

Date: 15/06/2021

Meeting # 01: HOD Meeting

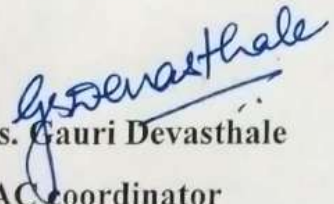
NOTICE

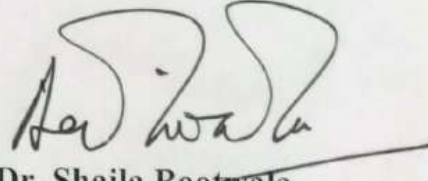
The meeting of Heads of Departments and Co-ordinators in Arts, Science & Commerce is scheduled in Green Auditorium on Monday, 21.06.2021 at 12.00 noon.

All are requested to be present.

Agenda

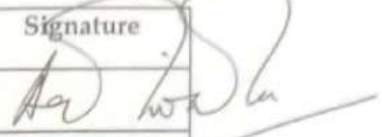

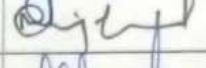
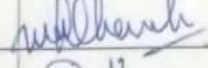
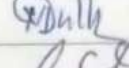

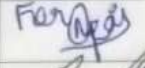
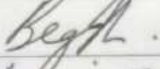
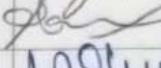
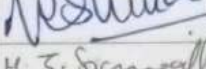
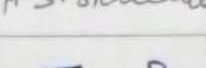
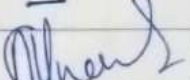
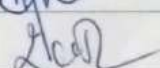
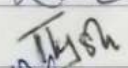

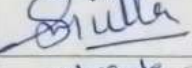
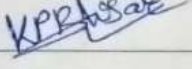
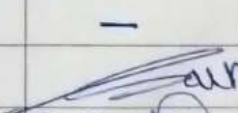
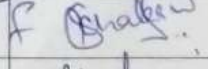
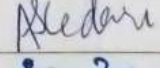
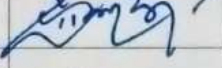
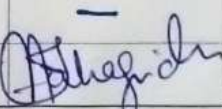
1. Compilation of Data and Preparation of AQAR.
2. Identification of Best Practices.
3. Academic Audit and Document verification for AQAR for the year 2020-21
4. Activity Report for Second Semester
5. Preparations for Academic council Meeting
6. To finalize syllabus structure & format, faculty wise program outcomes, preamble, course outcomes and evaluations system of add on and departmental courses.
7. Submission of BOS Meeting documents to IQAC.
8. Academic Calendar for the year 2021-22 including CIE.
9. Any other relevant matter with the permission of the Chair


Mrs. Gauri Devasthale
IQAC coordinator


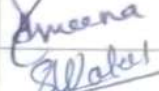


Dr. Shaila Bootwala
Principal

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


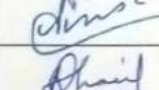
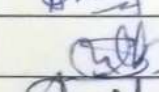

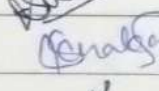

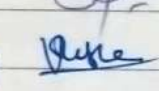

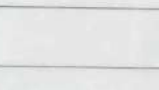
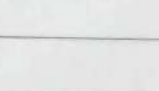
ATTENDANCE FOR HOD MEETING 21.06.2021

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. MajumdarDevipriya	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 MehmudGulab	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. Tadvi 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)	

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

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	—

UG & PG Co-ordinators and other Staff Members

Sr.No.	Name of the Staff	Department	Signature
1.	Dr. Farzana V. Sle	Commerce	
2.	Ms. Anisa Khan	Commerce	
3.	Ms. Purnima Shaini	Commerce (P.G.)	
4.	Mrs. Sana Shaikh	Comp Science	
5.	Shaikh Heena Kamsar	Sociology.	
6.	Shaikh Shafiya	Sociology	
7.	Shabana Shaikh	Bot. Science.	
8.	Mrs A M Bhatia	Microbiology	
9.	Mr. Mahesh Tambe	B.A (Sci) & B.Voc	
10.	Mrs. Vairhali Prabhu	Microbiology	
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Minutes of the Meeting

1. All departments are required to submit the data for AQAR to respective criteria heads latest by 30.6.2021. All the events, publications, and data till 30.6.2021 will be included in the AQAR for 2020-21. Please note that from 1.7.21 all data will be included in AQAR of next year (Autonomous College).
2. All the criteria heads are required to compile the AQAR data and submit it to IQAC by 15.7.2021 as it has to be put in the new format of AQAR.
3. The Academic Audit by parallel heads has to be carried out by all departments before 30.6.2021 and a verification report of the same signed by both HOD has to be submitted to IQAC. The List of documents to be verified by parallel heads is the same as Term 1. The parallel heads will also identify best practices of the departments.
4. The supporting documents for data submitted in AQAR will be verified by the IQAC team from 15.7.2021 to 31.7.2021 i.e., before submission of AQAR.
5. The documents pertaining to the BOS meeting: Notice, Agenda, attendance, list of courses for which titles and syllabus is approved has to be submitted to IQAC by 30.6.2021. Bill claim forms to be submitted to the accounts office by 30.6.2021 for processing.
6. The Chairpersons of various BOS are required to send the approved syllabus of all the courses to IQAC in the prescribed format before 27.6.2021 so that it can be uploaded on the college website.
7. The structure and format of the syllabus was discussed and finalized. The evaluation of add on & departmental courses will be internal only.
8. The title and syllabus of all add-on / certificate / skill based courses has to be passed through the BOS. A list of the same should be submitted to IQAC in the given format.
9. The Academic Council meeting is scheduled on 10.07.2021. A mock meeting will be held on 03.07.2021.
10. All HOD are required to prepare and submit the academic calendar inclusive of CIE to IQAC by 15.7.2021 so that it can be compiled and uploaded on the website along with AQAR
11. Please send the report of activities conducted in the second term of 2020-21 in the given format by 23.6.2021 so that it can be compiled by IQAC for CDC.

Abeda Inamdar Senior College of Arts, Science and Commerce














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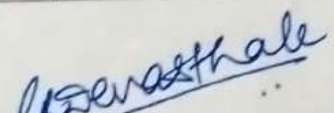
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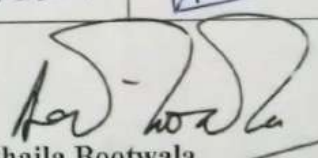
Notice

A meeting of following members is scheduled on Monday, held on 28th June 2021 in Room No. 110 at 10:00 a.m. to provide guidance for maintenance of record of Extra 8 Credits earned by students. The teachers who have been allotted students for current academic year, are required to attend the meeting.

Attendance

Sr. No.	Name	Department	Students/ Batch allotted	WhatsApp No.	Signature of In charge Teacher
1.	Mrs. Ishrat Shaikh Ansari	Mathematics	F1 (13)	9975528128	
2.	Mrs. Vaishali Prabhune	Microbiology	F2 (10)	9850093225	
3.	Mr. Shaheen Mulani	Chemistry	F3 (13)	9975 9075442428	
4.	Ms. Nusrat Perween	Zoology	F4 (14)	8446303862	
5.	Dr. Snehal Kulkarni	Microbiology	F5 (15)	9730456961	
6.	Ms. Shilpa Tambe	Microbiology	F6, F7, F9 (13)	8446128170	
7.	Ms. Nusrat Shaikh	Microbiology	F8 (15)	9881325707	
8.	Ms. Nazneen Shaikh	Chemistry	F10 (14)	9657278616	
9.	Dr. Yaseen Shaikh	Chemistry	F11(9)	9021346007	
10.	Ms Mehraj Shaikh	EVS	F12 (14)	7385395549	
11.	Dr. Imtiyaz Hussain Zahid	Botany	F13 (13)	9604742227	
12.	Dr. Yusufi Mujahid	Chemistry	IQAC Representative	9890140669	
13.	Mr Asif Shaikh	Botany	Exam Section	9272528601	


Mrs. Gauri Devasthale
IQAC Coordinator


Dr. Shaila Bootwala
Principal

Minutes of the Meeting

1. All the teachers will verify the exam forms filled by students with respect to subject & extra credits.
2. The students will then be asked to send the forms to exam section
3. The extra credit records for both Sem of all students allotted to the teacher will be sent to Mrs. Vaishali Prabhune & Dr. Shaheen Mulani.
4. The record will be sorted category wise & kept ready for mark entry.

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28/6/2024
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Abeda Inamdar Senior College of Arts, Science and Commerce
IQAC

Date: 28.06.2021

Notice for Students

The F.Y.B.Sc Students have to follow the following steps for filling the Examination Form.

Please follow the instructions carefully to fill exam form online:

- 1) Fill exam form carefully from students profile system.
- 2) Send the filled form pdf to respective teachers (Batch wise teacher list attached) for verification
- 3) Send verified correct exam form pdf to examination department with College I card (current year) and previous exam online result in one Pdf file.
- 4) Send filled Exam form pdf and documents pdf separately to exam department on WhatsApp number 7276011754
- 5) After receiving approval from exam Dept you can pay exam form fees online.
- 6) *LAST DATE is 29th June 2021 for form filling and sending documents *
- 7) Link <http://examform.unipune.ac.in/>
- 8) Exam fees Payment can be done after inward of exam form (approved by college) within 24 hours.

Sr. No.	Name	Department	Students / Batch allotted	WhatsApp No.
1.	Mrs. Ishrat Shaikh	Mathematics	F1 (13)	9975528128
2.	Mrs. Vaishali Prabhune	Microbiology	F2 (10)	9850093225
3.	Mr. Shaheen Mulani	Chemistry	F3 (13)	9075442425
4.	Ms. Nusrat Perween	Zoology	F4 (14)	8446303862
5.	Dr. Snehal Kulkarni	Microbiology	F5 (15)	9730456516
6.	Ms. Shilpa Tambe	Microbiology	F6, F7, F9 (13)	8446128170
7.	Ms. Nusrat Shaikh	Microbiology	F8 (15)	9881325707
8.	Ms. Nazneen Shaikh	Chemistry	F10 (14)	9657278616
9.	Dr. Yaseen Shaikh	Chemistry	F11(9)	9021346007
10.	Ms Mehraj Shaikh	EVS	F12 (14)	7385395149
11.	Dr. Imtiyaz Hussain Zahid	Botany	F13 (13)	9604742227

For any queries Contact 1. Mrs Vaishali Prabhune - 9850093225

2. Mr. Asif Shaikh - 9272528601

Asif Shaikh

Dr. Shaila Bootwala
Dr. Shaila Bootwala

ABEDA INAMDAR SENIOR COLLEGE
INTERNAL QUALITY ASSURANCE CELL

Meeting # 03

Date: 10/07/2021

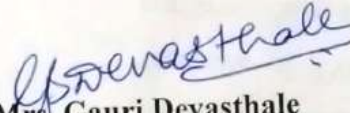
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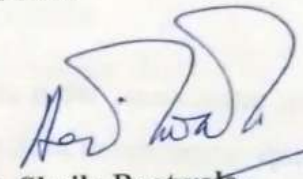
A meeting of the following Members is scheduled on Monday, 12/07/2021 at 10.00 a.m. in IQAC Office. All the members are required to be present. Kindly adjust your Academic schedule for meeting purpose.

- 1) Dr. Wahida Shaikh
- 2) Dr. Rahul More
- 3) Mrs. Shakila Siddhavatam
- 4) Ms. Vijaya Pise
- 5) Ms. Amrita Bhatia
- 6) Mr. Siraj Shaikh
- 7) Mr. Yashwant Madke
- 8) Ms. Rukhsar Sharif
- 9) Dr. Aftab Alam

Agenda

- a) To discuss and finalize the extra credits and total credits for all P.G. Courses


Mrs. Gauri Devasthale
IQAC Coordinator


Dr. Shaila Bootwala
Principal

Attendance

- 1) Dr. Wahida Shaikh
- 2) Dr. Rahul More
- 3) Mrs. Shakila Siddhavatam
- 4) Ms. Vijaya Pise
- 5) Ms. Amrita Bhatia
- 6) Mr. Siraj Shaikh
- 7) Mr. Yashwant Madke
- 8) Ms. Rukhsar Sharif
- 9) Dr. Aftab Alam

Minutes of the Meeting.

- 1) Total credits of Non-CGPA of PG are matching with SPPU but the number of credits given to different papers as well as marks and division of semester is not matching. In SPPU the syllabus is divided module wise and credit wise. The syllabus of AISC is prepared paper wise.
- 2) 25 Marks is 1 Credit so for 3 Credit Course 75 Marks. All PG Non-CGPA Courses would be assessed internally only (Same as SPPU).
- 3) The paper "Introduction of Constitution" is not introduced as we are teaching one paper on Human Rights in First Semester and Human Values and Professional Ethics in Third Semester. Some topics from the Introduction to constitution paper are being covered in these papers.
- 4) Credit Distribution

SPPU

Human Rights = 2 Credits
Cyber Security = 4 Credits
Skill Development = 4 Credits
Introduction to Constitution = 2 Credits
Total = 12 Credits

AISC

Human Rights = 3 Credits
Cyber Security = 3 Credits
Skill Development = 3 Credits
Human Values and Professional Ethics = 3 Credits
Total = 12 Credits

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[Signature]
5/8/2024

Meeting # 04

Date: 31/07/2021

Notice

A meeting of the following staff members is scheduled on Monday, 02/08/2021 at 10.00 a.m. in the new examination and evaluation center.

1. Dr. Mukul Joshi
2. Dr. Rahul More
3. Dr. Wahida Shaikh
4. Dr. Devipriya Majumder
5. Ms. Amrita Bhatia
6. Ms. Veena Gandhi
7. Ms. Anisa Khan
8. Ms. Ruksar Sharif
9. Dr. Alifiya Jahagirdar
10. Dr. M.G. Mulla
11. Ms. Ameena Sabooni

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Agenda

1. To finalize the Interdisciplinary Courses
2. Common Time-table for interdisciplinary courses and E-Content development

Gauri Devasthale
Mrs. Gauri Devasthale
IQAC Coordinator

Dr. Shaila Bootwala
Dr. Shaila Bootwala
Principal

Attendance

1. Dr. Shaila Bootwala
2. Mrs. Gauri Devasthale
3. Dr. Mukul Joshi
4. Dr. Rahul More
5. Dr. Wahida Shaikh
6. Dr. Devipriya Majumder
7. Ms. Amrita Bhatia
8. Ms. Veena Gandhi
9. Ms. Anisa Khan
10. Ms. Ruksar Sharif
11. Dr. Alifiya Jahagirdar
12. Dr. M.G. Mulla
13. Ms. Ameena Sabooni



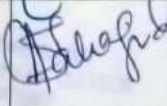
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ABEDA INAMDAR SENIOR COLLEGE
INTERNAL QUALITY ASSURANCE CELL

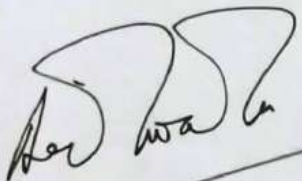
Minutes of the Meeting

1. A meeting of all Staff members in-charge for making the handbook was called.
2. The focus of discussion was to offer interdisciplinary courses to students in Sem-1 & Sem-2.
3. It was decided that AECC & SEC courses should be offered to students from different faculty by parent departments.
4. The choices offered will be as follows:

Sem-I

Sr. No	Department	Options	Sign
1	B.Com	Tally / Entrepreneurship Development / Introductory Course on Disaster Management	
2	BBA	Entrepreneurship Development / Introductory Course on Disaster Management	
3	BBA (CA)	Entrepreneurship Development / Introductory Course on Disaster Management	

5. The Changes related to the same will be informed and implemented in the syllabus / program structure and Handbook / Excel sheet with codes for exam and admission form.


4/8/2024

ABEDA INAMDAR SENIOR COLLEGE
INTERNAL QUALITY ASSURANCE CELL

Meeting # 05

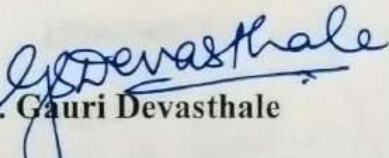
Date: 31/07/2021

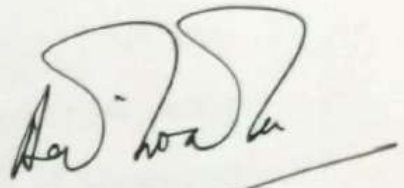
Notice

A meeting of all the heads of the departments is scheduled on Monday, 02/08/2021 at 12.00 noon in the new examination and evaluation center.

Agenda

- a. Planning of 2nd Year Syllabus
- b. Time-table and Workload
- c. E-content development.


Mrs. Gauri Devasthale
IQAC Coordinator


Dr. Shaila Bootwala
Principal

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

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. Majumder 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 Mahemood 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.	Ms. Neha Pai	Bio-Tech (Voc.)	<i>[Signature]</i>
14.	Dr. Joshi Mukul Narendra	English	<i>[Signature]</i>
15.	Mrs. Uzma Tasneem	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>

32 Anisa Khan

commerce

33 Dr. Faizgare V. Shaikh

Commerce

Rukhsar Shaikh

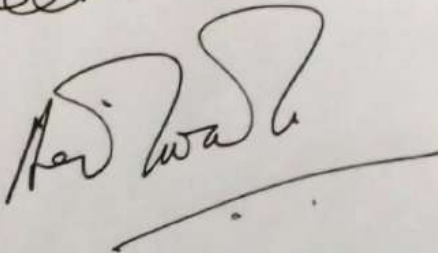
Commerce (P.G)

[Signature]

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

Minutes of Meeting

1. The compilation of the college Academic Calendar and CIE schedule is completed by IQAC. The same will be uploaded on college website.
2. The faculty wise Program Outcomes and Program Specific Outcomes should be sent to IQAC by Thursday, 05.08.2021. The same will be compiled by IQAC before 07.08.2021 for uploading on website.
3. The Examination Committee was constituted and names of three senior teachers were finalized as Dean of Faculty.
 - Dean of Arts – Dr. Wahida Shaikh
 - Dean of Science – Dr. Khursheed Ahmed
 - Dean of Commerce – Dr. M.G. Mulla.
4. Examination Panels for First Year UG & PG for paper setting and evaluation should be sent to CEO Dr. Aftab Alam at the earliest.
5. Marks entry for March/ April 2021 exam, Autonomy related work and other pending work to be completed in August, 2021.
6. It was also discussed that the Staff members should start framing the Second year syllabus. The next Academic Council Meeting will be tentatively held in December/January. The syllabus has to be sent to the Academic council Members one month advance.
7. Teaching and learning to be scheduled from 1st September, 2021.
8. A committee will be constituted to work for Application for NIRF when the dates will be declared. Dr. Mukul Joshi will be heading the team along with Dr. M. G. Sayyed.
9. Teachers were encouraged for E-content Development and the Videos will be uploaded on college Website.
10. The Principal also suggested that the constitution of all committees should be finalized by 05.08.2021 and sent to IQAC.

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


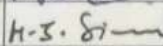


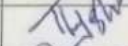
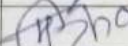
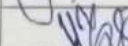

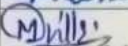

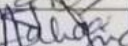



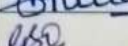


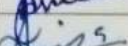
**ABEDA INAMDAR SENIOR COLLEGE
INTERNAL QUALITY ASSURANCE CELL**

Meeting # 06

Date: 24/08/2021

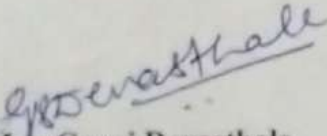
Notice

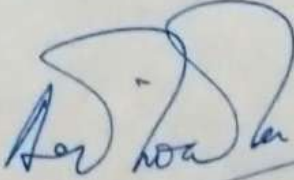
A meeting of the following staff members is scheduled on Friday, 27/08/2021 at 10.30 a.m. in the new Examination and Evaluation Center.

Sr. No.	Name of the Staff	Sign
1.	Dr. Khursheed Ahmed	
2.	Dr. Majumder Devipriya	
3.	Mrs. Shinde Vijayalaxmi	
4.	Mrs. Siamwalla H.J.	
5.	Dr. Deshpande Naseem	
6.	Mrs. Mulla Shakila Z	
7.	Dr. Joshi Mukul Narendra	
8.	Dr. Shaikh Wahida A. R.	
9.	Dr. Uzma Tasneem	
10.	Dr. Aftab Alam	
11.	Dr. M. G. Mulla	
12.	Dr. Shaikh Farzana V.	
13.	Dr. Jahagirdar Alfiya	
14.	Dr. Mujahid Yusufi	
15.	Dr. Lokhandwala Munira	
16.	Dr. Mulla Shakila Jabbar	
17.	Mrs. Gauri Devasthale	
18.	Dr. Salma Aziz	
19.	Ms. Ameena Sabooni	
20.	Mrs. Anisa Khan	

Agenda

- Planning and co-ordination of the Academic Council meeting scheduled on 06/09/2021.
- Introduction of Interdisciplinary Courses for FY/ SY.
- Any other matter with the permission of the Chair.


Mrs. Gauri Devasthale
IQAC Coordinator


Dr. Shaila Bootwala
Principal

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

Attendance 27/08/2021 at 10.30 a.m.

Sr. No.	Name of the Staff	Department	Sign
1.	Mrs. Gauri Devasthale	IQAC Coordinator	<i>G. Devasthale</i>
2.	Dr. Khursheed Ahmed	Chemistry	<i>Kh. Ahmed</i>
3.	Dr. Majumder Devipriya	Microbiology	<i>Dr. Majumder</i>
4.	Mrs. Shinde Vijayalaxmi	EVS	<i>M. Shinde</i>
5.	Mrs. Siamwalla H.J.	Mathematics	<i>H. S. Siamwalla</i>
6.	Dr. Deshpande Naseem	Physics	<i>N. Deshpande</i>
7.	Mrs. Mulla Shakila Z	Computer Science	<i>M. Mulla</i>
8.	Dr. Joshi Mukul Narendra	English	<i>Dr. Joshi</i>
9.	Dr. Shaikh Wahida A. R.	Political Science	<i>Dr. Shaikh</i>
10.	Dr. Uzma Tasneem	Urdu	<i>U. Tasneem</i>
11.	Dr. Aftab Alam	Economics	<i>A. Alam</i>
12.	Dr. M. G. Mulla	Commerce	<i>M. G. Mulla</i>
13.	Dr. Shaikh Farzana V.	Commerce	<i>Dr. Shaikh</i>
14.	Dr. Jahagirdar Alfiya	BBA(CA)	<i>Dr. Jahagirdar</i>
15.	Dr. Mujahid Yusufi	IQAC Member	<i>M. Yusufi</i>
16.	Dr. Lokhandwala Munira	IQAC Member	<i>M. Lokhandwala</i>
17.	Dr. Mulla Shakila Jabbar	Hindi	<i>M. Mulla</i>
18.	Dr. Salma Aziz	Sociology	<i>S. Salma</i>
19.	Ms. Ameena Sabooni	BBA	<i>A. Sabooni</i>
20.	Mrs. Anisa Khan	Commerce	<i>A. Khan</i>

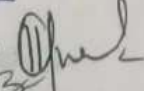
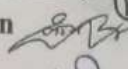


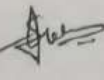

Minutes of Meeting

1. SY and TY admissions can be started. Students with pending admission fees will not be considered for Admission.
2. Second Year PG admission only if fee is cleared.
3. Lectures to begin when considerable No. of admissions taken place.
4. New faculty will be appointed only when physical teaching starts if work load exists.
5. All staff members have to clear accounts with Mr. Amin Patel by 31st August 2021. Salary of Non-grant staff will be withheld till then.
6. Academic Council Meeting is scheduled on 06/09/2021 at 10.30 am.
7. Teacher's day function to be organized in Green auditorium at 11.30 a.m. this will be followed by Tea & Snacks this year the in charge will be Dr. Uzma Tasneem.
8. Governing Body Meeting is scheduled on 17/09/2021.
9. Discussion on AEC / SEC options for Interdisciplinary courses was taken up.
10. Software's for exam section is being developed. Exam Dept is trying to procure Proctored software.
11. Monitoring of online lectures of staff will be done by Head of Departments. Lectures by HOD's will be monitored by Principal.
12. Second Year Syllabus for All courses to be kept ready.
13. Institutional Email Id's for all students will be given by admission Office once all documents are submitted.
14. Chairpersons of all the BOS were appreciated for their hard work.

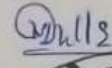
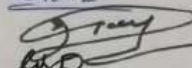
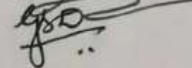
Date: 22.10.2021

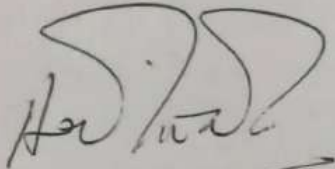
NOTICE

A meeting of the following staff members is scheduled on Saturday, 23.10.2021 at 1.00 p.m. in the green auditorium to plan the vaccination drive to be undertaken at the college on Monday, 25.10.2021.

1. Mr. Sohail Bagwan - CL
2. Dr. Faiz Kurne → 
3. Mr. Shaukat Khan 
4. Dr. M.G.Sayyed 
5. Dr. L.K. Singh
6. Dr. Shaheen Mulani
7. Dr. Rahul More 
8. Mr. Mohsin Tamboli
9. Mr. Samad Khan
10. Mr. Saqib Ali Khan (Commerce) 
11. Mr. Sajjan Salauddin 
12. Dr. Zahid Imtiyaz - CL

Co-coordinators of the Drive:

1. Dr. M.G.Mulla 
2. Dr. K.M.Doke 
3. Mrs. Gauri Devasthale 


Principal

Abeda Inamdar Senior College of Arts, Science and Commerce, Pune (Autonomous)

Covid-19 Vaccination drive in association with PMC

Vaccination Schedule and Duty Chart

Monday 25.10.2021, 10.30 a.m. onwards

Vaccination Schedule: Team A: Vaccination rooms GA-01 and GA-02)

Sr. No	Time	Faculty	No. of Students Registered	In-charge teacher
1	10.30-12.30	Commerce	82	Mr. Saqib Ali Khan Mr. Sajjan Salauddin
2	12.30-2.30	BBA	38	Ms. Ameena Sabooni
3		BBA CA	63	Ms. Alifiya Jahagirdar
4		M.Com	04	Ms. Rukhsar Sharif

Vaccination Schedule: Team B: English Research Center

Sr. No	Time	Faculty	No. of Students Registered	In-charge teacher
1	10.30-12.30	Arts (BA+ MA)	87+08	Mr. Shaukat Khan Dr. Rahul More
2	12.30-2.30	B.Sc. +M.Sc.	43+30	Dr. Shaheen Mulani Mr. Siraj Shaikh/ Mr. Anees Pangal
3		BCS + BCA science	27+29	Mr. Mohsin Tamboli Ms. Pradnya G

Registration of Student at E- Library: Dr. L.K. Singh and Mr. Samad Khan

Tea and Refreshment for students at waiting room (Room No. 1, 4 and 5 at basement):

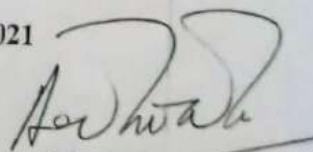
Mr. Sohail Bagwan — *Casual Leave*.

In Charge Teacher for Observation Room (Green Auditorium): Dr. Faiz Kurne and Dr. M.G. Sayyed

In-charge teachers should give Coupons to students and keep record of the attendance of students taking vaccine.

Teachers other than those who have been assigned duty may be called for assistance as and when required.

Teaching/ Non-teaching staff willing to get vaccinated may register on Monday 25.10.2021


Principal

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



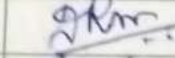
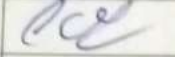






Meeting # 07

Date: 30/10/2021

Notice

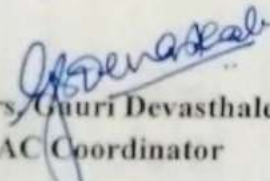
A meeting of all heads of Department of Science is scheduled on Thursday, 11/11/2021 at 10.00 a.m. in Multimedia Room

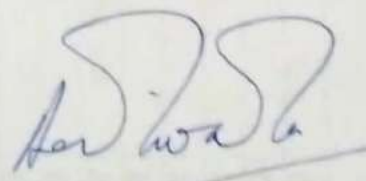
Attendance for HOD Meeting

S. No.	Name of the HOD/Staff	Department	Signature
1.	Dr. Naseem Deshpande	Physics and Botany	
2.	Mrs. Siamwala H.J.	Mathematics	For 
3.	Dr. Majumder Devipriya	Microbiology	
4.	Dr. Khursheed Ahmed	Chemistry	
5.	Dr. Sayyad Mahemood G	Statistics	
6.	Dr. Shaikh Ishrat Vasi	Zoology	
7.	Dr. Kurne Inamdar Faizahmed	Electronics	
8.	Mrs. Shinde Vijayalaxmi	Env. Science	
9.	Ms. Neha Pai	Bio-Tech (Voc.)	
10.	Mrs. Gauri Devasthale	IQAC Coordinator	

Agenda

1. Journal cost and distribution
2. Completion of Practicals and Practical exam
3. Exam Calendar
4. CIE and Mid Sem exam


Mrs. Gauri Devasthale
IQAC Coordinator


Dr. Shaila Bootwala
Principal

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

Attendance for HOD Meeting

S. No.	Name of the HOD/Staff	Department	Signature
1.	Dr. Naseem Deshpande	Physics and Botany	<i>[Signature]</i>
2.	Mrs. Siamwala H.J.	Mathematics	For <i>[Signature]</i>
3.	Dr. Majumder Devipriya	Microbiology	<i>[Signature]</i>
4.	Dr. Khursheed Ahmed	Chemistry	<i>[Signature]</i>
5.	Dr. Sayyad Mahemood G	Statistics	—
6.	Dr. Shaikh Ishrat Vasi	Zoology	<i>[Signature]</i>
7.	Dr. Kurne Inamdar Faizahmed	Electronics	<i>[Signature]</i>
8.	Mrs. Shinde Vijayalaxmi	Env. Science	<i>[Signature]</i>
9.	Ms. Neha Pai	Bio-Tech (Voc.)	<i>[Signature]</i>
10.	Mrs. Gauri Devasthale	IQAC Coordinator	<i>[Signature]</i>

Mrs. Amrita M Bhatia Microbiology

M.C.E. Society's
Abeda Inamdar Senior College of Arts, Science and Commerce,
Azam Campus, Pune - 411001

(An Autonomous Institute of SPPU)

Academic / Examination Calendar 2021-22

Month	Tentative Dates/Week	Description
August/ September 2021	Aug - first week	Commencement of ADMISSION PROCESS for First, Second and Third Year BA/ BSc/ B.Com/BBA/BBA(CA)/BSc.CS/BCA.Sc./ B.Voc
September 2021	Last week of September	Orientation program for First year students
October 2021	First week	Commencement of First semester - U.G. and P.G. section Commencement of Practical's
November 2021	First and second week	CIE-I (MCQ exam Online/offline methods)
November 2021	First week	Filling of Examination form UG and PG Commerce
	Second week	Filling of Examination form UG and PG Science
	Third week	Filling of Examination form UG and PG Arts
November 2021	First week	CIE-I marks display
	Third and Fourth week	CIE-II Mid Semester Examination
	Continuous assessment for Semester I	CIE-III Students' Active Participation in Classroom or attendance
December 2021	First and second week	Paper Setting for End Semester Exam U.G. Commerce
	Third and fourth week	Paper Setting for End Semester Exam U.G. Arts and Science
	Must be completed till Third week	CIE-IV (a) Written test (b) Open book test (c) Seminar presentations (d) Group discussions (e) Report/Note -on research paper or book/ survey/case studies (f) Assignment. Student must opt for any 2 evaluation methods per course.
	Fourth week	Submission and Entry of CIE I to IV in the Examination Department

Journal.

39
24
14
38

off ne

For Continuous Internal Evaluation (CIE), Evaluation will be done continuously. Internal assessment will be of 20 marks for a paper of 50 Marks. These 20 marks are divided as follows:

Sr. No.	Component of CIE for Theory	Marks (To be converted into 50 Marks)
a	Online MCQ Test of 20 Marks <i>mid sem</i>	05
b	Two Assessments of 10 Marks Each * <i>mid sem</i>	05
c	Participation in any 02 activities at Department / College Level <i>after sem</i>	05
d	Compulsory Mid Sem Exam of 20 Marks	05
Sr.	Component of CIE for Practical	Marks
a	Mock Practical Examination, Journal, Viva Voce	20

Subject teacher needs to adopt any one of the following methods for assessment under category b:

Table 7: *Methods of Assessment for Category b

Written Exam	Quiz
Presentations	Projects
Assignments	Tutorials
Oral examination	Open Book Test and Others

In case of students failing to score under category (a to c), the attendance can be considered for 10 marks.

15) DURATION OF END SEMESTER EXAMINATION (FINAL):

Question papers will be set for Thirty Marks (One and Half Hour Duration) for Theory and Twenty Marks (Three and Half Hour) for Practical Examination.

Table 8: Criteria for Paper Setting of Internal Assessment and End Semester Examination

Knowledge	Understanding	Applications, Analysis, Problem Solving	Total Marks
50%	25%	25%	100%

16) STANDARD OF PASSING:

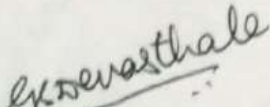
- A student must obtain a minimum of 40% marks in Continuous Internal Evaluation (CIE) and a minimum 40% marks in Practical Examination and End Semester Examination.

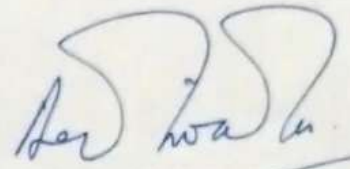
Date: 4.3.2022

NOTICE

A meeting of the Conveners of all the committees constituted for the academic year 2021-22 is scheduled on Tuesday, 8.3.2022 at 1.00 pm in room no. 110, main building first floor.

All are advised to remain present for the same.


Mrs. D. Vasthale Gauri
Coordinator - IQAC

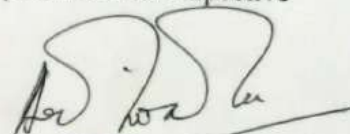

Dr. SHAILA BOOTWALA
Principal

Agenda

1. Review of meetings taken by the committee convener.
2. Programs/ Activities planned and conducted in First Semester.
3. Planning for second Semester.
4. Preparation and submission of reports by Statutory committees.
5. Any other matter with the permission of the chair.

Minutes of Meeting

1. The Principal Dr. Shaila Bootwala took a review of all the activities conducted by various committees.
2. It was resolved that the conveners of the committees will make ready the minute's book and reports of first semester meeting and activities by March end. The principal will see the same during her departmental visits.
3. Activities to be conducted in second term were discussed and tentative dates were suggested for various activities.
4. It was also resolved that the conveners of the statutory committees will keep their reports ready for submission in prescribed format the same will be given to office as and when required for uploading
5. Dr. Mukul Joshi will take charge of the website committee from 10/03/2022.
6. Dr. Aftab Alam, CEO also suggested that the examination handbooks on website need to be checked for minor details regarding course tiles and codes. It was decided that teachers in charge of the examination handbook should co-ordinate with all departments of respective faculty for the same



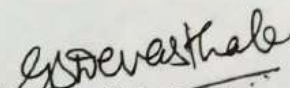
PRINCIPAL
ABEDA INAMDAR SR. COLLEGE
CAMP, PUNE-411 001.

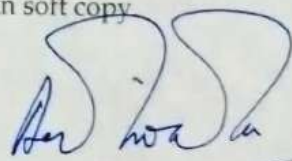
INTERNAL QUALITY ASSURANCE CELL

**ANNUAL ACADEMIC AND ADMINISTRATIVE AUDIT
DOCUMENTS VERIFICATION**

All the Heads of the Department and Conveners of the College Committees/Associations are hereby advised to keep ready the following documents for verification during the Principal's visit to be organized by the departments between 28th March to 5th April, 2022. The detailed schedule will be sent shortly.

- 1) Individual Time Table and workload distribution of staff.
- 2) Departmental Time Table.
- 3) List of Staff members (Teaching, Non-Teaching and Visiting - if any).
- 4) Staff achievements, if any.
- 5) Attendance Register of the Students.
- 6) Departmental /Committee/ Association Meeting Minutes Books.
- 7) Semester-wise College and University Result.
- 8) Reports of Class Test/Seminars/Group Discussion etc.
- 9) Remedial Coaching Record with Time Table and Topics.
- 10) Compliance of academic Calendar.
- 11) Annual Report of Academic, Curricular and Extra-Curricular Activities.
- 12) Movement & Biometric Attendance Register.
- 13) Departmental Library Register.
- 14) Self-Appraisal Forms along with necessary documents.
- 15) Dead Stock & Consumable Register with verification certificates.
- 16) Syllabus Completion Report for this Term.
- 17) Proposals submitted to UGC/BCUD.
- 18) List of National and International Publication and Books Published.
- 19) Feedback Form from students, parents and employees (Online/Offline).
- 20) Counseling and Mentoring.
- 21) Record of Moodle/ Easy Class /Vriddhie / Google Classroom in soft copy
- 22) Any other documentation.


Mrs. Devasthale Gauri
Coordinator - IQAC


Dr. SHAILA BHOTWALA

Date: - 04/03/2021

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

Meeting # 09

Date: 19/03/2022

Notice

A Meeting of the following IQAC members is scheduled on Monday, 21/03/2022 at 10.00 a.m. in IQAC Office.

1. Dr. M. G. Mulla
2. Dr. Lokhandwala Munira
3. Dr. Mujahid Yusufi
4. Dr. Shaikh Wahida A. R.
5. Dr. Aftab Alam

Handwritten signatures:
Mulla
Lokhandwala
Mujahid
Shaikh
Alam

Agenda

1. Infrastructure maintenance
2. Planning for Sem II/ IV/ VI
3. Preparation of AQAR for Current Year
4. Internal Academic Audit by Principal.
5. Compliance of Semester I/ III/ V

Handwritten signature: Mrs. Gauri Devasthale
Mrs. Gauri Devasthale
IQAC Coordinator

Handwritten signature: Dr. Shaila Bootwala
Dr. Shaila Bootwala
Principal

Attendance for Meeting

S. No.	Name of the HOD/Staff	Department	Signature
1.	Dr. Shaila Bootwala	Principal	<i>Handwritten signature</i>
2.	Mrs. Gauri Devasthale	IQAC Coordinator	<i>Handwritten signature</i>
3.	Dr. M. G. Mulla	Commerce	<i>Handwritten signature</i>
4.	Dr. Lokhandwala Munira	IQAC Member	<i>Handwritten signature</i>
5.	Dr. Mujahid Yusufi	IQAC Member	<i>Handwritten signature</i>
6.	Dr. Shaikh Wahida A. R.	Political Science	<i>Handwritten signature</i>
7.	Dr. Aftab Alam	CEO	<i>Handwritten signature</i>

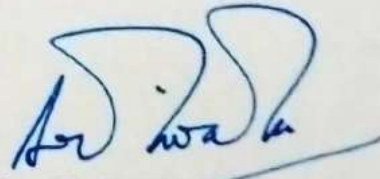
**ABEDA INAMDAR SENIOR COLLEGE
INTERNAL QUALITY ASSURANCE CELL**

Minutes of Meeting held on 21/03/2022

1. A notice for infrastructure repair work will be circulated to all the departments through IQAC. The list will be compiled and sent to Trust office.
2. Examination dates for SEM II and Vacation period were discussed and finalized. The same will be notified to staff through official notice.
3. Review of internal assessment and mark entry for sem I/ III/ V was taken.
4. Internal Academic Audit by Principal should be scheduled faculty wise. Tentative dates will be from last week of March.
5. IQAC shall send notice and formats for AQAR preparation to all criteria heads.
6. FDP to be organized for Teaching and Non-teaching faculty.
7. Retirement of Mr. Aqueel Shaikh
8. Organisation of Iftar Party for Staff.

Action Taken Report

1. Notice for repairs work was sent. The information received was compiled and sent to Trust office
2. Exam for SEM II will commence from 25/05/2022 onwards.
3. Vacation for all UG and PG Staff and students is declared from 02/05/2022 – 21/05/2022
4. Other activities planned include:
 - a. FDP on "Stress Management" was organised on 26/3/2022.
 - b. Academic Audit by Principal was scheduled from 28/03/2022 onwards department wise
 - c. Iftar Party for Staff was organised on 29/04/2022.
5. IQAC sent mail of AQAR formats to all Criterion Heads on Tuesday, 05/04/2022.
6. Mark entry and CIE for Semester I/ III/ V review was taken and everything was done as per the schedule and time.

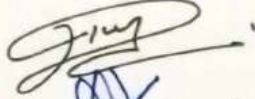

Dr. Shaila Bhatwala
Principal

Date: 30.3.2022

NOTICE

A meeting of all the following staff members is scheduled on Friday, 1.04.2022 at 10.00 am in the IQAC to discuss and distribute the mark entry for Non-CGPA extra credits for the S.Y and T.Y.B.Sc. SPPU batch.

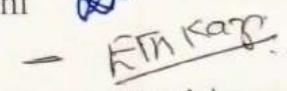
1. Dr. Doke Kailas



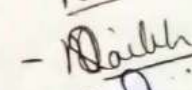
2. Dr. Snehal Kulkarni



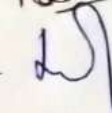
3. Ms. Erum Kazi

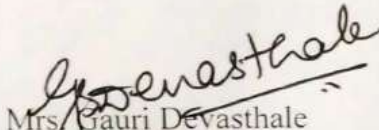
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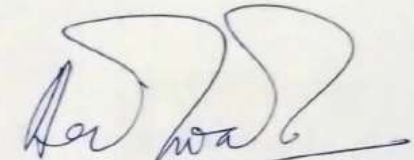
4. Ms. Nusarat Shaikh

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5. Dr. L.K. Singh.

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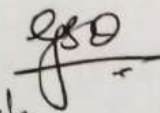
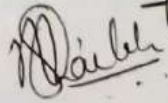
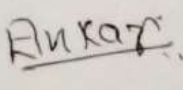
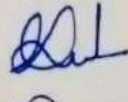
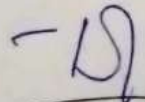
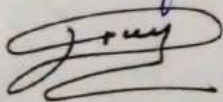

Mrs. Gauri Devasthale
In-Charge


Dr. Shaila Bootwala
Principal

Minutes of the Meeting

1. All the certificates for evidence of extra credits for S.Y.B.Sc will be collected by Dr. Doke and for T.Y.B.Sc by Gauri Devasthale.
2. The exam for Democracy, Election and Governance will be conducted by Mrs. Gauri Devasthale for all T.Y.B.Sc students.
3. The same will be sorted into group-wise category as per SPPU guidelines.
4. A file with certificates and summary of seat numbers will be given to individual teachers for entry of credits as follows:
 - a) Gauri Devasthale: Democracy, Election, Governance and Group 9
 - b) Dr. Doke : Group 8
 - c) Dr. Shehal Kulkarni : Group 6
 - d) Ms. Nusarat Shaikh: Group 5A and 5B
 - e) Ms. Erum Kazi: Group 4
 - f) Dr. L.K. Singh: Group 3 NCC
5. The respective teachers will complete mark entry well in time and submit a soft copy (pdf) and a print of the same along with the certificate file to IQAC.

Attendance:

- ① Mrs Gauri Devasthale - 
- ② Nusarat S. Shaikh - 
- ③ Erum FH Kazi - 
- ④ Dr. Shehal Kulkarni - 
- ⑤ DR. L.K. Singh - 
- ⑥ DR. DOKE Kailas 

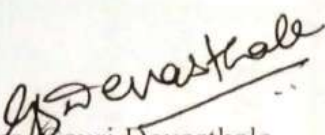
Date: 30.3.2022

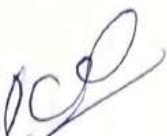
NOTICE


A meeting of all the staff members teaching F.Y.B.Sc, in Sem 1 and Sem 2 is scheduled on Friday, 1.04.2022 at 11.00 am in the Botany Lab (Room No. 107).

Agenda

1. Internal examination (CIE) of students with backlog/ Absentee in Sem I.
2. Practical examination of Sem I
3. Paper setting for online Sem I backlog exam.
4. Submission of CIE for sem II
5. Practical examination of Sem II.


Mrs. Gauri Devasthale
Superadmin
UG-Science Faculty


Dr. Khursheed Ahmed
Dean Science Faculty


Dr. Shaila Bootwala
Principal

Attendance of Meeting

Sr. No.	Name of the Staff	Department	Signature
1.	Dr. Shaheen Mulani	Chemistry	SM
2.	Sreenivasulu Ennumula	Chemistry	SE
3.	Dr. Imtiaz Hussain Zahed	Botany	Imtiaz
4.	Mrs. Vaishali Prabhu	Microbiology	Vaishali
5.	Ms Neha Pai	Biotech	Neha
6.	Mrs. Shilpa Tambe	microbiology	Shilpa
7.	Mrs. Mansura Mulani	Microbiology	Mansura
8.	Dr. Ishrat Shaikh	Zoology	Ishrat
9.	Shinde Vijayalaxmi R.	Env. Sc.	Vijayalaxmi
10.	Shaikh Mehraj Rashid	Env. Sci.	Mehraj
11.	Dr Naseem Deshpande	Physics	Naseem
12.	Yunus Mungil	Chemistry	Yunus
13.	Pavukhsha M Anan	Chemistry	Pavukhsha
14.	Nuslat Peerwale	Zoology	Nuslat
15.	Asma D. Kazi	maths	Asma
16.	Asif S. Shaikh	Botany	Asif
17.	Dr. Y. D. Shaikh	Chemistry	Y. D. Shaikh
18.	Dr. Mehmood Sayyad	Statistics	Mehmood
19.	Mrs Gauri Devasthale	Micro	Gauri
20.			
21.			
22.			
23.			
24.			
25.			

Minutes of Meeting

1. Internal assessment (CIE) for Semester 1 of Fail /absent /Not Appeared students should be completed by 25th April 2022. This should include 4 components- MCQ/ class test/ Assignments.
2. Practical exam (Internal & External) of Sem 1 will be conducted in last week of April 2022 (after filling exam form).
3. The backlog external theory exam (End Semester Examination) for first semester is scheduled to commence online from 17.5.22. Paper setting (30 MCQ Questions) for this has to be completed before 25th April, 2022. The same to be uploaded on Eklavya portal by 25.4.2022.
4. The of CIE for SEM II for all students should be completed by 22/5/2022. The excel sheet to be submitted to exam section should be kept ready by 23.5.2022.
5. The regular Practical exam of SEM II will commence from 24th May 2022. The in-charge teachers are required to keep question papers and other material ready. All journals should be certified by 30.4.2022.



Dr. Shaila Bootwala
Principal