

IQAC MEETINGS 2020-21

Abeda Inamdar Senior College of Arts, Science and Commerce, Pune, 411001.

Internal Quality Assurance Cell

Meetings/Circulars/Notifications

Academic Year 2020-2021

In regard of the Covid 19 pandemic, few decisions were taken by the Core IQAC committee in consultation with the chairperson, Principal Dr. Shaila Bootwala.

- All notices along with agenda will be sent through E-mail/WhatsApp.
- As far as possible meetings would be conducted using online platforms.
- In case of meetings held in person minimum required staff will be called for the meetings.
- All meetings will be conducted by maintaining proper social distancing.
- Circulars/Notifications/Guidelines for conveners/ HODs/Teaching /Non-Teaching staff will be issued through e mail/staff groups/other social media.
- External IQAC members will be kept informed about the major decisions/resolutions of the IQAC through e-mail as it would not be possible for them to be present for the meetings.
- All meetings/discussions/decisions of the IQAC and its sub-committees would be recorded digitally and would be duly signed by the Chairperson for Documentation and its validation.
- Core IQAC committee:
 1. Dr. Shaila Bootwala- Chairperson
 2. Mrs. Gauri Devasthale- Co-ordinator
 3. Dr. M.G. Mulla- Representative Commerce faculty
 4. Dr. Munira Lokhandwala- Representative Arts faculty
 5. Dr. Yusufi Mujahid-Representative Science faculty


Meeting # 1: HOD meeting

A meeting of all the Heads of Departments and Core IQAC Committee along with CEO was held on 12.6.2020. The Agenda was reopening of the college and its functioning thereafter. Important issues were discussed in the meeting.

A summary of the minutes of this meeting is given here for implementation:

1. HODs to allot subjects/ papers to the staff members for academic year 2020-21.
2. All the staff members should create their google classrooms by the end of this month so as to begin with online teaching
3. Teaching staff will add HOD/co-ordinator to the class and HOD/ Co-ordinator will add Principal to the class.
4. The student information and their choice of subjects to be collected through google forms.
5. Teachers will assist admission process for coming academic year as mediators/facilitators for students.
6. Teaching staff will guide students for online fee payment (regular/pending fees)
7. The Pending Autonomy visit may be scheduled only in later months of 2020 and the college would probably become autonomous in the next academic year.
8. The College will participate in NIRF ranking in this academic year.
9. The AQAR preparations to be taken up on priority: Data collection and compilation.
10. The college will equip classes for e-teaching so the departments to give requirements for mic/webcam with stands/pen tabs etc. to Dr. M.G. Mulla.
11. As per the university circular the first term for academic year 2020-21 commences from 15/06/2020.
12. All staff members to prepare for online teaching: development of e-content, use of google meet, google classroom and other platforms.


Mrs. Gauri Devasthale
IQAC Co-ordinator


Dr. Shaila Bootwala
Principal

S.No.	Name of the Staff	Department	Signature
1.	Dr. Shaila Bootwala	Principal	
2.	Mrs. Gauri Devasthale	IQAC Coordinator	
3.	Dr. Yusufi Mujahid	IQAC Member	
4.	Dr. M. A. Lokhandwala	IQAC Member	—
5.	Dr. M.G.Mulla	Commerce	
6.	Dr. Khursheed Ahmed	Chemistry	
7.	Dr. MajumdarDevipriya	Microbiology	—
8.	Mrs. Deepa Shetty	Bio-Tech.	—
9.	Dr. Shaikh Ishrat Vasi	Zoology	 12/6/2020
10.	Mrs. Naseem Deshpande	Physics and Botany	 10/6/2020
11.	Mrs. Shinde Vijayalaxmi	Env. Science	
12.	Mrs. Siamwala H.J.	Mathematics	
13.	Dr. SayyadMehmudGulab	Statistics	
14.	Dr. Kurne Inamdar Faiz A	Electronics	
15.	Mrs. Siddavatam Shakila	Computer Sci.	
16.	Dr. Joshi Mukul Narendra	English	
17.	Mrs. UzmaTasneem	Urdu	—
18.	Dr. Mulla Shakila Jabbar	Hindi	
19.	Mrs. BhosaleKetaki	Marathi	
20.	Dr. Tadvi Irfan A. Hussain	Arabic	—
21.	Dr. Salma Aziz	Sociology	
22.	Dr. Shaikh Wahida A.R.	Political Sci.	
23.	Mrs. Kedari Anjali Dr.	Psychology	
24.	Mr. Khan ShaukatNawab	History	
25.	Dr. Rahul More	Economics	
26.	Dr.AlifiyaJhagirdar	BBA(CA)	—
27.	Ms.Veena Gandhi	B.C.A (Sci.)	—
28.	Ms. AmeenaSabooni	B.B.A.	
29.	Dr. WakchaureSangeeta	Physical. Director	
30.	Mr. Momin Aslam Noorjahan shaikh	Librarian	
31.	Dr. AtabAlam	CEO.	
32.	Neha Pai	Biotech	

Meeting # 2: Core Committee meeting

A meeting of the Core IQAC Committee along with CEO was held on 25.6.2020. Important points were discussed in the meeting. A summary of the minutes of this meeting is given here for implementation:


A) Academic and Administrative Calendar: All the departments are advised to prepare the departmental academic calendar for the year 2020-21 based on the following Guidelines:

1. As per the SPPU circular the term commences on 15.6.2020
2. 15.6.2020 to 30.6.2020 –
 - Students counseling for online learning and pending fees.
 - Compilation of AQAR data.
3. 1.7.2020 to 15.07.2020
 - Preparation/Development of e-content
 - Begin online lectures : One lecture per paper per week to be conducted
 - Admission of SY/TY students
 - Completion of Dead stock and other administrative work
 - Compilation of AQAR data and filing of Supporting documents
4. 15.7.2020 to 31.7.2020
 - Preparation/Development of e-content
 - Begin online lectures : Two lectures per paper per week to be conducted
 - Admission of SY/TY students
 - Verification of AQAR documents by Criteria Heads.
 - IQAC to upload online AQAR.
5. 1.8.2020 onwards: Regular teaching begins.
6. Departmental time table to be prepared in accordance with the schedule given above.
7. Every department has to submit the academic calendar to IQAC by 4/7/2020 so that IQAC can compile and upload the college calendar on the website.

Internal Assessment (CIE): All the departments are required to conduct online tests for internal assessment from month of September. A minimum two tests per paper per month have to be conducted. The tentative schedule of the internal tests has to be given in the academic Calendar.

- C) Co-curricular and Extra-curricular activities: Each department is advised to conduct minimum 3 activities in the term from September 2020 to December 2020, one activity per month. These activities may include Online Quiz, webinars, guest lectures, Essay competitions, Seminars/ Paper presentations. The tentative schedule of these activities has to be included in the academic Calendar.
- D) Research: Faculty members to carry out research projects or take up research activities and publish papers/research articles.


Mrs. Gauri Devasthale
IQAC Co-ordinator


Dr. Shaila Bootwala
Principal

Meeting # 3: Meeting for submission of B.Voc Proposal

Attendees – Principal Dr.Shaila Bootwala

Mrs. Gauri Devasthale (IQAC Coordinator)

Dr. Yusufi Mujahid- Member, IQAC core committee

Dr. M.G.Mulla and team- commerce faculty


Dr. AlfiyaJahagirdar, Dr. Veena Gandhi and team –BCA department

Ms. VijayalaxmiShinde, Mrs. V.S. Prabhune and team – Science faculty

A meeting of the Skill Development Committee was held on 29/6/2020 in the IQAC to finalize the proposals to be submitted.

1. The proposals were discussed with Principal Madam.
2. The suggestions given by her were incorporated and the proposals were finalized.
3. The proposals, MOU and relevant documents were scanned and uploaded on the UGC website.
4. The application was successfully submitted to UGC through online portal.
5. A hard copy of the same was submitted to office for follow up.


Mrs. Gauri Devasthale
IQAC Co-ordinator


Dr. Shaila Bootwala
Principal

Meeting # 4: Meeting for Admission (S.Y/T.Y.B.Sc)

Attendees –Mrs. Gauri Devasthale (IQAC Coordinator)

Dr. Khursheed (HOD, Science faculty, Chemistry Dept.)

Dr. Doke (Staff Representative)

Ms. Tabassum Khan (admission office representative)

A meeting of the Admission in-charge clerk and senior staff of Science Faculty was conducted in the IQAC on 1/7/2020. IQAC framed rules and regulations for the admission process in consultation with admission office and issued guidelines to HODs of science faculty. The notification is:

Dear Colleagues,

As you are aware we will be beginning the S.Y.B.Sc/T.Y.B.Sc admissions from 1/7/2020. The students cannot reach college due to restrictions laid down by the state administration in regard of the covid 19 pandemic. Hence we teachers will be MEDIATORS between the students and the admission office. The procedure is as follows:

1. This mail has an excel sheet as attachment. The students in the excel file are distributed among the science faculty departments irrespective of their subjects. The distribution is summarized in the table below:

Sr. No.	Name of the Department	Colour in attached Excel sheet	Sr. No. of Excel sheet	Total Number of students
1.	Zoology	Red	1-20	20
2.	Botany	Green	21-40	20
3.	Environmental Science	Light blue	41-60	20
4.	Chemistry	Yellow	61-85	25
5.	Microbiology	Purple	86-110	25
6.	Biotech	Pink	111-130	20
7.	Physics	Brown	131-154	24
8.	Statistic	Dark Blue	155-169	15
9.	Mathematics	Black	170-183	14
10.	Electronics	Parrot green	184-193	10
	TOTAL			193

2. The respective HODs are responsible for the admission of these students.
3. The teachers will contact the students individually on behalf of the college and inform them about their details i.e the account no. for fee deposition, the total fee to be paid etc.

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INTERNAL QUALITY ASSURANCE CELL

4. The students can take admission by paying a minimum of Rs.1000.00 in aided division and Rs.3000.00 in unaided division. (The students DO NOT HAVE to fill any online admission form.)
5. The remaining fees can be paid in not more than 3 instalments up to 30/09/2020. (Decisions of payment beyond this date, in case of students in genuinely difficult situations will be taken by the Admission office in consultation with Respected Principal Madam.)
6. Once the student pays the fees, he/she will send the transaction details to the concerned teacher.
7. These have to be entered in the last column of the excel sheet and sent to Ms. Tabassum Khan so that she will update it in the college records.
8. In addition to this Departments with special subjects (Maths, Chemistry, Microbiology and EVS) have to start with T.Y. Admissions. The process for contacting students and collecting fee details will be the same.
9. Ms. Tabassum Khan will generate an excel sheet (Just like she has done for SY) for the T.Y. students once the final list of students admitted in respective subjects is given to her. Hence HOD Maths, chemistry, microbiology and EVS to submit merit list for T.Y. to Tabassum at the earliest.
10. The college targets to complete maximum admission work in the month July, so that regular online teaching can commence from 1/08/2020. Hence please begin and facilitate the process immediately.

11. Account details: Account Information for Paying the Fee for the A.C Year 2020-2021

Account Name: Abeda Inamdar Senior College, Pune

Bank Name : The Muslim Co-operative Bank Ltd

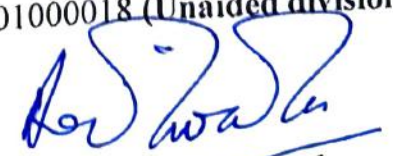
Branch Name: Azam Campus Branch, Pune

IFSC Code : MSLM0000019

1. U.G. Section : **Grantable Account Number** : 001911001000017 (Aided division)

2. U.G. Section: **P.N.G. Account Number** : 001911001000018 (Unaided division)


Mrs. Gauri Devasthale
IQAC Co-ordinator


Dr. Shaila Bootwala
Principal

Meeting # 5: HOD meeting

A meeting of all the Heads of Departments and Core IQAC Committee along with CEO was held on 07.7.2020. The Agenda:


- 1. Internal Audit by parallel heads*
- 2. External Audit by academician/industry representative on zoom*
- 3. Verification of AQAR documents by criteria Heads*
- 4. Review of online teaching*
- 5. Review of S.Y/T.Y admissions*
- 6. Faculty wise time table and Individual time table*
- 7. Assessment and Examination*

A summary of the minutes of this meeting is given here for implementation:

1. All departments are advised to conduct Internal and external Audit and submit a report of the same to IQAC by 31.07.2020
2. All the criteria heads are required to verify the documents supporting the data collected from departments and submit a verification report to IQAC by 10.08.2020 so that the final AQAR can be uploaded.
3. All the staff members are advised to start online lectures as per time table. Those HODs who have not added principal to the class should do so at the earliest. The email to be added is eclasseaisc@azamcampus.org. Science stream can start practical online to whatever extent possible.
4. All departments should prepare the departments for online teaching like white board, updation of windows to 7 and above version. Contact Rafique bhai or Hrishikesh for computer systems.
5. Internal marks entry for 2019-20 is done. Internal assessment for 2020-21 to be done online. More number of tests to be conducted for internal assessment for current academic year.
6. Teachers should update BCUD profile by 20th July 2020.
7. All the HODs to prepare and submit departmental time table and individual time table of their staff members mentioning the time slot availability in college.
8. CDC meeting to be scheduled in this month.

9. Staff members who wish to buy gadgets for online teaching may apply for financial support to the management. Assistance will be provided as salary advance.
10. Efforts of Dr. Aftab Alam for guidance on google classroom to all staff and students through you tube videos were appreciated.
11. Principal briefed the staff about online applications for grant of financial assistance for research by National commission for women, New Delhi.

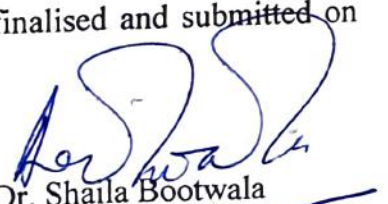

Mrs. Gauri Devasthale
IQAC Co-ordinator


Dr. Shaila Bootwala
Principal

ATR for June- July Meetings

1. Distribution of workload for 2020-21 by HODs was done in June.
2. All the staff members created their Google classrooms to begin with online teaching.
3. Student information and their choice of subjects were collected through Google forms.
4. Teachers assisted in admission process mediators/facilitators for students. They also guided the students for online fee payment (regular/pending fees)
5. The AQAR Data was collected and compiled.
6. The Academic calendar was prepared and uploaded on the website.
7. The proposals for B.Voc courses, MOU and relevant documents were scanned and uploaded on the UGC website on 29.6.2020.
8. Internal Audit by parallel heads was conducted for all departments.
9. BCUD profile of all teachers was updated by 31.7.2020 for college annual report.
10. The teaching timetable for current academic year was prepared.
11. Criteria heads verified the documents and the AQAR was finalised and submitted on 26.8.2020.

Mrs. Gauri Devasthale
IQAC coordinator


Dr. Shaila Bootwala
Principal

OF ARTS, SCIENCE & COMMERCE, PUNE
HEAD OF THE DEPARTMENT FOR ACADEMIC
YEAR ~~2020-2021~~
20-21

S.No.	Name of the Staff	Department	Remarks .
01.	Dr. Shaila Bootwala	Principal	<i>for</i>
02.	Dr. Khursheed Ahmed	Chemistry	<i>for</i>
03.	Dr. Majumdar Devipriya	Microbiology	<i>for</i>
04.	Dr. Deshpande Naseem	I/c. Dept. Botany	<i>for</i>
05.	Mrs. Deepa Shetty <i>Archiya Hashim</i>	Bio-Tech. (Voc.)	<i>for</i>
06.	Dr. Shaikh Ishrat Vasi	Zoology	<i>for</i>
07.	Dr. Naseem Deshpande	Physics	<i>for</i>
08.	Mrs. Shinde Vijayalaxmi	Env. Science	<i>for</i>
09.	Mrs. Siamwala H.J.	Mathematics	<i>for</i>
10.	Dr. Sayyad Mehmud Gulab	Statistics	<i>for</i>
11.	Mr. Kurne Inamdar Faiz A	Electronics	<i>for</i>
12.	Mrs. Mulla Shakila Z.	Computer Sci.	<i>for</i>
13.	Dr. Joshi Mukul Narendra	English	<i>for</i>
14.	Mrs. Uzma Tasneem	Urdu	<i>for</i>
15.	Dr. Mulla Shakila Jabbar	Hindi	<i>for</i>
16.	Dr. Bhosale Ketaki	Marathi	<i>for</i>
17.	Dr. Tadvir Irfan A. Hussain	Arabic	<i>for</i>
18.	Dr. Salma Aziz	Sociology	<i>for</i>
19.	Dr. Shaikh Wahida A.R.	Political Sci.	<i>for</i>
20.	Dr. Kedari Anjali	Psychology	<i>for</i>
21.	Mr. Khan Shaukat Nawab	History	<i>for</i>
22.	Dr. Rahul Prabhakar More	I/c. Dept. of Econ.	<i>for</i>
23.	Dr. M.G. Mulla	I/c. Commerce	<i>for</i>
24.	Dr. Alfiya Jahagirdar	BBA(CA) B.C.A (Sci.) B.B.A.	<i>for</i>
25.	Ms. Ameena Sabooni		<i>for</i>
26.	Dr. Wakchaure Sangeeta	Phy. Director	<i>for</i>
27.	Ms. Shaikh Noorjahan Aziz	Librarian	<i>for</i>
28.	Dr. Aftab Alam	College Exam. Officer	<i>for</i>
29.	Mrs. Uzma Tasneem	Supervisor	<i>for</i>

30. Dr. Mumia hohardwala
31. Yusuf Mujib

for
for
for

ATTENDANCE FOR HOD MEETING 6.7.2020

1.	Mrs A M Bhatia (PG)	Microbiology	<u>B</u>
2.	Mrs. V.S. Prabhune (UG)	Microbiology	<u>Prabhe</u>
3.	Ms. Ansari Ishrat Jahan (UG)	Mathematics	<u>Ishrat</u>
4.	Mr. Madake Y. P. (P.G)	Mathematics	<u>Y. P. Madake</u>
5.	Mr. Asif S. Shaikh (UG)	Botany	<u>Asif</u>
6.	Dr. Jafar Tadvri	Arabic	<u>Jafar</u>
7.	Dr. Azmat Dalal	Urdu	<u>Azmat</u>
8.	Shahida Shirinvar.	Comm-PG	<u>Shahida</u>
9.	Jovia D'Souza	English	<u>Jovia</u>
10.	Dr. Farzana V. Sh	Commerce	<u>Farzana</u>
11.	Dr. Khursheed	Chem.	<u>Khursheed</u>

Date: 8.8.20

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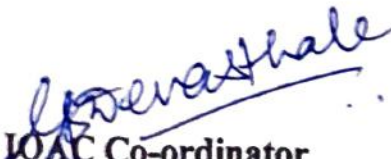
Meeting # 6:

A meeting of the following heads is called at 12.00 noon in the multi media room. on 11.8.2020

1. Dr. Khursheed
2. Dr. Majumder
3. Mrs. Siamwala
4. Dr. Wahida
5. Dr. Mulla
6. Shakila Siddhavtam
7. Alifia Jagirdar
8. Dr. Mukul Joshi
9. Gauri Devasthale

Agenda

- Discuss the letter from University regarding participation in first phase of mission sustainable blended teaching learning and assessment.
- Review of Lectures through Google class room and Google meet
- Progress of AQAR preparation
- Any other matter with the permission of the chair.


IQAC Co-ordinator
Mrs. Gauri Devasthale


Principal,

Dr. Shaila Bootwala

ABEDA INAMDAR SENIOR COLLEGE
INTERNAL QUALITY ASSURANCE CELL



सावित्रीबाई फुले पुणे विद्यापीठ

(पूर्वीचे पुणे विद्यापीठ)

गणेशखिंद, पुणे-४११००७, भारत.

Savitribai Phule Pune University

(Formerly University of Pune)
Ganeshkhind, Pune-411007, India.

दूरध्वनी : (कार्यालय) ०२०-२५६१३८६८

Telephone : 020-25603868

Fax : 020-25603233

E-mail : puvo@unipune.ac.in

Date : 08/08/2020

प्रा. नितिन र. कर्मळकर
कुलपति

Prof. Nitin R. Karmalkar
Vice Chancellor

Ref. No.VO/169

To

The Principal
Abeda Inamdar College,
2390-B, K.R. Hidayatullah Road,
Azam Campus, Camp, Pune 411001

Dear Sir/Madam,

Greetings from SPPU!!

As you are aware that the academic community across the world is striving hard to cope up with the impact of Covid-19, it is imperative that leading universities like SPPU should metamorphose to mitigate the adversities and leverage the silver linings to enhance access, equity and inclusion in the region. Needless to mention that such an effort should lay a strong foundation for implementation of The National Education Policy -2020 in the university.

In this context, we are visualizing sustainable blended teaching-learning and assessment through our newly developed Technology Platform. This will integrate content creation, digital repository and customized seamless anytime-anywhere access to all the stakeholders in the university and its affiliated system. In the first phase of its implementation, the university will reach out to select institutions representing the diversity, which shall be scaled up in near future.

I am pleased to invite you to join this mission in its first phase and evolve your institution as a role model for others to follow. I seek your whole-hearted participation in building your institutional capacity for benefit of the student community in your region :

- Ready to use Learning Management System (LMS) Technology Platform, with facility to host e-content with mapping of courses, faculty & students with separate logins. This LMS platform shall have videos, teaching materials, reading material, assessment tools, and attendance integrated.
- Capacity building support by SPPU for e-Content Creation with appropriate Pedagogy Framework, including training sessions to the master trainers in each college.
- SPPU audio visual enrichment support in creation of flagship videos using the as approved by the designated content committee created for this purpose.

I trust, under your able leadership your institutional team shall leverage this opportunity and make this mission successful. Kindly send your consent by mail on director.ecdl@unipune.ac.in.

With warm regards

Prof. N. R. Karmalkar

**ABEDA INAMDAR SENIOR COLLEGE
INTERNAL QUALITY ASSURANCE CELL**

Attendance


1. Dr. Khursheed *KH*
2. Dr. Majumder *Shm*
3. Mrs. Siamwala *H. S. Siamwala*
4. Dr. Wahida Shaikh. *Wahida Shaikh*
5. Dr. Mulla *M. G*
6. Shakila Siddhavantam *Shakila Siddhavantam*
7. Alifia Jagirdar *Alifia Jagirdar*
8. Dr. Mukul Joshi *Mukul Joshi*
9. Gauri Devasthale *Gauri Devasthale*


Minutes of Meeting

- 1) The letter received from University was read out.
- 2) Principal and Staff were very happy to be a part of the Pilot Study.
- 3) Issues regarding Google Classroom faced by the teachers were discussed. They were resolved by Dr. Alifiya Jahagirdar and Ms. Shakila Siddhavatam.
- 4) A brief review of the preparation of AQAR 2019-20 was given by IQAC Co-ordinator. It was decided that the required pending data should be given to IQAC by 14/08/2020.

ATR for 11/08/2020

- 1) 3 Staff members were selected to attend training on the new LMS system being developed by SPPU on 17/08/2020.
 - a) Dr. Aftab Alam.
 - b) Mrs. Noor Jahan Shaikh.
 - c) Ms. Shakila Siddhavatam


Mrs. Gauri Devasthale
IQAC Co-ordinator


Dr. Shaila Bootwala
Principal

ABEDA INAMDAR SENIOR COLLEGE
INTERNAL QUALITY ASSURANCE CELL

M.C.E. Society's
ABEDA INAMDAR SENIOR COLLEGE
OF ARTS, SCIENCE & COMMERCE, PUNE - 411 001

CIRCULAR

This is to inform all the Heads of the Department in Arts, Science & Commerce that a meeting has been organized on Thursday, 20th Aug. 2020 in the Green Auditorium at 1.00 p.m. to discuss regarding sanitation and planning of classes and practicals to be conducted w.e.f. 1st Sept. 2020. in the College.

All are requested to attend the same.

Date :- 19.08.2020



Dr. SHAILA-BOOTWALA
PRINCIPAL
Abeda Inamdar Senior College,
Camp, Pune - 1.

Minutes of Meeting

- 1) The Principal gave an idea of the current admission status for all faculties.
- 2) It was decided that HOD's along with staff members should follow up with students for First Year admission. The master file of admission forms will be shared by Ms. Tabasum with HOD's
Arts Faculty- Ms. Uzma Tasneem.
Science Faculty- Maths Dept.
Commerce- Ms. Farzana Shaikh
- 3) The Principal also asked the opinion of the staff about safety precautions / measures to be taken when Govt. issues circular for calling students to college. The SOP's to be framed and kept ready.
- 4) The status of admission and fee payment in S.Y and T.Y classes was reviewed. Those students who have been promoted but not taken admission have to secure admission by paying minimum fees before 01/09/2020. Else they will not be allowed to attend classes.
- 5) CEO informed the date for application for performance improvement has been extended to 23/08/2020. He also said that F.Y Backlog results for 2013 Pattern will be ready soon and distributed from Monday onwards.
- 6) A review of online teaching was taken by Principal and madam also reminded about exam on Google Classroom to be conducted on 21/08/2020 at 4.00 p.m.
- 7) Ms. Gauri Devasthale informed about the status of uploading AQAR 2019-20.
- 8) Training of SPPU in process. It was attended by
 - i. Mrs. Shakila Siddhavatam
 - ii. D. Aftab Alam
 - iii. Mrs. Noor Jahan

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INTERNAL QUALITY ASSURANCE CELL

M.C.E. Society's
ABEDA INAMDAR SENIOR COLLEGE
DE ARTS, SCIENCE & COMMERCE, PUNE
HEAD OF THE DEPARTMENT FOR ACADEMIC
YEAR 2020-2021

S.No.	Name of the staff	Department	Remarks
01	Prof. Dr. Shaila Bostwala	Principal	<i>[Signature]</i>
02	Dr. Khushveed Ahmed	Chemistry	
03	Dr. Majumdar Devipriya	Microbiology	<i>[Signature]</i>
04	Dr. Deshpande Naseem	I/c. Dept. Botany	<i>[Signature]</i>
05	Mrs. Prabhume Vaishali	I/c. Bio-Tech. (Voc)	<i>[Signature]</i>
06	Dr. Shaikh Ishrat Vani	Zoology	<i>[Signature]</i>
07	Dr. Naseem Deshpande	Physics	<i>[Signature]</i>
08	Mrs. Shinde Vijayalaxmi	Eng. Science	<i>[Signature]</i>
09	Mrs. Shamwala H.J.	Mathematics	<i>[Signature]</i>
10	Dr. Sayyad Mohiud Ghalib	Statistics	
11	Mr. Kurnse Inamdar Faiz A.	Electronics	<i>[Signature]</i>
12	Mrs. Mulla Shakila Zameer	Computer Sci.	<i>[Signature]</i>
13	Dr. Joshi Mukul Narendra	English	<i>[Signature]</i>
14	Mrs. Uzma Tasneem	Urdu	<i>[Signature]</i>
15	Dr. Mulla Shakila Jabbar	Hindi	<i>[Signature]</i>
16	Dr. Bhosale Ketaki	Marathi	
17	Dr. Tasvi Irfan A. Hussain	Arabic	
18	Dr. Salma Aziz	Sociology	<i>[Signature]</i>
19	Dr. Shaikh Wahida A.R.	Political Sci.	<i>[Signature]</i>
20	Dr. Kachari Anjali	Psychology	<i>[Signature]</i>
21	Mr. Khan Shahkhat Nawab	History	<i>[Signature]</i>
22	Dr. Kishor Prabhakar More	I/c. Dept. of Econ.	<i>[Signature]</i>
23	Dr. M.G. Modha	I/c. Commerce	<i>[Signature]</i>
24	Dr. Abirya Jagtapdar	B.A./C.A.	<i>[Signature]</i>
25	<i>[Signature]</i>	B.C.A. (Sci.)	<i>[Signature]</i>
26	Mrs. Anusara Sabouni	B.B.A.	<i>[Signature]</i>
27	Dr. Wajid Hussain Sangeeta	Phy. Director	<i>[Signature]</i>
28	Mrs. Shaikh Naveeha Aziz	Librarian	<i>[Signature]</i>
29	Dr. Adab Alim	College Coun. Officer	<i>[Signature]</i>
30	Mrs. Uzma Tasneem	Supervisor	<i>[Signature]</i>

[Signature]

TOAC

[Signature]

DATE

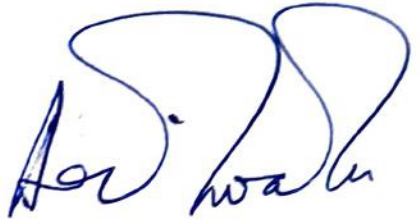
M.C.E. Society's
ABEDA INAMDAR SENIOR COLLEGE
OF ARTS, SCIENCE & COMMERCE, PUNE - 411 001

CIRCULAR

This is to inform all the Heads of the Department in Arts, Science & Commerce that a meeting has been organized on Saturday, 12th Sept. 2020 in the Green Auditorium at 12.00 noon.

All are requested to attend the same.

Date :- 12.09.2020


Dr. SHAILA BOOTWALA

Agenda

1. Final year exams of UG and PG.
 2. Guidance for Option form filling.
 3. Revision Lectures and Practice tests for Final year students.
 4. Minority Scholarships for students with more than 50% marks in previous year.
 5. Any other matter with the permission of the Chair.
-
-
-

S.No.	Name of the Staff	Department	Remarks
01.	Dr. Shaila Bootwala	Principal	<i>Dr. Bootwala</i>
02.	Dr. Khursheed Ahmed	Chemistry	
03.	Dr. Majumdar Devipriya	Microbiology	<i>Dr. Majumdar</i>
04.	Dr. Deshpande Naseem	I/c. Dept. Botany	
05.	Mrs. Prabhune Vaishali	I/c. Bio-Tech. (Voc.)	
06.	Dr. Shaikh Ishrat Vasi	Zoology	—
07.	Dr. Naseem Deshpande	Physics	—
08.	Mrs. Shinde Vijayalaxmi	Env. Science	<i>Mrs. Shinde</i>
09.	Mrs. Siamwala H.J.	Mathematics	<i>M. S. Siamwala</i>
10.	Dr. Sayyad Mehmud Gulab	Statistics	—
11.	Mr. Kurne Inamdar Faiz A	Electronics	—
12.	Mrs. Mulla Shakila Zameer	Computer Sci.	<i>Mrs. Mulla</i>
13.	Dr. Joshi Mukul Narendra	English	<i>Dr. Joshi</i>
14.	Mrs. Uzma Tasneem	Urdu	<i>Mrs. Uzma</i>
15.	Dr. Mulla Shakila Jabbar	Hindi	<i>Dr. Mulla</i>
16.	Dr. Bhosale Ketaki	Marathi	<i>Dr. Bhosale</i>
17.	Dr. Tadvir Irfan A. Hussain	Arabic	<i>Dr. Tadvir</i>
18.	Dr. Salma Aziz	Sociology	<i>Dr. Salma</i>
19.	Dr. Shaikh Wahida A.R.	Political Sci.	<i>Dr. Shaikh</i>
20.	Dr. Kedari Anjali	Psychology	<i>Dr. Kedari</i>
21.	Mr. Khan Shaukat Nawab	History	<i>Mr. Khan</i>
22.	Dr. Rahul Prabhakar More	I/c. Dept. of Econ.	<i>Dr. More</i>
23.	Dr. M.G. Mulla	I/c. Commerce	<i>Dr. M.G. Mulla</i>
24.	Dr. Alfiya Jahagirdar	BBA(CA) B.C.A (Sci.)	<i>Dr. Alfiya</i>
25.	Ms. Ameena Sabooni	B.B.A.	<i>Ms. Ameena</i>
26.	Dr. Wakchaure Sangeeta	Phy. Director	—
27.	Ms. Shaikh Noorjahan Aziz	Librarian	—
28.	Dr. Aftab Alam	College Exam. Officer	<i>Dr. Aftab</i>
29.	Mrs. Uzma Tasneem	Supervisor	<i>Mrs. Uzma</i>
30.	Mrs. Devasthale Gauri	Coordinatore-IQAC	<i>Mrs. Devasthale</i>

PRINCIPAL

31. Shaikh Siraj (Pg Chem) *Dr. Siraj*32. Mrs. A. M. Bhatia (Micro) *Mrs. Bhatia*33. Ms. Ansari Ishtiaq Jahan (Maths) *Ms. Ansari*

34. Sayyed Nazim

35. Dr. Azmat Dalal

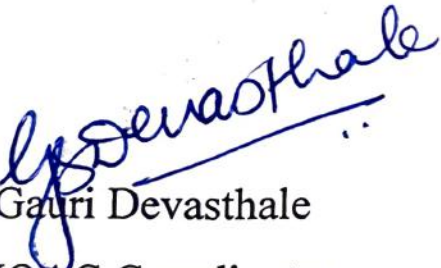
36. *Dr. Azmat*


Minutes of the meeting

1. Dr. Aftab Alam explained about filling of option form by all the students. All the heads were advised to inform students about the same. It was also discussed that all students should choose the online option for exam as far as possible.
2. The practicals to be scheduled as per SPPU guidelines.
3. Updated summary of seat numbers to be sent to all HODs and should be circulated among students.
4. Teachers should conduct discussions/revision lectures or sessions for final year students to guide them for the forth coming online examinations and the MCQ format.
5. The Minority Scholarship circular was discussed by Principal Madam and the notice and details should reach all the students at the earliest so that maximum students can apply. Students with 50% marks in previous examination and annual income less than 2 Lakhs are eligible to apply.
6. A Review of Admission status in all faculties was taken.

ATR

1. The updated pdf for Seat numbers was circulated on all students groups.
2. Filling of option forms by all students was ensured.
3. Teachers conducted online meetings with students and informed about examination pattern, Discussed MCQs and gave guidance for study.
4. The Minority scholarship circular was sent to students via whats app groups and they were guided to apply for the same.
5. The admission work is in process.


Gauri Devasthale
IQAC Coordinator


Dr. Shaila Bootwala
Principal


Date: 15.9.2020

NOTICE

This is to inform of all the Heads of the Departments in Arts, Science & Commerce that a meeting is scheduled on Thursday, 17/09/2020 at 01.00 p.m. in the green auditorium.

Agenda

1. Discussion on grant of B.Voc Skill Courses.
2. Teaching and Academic activities from 21/09/2020.
3. Final year examinations
4. E-content Development Training
5. Any other matter with the permission of the chair

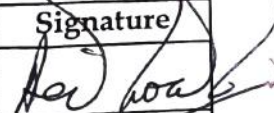
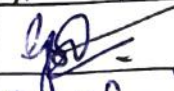

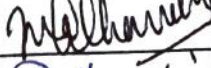

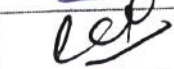


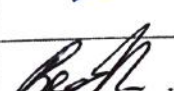



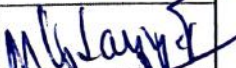









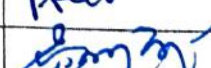



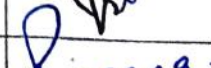




Dr. Shaila Bootwala
Principal

Minutes of Meeting

- 1) Discussion on grant of B.Voc Skill Courses: The UGC has sanctioned 3 B.Voc. Courses at our college. The details are as follows:
 - a) Intake Capacity: Retail Management - 60, Data Science- 60
Renewable Energy-Marketing and Finance Science - 60
 - b) First Year detailed syllabus and Fee structure was discussed.
 - c) Respective departments/In charge will make syllabus and Mulla Sir will get approved from SPPU, academic section.
 - d) Poster/Brochure will be made by Ms. V.R. Shinde.
 - e) Teaching will commence online
 - f) Few more departments can apply for B.Voc courses as the date is extended.
 - g) Students in waiting list to be admitted to B.Voc Courses.
- 2) Teaching and Academic activities from 21/09/2020:
 - a) Theory classes for all classes and faculties will be continued online.
 - b) Offline Practical in Science: Start with PG courses.
Not more than 50 students to come to college.
 - c) Arrangements for offline teaching
 - Sanitizer Bottles in each department
 - Thermal Gun for each Building
 - Every lab should have one bottle of sanitizer
 - Lab sanitization program -Training to lab attendant – sanitization should be done before and after practical
 - Mrs. Gauri Devasthale to co-ordinate the offline teaching time table and arrangements for sanitization.
- 3) Final year examinations: Dr. Alam, CEO briefed on the forthcoming examinations.

- a) Option form date extended
 - b) Backlog – 1st Oct – 09th Oct
 - c) Regular 10th – 30th Oct
 - d) Question – B.A / B.Com – 60 questions, 50 marks, one hour. B.Sc – 50 questions, 40 marks, one hour.
 - e) For differently abled students- assistant allowed and time 1 hour 20 mins.
 - f) SPPU will conduct mock exam and provide helpline numbers to resolve issues regarding online examinations.
- 4) E-content Development Training:
- a) SPPU has organized Training for teachers of Abeda Inamdar Senior College for E-content Development on Saturday, 19/09/2020 at 3.00 p.m. All the teachers are required to attend.
 - b) The notice and link for same will be posted by Ms. Shakila S on the staff group.


ATTENDANCE FOR HOD MEETING 17.9.2020


S.No.	Name of the HOD/Staff	Department	Signature
1.	Dr. Shaila Bootwala	Principal	
2.	Mrs. Gauri Devasthale	IQAC Coordinator	
3.	Dr. Yusufi Mujahid	IQAC Member	
4.	Dr. M. A. Lokhandwala	IQAC Member	
5.	Dr. M.G .Mulla	Commerce	
6.	Dr. Khursheed Ahmed	Chemistry	
7.	Dr. Majumdar Devipriya	Microbiology	
8.	Mrs. Vaishali Prabhune	I/c Bio-Tech.(Voc)	
9.	Dr. Shaikh Ishrat Vasi	Zoology	
10.	Dr. Naseem Deshpande	Physics and Botany	
11.	Mrs. Shinde Vijayalaxmi	Env. Science	
12.	Mrs. Siamwala H.J.	Mathematics	
13.	Dr. Sayyad Mehmud G	Statistics	
14.	Dr. Kurne Inamdar Faizahmed	Electronics	
15.	Mrs. Siddavatam Z Mulla	Computer Sci.	
16.	Dr. Joshi Mukul Narendra	English	
17.	Mrs. UzmaT asneem	Urdu	
18.	Dr. Mulla Shakila Jabbar	Hindi	
19.	Dr. Bhosale Ketaki	Marathi	
20.	Dr. Tadvi Irfan A. Hussain	Arabic	
21.	Dr. Salma Aziz	Sociology	
22.	Dr. Shaikh Wahida A.R.	Political Sci.	
23.	Dr. Kedari Anjali	Psychology	
24.	Mr. Khan Shaukat Nawab	History	
25.	Dr. Rahul More	Economics	
26.	Dr. Alifiya Jagirdar	BBA(CA)	
27.	Ms.Veena Gandhi	B.C.A (Sci.)	
28.	Ms. Ameena Sabooni	B.B.A.	
29.	Dr. Wakchaure Sangeeta	Physical. Director	
30.	Ms. Noorjahan Shaikh	Librarian	
31.	Dr. Aftab Alam	CEO.	

DATE

ATR for M #9 (Thursday, 17/09/2020)

1. Syllabus for all three courses was prepared and given to Dr. Mulla for further process.
 2. Brochures are circulated and admissions begun.
 3. Requirements for Sanitization and other details submitted to Parent Society.
 4. Orientation sessions and revision lectures conducted for Final Year students regarding forthcoming examinations.
 5. Teachers attended Training session arranged by SPPU.
- It was informative.


Mrs. Gauri Devasthale
IQAC coordinator


Dr. Shaila Bootwala
Principal

DATE

**ABEDA INAMDAR SENIOR COLLEGE
INTERNAL QUALITY ASSURANCE CELL**

Date: 10.10.2020

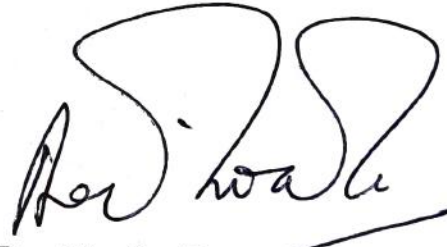
NOTICE

An online meeting of HOD's is scheduled on Saturday, 10/10/2020 at 01.15 p.m. The Link is shared on staff group please join.

Agenda

- a. To discuss the matter in SPPU letter No. 1710, Dated 09.10.2020.
- b. To take review of Time-table of Science faculty to be adjusted in 5 days.


Mrs. Gauri Devasthale
IQAC coordinator


Dr. Shaila Bootwala
Principal

Notice & Attendance -

Dept.

HOD sign.

① Zed -

Bgh.

② Maths -

H. S. Sr. mullh

③ Chem -

CC

④ Phy -

Xi

⑤ Stats -

M. S. Daryed

⑥ Electronics -

M

⑦ Micro -

Alm

⑧ Bot -

Xi

⑨ Biotech -

⑩ EVS. -

For HOD
EFHKAG

⑪ English -

Thy Sh.

⑫ Commerce -

Mulk

⑬ Urdu -

M. S. Daryed

⑭ (Sci) BCA -

M

⑮ (CA) BBA -

M. S. Daryed

ABEDA INAMDAR SENIOR COLLEGE
INTERNAL QUALITY ASSURANCE CELL

सावित्रीबाई फुले पुणे विद्यापीठ

(पूर्वीचे पुणे विद्यापीठ)



दूरध्वनी : ०२०-२५६२१२०५/१०/११
ईमेल : pgadmis@pun.unipune.ac.in

गणेशखिंड,
पुणे ४११००७

संदर्भ : शी.प्रवेश/१७१०

दिनांक : ०९/१०/२०२०

तातडीचे/महत्वाचे

प्रति,

मा. प्राचार्य/संचालक

विद्यापीठ संलग्नित महाविद्यालय/परिसंस्था

सावित्रीबाई फुले पुणे विद्यापीठ,

पुणे - ४११००७,

विषय: राज्यातील अकृषी विद्यापीठे व संलग्नित महाविद्यालयांना ५ दिवसाचा आठवडा लागू करणेबाबत.

संदर्भ: शासन पत्र क्र. यूएनआय/निवेदन/संकीर्ण/३९/२०२०/विशि/६४८७ दि. ०५/१०/२०२०.

महोदय,

उपरोक्त विषयास अनुसरून आपणांस कळविण्यात येते की, शासनाने राज्यातील अकृषी विद्यापीठे व संलग्नित महाविद्यालयांना ५ दिवसाचा आठवडा लागू करावयाचा झाल्यास विद्यापीठाच्या शैक्षणिक वेळापत्रकामध्ये बदल करावे लागतील काय? तसेच त्यानुसार आपल्या विद्यापीठाकडून शैक्षणिक वेळापत्रक कसे राहील? याबाबत माहिती मागीतलेली आहे. सोबत शासन पत्राची प्रत जोडत आहे. तरी, यासंदर्भात आपले स्पष्ट अभिप्राय दि. १४/१०/२०२० पर्यंत विद्यापीठाच्या sppu_college@pun.unipune.ac.in या ई-मेल वर पाठविण्यात यावेत.

कळ्यावे, ही विनंती

आपला,



उपकुलसचिव,

शैक्षणिक प्रवेश विभाग






प्रत : माहितीसाठी

श्री. मुयेश दुसाने, प्रशासन अधिकारी, शिक्षण संचालनालय (उच्च शिक्षण), पुणे-४११००१


Date: 12.10.2020

NOTICE

A meeting of following staff is scheduled on Monday,
12/10/2020 at 10.00 a.m. in IQAC.

1. Dr. Naseem Deshpande 
2. Dr. Kailas Doke 
3. Dr. Yusufi Mujahid 
4. Mrs. V. R. Shinde 
5. Mrs. Vaishali Prabhune 



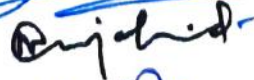




Mrs. Gauri Devasthale
IQAC coordinator


Dr. Shaila Bootwala
Principal

Agenda

1. Implementation of 5 days week- Pros & Cons.
2. Suggestions to be sent to SPPU.

Attendance

1. Dr. Naseem Deshpande 
2. Dr. Kailas Doke 
3. Dr. Yusufi Mujahid 
4. Mrs. V. R. Shinde 
5. Mrs. Vaishali Prabhune 
6. Mrs. Gauri Devasthale 

**ABEDA INAMDAR SENIOR COLLEGE
INTERNAL QUALITY ASSURANCE CELL**


Minutes of Meeting

- 1) The university letter dated 9.10.2020 was read and topic was open for discussion.
- 2) Pros & Cons of 5 days week were discussed and taken into consideration for accommodating time table.
- 3) Individual Department meetings to be conducted to discuss the accommodation of time-table.
- 4) Faculty wise meeting to be conducted on Monday & a write-up to be submitted to office.
- 5) On Monday following points were discussed.
 - a. To adjust the lectures and practicals of Saturday one hour increase in daily timing for Arts & Commerce faculty needs to be done.
 - b. The college working hours for the science faculty would be from 7.30 a.m. to 5.45 p.m.
 - c. On an average the students will have to wait in campus for 8.5 to 9.5 hours for UG and PG of Science Classes.

ATR of Meeting

- 1) The discussions in the faculty-wise meetings were compiled and communicated to SPPU.


Mrs. Gauri Devasthale
IQAC Coordinator



Dr. Shaila Bootwala
Principal


Date: 30.11.2020

NOTICE

A meeting of following staff members is scheduled on Wednesday, 02/12/2020 at 12.15 p.m. in IQAC.

1. Dr. M.G. Mulla
2. Dr. Munira Lokhandwala
3. Dr. M.G. Sayyed
4. Dr. Yusufi Mujahid
5. Dr. Mukul Joshi
6. Mrs. Anisa Khan
7. Dr. Shaikh Wahida A.R.


Mrs. Gauri Devasthale
IQAC coordinator


Dr. Shaila Bootwala
Principal

Agenda

1. Forth coming Autonomy Visit.
2. Finalisation of subject & Programme course/codes
3. Departmental visits.
4. Collection of files from Departments.

Attendance

1. Mrs. Gauri. S. Devasthale
2. Dr. M.G. Mulla
3. Dr. Munira Lokhandwala
4. Dr. M.G. Sayyed
5. Dr. Yusufi Mujahid
6. Dr. Mukul Joshi
7. Mrs. Anisa Khan
8. Dr. Wahida

Guidelines for allotting codes to papers

1. The code will be alpha-numerical.
2. No special characters to be used in the codes.
3. 4 alphabets followed by numbers.
 - First alphabet will represent Faculty (Arts-A/Science-S/Commerce-C)
 - Second alphabet will represent Program (UG- B/ PG-M)
 - Next 2 alphabets will be for Subject Name.
4. The first number will represent the semester.
5. The next 2 numbers will be the paper number.
6. Additional alphabets or numbers may be used for paper numbers if required.
7. In case there are more theory/Practical courses, Numbers may be given in continuation.
8. Use these Subject codes in your F.Y. Syllabus and S.Y. and T.Y. Syllabus outline.

Guidelines for Science Faculty

Please replace MB with your subject abbreviation and prepare your Subject codes

Serial No.	Subject	Abbreviation to be used
1	Chemistry	CH
2	Microbiology	MB
3	Environmental Science	EV
4	Zoology	ZO
5	Botany	BO
6	Mathematics	MT
7	Physics	PH
8	Statistics	ST
9	Biotechnology	BT
10	Electronic Science	ES
11	Computer Science	CS
12	Computer Applications (BCA)	CA

- For Arts Faculty- Contact Dr. Wahida / Dr. Munira
- For Commerce Faculty – Contact Dr. Mulla/ Ms. Anisa

been
 Dr. Wahida
 3/12/2020

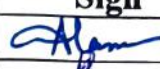

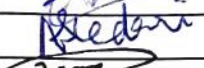





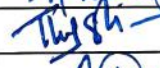

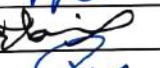
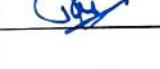


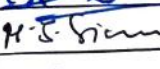


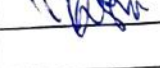


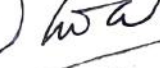
NOTICE

A meeting of the Autonomy Committee is scheduled on 3/12/2020 at 09.00 a.m. in Green Auditorium

Agenda

1. Work allotment for Autonomy Visit
2. Schedule for Dept visits

Work Allotted for Autonomy Visit on 12/13/2020 and 13/12/2020.

Sr. No.	Name	Work Allotted	Sign
1.	Dr. Aftab Alam	Exam related preparation	
2.	Prof. Amrita Bhatia	Tea and Biscuits	
3.	Mrs. Anisa Khan	Dry Fruits / Fruits Basket	
4.	Dr. Anjali Kedari	Schedule Visit	
5.	Dr. Kailas Doke	Reception	
6.	Dr. Kurne Faizahmed	Hotel Incharge & Banners	
7.	Prof. Javed	Students- M.Sc and Booking of Assembly Hall-	
8.	Mrs. Farzana Shaikh	Non-Teaching Staff Meeting	
9.	Prof. Kaur	Reception	
10.	Dr. Khursheed Ahmed	Reception / Departmental Visit	
11.	Dr. Devipriya Majumder	Departmental Visit	
12.	Dr. Yusufi Mujahid	Principal's Presentation	
13.	Dr. Mehmood Sayyed	Hotel Incharge	
14.	Prof. Mukul Joshi	Reception	
15.	Dr. M. G. Mulla	Reception / Departmental Visit	
16.	Dr. Munira Lokhandwala	Drafting of Letter	
17.	Dr. Naseem Deshpande	Reception / Departmental Visit	
18.	Prof. Rahul More	Magazines - Keep in rooms	
19.	Prof. Salma Aziz	Students Meeting	
20.	Prof. Shakila Siddhavatam	Technical Assistance	
21.	Prof. Vijaya Laxmi Shinde	Green Practices	
22.	Ms. Shirin Naz Shaikh	Students Meeting	
23.	Prof. M. Siamwala	Reception	
24.	Prof. Vaishali. S. Prabhune	Visit Schedule & Students Meeting	
25.	Dr. Wahida Shaikh	Teachers Meeting	
26.	Prof. Uzma Tasneem	Letter to CDC & Follow-up	
27.	Prof. Yaseen	Photography	



Dr. Shaila Bootwala
Principal

Dates for Autonomy Visit preparation

1. Principals Presentation – 7/12/2020 at 9.00 to 10.00 a.m.
2. Departmental visits – 7/12/2020 at 11.00 to 02.00 p.m.
3. Review Meeting on 08/12/2020 at 09.00 a.m. **for Autonomy Committee members only**
4. Submission of file to IQAC – 8/12/2020 at 10.00 am to 11.00 am

Group 1

Sr. No.	Departments	Faculty Incharge
1.	B.C.A Science	a. Dr. Munira Lokhandwala b. Dr. Devipriya Majumder c. Prof. Vijaya Laxmi Shinde
2.	BBA (Commerce)	
3.	BBA (CA)	
4.	B.C.S	
5.	Political Science	
6.	Library	
7.	English	
8.	Hindi	
9.	Marathi	

Group 2

Sr. No.	Departments	Faculty Incharge
1.	Urdu	a. Dr. Khursheed Ahmed b. Dr. M. G. Mulla c. Mrs. Shakila Siddhavatam
2.	Sociology	
3.	Economics	
4.	Maths	
5.	Physics	
6.	Microbiology (P.G)	
7.	Biotechnology	
8.	Arabic	
9.	Sports	
10.	Chemistry (P.G)	

Group 3

Sr. No.	Departments	Faculty Incharge
1.	Psychology	a. Dr. Naseem Deshpande b. Dr. Wahida Shaikh c. Prof. M. Siamwala
2.	History	
3.	Commerce	
4.	Botany	
5.	Statistics	
6.	Electronics	
7.	Zoology	
8.	Microbiology (U.G)	
9.	Chemistry (U.G)	
10.	E.V.S	


Dr. Shaila Bootwala
Principal

Date: 03.12.2020

NOTICE

A meeting of following staff members is scheduled on Friday,
04/12/2020 at 11.15 p.m. in IQAC.

1. Dr. Kailas Doke
2. Dr. Aftab Alam
3. Dr. M. G. Sayyed
4. Dr. Yusufi Mujahid
5. Dr. M. G. Mulla
6. Dr. Wahida Shaikh
7. Mr. Naeem Shaikh


Mrs. Gauri Devasthale
IQAC coordinator

Dr. Shaila Bootwala
Principal

Agenda

- a. Finalization of Subject & Course codes for
Programme and Examination

Attendance

1. Dr. Kailas Doke
2. Dr. Aftab Alam
3. Dr. M. G. Sayyed
4. Dr. Yusufi Mujahid
5. Dr. M. G. Mulla
6. Dr. Wahida Shaikh
7. Mr. Naeem Shaikh

Revised (After meeting with exam section)

Guidelines for allotting codes to papers

After discussing with exam section and senior faculty members the following guidelines have been finalized:

1. The code will be alpha – numerical.
2. No special characters to be used in the codes.
3. The code should not exceed 10 characters.
4. The code will start with alphabets followed by numbers.
 - a. First alphabet will represent Faculty : Arts-A/Science-S/Commerce-C
 - b. Second alphabet will represent Program: UG-B / PG-M
 - c. Next 2 alphabets will be for Subject Name.
5. The first number will represent the Year
6. The second number will represent the Semester
 - a. UG courses- Semester 1 to 6
 - b. PG courses – Semester 1 to 4
7. The third number will represent the Paper
8. The Practical papers will be numbered in continuation with Theory papers
9. In case of papers with elective options alphabets will follow the number e.g. 366A, 366B.
10. In case there are more theory/ practical courses, numbers may be given in continuation.

Guidelines for Science Faculty

Sr. No.	Subject	Abbreviation to be used
1	Chemistry	CH
2	Microbiology	MB
3	Environmental Science	EV
4	Zoology	ZO
5	Botany	BO
6	Mathematics	MT
7	Physics	PH
8	Statistics	ST
9	Biotechnology	BT
10	Electronic Science	ES
11	Computer Science	CS
12	Computer Applications (BCA)	CA

Using These Guidelines subject codes for Microbiology have been prepared. Please refer to the same and contact for any queries

Contact: Arts Faculty- Dr. Wahida Shaikh

Commerce Faculty: Dr. M. G. Mulla

ATTENDANCE FOR PRINCIPAL'S PRESENTATION (7.12.2020 at 9.00 a.m.)

Serial No.	Name	Department	Signature
1.	Mrs. Gauri Devashale	Micro	[Signature]
2.	Mrs. Shrinagar Inamdar	Comp-PG	[Signature]
3.	M. Musina Lohhandwale	English	[Signature]
4.	DR. MUKUL JOSHI	English	[Signature]
5.	Mr. Nusrat Perween	Zoology	[Signature]
6.	Dr. Ishrat Shaikh	Zoology	[Signature]
7.	Dr. Jaspal Kaur Oberoi	Microbiology	[Signature]
8.	Neha Pai	Biotech	[Signature]
9.	Shinde Vijayalaxmi	Bio.Sc.	[Signature]
10.	Dr. Anjali Kedare	Psychology	Ascedari
11.	SALMA AZIZ	SOCIOLOGY	[Signature]
12.	Dr. Rahul Gore	ECONOMICS	[Signature]
13.	Mrs. Amrita M Bhatia	Microbiology	[Signature]
14.	Dr. D.R. Majumder	Microbiology	[Signature]
15.	Mrs. Vaishali Prabhune	Microbiology	[Signature]
16.	Dr. Falguni V. Shaikh	Commerce	[Signature]
17.	Dr. Naveen Deshpande	Physics	[Signature]
18.	Dr. M.G. Mulla	Commerce	[Signature]
19.	Dr. Khursheed	Chemistry	[Signature]
20.	Yunus - Mujid	Chemistry	[Signature]
21.	Uzma Tariq	Urdu	[Signature]
22.	Dr. Mahmood Sayyad	Stats	[Signature]
23.	DR. KURNE FAIZAHMED	Electronic &	[Signature]
24.	Dr. Dilke Karlas	Chemistry	[Signature]
25.	Ms. Anisa Khan	Commerce	[Signature]
26.	Mrs. Shakila Siddavale	Comp-Sci	[Signature]
27.	Dr. Aftab Alam	Commerce	[Signature]
28.	Dr. Shaikh Wahide	Pol. Hcas. Sci.	[Signature]
29.	Dr. Shakila J. Mulla	Hindi	[Signature]
30.	Mrs. H. S. Sriramiah	Mathematics	[Signature]
31.			
32.			









ATTENDANCE FOR REVIEW MEETING {08/12/2020 at 9.000 a.m.}

Sr. No.	Name	Department	Sign
1.	Dr. Aftab Alam	Examination	Alam
2.	Prof. Amrita Bhatia	Microbiology	Bhatia
3.	Mrs. Anisa Khan	Commerce	Anisa
4.	Dr. Anjali Kedari	Psychology	Kedari
5.	Dr. Kailas Doke	Chemistry	Doke
6.	Dr. Kurne Faizahmed	Electronic Sc	Kurne
7.	Dr. Javed	Chemistry	Javed
8.	Mrs. Farzana Shaikh	Commerce	Farzana
9.	Prof. Kaur	Microbiology	Kaur
10.	Dr. Khursheed Ahmed	Chemistry	Ahmed
11.	Dr. Devipriya Majumder	Microbiology	Majumder
12.	Dr. Yusufi Mujahid	Chemistry	Mujahid
13.	Dr. Mehmood Sayyed	Statistics	Sayyed
14.	Prof. Mukul Joshi	English	Joshi
15.	Dr. M. G. Mulla	Commerce	Mulla
16.	Dr. Munira Lokhandwala	English	Munira
17.	Dr. Naseem Deshpande	Physics Botany	Naseem
18.	Prof. Rahul More		More
19.	Prof. Salma Aziz	Sociology	Salma
20.	Prof. Shakila Siddhavatam	Comp Sci	Shakila
21.	Prof. Vijaya Laxmi Shinde	Env. Sc	Shinde
22.	Ms. Shirin Naz Shaikh	Comm. Pg	Shirin
23.	Prof. M. Siamwala	Maths	Siamwala
24.	Prof. Vaishali. S. Prabhune	Microbiology	Prabhune
25.	Dr. Wahida Shaikh	Political Science	Shaikh
26.	Prof. Uzma Tasneem	Urdu	Tasneem
27.	Prof. Yaseen		Yaseen


Date: 4.1.2021

NOTICE

A meeting of following staff members is scheduled on Wednesday, 06/1/2021 at 9.15 a.m.in IQAC.

1. Dr. Naseem Deshpande 
2. Dr. Yusufi Mujahid 
3. Mrs. Vaishali Prabhune 
4. Mrs. Anisa Khan 
5. Dr. Shaikh Wahida A.R 
6. Ms. Nusrat Parveen 
7. Ms. Erum Kazi 
8. Ms. Shakila Siddhavatam 


Mrs. Gauri Devasthale
 IQAC coordinator


Dr. Shaila Bootwala
 Principal

Agenda

1. Re-opening of Colleges from 11.1.2021
2. Preparation for offline teaching
3. Rescheduling of Theory Time Table
4. Planning for Practical teaching in Science Faculty
5. Consent forms and Undertaking from Students
6. Any other matter with the permission of the chair.

Attendance

1. Dr. Shaila Bootwala
2. Mrs. Gauri Devasthale
3. Dr. Naseem Deshpande
4. Dr. Yusufi Mujahid
5. Mrs. Vaishali Prabhune
6. Mrs. Anisa Khan
7. Dr. Shaikh Wahida A.R
8. Ms. Nusarat Perween
9. Ms. Erum Kazi
10. Ms. Shakila Siddhvatom

Shaila Bootwala
Gauri Devasthale
Naseem Deshpande
Yusufi Mujahid
Vaishali Prabhune
Anisa Khan
Dr. Shaikh Wahida A.R
Nusarat Perween
Erum Kazi
Shakila Siddhvatom

Minutes of the Meeting

1. PG teaching to begin offline from Monday, 11.01.2021 keeping in mind all the guidelines issued by UGC, SPPU and State government with respect to the COVID-19 pandemic.
2. Dr. Wahida Shaikh will coordinate the time table for Arts Faculty.
3. Ms. Anisa Khan will coordinate the time table for Commerce Faculty
4. Ms. Shakila Siddhavatom will coordinate the time table for Computer science.
5. Dr. Naseem Deshpande will co-ordinate the timetable for Science faculty.
6. IQAC will prepare the batches and time for science practicals.
7. Consent Form/Undertaking will be given by IQAC.
8. Time table for Final year and UG and PG classes to be prepared by individual faculty/department.
9. Faculty members to create awareness regarding precautions to be taken in the college with regards to COVID 19.

Notification for Science Faculty

- 1) Offline practical sessions to be started from 11th January 2021 for S.Y. and T.Y.B.Sc. and from 18th January for F.Y.B.Sc. 100% practicals can be conducted online for Mathematics and Statistics.
- 2) All the offline practical sessions to be conducted in accordance with the guidelines issued by UGC, SPPU and State government with respect to the COVID-19 pandemic.
- 3) Theory lectures for S.Y. and T.Y. to be discontinued after completion of first term syllabus.
- 4) Minimum 70% of the practicals to be completed offline between 11th January to 5th February 2021.
- 5) Compulsory practicals with critical performance skills to be given preference
- 6) Timing for F.Y.B.Sc. Practical would be from 8:00 am to 11:00 am and theory lectures to be continued from 12:00 Noon onwards as per the time table attached herewith.
- 7) Timing for T.Y.B.Sc. Practical would be from 8:30 am to 11:30 am.
- 8) Timing for S.Y.B.Sc. Practical would be from 12:30 pm to 03:30 pm.
- 9) The batches and time table will be notified for all the theory and practical sessions through email.
- 10) The staff members can engage theory lectures for S.Y.B.Sc./T.Y.B.Sc. in the time slots other than the officially notified time of practicals, if required.

been
for
8/1/2021

Date: 04/01/2021

Meeting # 13: Core Committee meeting

NOTICE

A meeting of IQAC Core Committee members is scheduled on Thursday, 07/01/2021 at 10.00 a.m. in IQAC office. You are requested to be present for the same

1. Dr. M.G. Mulla
2. Dr. Munira Lokhandwala
3. Dr. Yusufi Mujahid

Mulla
Munira Lokhandwala

G. Devasthale
Mrs. Gauri Devasthale
IQAC coordinator

Shaila Bootwala
Dr. Shaila Bootwala
Principal

Agenda

1. Online Feedback form for Teachers evaluation.
2. Infrastructure facilities for exam cell.
3. API form as per new guidelines.
4. Internal Audit- Term 1 documents & schedule.
5. Compliance for CDC.
6. College website.

Attendance

1. Dr. Shaila Bootwala
2. Mrs. Gauri Devasthale
3. Dr. M.G. Mulla
4. Dr. Munira Lokhandwala
5. Dr. Yusufi Mujahid

Shaila Bootwala
G. Devasthale
Mulla
Munira Lokhandwala

**ABEDA INAMDAR SENIOR COLLEGE
INTERNAL QUALITY ASSURANCE CELL**

Minutes of Meeting

1. It was decided that IQAC will send the format for online Feedback form to all HODs. The feedback has to be collected for every teacher class wise.
 2. It was suggested that a suitable place should be identified for development of examination cell.
 3. Self Appraisal of teaching staff should be collected in format as per 2018 guidelines. Dr. Doka will help IQAC in preparation of the API form as per the prescribed format
 4. Principal Dr. Shaila Bootwala will visit all departments for Academic & Administrative Audit. The list of documents to be verified and the schedule for the same will be posted on staff group before 15/01/2021.
 5. IQAC to collect names for out of Parent University Nomination and names for VC Nomination from all departments and compile the same faculty wise.
 5. IQAC shall also collect & compile a brief report of various activities conducted by all the departments in the First Term of Academic year 2020-21.
- It was decided that the college website will be updated as per the Norms & Guidelines for Autonomous Colleges. A separate committee will be constituted for the same.

been
for
11/11/2021







**ABEDA INAMDAR SENIOR COLLEGE
INTERNAL QUALITY ASSURANCE CELL**

Date: 11.1.2021


Meeting # 14: Time-table committee meeting

NOTICE

A meeting of following staff members is scheduled on
Monday, 14/1/2021 at 9.30 a.m. in IQAC.

1. Dr. Naseem Deshpande 
2. Dr. Yusufi Mujahid 
3. Dr. Veena Gandhi 
4. Mrs. Vaishali Prabhune 
5. Dr. Sangeeta Wackchaure 
6. Ms. Shakila Siddhavatam 


Mrs. Gauri Devasthale
IQAC coordinator


Dr. Shaila Bootwala
Principal

Agenda

1. To finalize Time-Table of Physical Education for science Faculty
2. Finalization of Practical Batches.
3. Batch wise Time-Table for F.Y.B.Sc. & S.Y.B.Sc.
4. Any other time table related matter.

**ABEDA INAMDAR SENIOR COLLEGE
INTERNAL QUALITY ASSURANCE CELL**

Attendance

1. Dr. Shaila Bootwala
2. Mrs. Gauri Devasthale
3. Dr. Naseem Deshpande
4. Dr. Yusufi Mujahid
5. Dr. Veena Gandhi
6. Mrs. Vaishali Prabhune
7. Dr. Sangeeta Wackchaure
8. Ms. Shakila Siddhavatam
9. Namita Marathe
10. Mayuri Kalkar



Minutes of the Meeting

1. Practical batches for F.Y. and S.Y.B.Sc to be prepared as per guidelines.
2. The Batch wise practical time table to be prepared and send to all HOD
3. The Physical education time table was finalized for all three departments (B.Sc, B.C.S and B.C.A science)

**ABEDA INAMDAR SENIOR COLLEGE
INTERNAL QUALITY ASSURANCE CELL**

Action taken report (15.10.2020 to 15.01.2021)

1. Subject Codes were allotted to courses & papers in all faculties.
2. Three committees were formed for Mock visits to departments prior to Autonomy Peer Team Visit to check preparations.
3. The duties assigned to all teachers for the Autonomy Peer Team were performed appropriately. The Peer Team visited the college on 12/12/2020 & 13/12/2020. The college was granted Autonomy on 22/12/2020.
4. Time-table for offline teaching (Theory & Practicals) was prepared and displayed. IQAC also circulated guidelines for offline teaching to students and staff members. An undertaking to be collected from students was drafted and finalized. The same was given to all departments.
5. IQAC sent the format for online Feedback form to all HODs and issued guidelines for collection of Feedback.
6. Dr. M.G. Mulla & Dr. Aftab Alam were given the responsibility to identify a suitable place for development of examination cell.
8. Self Appraisal Form for teaching staff members was prepared in format as per 2018 guidelines by Dr. Doke. IQAC sent the form to all departments
9. The list of documents to be verified & schedule for Academic & Administrative Audit was prepared by IQAC in consultation with the Principal and posted on Staff group on 12.1.2020.
10. IQAC collected names for out of Parent University Nomination and names for VC Nomination from all departments and compiled the same faculty wise to be presented in CDC
11. IQAC has prepared a compiled report of various activities conducted by all the departments in the First Term of Academic year 2020-21.
12. A committee has been constituted to update the website as per the Norms & Guidelines for Autonomous Colleges.

been
Dr. Mulla
17/1/2021

**ABEDA INAMDAR SENIOR COLLEGE
INTERNAL QUALITY ASSURANCE CELL**

Date: 19/01/2021


Meeting # 15: HOD Meeting

NOTICE

The meeting of Heads of Departments in Arts, Science & Commerce is scheduled in Green Auditorium on Wednesday, 20.01.2021 at 10.30 a.m. to discuss extra credit courses for CBCS under autonomy.

All are requested to be present.


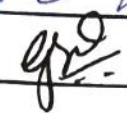
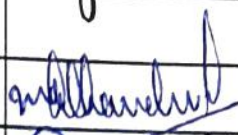
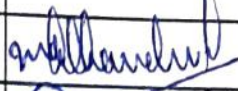
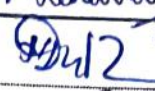
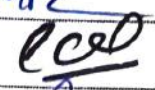
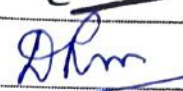
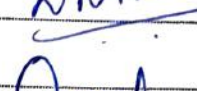



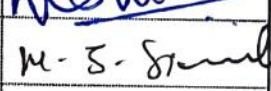
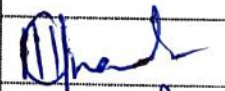
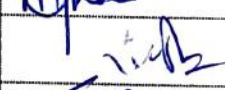


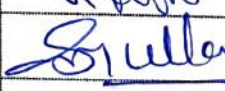


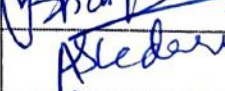


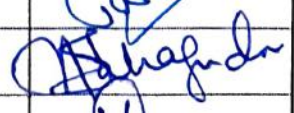


Mrs. Gauri Devasthale
IQAC coordinator


Dr. Shaila Bootwala
Principal

Minutes of HOD Meeting 20.2021

1. The Principal appreciated the efforts of all staff members towards attaining the Autonomous Status. She also said that our college should frame the best syllabus with the help of subject experts and special invitees on the BOS.
2. Mr. Kamil Khan & Ms. Jovia D'Souza will send systemized formats for collecting central data to upload. The departments have been already issued I'd & passwords to update data on departmental level.
3. All the HODs were advised activities to visit websites of autonomous colleges & check the various activities/colleges & other related information.
4. A schedule will be prepared for verification of CAS forms and API scores by IQAC. Dr. Kailas Doke will check forms of Grant-in-aid staff & Mrs. Gauri Devasthale will check & verify forms of unaided staff members. The college will apply for NIRF Ranking. Dr. Mukul Joshi was given the responsibility for the same.
5. It was unanimously decided that college will not participate in the India Today Survey for this academic year as we are in transition from affiliated college to autonomous college.
6. The Principal also suggested to Dr. M.G. Mulla that we should go for ISO certification of college office.
7. There was a discussion about introduction of certificate courses for the students. The courses could be skill oriented/Hobby based. These courses should be aimed at the overall development of students. There could be certificate courses or may be converted to credit courses so that students can earn extra credits. Head of each department was told to discuss with staff members and come up with at least two courses and their syllabi.

ATTENDANCE FOR HOD MEETING 20.01.2021

Sr.No.	Name of the Staff	Department	Signature
1.	Dr. Shaila Bootwala	Principal	
2.	Mrs. Gauri Devasthale	IQAC Coordinator	
3.	Dr. Yusufi Mujahid	IQAC Member	
4.	Dr. M. A. Lokhandwala	IQAC Member	
5.	Dr. M.G.Mulla	Commerce	
6.	Dr. Khursheed Ahmed	Chemistry	
7.	Dr. Majumdar Devipriya	Microbiology	
8.	Mrs. Arshiya Hashim	Bio-Tech. (Voc)	
9.	Dr. Shaikh Ishrat Vasi	Zoology	
10.	Mrs. Naseem Deshpande	Physics & Botany	
11.	Mrs. Shinde Vijayalaxmi	Env. Science	
12.	Mrs. Siamwala H.J.	Mathematics	
13.	Dr. Sayyad Mehmud Gulab	Statistics	—
14.	Mr. Kurne Inamdar Faiz A	Electronics	
15.	Mrs. Siddavatam Shakila	Computer Sci.	
16.	Dr. Joshi Mukul Narendra	English	
17.	Mrs. Uzma Tasneem	Urdu	
18.	Dr. Mulla Shakila Jabbar	Hindi	
19.	Mrs. Bhosale Ketaki	Marathi	—
20.	Dr. Tadvir Irfan A. Hussain	Arabic	—
21.	Dr. Salma Aziz	Sociology	
22.	Dr. Shaikh Wahida A.R.	Political Sci.	
23.	Mrs. Kedari Anjali	Psychology	
24.	Mr. Khan Shaukat Nawab	History	
25.	Dr. Rahul More	Economics	
26.	Dr. Alifiya Jhagirdar	BBA (CA)	
27.	Ms. Veena Gandhi	B.C.A (Sci.)	
28.	Ms. Ameena Sabooni	B.B.A.	—
29.	Dr. Wakchaure Sangeeta	Phy. Director	—
30.	Ms. Noorjahan Shaikh	Librarian	—

Dr. A. Alam

C.E.O




Date:-27.01.2021


Notice

A meeting of the following staff members is scheduled on Saturday, 30.01.2021 at 11.00am in the IQAC Office to discuss and plan the execution of activities to be conducted for the staff members.

1. Dr. Wahida Shaikh
2. Dr. Munira Lokhandwala
3. Dr. Yusufi Mujahid
4. Dr. M.G.Mulla
5. Ms. Mehraj Shaikh
6. Dr. Yaseen Shaikh
7. Ms. Shabana Shaikh
8. Mr. Bhupesh Joshi



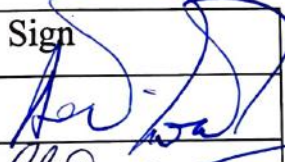
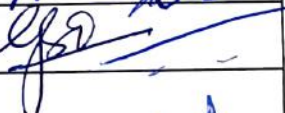

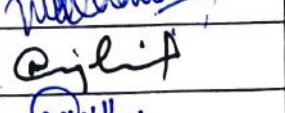

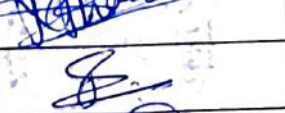
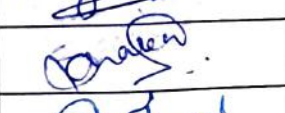




Mrs. Gauri Devasthale
IQAC Co-ordinator


Dr. Shaila Bootwala
Principal.

Minutes of Meeting

1. It was decided that two programs will be organised by IQAC in the month of February for staff members
2. An FDP for Support Staff will be conducted on Monday 08.02.2021. The broad topics suggested were work management/ developing competency
3. Dr. Wahida Shaikh will co-ordinate the activity & Ms. Mehraj Shaikh & Dr. Yaseen Shaikh will help in the organisation. Mrs. Gauri Devasthale will be the Resource person.
4. A session to guide the teaching the Swayam/ MOOC courses shall be organised by IQAC. The proposed date for same is Friday 05.02.2021. Dr. Wahida Shaikh will guide the staff members. Ms. Shabana Shaikh & Mr. Bhupesh Joshi will assist in organisation and will also share their experiences with the interested staff members.
5. Principal Dr. Shaila Bootwala gave her consent for both the programs & appreciated the efforts of the staff.

Attendance

Sr.no	Name	Sign
1	Dr. Shaila Bootwala	
2	Mrs.Gauri Devasthale	
3	Dr.Wahida Shaikh Pol sc	
4	Dr.Munira Lokhandwala Eng	
5	Dr.Yusufi Mujahid. Chem	
6	Dr.M.G Mulla	
7	Ms.Meharaj Shaikh evs	
8	Dr.Yaseen Shaikh Chem	
9	Ms.Shabana Shaikh Pol sc	
10	Mr. Bhupesh Joshi Polsc	

Attendance for Syawam Guidance lecture

SR No	Name	Dept	Sign.
1)	Dr. Sharph Wahreda	Pol Sci	<u>Sharph</u>
2)	Ansari Ishrat Jehan	Maths	<u>Ansari</u>
3)	Asma Kazi	maths	<u>Ans</u>
4)	Dr. Snehal Kulkarni	micro	<u>Snehal</u>
5)	Ameena Saboori	BBA	<u>Ameena</u>
6)	Jewia Desai	English	<u>Jewia</u>
7)	Dr. Aftab Alam	Economics	<u>Alan</u>
8)	Dr. M. G. Mulla	Commerce	<u>Mulla</u>
9)	Dr. Safiya Shaikh	Sociology	<u>Saikh</u>
10)	Dr. Sadia Merchant	Commerce (P-G)	<u>Merchant</u>
11)	Dr. Rahul More	Economics	<u>More</u>
12)	Veena Kiron Gandhi	B.A (Sci)	<u>Vk</u>
13)	Dr. Jaspal Kaur Oberoi	Micro	<u>Jaspal</u>
14)	Dr. Madhavi D. Rane	micro	<u>DR</u>
15)	Dr. L.K. Singh	BBA	<u>LK</u>
16)	Mrs Gauri Devasthale IQAC		<u>GDevasthale</u>

Date: 09.02.2021

A meeting of all the Heads of departments was conducted on 9.2.2021 to discuss the offline lectures and practicals to commence from 15.2.2021. The following points were discussed.

1. There will be centralized Thermal Checking at main gate. In addition to that two non-teaching staff Mr. Sajid and Mr. Mujahid (10.00 morning) will do checking at College entrance.
2. The Undertaking to be taken from students is drafted by IQAC. The same should be circulated among students. The Students should get hard copy of undertaking when they come to college
3. The HoDs should conduct a Faculty wise meeting to make plans for offline teaching. And submit the same to IQAC. These will be discussed and finalized by the Principal for implementation.

Arts Faculty – Dr. Wahida Shaikh and Dr. Mukul Joshi

Science Faculty – Dr. Deshpande and Prof. Siamwalla.

Commerce Faculty – Dr. M.G. Mulla

4. Duties were allotted to staff members to check that students leave the campus immediately after their lectures as follows

✓ UG Arts - Shaukat Sir

✓ UG Science Zaheed Sir

✓ UG BCS- Faiz Sir

UG Commerce- Salauddin sir

✓ UG BCA-Kamil Sir

✓ UG BBA- L.K. Singh Sir,

✓ UG BBACA Niraj Sir

5. PG-Student All HOD's will be In-charge to see that students leave campus on time.
6. Dr. Rahul More-To help in training security personnel for use of Thermal guns.
7. Dr. Anjali Kedari -Arrange for Counselling for students to address post COVID-19 stress.
8. Hand book for exam to be prepared for Autonomy.
Dr. Aftab Alam will work with the committee formed here: Exam Committee members - Vaishali Prabhune, Dr. Rahul More, Gauri Devasthale, Uzma Ayub, Siraj Shaikh, Ishrat Shaikh, Dr. Shakila Mulla, Shakeela Siddhavatam, Veena Gandhi, Alefiya Jahagirdar.
9. The Link for SSS required for Criteria 2 in the AQAR has been sent to all final year UG and PG students via email from admission office. All teachers are requested to inform the students in class and pursue them for filling the feedback form before 28th February 2021.

G. Devasthale

Coordinator
Internal Quality Assurance Cell
Abeda Inamdar Senior College.

A. D. Inamdar

PRINCIPAL
ABEDA INAMDAR SR. COLLEGE
CAMP, PUNE-411 001.

been

Date: 27.02.2021

Action Taken Report (15.1.2021 to 27.2.2021)

1. Academic and Administrative Audit for the first term AY 2020-2021 was completed as per the schedule.
Report of the same is ready with the IQAC.
2. Schedule for verification of API & CAS documents was prepared and sent to the departments one week in advance. The verification was completed as per schedule.
3. The formats for the Updating of website were prepared and circulated to all departments for collection of data. The HODs were also given passwords to login to the website and update departmental information.
4. A orientation session was organized on Friday 05.02.2021 to guide the staff members for preparing proposals for Swayam/MOOC courses.
5. Online Workshop cum Training Program on "URKUND- Plagiarism Detection Software" was conducted on Tuesday, 16th February 2021 at 11.00 am for the Research Guides, Research Scholars, Teaching Faculty and PG-II students. The program was jointly organized by IQAC and Library.
6. A Faculty Development Program was organized by IQAC for support on Enhancing work competency.
7. Faculty wise in charges were appointed to prepare teaching plan for offline commencement of colleges. The plans submitted and executed successfully.
8. Communication to NACC: The information asked by NACC for extension of validity was submitted on 10.02.2021 by E-mail & hard copy. A copy of notification from SPPU will be sent to NAAC, once received.
9. Exam Committee was formed to prepare "Handbook for examination" for Autonomy. A team of 5 teaching Staff members (Dr. Doke, Dr. Aftab Alam, Dr. Mulla, Dr. Mujahid and Gauri Devasthale) along with Accountant Mr. Amin Patel visited Fergusson college on Tuesday, 23.2.2021 at 3.00 pm to study the exam pattern and Budget provisions in the autonomous college.
10. Names of staff responsible to keep check on student's activity after resuming offline classes were submitted to police Station.

been
A. Devasthale
27/2/2021

Meeting for preparation of Examination Handbook: 01/03/2021 at 12:00 Noon

Minutes of the Meeting

Point Number 1: Weightage of Internal and External Marks

Unanimously decided in favor of Internal 40% Marks and External 60% Marks

Passing level of Internal and external exam may be different (Int - 30%, Ext- 40%)

Science Faculty: 20 Internal and 30 External.

For other faculties with 100 marks papers, the numbers to be doubled. Break of Internal marks to be done according to 50 Marks papers and 100 Marks papers.

Break of Internal Evaluation:

1. On Demand Exam for 10 Marks or 05 Marks
2. Class Test Two of 10 Marks or 05 Marks Each. (Average or Best of 2 to be considered)
3. Remaining 10 Marks or 05 Marks from active participation in 02 Activities
4. Mid Semester Exam of 20 Marks converted to 10 or 05 Marks
5. Weightage for attendance can be considered in case of any regular student fails to score in point number 3.
6. Internal Practical Marks to be given on the basis of Mock Exam and Viva-Voce.

Three Year Program Structure for UG and Two-Year Program Structure for PG to be prepared faculty wise. To be submitted to Dr. Aftab Alam by 8th March. Presentation of the finalized Program Structure on 13th March, Saturday.

UG Science: Dr. Devirpriya Majumdar, Dr. Yusufi Mujahid, Ms. Veena Gandhi

PG Science: Mr. Shaikh Siraj, Mrs. Amrita Bhatia, Ms. Sadiya Inamdar

Arts Faculty; Dr. Mukul Joshi, Dr. Wahida Shaikh, Dr. Rahul More

Commerce: Dr. M.G. Mulla, Ms. Anisa Khan, Sadiya Merchant

BBA/BCA/BBACA: Respective heads/co-ordinators

Scheme of Credits:

132 CGPA Credits and 08 Non-CGPA Credits

Interdisciplinary Courses and Courses given importance by NAAC can be implemented in CGPA (Elective Options) and Non CGPA Credits.

Human Rights, Gender Sensitization, Professional Ethics, Intellectual Property Rights, Statistics, Marketing, Entrepreneurship, Economics, Psychology, Sustainable Development, Advance Excel,

S.No.	Name of the Staff	Department	Remarks
01.	Dr. Shaila Bootwala	Principal	<i>Dr. Bootwala</i>
02.	Dr. Khursheed Ahmed	Chemistry	—
03.	Dr. Majumdar Devipriya	Microbiology	—
04.	Dr. Deshpande Naseem	I/c. Dept. Botany	<i>Naseem</i>
05.	Mrs. Prabhune Vaishali	I/c. Bio-Tech. (Voc.)	<i>Prabhune</i>
06.	Dr. Shaikh Ishrat Vasi	Zoology	<i>Ishrat</i>
07.	Dr. Naseem Deshpande	Physics	<i>Naseem</i>
08.	Mrs. Shinde Vijayalaxmi	Env. Science	<i>Shinde</i>
09.	Mrs. Siamwala H.J.	Mathematics	<i>H.J. Siamwala</i>
10.	Dr. Sayyad Mehmud Gulab	Statistics	—
11.	Mr. Kurne Inamdar Faiz A	Electronics	<i>Kurne</i>
12.	Mrs. Mulla Shakila Zameer	Computer Sci.	<i>Zameer</i>
13.	Dr. Joshi Mukul Narendra	English	<i>Mukul</i>
14.	Mrs. Uzma Tasneem	Urdu	<i>Uzma</i>
15.	Dr. Mulla Shakila Jabbar	Hindi	<i>Shakila</i>
16.	Dr. Bhosale Ketaki	Marathi	<i>Ketaki</i>
17.	Dr. Tadvi Irfan A. Hussain	Arabic	<i>Irfan</i>
18.	Dr. Salma Aziz	Sociology	<i>Salma</i>
19.	Dr. Shaikh Wahida A.R.	Political Sci.	<i>Wahida</i>
20.	Dr. Kedari Anjali	Psychology	<i>Anjali</i>
21.	Mr. Khan Shaukat Nawab	History	<i>Shaukat</i>
22.	Dr. Rahul Prabhakar More	I/c. Dept. of Econ.	<i>Rahul</i>
23.	Dr. M.G. Mulla	I/c. Commerce	<i>M.G. Mulla</i>
24.	Dr. Alfiya Jahagirdar	BBA(CA) B.C.A (Sci.)	<i>Alfiya</i>
25.	Ms. Ameena Sabooni	B.B.A.	—
26.	Dr. Wakchaure Sangeeta	Phy. Director	<i>Sangeeta</i>
27.	Ms. Shaikh Noorjahan Aziz	Librarian	—
28.	Dr. Aftab Alam	College Exam. Officer	<i>Alam</i>
29.	Mrs. Uzma Tasneem	Supervisor	—
30.	Mrs. Devasthale Gauri	Coordinatore-IQAC	<i>Gauri</i>

31. Dr. Dilce Kailas Exam Couns. member *Dilce*
32. Yungf Mujalib Sc. Representative *Yungf*
33. Shaikh Siraj Chemistry *Siraj*
34. Mumia Lohhandur English *Mumia*
35. Umar Shaikh BBA *Umar*
36. Mrs. A M Bhavia Microbiology *Bhavia*

NOTICE

Date: 8.03.2021

A Meeting of all Heads of Departments, Co-Ordinators of UG/PG Sections and teachers involved in making the examination handbooks of the various faculties is scheduled on Saturday 13/03/2021 at 9:00 a.m. in the Room No. 222, Main Building.

Chairman of each BOS is requested to bring list of experts of the various subjects under their Board of Studies.

Agenda

1. Presentation, Discussion and Finalization of the Faculty wise Program Structure including Handbook of Examination.

Sr. No.	Name of Programme	Name of Presenting Staff Member
1.	Arts UG	Dr. Mukul Joshi
2.	Arts PG	Dr. Rahul More
3.	Science UG	Dr. Devipriya Majumder
4.	Science PG	Ms. Amrita Bhatia
5.	BCA (Science)	Ms. Veena Gandhi
6.	Commerce UG	Ms. Anisa Khan
7.	Commerce PG	Ms. Ruksar Sharif
8.	Commerce BBA	Ms. Ameena Sabooni
9.	BBA (CA)	Dr. Alfiya Jahagirdar

2. To formulate panels of examination- Internal and External for each level / paper of the Program (the same to be finalized and submitted in triplicate)
3. Chairman BOS to present the names of paper setters and examiners of each subject of the board.
4. To nominate two experts from outside the parent University on each BOS.
5. To approve the names of experts to be invited for syllabus preparation of each subject.
6. Constitution of each BOS.


IQAC Co-Ordinator


Principal

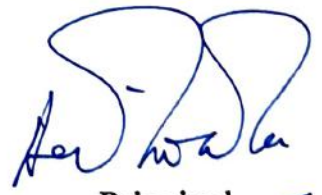
Program Schedule:

1. Opening Remarks by Principal
2. Composition of Boards
3. Finalization of Examination Panels
4. Program-wise Presentation of Program Structure:

- ✓ Arts UG by Dr. Mukul Joshi
- ✓ Arts PG by Dr. Wahida Shaikh
- ✓ Science UG by Dr. Devipriya Majumder
- ✓ Science PG by Ms. Amrita Bhatia



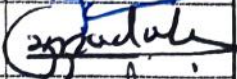




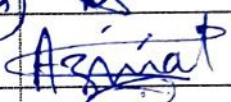



Tea Break

- ✓ Commerce UG by Ms. Anisa Khan:
 - ✓ Commerce PG by Ms. Ruksar Sharif
 - ✓ BBA by Ms. Ameena Sabooni
 - ✓ BBA(CA) by Dr. Alfiya Jahagirdar
 - ✓ BCA (Science) by Ms. Veena Gandhi
5. Concluding Remark and discussion by Dr. Aftab Alam, CEO


Principal

Attendance for HOD Meeting

S.No.	Name of the HOD/Staff	Department	Signature
1.	Dr. Shaila Bootwala	Principal	<i>[Signature]</i>
2.	Mrs. Gauri Devasthale	IQAC Coordinator	<i>[Signature]</i>
3.	Dr. M. G. Mulla	Commerce	<i>[Signature]</i>
4.	Dr. Khursheed Ahmed	Chemistry	<i>[Signature]</i>
5.	Dr. Majumdar Devipriya	Microbiology	<i>[Signature]</i>
6.	Dr. Shaikh Ishrat Vasi	Zoology	<i>[Signature]</i>
7.	Dr. Naseem Deshpande	Physics and Botany	<i>[Signature]</i>
8.	Mrs. Shinde Vijayalaxmi	Env. Science	<i>[Signature]</i>
9.	Mrs. Siamwala H.J.	Mathematics	<i>[Signature]</i>
10.	Dr. Sayyad Mehemoood G	Statistics	<i>[Signature]</i>
11.	Dr. Kurne Inamdar Faizahmed	Electronics	<i>[Signature]</i>
12.	Mrs. Siddavatam Z Mulla	Computer Sci.	<i>[Signature]</i>
13.	Mrs. Vaishali Prabhune	I/c Bio-Tech (Voc)	<i>[Signature]</i>
14.	Dr. Joshi Mukul Narendra	English	<i>[Signature]</i>
15.	Mrs. UzmaT asneem	Urdu	<i>[Signature]</i>
16.	Dr. Mulla Shakila Jabbar	Hindi	<i>[Signature]</i>
17.	Dr. Bhosale Ketaki	Marathi	<i>[Signature]</i>
18.	Dr. Tadvir Irfan A. Hussain	Arabic	<i>[Signature]</i>
19.	Dr. Salma Aziz	Sociology	<i>[Signature]</i>
20.	Dr. Shaikh Wahida A.R.	Political Sci.	<i>[Signature]</i>
21.	Dr. Kedari Anjali	Psychology	<i>[Signature]</i>
22.	Mr. Khan Shaukat Nawab	History	<i>[Signature]</i>
23.	Dr. Rahul More	Economics	<i>[Signature]</i>
24.	Dr. Alifiya Jhagirdar	BBA(CA)	<i>[Signature]</i>
25.	Ms. Veena Gandhi	B.C.A (Sci.)	<i>[Signature]</i>
26.	Ms. Ameena Sabooni	B.B.A.	<i>[Signature]</i>
27.	Dr. Wakchaure Sangeeta	Physical. Director	<i>[Signature]</i>
28.	Ms. Noorjahan Shaikh	Librarian	<i>[Signature]</i>
29.	Dr. Aftab Alam	CEO.	<i>[Signature]</i>
30.	Dr. Yusufi Mujahid	IQAC Member	<i>[Signature]</i>
31.	Dr. M. A. Lokhandwala	IQAC Member	<i>[Signature]</i>

	Name of UG/PG Co-ordinator	Department	Signature
1.	Mrs. Mane Namita	Comp. Sci	
2.	Ms. Sadiya Inamdar	Comp Sci.	
3.	Mr. Madake Yashwant	Maths. (PG)	
4.	Ms. Ansari Ishrat Jahan	Maths (UG)	
5.	Mr. Suresh B. Shaikh	Chemistry (PG)	
6.	Mrs. A. M. Bhatia	Micro (PG)	
7.	Ms. Rubaai Shaikh	Commerce (P.G)	
8.	Dr. Dalal Azmat	Urdu	
9.	Mehjabeen Shaikh	Urdu	
10.	Neha Pai	Biotech	
11.	Ashwini Shinde	BBAC (PG)	
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

Meeting#20

Date: 15/03/2021

NOTICE


A meeting of the following staff members is scheduled on Thursday, 18.03.2021 in IQAC Office at 11.15 a.m.

1. Dr. Aftab Alam
2. Dr. Shaikh Wahida A.R
3. Ms. Shakila Siddhavatam
4. Mrs. Amrita Bhatia
5. Ms Ruksar Sharif
6. Mrs. Vijaya Pise
7. Mr. Yashwant Madake
8. Mr. Siraj Shaikh

Agenda

1. Finalization the P.G. Handbook for Arts, Science and Commerce Faculty.
2. Skill development courses to be included.
3. Credits per semester.
4. Assessment and evaluation of non CGPA Credit courses.


Mrs. Gauri Devasthale
IQAC coordinator


Dr. Shaila Bootwala
Principal

Attendance.

8-03-2021

Name of staff

sign

Pise Vijaya H.
Rukshan Shaif

Computer Sc.
Commerce P.G.

Rukshan
Shaif

Shakila S.

Computer Sc.

Shakila
S.

Shamsh Wansoh

Political
Science

Shamsh
Wansoh

Madhukar Yashwanth

Mathematics.

Madhukar
Yashwanth

Mrs A. M. Bhatia

Microbiology

Mrs A. M.
Bhatia

→ Shaikh Siraj

Chemistry

Shaikh
Siraj

Mrs Gauri Desasthale IQAC

Mrs Gauri
Desasthale

Dr. Aftab Alam

CEO

Dr. Aftab
Alam

Minutes of the Meeting

The outline of the PG handbook was discussed and following points were agreed upon unanimously:

1. Total Credits in the PG Programs cannot be equalized
MA ^{CGPA} - 76 (64 + 12)
MCOM ^{Non CGPA} - 76 (64 + 12)
MSC - 92 (80 + 12)
2. Core Credits for the program will be handled by individual Departments and BOS.
3. Additional credits distribution will be as follows for all faculties (3 Credits / Sem.)

Semester	I	II	III	IV
Course	Human Rights	Cyber Security	Human Values & Professional Ethics	Department Skill Development Course
Credits	3	3	3	3

4. In-charge Departments for the Courses

Sr. No.	Course	In-charge Department
1	Human Rights	Political Science
2	Cyber Security	Computer Science
3	Human Values & Professional Ethics	M.Com

5. In-charge Department for common programs will be responsible for:
 - a. Framing Syllabus and getting it passed through the BOS.
 - b. Providing Course content & Material for the same.
 - c. Giving topics for Assignment / Projects / Case Studies / Report Writing.
 - d. Giving MCQ for Final assessment.

6. Assessment pattern for common program :

3 Assignments of 10 Marks each - 30 (1/ Credit)

MCQ test - 30

Project/ Case study / Report Writing - 15

7. The Assessment, evaluation and mark entry will be the responsibility of parent department & will be done by a teacher in-charge / Class teacher at department level.

8. In Semester IV the individual departments will run / conduct a program / course equivalent to 3 credits. Each PG department has the freedom to run the course of their choice. The framing of syllabus of this course, assessment, evaluation & mark entry will be done by individual departments.

9. The codes for the courses shall be as follows:

i. Human Rights: PGHMRT11M 21PGHMRT11M

ii. Cyber Security: PGCYBSE12M 21PGCYBSE12M

iii. Human Values & Professional Ethics : 21PGHVP23M
PGHUVPE23M

iv. Department Skill Development Program:

DSD(Name of Program)24M 21DSD(24)24M

(Four letters for Name of Program)

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PRINCIPAL
ABEDA INAMDAR SR. COLLEGE
GAMP, PUNE-411 001.

DATE

**ABEDA INAMDAR SENIOR COLLEGE
INTERNAL QUALITY ASSURANCE CELL**

Date: 19/03/2020

Notice

A Meeting is scheduled on Saturday, 20/03/2021 at 12.00 noon in room no. 110. All HOD's and Staff members involved in making Program Structure Handbook at UG level are required to remain present in same.






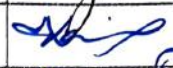
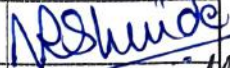
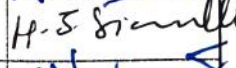
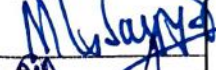
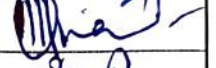
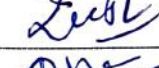



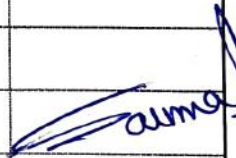
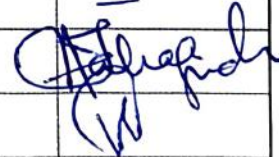

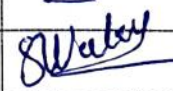
Agenda

1. Submission of Final program structure and examination handbook for UG
2. Framing of Subject Codes for CGPA & Non CGPA Courses
3. Any other queries to be addressed.


Mrs. Gauri Devasthale
IQAC coordinator


Dr. Shaila Bootwala
Principal

Attendance for HOD Meeting

S.No.	Name of the HOD/Staff	Department	Signature
1.	Dr. Shaila Bootwala	Principal	
2.	Mrs. Gauri Devasthale	IQAC Coordinator	
3.	Dr. M. G. Mulla	Commerce	
4.	Dr. Khursheed Ahmed	Chemistry	
5.	Dr. Majumdar Devipriya	Microbiology	
6.	Dr. Shaikh Ishrat Vasi	Zoology	
7.	Dr. Naseem Deshpande	Physics and Botany	
8.	Mrs. Shinde Vijayalaxmi	Env. Science	
9.	Mrs. Siamwala H.J.	Mathematics	
10.	Dr. Sayyad Mehemoood G	Statistics	
11.	Dr. Kurne Inamdar Faizahmed	Electronics	
12.	Mrs. Siddavatam Z Mulla	Computer Sci.	
13.	Mrs. Vaishali Prabhune	I/c Bio-Tech (Voc)	
14.	Dr. Joshi Mukul Narendra	English	
15.	Mrs. UzmaT asneem	Urdu	
16.	Dr. Mulla Shakila Jabbar	Hindi	
17.	Dr. Bhosale Ketaki	Marathi	
18.	Dr. Tadvir Irfan A. Hussain	Arabic	
19.	Dr. Salma Aziz	Sociology	
20.	Dr. Shaikh Wahida A.R.	Political Sci.	
21.	Dr. Kedari Anjali	Psychology	—
22.	Mr. Khan Shaukat Nawab	History	—
23.	Dr. Rahul More	Economics	—
24.	Dr. Alifiya Jhagirdar	BBA(CA)	
25.	Ms. Veena Gandhi	B.C.A (Sci.)	
26.	Ms. Ameena Sabooni	B.B.A.	—
27.	Dr. Wakchaure Sangeeta	Physical. Director	
28.	Ms. Noorjahan Shaikh	Librarian	—
29.	Dr. Aftab Alam	CEO.	
30.	Dr. Yusufi Mujahid	IQAC Member	—
31.	Dr. M. A. Lokhandwala	IQAC Member	—

Sr.no.	Name of Staff Members	Department	Signature
1.	Dr. Azmat Dalal	Urdu	Azmat
2.	Asma D. Kazi	Maths	Asma
3.	Mehraj R. Shaikh	Env. Sci.	Mehraj
4.	Heena Gahb Shaikh	BBA	Heena
5.	Chakramarayan: Chikite	BBA	Chikite
6.	Namita Amrutkar	BSc (CS)	NB
7.	Namita Mane	BSc (C.S.)	Namita
8.	Mayuri Daryi	BCA (Sci)	Mayuri
9.	Ansha Shaikh	BBA (CA)	Ansha
10.	Kamil Khem	BCA (Sci)	Kamil
11.	Dolce K. M.	Chemistry	Dolce
12.	Anisa Khan	Commerce	Anisa
13.	Snehal Phosale	Economics	Phosale
14.			
15.			
16.			

Meeting # 24

Date: 18/05/2021

Notice

A Meeting is scheduled on Tuesday, 18/05/2021 at 4.00 pm on Google Meet regarding schedule and planning of Practical Examination for F.Y.B.Sc. and S.Y.B.Sc. All HOD's and in-charge members are required to remain present in same. The details of the meeting is as follows:

Science faculty meeting

Tuesday, May 18 · 4:00 – 5:30pm

Google Meet joining info

Video call link: <https://meet.google.com/qbv-pfem-ekp>

Agenda

- 1) Teaching Plan for Sem II for all UG classes
- 2) Providing of Study Material on Google classroom
- 3) Detailed discussion of exam related circulars
- 4) Planning of Practical exams for Sem I and Sem II
- 5) Revised Time Table for FY and SY classes


Minutes

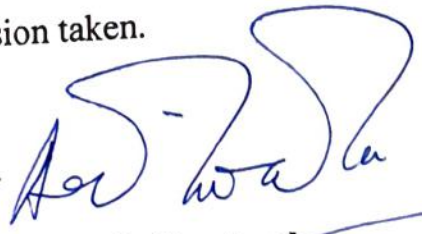
- 1) All FY and TY Lectures will continue as per the time table and SY lectures will commence from 29th May 2021. All teachers should complete the syllabi till 15th June 2021.
- 2) Teachers are advised to upload study material on Google Classroom by 31st May 2021.
- 3) Dates and mode of practical examination were finalized on the basis of discussion on exam circulars issued by SPPU.
- 4) Unanimous decision to conduct separate practical examination for each semester for FY and combined for SY.
- 5) For SY classes, 2 lectures to be added for each course per week.

**ABEDA INAMDAR SENIOR COLLEGE
INTERNAL QUALITY ASSURANCE CELL**

Action Taken Report

- 1) The lectures were conducted as per the decisions taken and 90% Syllabi were completed by the teachers
- 2) Study materials were shared on classroom.
- 3) Practical Examination was scheduled and completed as per the decisions taken and marks were uploaded on the University Portal.
- 4) Practical Examination were scheduled separately for FY and combined for SY.
- 5) SY classes were conducted with extra lectures as per the decision taken.


Mrs. Gauri Devasthale
IQAC coordinator


Dr. Shaila Bootwala
Principal