Teachers Meeting, Open House, Weekly review on the feedback, attending Seminar Work-shop organised by the University of Mumbai for the subject and the other related field, are other features of this department.

Syllabus of all three year (6-Semester) integrated course is given below
*Degree / Diploma Class subjects number of students (Mention divisions
all the Subjects)*

B.SC (IT) degree

F.Y.B.SC (IT)

Semester-I

Introduction to Information Theory Applications.

Introduction to Digital Electronics

Digital Computer Fundamentals.

Introduction to Programming.

Mathematics I.

Semester-II

Mathematics II.

Design and analysis of algorithms.

Electronic and Tele communication system

Professional skill development course.

Computer Graphics.

B.SC (IT) degree

S.Y.B.SC (IT)

Semester-III

Computational Mathematics.

System Programming.

Object Oriented Programming.

Computer Networks.

Logic Discrete Mathematics Structures.

Semester-IV

Data Base Concept and System.

Operating System.

C++& JAVA.

E-Commerce.

S/W Engineering.

B.SC (IT) degree

T.Y.B.SC (IT) Semester-V

Internet Security.

Visual Basic 6

SQL 2

Elective I (select one of following)

Multimedia.

Embedded systems and Programming.

Web Design and Internet based applications
Advanced JAVA.

Elective II (Select one of the following)

ERP System.

GIS.

Management Information system.

BPR.

Semester-VI

C# (pronounced as C Sharp)

Internet Technologies

CRM

Elective III (Select one of the following)

Strategic IT Management

Total Supply chain Management

Project Management

IT Laws and Patents

Project

Library Inputs

Library Committee

It consists of three teachers from each faculty. They advise the Librarian and monitor subscription to journals, procurement of books, acquisition of capital items etc.

The committee ensures a better understanding between the readers and the library policies.

Precious time of the executive authority is saved which is otherwise wasted in taking decisions on every minute point, which can easily be decided by the library committee.

The Chairman nominates the Library committee members after finding the interest of the teacher towards working for the committee.

The Librarian consults the Chairman of the Library Committee on all matters when as and required.

Committee Members

1. Principal Kamala Balasubramanian - Chairperson
2. Ms. Shameena Shaikh - Member-Arts Faculty
3. Mrs. Sunita Vazirani - Member-Science Faculty
4. Ms.Madhuri Mantri - Member-Commerce Faculty
5. Mrs Shad Patel (Librarian) - Secretary
6. Student representative from each faculty
 - a. Arts Faculty - Ms.Kuwari Mahasib - S.Y.B.A
 - b. Commerce Faculty - Ms. Vinchu Saher - F.Y.B.Com.
 - c. Science Faculty - Ms.Divkar Rafiya - S.Y.B.Sc
 - d. B.Sc. I.T. - Ms. Khan Iram - F.Y.B.Sc. I.T.

Area of the Library

- 1) Main Library – 36 x 22 sq.feet.

Seating Arrangement

Students - 46 Students

Faculty Members - 06 Members

Strength

Degree College - 750 students

Teaching Staff

Non-Teaching Staff
Library Hours
Monday to Saturday - 7.00 a.m. to 4.30 p.m.

Total Books
Text Books 550
Reference Books 4000

Digital Sources

1) CD - A few CD's have been acquired through purchase of books and periodicals where CD's are integral part of the same. A separate register is maintained for the same.

2) Internet Access: Since there is no separate phone line in the library no Internet access is available within the library. Nevertheless , the library has an access to the Internet through I.T. Laboratory or Computer Centre situated in the campus.

Identity Cards and Reader's Ticket

Identity cards and Readers Tickets are issued after admission in the first week of the academic year. If the original is lost, a duplicate card may be issued to the students.

Scholar's Cards

To stimulate the reading habit, the library issues Scholar's Cards to first two top students from each class. They are given extra concession of two more books, for reference.

We also provide reference facility for I.D.E students, P.G. students and Alumni Students.

Rules and Regulations

- * The Library cards are not transferable
- * One book will be issued against reader's ticket.
- * In case of late return, students will have to pay a fine at the rate of 1.Re per day.
- * Complete silence is maintained in the library.

Quantum of works (Technical)

Classification

Cataloguing

Accessioning

Processing

Acquisition

Services to Students and Staff Members

a) Issuing

b) Return

c) Searching for books as on demand

d) Charging and discharging record writing.

e) Providing career guidance to the students whenever required.

e.g. One of our ex-students who had passed her graduation had sought the help for Career Guidance from the library. She selected Library Science as her career and has completed the course from one of the reputed institute. She is thankful to the college for the guidance provided.

f) Helping examination work, admission work, college programmes and functions.

g) To maintain College photographs of previous years.

Academic Journals

Economic and Political Weekly.

Science Reporter

Indian Philosophical Quarterly

Quarterly Review of Historical Studies

University News

Seminar

Shair (Urdu)

Kitabnuma (Urdu)

Islamic Voice

Periodicals

India Today

Sports Star

Competition Success Review

Woman's Era

GrahaShobha

Readers Digest

Chabkhood (Urdu)

Aaj Kal (Urdu)

Communalism Combat

NEWSPAPERS

The Times of India

Indian Express

The Asian Age

Navbharat Times (Hindi)

Inquilab (Urdu)

Urdu Times (Urdu)

Shodhan (Hindi)

CURRICULUM ACTIVITIES

Orientation to college students.

Guidance to students in their project work, especially in the use of reference.

Sources like Encyclopedias.

The Library also provides facilities for Career Guidance.

Exhibition of books separately for different faculties.

New Arrival Section.

Information of new books to the department.

List of Catalogues to the department.

REPORTS

Annual Stock Taking

REGISTERS

Accession Registers.

Dead Stock Registers.

Files for Examination Question Papers.

Issuing Registers- (Staff).

Home Issues.

Students Attendance.

Periodicals.

Bill Forwarding.

FILES

Approval Memo.

Bill Forwarding.

Readers Ticket.

Duplicate Identity Card/Application.

Publishers Catalogue.

Scholars Cards.

Raddi Bills.

Library Committee.

Important Press Releases.

Set Exam Syllabus

Academic Syllabus

Exhibition.

MAINTENANCE

Book Binding

Periodical bound Volumes

Cupboards, Tubelights, Fans etc.

STAFF PATTERN

Librarian 01

Library-Attendant 01

Peon 02

FINANCE

Receipts

- a) Library fees → 100% of those collected.
- b) Contribution from unaided courses → 100% of those collected.
- c) Grants from College budget → Furniture and Fixation maintenance and repairs of library.
- d) Interest on Library deposit → 100% of total
- e) Student Mutual Fund → N.A.
- f) Adhoc Grant→N.A.
- g) Library fine and cost Recovery→100% of total.
- h) Scrap Sale→100% of total.
- i) Unreturned Deposit → Unclaimed amount is spent on students
- j)Adhoc grants from state→N.A.
- k) Xerox→N.A.
- l) Other Services→N.A.

Expenditure Particulars

- a) Books→ 100% of total Receipts.

JOB DESCRIPTION

1) LIBRARIAN.

Overall supervision and administration of the library.

To call for library committee meetings and discuss about library development.

To take a round and observe total silence and smooth working of the library.

To look into Budget allocation and books purchasing

Accession of the books

Books Classification→ Book Classification is done according to DDC- Dewey Decimal Classification.

To plan Library work.

To provide library extended services→ Career Guidance/Library facility to alumni and I.D.E.students.

Bill Forwarding Process. Maintaining important Newspaper articles and special issues of periodicals. Newspapers and periodicals are scanned regularly. Important news pertaining to the office and staff are brought to their notice and cuttings are provided to them. Other important news items or articles are marked and later clippings and cuttings are displayed on the library notice board and then filed.

2) LIBRARY ATTENDANT.

- 1) Taking a round among students to maintain discipline in the library.
- 2) Checking the student's entry register.
- 3) Computer data entry.
- 4) Charging and Discharging duties.
- 5) Shelving.
- 6) Cleanliness
- 7) To look into the requirement of any furniture.
- 8) Inward maintenance.
- 9) Staff Issuing.
- 10) Maintaining records like study room, home lending etc.
- 11) Books Classification and Cataloguing.

3) CLASS III.

- 1) Accessioning.
- 2) Preparation of question paper sets.
- 3) Staff Issuing.
- 4) Charging and Discharging Duties.
- 5) Checking student's entry register.
- 6) Maintaining old Newspaper.
- 7) Discipline.

8) Cleanliness of furniture, windows, tables, cupboards and the entire library.

**Librarian's involvement in academic activities of the College:
Librarian - Mrs. Shad Patel**

Librarian is the member of the teaching Staff Council and various Sub - Committees of the College. She is directly or indirectly involved in the academic activities of the college.

Since most of the students are from Urdu medium and not exposed to books, the librarian helps them to identify the books required by them in their project work, especially in the use of reference sources like encyclopedias, dictionaries, yearbooks and other reference sources.

She attends workshops, seminars, debates, elocution competition, etc. organized by various committees and departments of the college.

She is invited as a member of jury for various cultural activities organized by the Students' Council.

Seminars/Workshops/Refresher Courses

- a) Attended a two-day Workshop on the topic "Libraries heading towards 21st century" conducted by Ramanarain Ruia College, Matunga, in December 1999.
- a) Attended one Refresher Course in Library Science organized by the Academic Staff College, University of Mumbai and sponsored by the UGC on the topic "Re-engineering College Libraries" from 01 to 24th Oct. 2001.
- b) Attended a Seminar on "Preparation for National Assessment and Accreditation Council (NAAC) by the College Librarians and Libraries" conducted by K.E.T's V.G.Vaze College, Mulund, on 28th January 2003.
- a) Attended a one-day Seminar on "Changing Perspectives of Library Management" organized by Birla College of Arts, Science and Commerce, Kalyan, on 30th December 2003.

Office Inputs

Name: Mr. Mushtaq Ali Patel

Designation: Head Clerk

General Administrative Duties

1. Over all in -charge of the entire office work.
 - a) Administrative b) Accounts
2. To maintain the teaching and non-teaching musters.
3. To assign duties to class IV employees from time to time.
4. To monitor the work of the sub ordinate staff.
5. To maintain confidential reports of the sub-ordinate staff.
6. To maintain the fees register.
7. To attend to any emergency work in the college.
8. To attend to college work at Mantralaya & Joint Director's office at Mumbai.
9. To help in arranging society's meetings.
10. To look in to the maintenance of the college building.
11. To be responsible for proper organization of the Local Managing Committee Meeting and send letters to the Management Members.
12. To attend to typing work whenever required.
13. To maintain important GR.s and circulars file.

Administrative Duties related to the University

1. Drafting and checking of the draft approval for the advertisement towards recruitment.
2. Report of new appointments, of arts, science, commerce and B.Sc. IT faculties in prescribed format to the university and Jt. Director's office.
3. To prepare affiliation file of arts, science, commerce and B.Sc.IT faculties.
4. To maintain the minority status file.
5. To follow up to get the teaching staff approval from the university.
6. To ensure annual affiliation fees is remitted before the last date.
7. To follow up with the Post-Graduate dept. and to get the letter permission for PG courses.
8. To receive various university circulars and supply information to the University from time to time.
9. To follow up the permanent affiliation matter with the affiliation section.
10. To follow up any legal matter as and when required.
11. To maintain university circulars related to service conditions of teachers.

Duties Related To The Joint Director's, Office (H.E.) Mumbai

And Director's Office (H.E.) At Pune

1. To prepare revised and estimated budget.
2. Salary grant and non-salary grant assessment work.
3. To prepare workload for teaching staff subject wise as per the rules and submit it to the Jt. Director's office.
4. Check service books and personal files of the entire staff, and get the entries done with the help of Sr. Clerk.
5. To prepare GPF Monthly subscription and challans & send it to the Jt. Director's Office.
6. To get teaching approval and NOC from the Jt. Director's Office and Director's, Pune.
7. Getting non-teaching staff approval and NOC from the Jt. Directors office.
8. Look into pension cases, if any
9. Selection and senior grade work and to look into the pay fixation work.
10. Medical reimbursement work.
11. To maintain GR. file.

Administrative Duties Related To Accounts

1. To write the cashbook and maintain the ledger for the college.
2. To prepare the budget for all the departments and place it before the LMC.
3. To get the audit work done at the Chartered Accountant's Office.
4. To prepare Audited Statements.
5. To prepare every month's Receipts and Payments.
6. To look into the details of Salary and Non- Salary Grants, received from the Jt. Director's office.
7. To look into Income Tax deduction from the salary.
8. To prepare Income-Tax Challans and send it to the State Bank of India, Bhiwandi.
9. To prepare form no. 16, form no. 24 and send it to the Income Tax Department, Thane.
10. To prepare Profession Tax Challans and send it to the State Bank of India, Bhiwandi.
11. To prepare Bank Reconciliation Statements.
12. To tally the trial balance with the help of Jr. Clerk.
13. To look into salary arrears, if any.
14. To look in to the DA. Increase, if any.

Name : *Mr. Zaglol Nasim Falke*

Designation : *Senior Clerk*

General Administrative Duties

- * Over all in charge of the admissions of all the three faculties.
- * To collect admission fees and to be responsible to deposit the same to the bank accounts.
- * To allot roll numbers to the students.
- * In charge for EBC/ PTC/ STC work.
- * To follow up with Panchayat Samitee and Zilla Parishad to get free ship orders.
- * To be responsible to write teaching and non-teaching muster every month.
- * To assign duties to class IV employees from time to time.
- * To be In charge of maintenance work of the college.
- * To attend to any emergency work in the college.
- * Responsible to arrange all the meetings of the society.
- * To help in organising various programmes in the college.
- * To prepare the Appointment letters of the teaching and non-teaching staff.
- * To prepare the Termination letters of the teaching staff.
- * To be overall in charge for cleaning work in the college premises.
- * To be responsible to maintain the general register of the students.
- * To prepare all types of certificates to students and staff alike, TC, bonafide certificates, NOC, salary certificates and experience certificates.
- * To write and maintain the petty cash book of the college.
- * To be responsible to maintain the leave accounts of all the teaching and non-teaching staff.
- * To be responsible for maintaining dead stock register of the college.
- * To take care of the auditorium and college sound system.
- * To take care of railway concessions to students.
- * To maintain records about college building structure and all the old assets.

Administrative duties related to the University

- * Responsible to get the enrollment forms filled up and forward the same to the University, and to follow up with the university to confirm the enrolment. To report eligibility cases and get their enrolment confirmed.
- * In charge of Distance Education faculty.
- * To provide syllabus, I. Card, Examination. Related particulars to the IDE. Students.
- * Responsible to issue Degree Certificates to the TY. students with the help

of Junior Clerk.

- * Responsible for preparing and submitting returns of students on roll as on 1st August and 31st March every year.
- * Responsible for preparing and submitting all the statistical information of students and staff from time to time, to various Govt. Offices to the University and to the management.
- * To follow up any legal matter as and when required by the Management/Principal.
- * To be responsible for the cancellation of admission of FY students and inform the same to the enrolment section of the university of Mumbai.
- * To attend to university works at Kalina campus, Joint Director's office and University fort campus from time to time as and when required.

Duties Related To The Joint Director's Office (H.E.) Mumbai

- * To help in prepare revised and estimated budget to be submitted to the Joint Director's Office.
- * To help the head clerk to attend and observe the various workshops.
- * Work related to pay fixation by the Vth pay commission of all the teaching and non-teaching staff.
- * To be responsible for preparation and submission of arrears of the Vth pay commission of all the staff to the Joint Director's office.
- * To be responsible for preparing all types of arrears of the staff.
- * To work on income tax deduction for V pay salary arrears.
- * To be responsible for maintaining service books and personnel files of all the staff members.
- * To help in salary and non-salary grant assessment work.
- * To work for proper deposit of GPF amount from V pay salary arrears or any DA arrears to the P.F accounts of the respective staff.

Name : *Mr. Ahmed Naushad Saleem*

Designation : *Junior Clerk*

Duties

1. To take care of Admissions of FY SY TY BA. /B.Sc./ B.com. & B.Sc. IT
2. To help in preparing the Merit List of FY students.
3. To accept fees from all students of Arts, Science, Commerce and B.Sc. IT faculties and deposit the same in the respective accounts.
4. To allot roll numbers to all students of Arts, Science and Commerce and B.Sc. IT faculties.
5. Typing of all Staff Circulars and Students' Notices.
6. To attend to typing work.
7. Preparing salary statements of Arts, Science, Commerce and B.Sc IT faculties.
8. Preparing bank statements and cheques for salaries of Arts, Science, Commerce and B.Sc. IT faculties.
9. Handling cash and petty cash amount
10. To prepare Mark list of Candidates.
11. To prepare Selection Committee Report and Marking Scheme for Interviews.
12. To prepare Bonafide Certificates, Transference Certificates, NOCs.
13. To help the Head Clerk for the estimated fees budget.
14. To help in the college programmes.
15. To be responsible as an Understudy Supervisor for College Examinations of Arts, Science & Commerce.
16. To be a responsible Understudy Supervisor for University Examinations.
17. To issue and accept the University examination forms of Arts, Science, Commerce and B.Sc. IT faculties and send it to the University.
18. To issue and accept Convocation form and send it to University.
19. To Computerize the Mark lists of FY/ SY/B.A./B.SC. / B.COM. Examinations.
19. To Computerize Question papers of F.Y/SY/B.A./B.SC. / B.COM. Examinations.
20. To help the NSS Programme Officers in maintaining accounts and typing various notices/ enrollment lists etc.
21. To write the Registers of FY/ SY/ B.A./ B.SC. / B.COM. Examinations and maintain the same.
22. To maintain TY B.A/B.Sc/B.Com. Results Sheets.
23. To maintain Fee receipts and Fees registers.

Name: KHAN KAHKASHAN

Designation: LABORATORY ASSISTANT

1. To prepare solutions for F.Y.B.Sc, S.Y.B.Sc & T.Y.B.Sc. Practicals.
2. To maintain the Registers of Specimen, Slides, Chemicals, Apparatus, Glasswares.
3. To arrange practicals of all classes F.Y.B.Sc., S.Y.B.Sc & T.Y.B.Sc.
4. To attend to typing work whenever required.
5. Handling Petty Cash amount and Register.
6. Handling T.Y.B.Sc. University Practical Examination
7. Handling College Practical Examination of F.Y.B.Sc. & S.Y.B.Sc. Classes.
8. To Maintain Stock Registers
9. To Maintain Bill Registers
10. Works as a Supervisor for University Examination whenever required.
11. Works as a Supervisor for College Examination whenever required.
12. To help in the College Programmes.
13. To maintain Glassware Breakage Register

Name: ATAF KUWARI

Designation: LABORATORY ASSISTANT

1. To prepare solutions for F.Y.B.Sc, S.Y.B.Sc & T.Y.B.Sc. Practicals.
2. To maintain the Registers of Specimen, Slides, Chemicals, Apparatus, Glasswares.
3. To arrange practicals of all classes F.Y.B.Sc., S.Y.B.Sc & T.Y.B.Sc.
4. To attend to typing work whenever required.
5. Handling Petty Cash amount and Register.
6. Handling T.Y.B.Sc. University Practical Examination
7. Handling College Practical Examination of F.Y.B.Sc. & S.Y.B.Sc. Classes.
8. To Maintain Stock Registers
9. To Maintain Bill Registers
10. Works as a Supervisor for University Examination whenever required.
11. Works as a Supervisor for College Examination whenever required.
12. To help in the College Programmes.
13. To maintain Glassware Breakage Register

DUTIES OF CLASS IV EMPLOYEES

1. Mr. Nadeem Dange
 2. Mr. Muzammil Vinchu
 3. Mrs. Nazema Khan
 4. Mr. Santosh Kathe
 5. Mr. Shafique Shaikh
 6. Mr. Muzammil Kamankar
 7. Mr. Akbar Kekan
 8. Mr. Mansoor Ali Patel
 9. Mr. Faisal Falke
 10. Mr. Imam Khatimiti
 11. Mr. Seeman Mulla
 12. Mrs. Rabiya Shaikh
 13. Mr. Rukhsana Shaikh
 14. Mr. Nasir Pasvare
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- 1) Each peon has been allotted fixed classrooms, corridors and staircases to be cleaned every day.
 - 2) One peon is assigned with the duty to attend to the Principal's office and also to the Office staff.
 - 3) One of the peons is assigned with the duty to take care of the college gate, check identity cards and maintain register of visitors. and watering the plants.
 - 4) Male peons are assigned the duties outside the college premises viz. depositing cash in the bank, withdrawal, dispatch of letters, xeroxing and dispatching to the University and Jt. Director Office.
 - 5) According to the availability, peons take the charge of arrangement in the auditorium for conducting various programmes.
 - 6) During examination peons are given work like cyclostyling, seating arrangement water to be given and assisting members of the examination committee.
 - 7) Laboratory attendants take care of cleanness and maintenance of Zoology, Chemistry, Botany, & Physics laboratories. Assisting Lab. Assistant in preparation a solutions, collecting specimens to help in the conduct of College and University Practicals as well as Examinations, from outside the College.
 - 8) To assist in the conducts of Practicals for the students of Maulana Azad University, Hyderabad etc.
