



**KONKAN MUSLIM EDUCATION SOCIETY'S
College of Education**

158, Old Thana Road, Rais High School Campus, Bhiwandi-Dist, Thane- 421 302

Ref No.: KMES/B.ED/1580/2023

Date: - 13th July, 2023

NOTICE

UNDER INTERNAL QUALITY ASSURANCE CELL-(2023-2024)

The meeting of the Internal Quality Assurance Cell is scheduled on Saturday 15th July, 2023 at 03.30 p.m. All the IQAC members are requested to attend the same.

AGENDA

1. Screening the action plan for the session 2023-24.
2. To review fees pending from students for AY 2022-2023 and frame policy for recovery.
3. To discuss the initiatives of IQAC towards quality benchmarking.
4. To discuss D.V.V.
5. To discuss about Academic Administrative Audit (AAA).

List of Attendees

<u>Sr. No.</u>	<u>Name</u>	<u>Designation</u>	<u>Signature</u>
1.	Dr. Mrs. Ravinder Kaur Vilku	Chair Person	
2.	Asst. Prof. Heena Khan	Coordinator IQAC	
3.	Asst. Prof. Noorulain Shaikh	Member Teacher	
4.	Asst. Prof. Sumaiya Momin	Member Teacher	
5.	Asst. Prof. Khalida Shaikh	Member Teacher	
6.	Mr. Shaikh Firoj	Administrative Officer	
7.	Ms. Rimsha Ansari	Alumni	
8.	Mr. Daniyal Kazi	Educationalist	
9.	Mr. Zaki Kazi	Employer	

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Dist. Thane

Minutes of the meeting held on Saturday 15th July 2023 at 03.30

p.m.

The meeting started by as per the given agenda. Minutes of previous meeting read and confirmed by Asst. Prof. Heena Khan (IQAC Coordinator) in the library.

1. Screening the action plan for the session 2023-24 :-

Screening and revision of the action plan for the new academic session. List of activities were prepared for an academic year 2023-2024. Topics for seminar and guest lectures were decided. Committee members also discussed about other outreach activities.

2. To review fees pending from students for AY 2022-2023 and frame policy for recovery :-

Fees pending from students during the year 2022-2023 were reviewed. Dr. Mrs. Ravinder Kaur informed the committee that as per management guidelines, installment facility for fees was given to students however some students were yet to pay their fees due to pandemic. It was unanimously resolved to withhold results of such students defaulting in payment of fees till they cleared their pending fee dues.

3. To discuss the initiatives of IQAC towards quality benchmarking:-

Various activities such as Professional Development, Short Term Courses, Student Development Programme were planned and carried out during the year.


4. To Discuss D.V.V:-

IQAC Coordinator explained about D.V.V. process and allotted responsibilities to the faculty to submit D.V.V on time.

5. To discuss about Academic Administrative Audit (AAA):-

IQAC members discussed about Academic Administrative Audit (AAA). Members were finalized the date and list of experts for AAA. They also emphasized on feedback form.

There was no other matter pending for discussion. The meeting was ended with a formal vote of thanks proposed by Ms. Heena Khan (IQAC Coordinator)


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ACTION TAKEN REPORT

(Meeting was held on 15th July, 2023)

Sr. No.	Plan of Action	Achievements/Outcomes
1.	Screening the action plan for the session 2023-24.	<ul style="list-style-type: none">• Reviewed and discussed about the activities of previous academic year (2022-2023).• Prepared list of activities• Decided topics for Seminar.• Fixed Guest Lectures.• Planned outreach activities• Discussion on academic part like essay test and class test etc.
2.	To review fees pending from students for AY 2022-2023 and frame policy for recovery	<ul style="list-style-type: none">• Telephonic calls to the parents regarding pending fees as a gentle reminder.• Provided installment facility
3.	Initiatives taken by IQAC towards quality bench marking	<ul style="list-style-type: none">• Teaching Aid Exhibition,• Greeting Card Activity,• Collected feedback from stakeholders.• Tree Plantation Drive.• 4 Faculty members attended National Level Webinar titled "NAAC Guidelines for SSR Submission" (organized by Rizvi College & TCER).
4.	To discuss D.V.V.	<ul style="list-style-type: none">• Explained about D.V.V. Process.• Allotted duties to the faculty.
5.	To discuss about Academic Administrative Audit (AAA)	<ul style="list-style-type: none">• Finalized the date for AAA.• Finalized the list of experts for AAA.• Finalized the format for Feedback form.


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Ref No.: KMES/B.ED/1620/2023

Date: -3rd October, 2023

NOTICE

UNDER INTERNAL QUALITY ASSURANCE CELL-(2023-2024)


The meeting of the Internal Quality Assurance Cell is scheduled on Wednesday 4th October, 2023 at 03.30 p.m. All the IQAC members are requested to attend the same.

AGENDA

1. Discussion on University Examination.
2. To discuss the initiatives of IQAC towards quality benchmarking.
3. Preparation for NAAC Peer Team Visit.

List of Attendees

<u>Sr. No.</u>	<u>Name</u>	<u>Designation</u>	<u>Signature</u>
1.	Dr. Mrs. Ravinder Kaur Vilku	Chair Person	
2.	Asst. Prof. Heena Khan	Coordinator IQAC	
3.	Asst. Prof. Noorulain Shaikh	Member Teacher	
4.	Asst. Prof. Sumaiya Momin	Member Teacher	
5.	Asst. Prof. Khalida Shaikh	Member Teacher	
6.	Mr. Shaikh Firoj	Administrative Officer	
7.	Ms. Rimsha Ansari	Alumni	
8.	Mr. Daniyal Kazi	Educationalist	
9.	Mr. Zaki Kazi	Employer	


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Minutes of the meeting held on Wednesday 4th October, 2023 at 03.30 p.m.

The meeting started by as per the given agenda. Minutes of previous meeting read and confirmed by Asst. Prof. Heena Khan (IQAC Coordinator) in the library.

1. Discussion on University Examination:-

Committee members were discussed about the arrangements for conducting university examination like- Seating arrangement, distribution of hall tickets and responsibilities were allotted to the faculty members.

2. To discuss the initiatives of IQAC towards quality benchmarking:-

It is important to have an audit of the various activities conducted by the institution and at the same time review the status of activities. Documentation was given a prime focus.

3. Preparation for NAAC Peer Team Visit:

Coordinator read the guidelines and discussed about following points:

➤ Familiarize with NAAC Criteria and Guidelines:

Review the NAAC accreditation manual and criteria thoroughly to understand the assessment parameters and expectations.

➤ Establish a Preparation Committee:

Form a dedicated committee comprising faculty, administrators, and staff responsible for coordinating all aspects of the preparation process.

➤ Self-Assessment and Documentation:

Conduct a comprehensive self-assessment of all aspects of the institution based on NAAC criteria. Gather and organize documentation to support the self-assessment, including academic, administrative, and financial records.


➤ Address Deficiencies Identified in Self-Assessment:

Identify areas where the institution falls short of NAAC standards and develop strategies to address deficiencies. Implement corrective measures and initiatives to improve performance in weak areas.

➤ Quality Assurance Mechanisms:

Strengthen internal quality assurance mechanisms, such as Internal Quality Assurance Cell (IQAC), to ensure ongoing monitoring and enhancement of quality.

➤ Faculty and Staff Development:


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Provide training and professional development opportunities for faculty and staff to enhance their competencies and skills. Ensure that faculty are engaged in research, publications, and continuous learning activities.

➤ **Student Engagement and Support Services:**

Improve student support services, including counseling, career guidance, and placement assistance. Enhance student engagement through extracurricular activities, clubs, and societies.

➤ **Infrastructure and Facilities:**

Upgrade infrastructure and facilities to meet the needs of students and faculty. Ensure a safe and conducive learning environment with adequate amenities.

➤ **Governance and Leadership:**

Strengthen institutional governance structures and practices to promote transparency, accountability, and effective decision-making. Enhance leadership capabilities at all levels of the institution.

➤ **Environmental Sustainability:**

Implement measures to promote environmental sustainability and conservation on campus.

Incorporate green initiatives into campus operations and management practices.

➤ **Community Engagement and Outreach:**

Foster stronger links with the local community through outreach programs, social initiatives, and collaborative projects. Promote a culture of social responsibility and civic engagement among students and staff.

➤ **Mock Visits and Preparatory Workshops:**

Conduct mock visits and preparatory workshops to simulate the peer team visit experience and address any gaps or shortcomings. Provide guidance and training to faculty and staff on interacting with the peer team and presenting institutional achievements effectively.

➤ **Documentation and Presentation:**

Prepare a comprehensive self-study report (SSR) documenting the institution's achievements, initiatives, and challenges. Develop clear and concise presentations to highlight key points during the peer team visit.

➤ **Logistics and Hospitality:**

Arrange logistics, including transportation, accommodation, and meals, for the visiting peer team members. Ensure a warm welcome and hospitality for the peer team throughout their visit.


➤ **Post-Visit Follow-Up:**


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Collect feedback from the peer team on areas for improvement and lessons learned. Implement recommendations and action points arising from the peer team visit. Continuously monitor progress and strive for ongoing improvement in all aspects of institutional functioning.

By following these steps and dedicating sufficient time and resources to the preparation process, institution can enhance its readiness for a successful NAAC peer team visit and improve its overall quality and performance.

There was no other matter pending for discussion. The meeting was ended with a formal vote of thanks proposed by Mrs. Sumaiya Momin (Teacher Member, IQAC).


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ACTION TAKEN REPORT

(Meeting was held on 4th October, 2023)

Sr. No.	Plan of Action	Achievements/Outcomes
1.	Discussion on university examination	<ul style="list-style-type: none">• Discussed and finalized the responsibilities of the faculty during university examination.• Prepared duty chart.• Seating arrangement.• Distributed hall tickets.
2.	Initiatives taken by IQAC towards quality bench marking	<ul style="list-style-type: none">• Conducted seminar on How to prepare Lesson Plan?• Activity Based Learning (Equality & Equity).• Activity Based Learning (Gender School & Society).• Attended workshop on Urdu Teachers (Rais High School & Jr. College).• B.Ed. Trainees worked as Supervisor in Government Drawing Grade Examination.• Independence Day.• Celebrated Azadi ka Amrit Mahotsav.• Rally (Har Ghar Tiranga Activity).• Poster Making Competition.• Singing Competition.• Arrangements for NAAC Visit.
3.	Preparation for NAAC Peer Team Visit	<ul style="list-style-type: none">• Discussed NAAC guidelines and highlights.• Formed preparation committee.• Discussed logistics and other arrangements.• Arranged Mock Visit• Updated Feedback Mechanism.• Worked on effective documentation• Prepared presentation.

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Ref No.: KMES/B.ED/1810/2024

Date: - 30th January, 2024

NOTICE

UNDER INTERNAL QUALITY ASSURANCE CELL-(2023-2024)

The meeting of the Internal Quality Assurance Cell is scheduled on Thursday 1st February, 2024 at 03.30 p.m. All the IQAC members are requested to attend the same.

AGENDA

2. To review result of 2022- 2023.
3. To discuss the initiatives of IQAC towards quality benchmarking.
3. Post NAAC Peer Team Visit follow up.

List of Attendees

<u>Sr. No.</u>	<u>Name</u>	<u>Designation</u>	<u>Signature</u>
1.	Dr. Mrs. Ravinder Kaur Vilku	Chair Person	
2.	Asst. Prof. Heena Khan	Coordinator IQAC	
3.	Asst. Prof. Noorulain Shaikh	Member Teacher	
4.	Asst. Prof. Sumaiya Momin	Member Teacher	
5.	Asst. Prof. Khalida Shaikh	Member Teacher	
6.	Mr. Shaikh Firoj	Administrative Officer	
7.	Ms. Rimsha Ansari	Alumni	
8.	Mr. Daniyal Kazi	Educationalist	
9.	Mr. Zaki Kazi	Employer	

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Minutes of the meeting held on Thursday 1st February, 2024 at 03.30 p.m.

The meeting started by as per the given agenda. Minutes of previous meeting read and confirmed by Asst. Prof. Heena Khan in the library.

1. To review result of AY 2022-2023:-

Results were reviewed and approved. Ms. Noorulain (Examination In charge) suggested that the number of students appeared for the examinations also should be included in the tabular representation along with percentage of passing. Departments with 100% results were congratulated.

2. To discuss the initiatives of IQAC towards quality benchmarking:

IQAC Coordinator discussed and explained about quality initiatives towards quality bench marking are as follows-

➤ Institutional Accreditation:

IQAC often works towards achieving and maintaining institutional accreditation from relevant accreditation bodies. This involves a rigorous self-assessment process, documentation of evidence, and external peer reviews. Our college accredited by B+ grade. And congratulated by committee members.

➤ Quality Policy and Manual:

Developing and implementing a comprehensive quality policy that outlines the institution's commitment to quality education. This is often accompanied by a quality manual that details the processes and procedures to ensure quality.

➤ Self-Assessment and Audit:


Conducting regular self-assessment exercises to evaluate the performance of various committees and functions within the institution. This can include academic programs, administrative processes, infrastructure, and student services.

➤ Benchmarking:

Engaging in benchmarking activities to compare the institution's performance with other reputed institutions. This helps identify areas for improvement and best practices that can be adopted.

➤ Faculty and Staff Development:

Organizing workshops, seminars, and training programs for faculty and staff to enhance their teaching skills and administrative efficiency. This contributes to continuous professional development.


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➤ **Student Feedback Mechanism:**

Establishing a robust system for collecting and analyzing feedback from students on various aspects of the institution, including teaching, infrastructure, and support services.

➤ **Curriculum Review and Development:**

Regularly reviewing and updating the curriculum to align with industry trends, technological advancements, and the changing needs of society. This ensures that students receive relevant and up-to-date education.

➤ **Research and Innovation:**

Encouraging and supporting faculty and students in research and innovation activities. This not only contributes to knowledge creation but also enhances the institution's reputation.

➤ **Quality Circles:**

Forming quality circles or committees within functional units to address specific quality-related issues. These groups can brainstorm and implement improvement initiatives.

➤ **ICT Integration:**

Integrating Information and Communication Technology (ICT) tools to streamline administrative processes, enhance teaching methods, and improve communication within the institution.

➤ **Community Engagement:**

Involving the institution in community development activities, fostering a sense of social responsibility among students and faculty.

➤ **Green Initiatives:**


Implementing eco-friendly practices and sustainability initiatives to contribute to environmental conservation.

These initiatives collectively contribute to the overall enhancement of the quality of education and services provided by an institution. IQAC serves as a facilitator in ensuring that these initiatives are effectively implemented and sustained over time. Regular reviews and feedback mechanisms help in continuous improvement.

3. Post NAAC Peer Team Visit Follow-Up:

Collect feedback from the peer team on areas for improvement and lessons learned. Implement recommendations and action points arising from the peer team visit. Continuously monitor progress and strive for ongoing improvement in all aspects of institutional functioning.

There was no other matter pending for discussion. The meeting was ended with a formal vote of thanks proposed by Mrs. Khalida Shaikh (Teacher Member, IQAC).


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ACTION TAKEN REPORT

(Meeting was held on 1st February, 2024)

Sr. No.	Plan of Action	Achievements/Outcomes
1.	Review of Results	<ul style="list-style-type: none">• Analysis of result.• Conducted remedial classes for weak students.• Provided personal counselling.• Conducted Parents Meeting.
2.	Initiatives taken by IQAC towards quality bench marking	<ul style="list-style-type: none">• Accredited with B+ Grade by NAAC.• Orientation Programme• Nutrition Week.• Hindi Diwas• Urdu Day.• Education day.• Attended Webinar on Green Club Activities.• Workshop on Inclusive Education in classroom.• Workshop on CTET and TET.• Awareness Programme on CTET & TET.• Guest Lecture on Thyroid and Hormonal Imbalance.• Workshop on Unit Planning and Annual Planning.• Free B.Ed. CET Coaching.• Visit to Millets Exhibition (G.M Momin Women's College).• Visit to Library Books Exhibition• Cleanliness Drive at Chawpati Beach (Mumbai).• Staff visited different degree colleges for B.Ed. admission orientation.• Visit to Chhatrapati Shivaji Maharaj


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		<p>Vastu Sanghralaya (Mumbai).</p> <ul style="list-style-type: none"> • Visit to David Sassoon Library (Mumbai). • Visit to Jahangeer Art Gallery (Mumbai). • World Soil Day. • Visit to Special School for Mentally Retarded. • Workshop on Inclusive Education.
3.	Post NAAC Peer Team Visit follow-up	<ul style="list-style-type: none"> • Collected Feedback. • Implemented recommendations in action plan.


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158, Old Thana Road, Rais High School Campus, Bhiwandi-Dist, Thane- 421 302

Ref No.: KMES/B.ED/1920/2024

Date: - 18th May, 2024

NOTICE

UNDER INTERNAL QUALITY ASSURANCE CELL-(2023-2024)

The meeting of the Internal Quality Assurance Cell is scheduled on Saturday 18th May, 2024 at 03.30 p.m. All the IQAC members are requested to attend the same.

AGENDA

1. Approval for continuation of scholarship.
2. Discussion on AQAR.
4. To discuss the initiatives of IQAC towards quality benchmarking.

List of Attendees

<u>Sr. No.</u>	<u>Name</u>	<u>Designation</u>	<u>Signature</u>
1.	Dr. Mrs. Ravinder Kaur Vilku	Chair Person	
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Minutes of the meeting held on Saturday 18th May, 2024 at 03.30 p.m.

The meeting started by as per the given agenda. Minutes of previous meeting read and confirmed by Asst. Prof. Heena Khan in the staffroom.

1. Approval for continuation of Scholarship :-

All the members approved the continuation of student scholarship offered by government.


2. Discussion on AQAR:-

IQAC Coordinator explained about AQAR, effective documentation for NAAC and functioning of IQAC. Queries regarding AQAR had solved by IQAC Coordinator and responsibilities towards AQAR allotted to the respective faculties.

3. To discuss the initiatives of IQAC towards quality benchmarking:

IQAC Coordinator discussed and explained about quality initiatives towards quality bench marking, Various activities such as Professional Development, Short Term Courses, Student Development Programme were planned and carried out during the year.

There was no other matter pending for discussion. The meeting was ended with a formal vote of thanks proposed by Ms. Noorulain Shaikh (Member Teacher, IQAC).


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ACTION TAKEN REPORT

(Meeting was held on 18th May, 2024)

Sr. No.	Plan of Action	Achievements/Outcomes
1.	Continuation of Scholarship	<ul style="list-style-type: none">Completed the procedure and formalities for continuation of Scholarship for welfare of students.
2.	Discussion on AQAR	<ul style="list-style-type: none">Explained about effective documentation for NAAC.To Discussion on functioning of IQAC.Explained about AQAR.Solved queries regarding AQAR.Allotted responsibilities toward AQAR to the respective faculties.
3.	Initiatives taken by IQAC towards quality bench marking	<ul style="list-style-type: none">Celebrated Soil Day.Celebrated Mathematics Day.Conducted workshop on Blu Print, Annual Planning and Unit Planning.Conducted Seminar on How to write lesson plan?Celebrated Marathi Bhasha Gaurav Din.Celebrated National science Day.Conducted B.Ed. CET Free Coaching Class.Organized Community Visit to hospitals, Slum Areas, School for creating awareness regarding Hygiene and Education.Conducted Poster Making Competition on Ragging issue.Organized Community visit to local areas on International Women's Day.Conducted Fevicryl Workshop (Fabric Painting and Bottle Decoration)Performed Street Play on World Water Day.


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