

External Academic Audit Report of G. M. Momin Women's College,
Bhiwandi, Thane
2017-18
ADMIN OFFICE

SUGGESTIONS:

1. Cordial relation with students to be maintained by office staff
2. Timely quick processing of student's documents by office staff.
3. Providing more water cooler in new building with R.O.
4. Publishing free ship / scholarship schedule on time by office staff.
5. Online feedback may be encouraged for office staff by students

IQAC

SUGGESTIONS:

1. Action taken report need to be maintained.
2. Online Certificate courses may be introduced.
3. More value-added courses to be initiated
4. Institutions social responsibilities to be strengthen.
5. Best Practices need to be rework.
6. Team building workshops for staff / non-teaching staff to be conducted
7. Welfare scheme & Workshop for Teaching & Non-Teaching staff to be implemented.
8. Short Term courses for non-teaching staff may be introduced.
9. Value education for Teaching & Non-Teaching staff to be conducted
10. Linkages with other institutions, organization to be strengthen.

11. Autonomy for college to be explore.
12. Certificate/Diploma courses may be started in collaboration with University.
13. Various Audit /Carbon foot print/Paper Recycling to be initiated.
14. Need proper Publicizing/Advertising of the programs conducted by college.
15. Tree plantation, Green House, Solid Waste management in the Campus to be implemented.

DEPARTMENT OF PHYSICS

SUGGESTIONS:

1. Result to be enhance.
2. More interdisciplinary programmes to be initiated.
3. Value added programme to be started.
4. Internship to be encourage for students.
5. Skype /e book facilities to be provide.
6. Online courses to be implemented.

DEPARTMENT OF MATHEMATICS

SUGGESTIONS:

1. Research to be enhance/strengthen
2. Actuarial Science to be explore
3. Nearby school students to be trained for basic mathematics

DEPARTMENT OF ZOOLOGY

SUGGESTIONS:

1. Publications from the department to be enhanced.
2. Butterfly garden need to be established.
3. Department Social responsibility to be initiated.
4. Online courses/value Added courses to be introduced.
5. Conference / Workshop to be organize.

DEPARTMENT OF BOTANY

SUGGESTIONS:

1. Botanical Garden could be established, which will support butterflies.
2. Popular certificate courses like, Gardening, Kitchen Gardening may be started.
3. Multiple copies of the scientific instruments like Microscopes, Micropipettes, weighing balance may be procured under DBT programme.
4. Community oriented projects like Jam and Jelly preparation be tried out.

DEPARTMENT OF CHEMISTRY

SUGGESTIONS:

1. Popularization of Chemistry may be undertaken by starting Add on courses like Chemistry in Day to Day Life.
2. Student oriented Research projects may be introduced in SY or TY

DEPARTMENT OF BIOTECHNOLOGY

SUGGESTIONS:

1. Research component to be promoted.
2. Community oriented projects may be taken up.

DEPARTMENT OF BMS

SUGGESTIONS:

1. Online courses to be explored.
2. Digital Marketing courses to be offered.
3. Conference / Workshop for students and staff need to be organised.
4. Entrepreneur skill programme to be introduced.
5. Grooming sessions for students need to be conducted.

DEPARTMENT OF SOCIOLOGY

SUGGESTIONS:

1. Various awareness drive related to women issues need to be organised.
2. Workshop on Voice Modulation, News reader, Radio jockey can be explored.
3. Tie up with NGO may be explore.

DEPARTMENT OF COMMERCE

SUGGESTIONS:

1. Research in the Department need to be strengthen.
2. Internship can be explored in banking sector.
3. Training for CA/MBA may be initiated.

4. Survey base research for students can be explore.
5. Online courses need to be started.

DEPARTMENT OF HISTORY

SUGGESTIONS:

1. MPSC / UPSC Centre to be initiated.
2. Research to be strengthen.
3. Students can be trained as Tour Guide.
4. Internship with tour agencies may be explore.
5. Students Workshops / Seminars need to be arranged.

DEPARTMENT OF ENGLISH

SUGGESTIONS:

1. Students publications can be explored.
2. Short term courses for students / DSR/ English Proficiency for community, Language Lab need to be popularize and strengthen.
3. Workshop on Voice Modulation / News Reading/ Radio Jockey etc. may be introduced.
4. Workshop/conference for faculty can be arranged.

DEPARTMENT OF URDU / ISLAMIC STUDIES

SUGGESTIONS:

1. Writing skill for students can be explored.
2. Value education program for students to be introduced.
3. Blog on Internet to be started.
4. Newspaper writing skill for students may be explored.

DEPARTMENT OF PHILOSOPHY

SUGGESTIONS:

1. Faculty member should have devoted time for Presentation.
2. Presentations was handled by students which was not justified.

DEPARTMENT OF INFORMATION TECHNOLOGY

SUGGESTIONS:

1. Skill development program for students & non-teaching staff to be organized.
2. Google class room, SKYPE class room to be arranged.
3. Short term courses for non-teaching staff may be conducted.
4. Online courses need to be organized for students.
5. Earn & Learn facility to be maintained & given to more students.

DEPARTMENT OF PSYCHOLOGY

SUGGESTIONS:

1. Counsellor to be appointed.
2. Value education courses to be started
3. Workshop/Conference for students on various issues to be organized.

LIBRARY

SUGGESTIONS:

1. Proper infrastructure to be maintained.
2. Book Bank facility to more number of students to be offered.


3. Copies of text books/reference book need to be retain for library uses only apart from home issue.

DEPARTMENT OF NSS & DLLE

SUGGESTIONS:

1. Proper publicizing of Programmes need to be done.
2. Tree Plantation drive in & around campus to be undertaken.
3. No plastic drive need to be strengthened.
4. Proper feedback of all activity may be online to be maintained.


Dr. Vijay Dabholkar
(Principal)
Guru Nanak College of Arts,
Science & Commerce
G.T.B Nagar Mumbai.


Dr. Rajendra Shinde
Director, Blatter
Herbarium
St Xavier's College
Mumbai.

ACADEMIC AUDIT REPORT

YEAR: 2017

Name of college: - K.M.E. Society's G.M.Momin Women's College

Rais High School Campus, Bhiwandi, Thane - 421 302.

Visit Date: - 24/01/2017

Number of Departments - 17

ACADEMIC AUDIT TEAM REPORT		
Sr. No.	Observation on Key Aspects:-	
1)	Academic Management	<ul style="list-style-type: none"> ➤ Teaching Learning process is effective & well managed. ➤ Regular review and monitoring. ➤ Dynamic leadership. ➤ Supportive Management. ➤ Good discipline. ➤ Monthly meetings with faculty members ➤ Regular meeting with Class Representatives
2)	Administration & Management (Supporting Academics)	<ul style="list-style-type: none"> ➤ Woman achievers' award. ➤ Best Teacher Award ➤ Trust bears fees of needy and deserving students through a corpus fund. ➤ Faculty actively involved in college administration. ➤ Trust supports the faculty and staff for academic and research activities. ➤ Faculty encouraged for Minor/Major research projects.
3)	Academic Practices	<ul style="list-style-type: none"> ➤ Rank holders in majority subjects. ➤ 100% result in most of the departments. ➤ Students are well disciplined. ➤ Academic input is excellent and well established advanced learners centres. ➤ Remedial classes organised. ➤ Students counselling is done by faculty & counsellor. ➤ Few minor research projects. ➤ Regular publications. ➤ Many conference & workshops conducted.

4)	Infrastructure, Financial & Support Facilities For Academic Activities	<ul style="list-style-type: none"> ➤ Well maintained infrastructure and spacious playground. ➤ Achievements by students at University, Regional and State level. ➤ Language Lab. for improving the communication skill of students.
5)	Institutional Social Responsibility (ISR)	<ul style="list-style-type: none"> ➤ Students and faculty are actively participating in social service sector. ➤ Outreach program through NSS. ➤ Islamic study centre in college. ➤ Community projects
6)	Functioning of IQAC	<ul style="list-style-type: none"> ➤ IQAC is functioning as per required standards. ➤ All records are well maintained and transparent. ➤ Students also participate in the functioning of the IQAC.

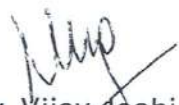
OVERALL ANALYSIS

Sr. No	Observation on Key Aspects:-	
1)	Institutional Strengths	<ul style="list-style-type: none"> ➤ Well maintained infrastructure. ➤ Supportive management. ➤ Dynamic leadership. ➤ Some departments in Science are strong. ➤ Examinations Results are excellent. ➤ In Aided Section all faculties are approved. ➤ Teachers are encouraged to participate in Faculty improvement programs/ workshops/conferences. ➤ Excellent co-curricular, extra curricular programmes. ➤ College has received all major funds from the Govt. of India. ➤ Strong Gender Sensitization Cell.
2)	Institutional Weaknesses	<ul style="list-style-type: none"> ➤ Few research projects. ➤ Research publication needs to be enhanced.
3)	Institutional Challenges	<ul style="list-style-type: none"> ➤ 20% drop out ratio & progression rate is only 10%. ➤ Interaction with industry. ➤ Connectivity to college.

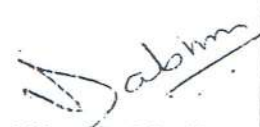
4)	Institutional Opportunities	<ul style="list-style-type: none"> ➤ Institutionalize the good practices. ➤ Surrounded by the weaker section of the society. ➤ Majority of the students are from minority and are girls. ➤ Add on courses for improving job potential, self employability of students.
5)	Recommendations	<ul style="list-style-type: none"> ➤ Security system in the college needs to be improved by installing CCTV cameras. ➤ Staff Grievance Cell needs structuring. ➤ Sports facility to be improved and equal opportunity to be given to all students. ➤ Need for Qualified and Experienced teachers in Department of Biotechnology. ➤ Department of Chemistry and Zoology needs to be more active. ➤ AMC for Maintenance of Instruments ➤ College magazine to be given to all students. ➤ Library needs to add more books for post graduate courses. ➤ Revamping of Seminar Hall and Class Rooms. ➤ Examination Cell needs to maintain all the records in proper manner. ➤ Welfare Schemes for Non-teaching Staff. ➤ Non-teaching Staff should be more cordial with students.

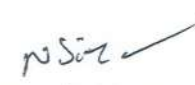
Name & Signature of Academic Audit Team:

I. Chairperson:


Prin. Dr. Vijay Joshi,
K.J. Somaiya College,
Vidyavihar

II. Member:


Prin. Dr. Vijay Dabholkar,
Guru Nanak College,
G.T.B. Nagar


Internal Auditor


Signature of the Head of the Institution

Ref: BSC/L-7003379.2

15/150 9001: 2008

KME Societies' G.M. Momin Womens' College

Rais High School campus, Thane Road,

Bhiwandi - 421302

Date of Audit: 21 & 22 Jan 2016

By BIS Auditor - Pk Kush (PKK)

DOC: MSC-F6.4-13

ISSUE: 01

DATE: DEC 2004

PAGE: 3 OF 4

APPROVED BY: ADG/DDG

10. Audit Schedule (include meetings with the auditee's management and audit team meetings) Guides, if accompanying the team, shall only guide the team members to the auditee's place of working and for other requirements of auditors.

DATE 21/01/2016 (DAY - 1)

PROCESS/DEPTT./ACTIVITY	TIME hrs.	AUDITOR	AUDITEE
Opening Meeting	0930 - 0945	PK Kush	All concerned
Plant/Office Visit	0945 - 1015	- do -	- do -
Top Management & MR	1015 - 1300	- do -	Dr Nabeed Azam
Lunch Break	1300 - 1330	-	-
Examination committee	1330 - 1530	PK Kush	Dr Tabassum Sheikh Mr Maraj Biber
Purchase committee & maintenance	1530 - 1700	- do -	Mr Imran Momin Ms Kahkasha
Interaction with auditees	1700 - 1730	- do -	All concerned

DATE 22/01/2016 (DAY - 2)

PROCESS/DEPTT./ACTIVITY	TIME hrs.	AUDITOR	AUDITEE
Admission Process	0930 - 1300	PK Kush	Prof. Samina Sheikh Mr Zaglol Fakke
Lunch Break	1300 - 1330	-	-
Library Process	1330 - 1630	PK Kush	Mrs Shad Patel
Interaction with auditees & report preparation	1630 - 1700	- do -	All concerned
Closing Meeting	1700 - 1730	PK Kush	- do -

Kush M.

(P. K. Kush)

BIS Auditor

21/01/2016

Nagar 21/01/2016
(MR)

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DATE NA (DAY - 3)

PROCESS/DEPTT./ACTIVITY	TIME	AUDITOR	AUDITEE

11. Audit Plan Matrix is enclosed for the reference of audit team members.

Signature
Signature of Team Leader

Name : PK Kush

Date : 21/01/2016

Signature
Signature of MR

Name : Dr Naheed Azam

Date : 21/01/2016

(FOR TEAM LEADER/LEAD AUDITOR)

Note 1 : An auditor day is typically a full normal working day of 8 hours out of which 7 hours should be spent on actual audit

Note 2 : Frequent auditors' meetings may be required & accordingly team leader may organize these meetings.

Note 3: Team leader to observe the performance of auditors/auditor-in-training/sub-contractors/experts spending half an hour for each of the team member during the audit. Similarly, lead auditor should observe the performance of the team leader (under training) spending half an hour during the audit. Accordingly, the audit schedule should be prepared. The team leader/lead auditor shall mention the above in the audit schedule preferably only in the copy of the audit schedule to be submitted along with the audit report to BIS.