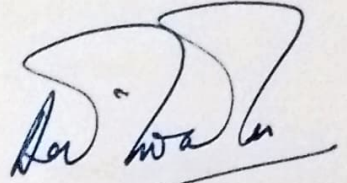


Date: 17.10.2022

NOTICE

This is to inform all the staff members that the term end staff meeting is scheduled on Thursday, 20.10.2022 at 12.00 noon in the Green Auditorium of the college.

All are advised to remain present for the same.



Dr. Shaila Boofwala
Principal

Agenda

- Overview of the first term activities.
- Introduction to regulations for CAS for qualified unaided staff
- Forthcoming semester end examinations
- Staff awards and appreciations
- Implementation of NEP and related circulars
- NIRF ranking
- Meetings of Statutory bodies
- IQAC: Discussion of AQAR submitted for AY 2021-22
- Creation of profiles/accounts on Figshare for Vidwan

Minutes of the Meeting

The term end staff meeting was scheduled on 20.10.2022 at 12.00 noon in the green auditorium.

Principal Dr. Shaila Bootwala took an overview of the curricular, co-curricular and extra-curricular activities taken up in the first semester. She appreciated the staff members for their relentless efforts.

CAS: The process of CAS was undertaken for qualified unaided staff in the first half of the academic year. Dr. K. M. Doke explained the regulations and guidelines for the same. Staff members benefitting from the scheme were promoted to the next pay scale.

It was resolved to constitute an E- content development committee. This committee will promote and guide staff members for E-content development. The committee will also screen and approve the e-content developed by the unaided staff for their promotions.

Examination: Dr. Aftab Alam, COE gave a brief summary of the UG autonomy examination status. He brought to the notice of Heads and coordinators that there are quite a few students who have not filled the exam form or the fees. It was decided to open the portal with super late fees so that such students can be accommodated.

Staff members who went out of their way by doing extra supervision duties or contributed in conducting the exams of the previous session smoothly were appreciated.

The Heads /coordinators of the science faculty were asked to submit a soft and hard copy of the practical examination question papers/slips/keys/skeleton to be used for this session.

Staff Awards: Best teaching and Non-teaching awards for the academic year were announced. The certificates were given to the staff members as follows:

1. Teaching awards: Science Faculty- Mr. Yashwant Madke
Arts Faculty- Mr. Ali Malegaonkar
Commerce Faculty- Dr. Shahjahan Shaikh
Computer Science- Ms. Sana Shaikh

2. Non-Teaching Awards: Mr. Hussain Chand Shaikh
Mr. Rafique Bangi

3. Appreciation of staff awarded with Ph.D. : Dr. Anees Pangal
Dr. Priti Singh
Dr. Nusrat Perween
Dr. Shahjahan Shaikh
Dr. Khalid Arshad

All the guides from research centers (Dr. Mukul Joshi- English, Dr. Khursheed Ahmed- Chemistry and Dr. Aftab Alam and Dr. Mulla – Commerce) whose students were awarded Ph.D. were also congratulated by Principal, Dr. Shaila Bootwala.

NEP: In accordance with the circulars issued by the Government and University authorities, it was decided that the class teachers will follow up with the students for creation of an account for academic bank of credits. The implementation of NEP with respect to interdisciplinary courses was also discussed.

BOS meetings: It was resolved that all the BOS meetings should be scheduled before 15.01.2023 for framing the UG third year syllabus. The academic council and governing body meetings will be held between 15.1.23 to 30.1.23.

The program codes submitted to NAAC in the AQAR 2021-22 are final and same should be used for all further proceedings.

NIRF: Dr. Mukul Joshi presented analysis of the NIRF ranking of the previous year. The college has registered for NIRF for the current academic year also.

The college has created an account on Vidwaan and a webinar to create awareness about the same was conducted. All the teachers are required to update their profile on the Vidwaan platform and create an account on figshare.com for uploading the research articles. The details and links are given by the librarian on the staff group.

IQAC: Mrs. Gauri Devasthale read out the composition of the IQAC for 2022-23. The staff members were briefed about the AQAR submitted for the AY 2021-22. The metrics where the college can improve or add to were discussed in detail. They are as follows:

- i) **To take feedback on curriculum from students and implement it in framing the syllabus for third year.**
- ii) **Prepare brochure/booklet for value added courses.**
- iii) **Frame assessment techniques which will aid the mapping of attainment of course outcomes.**
- iv) **Apply for funded projects/Seed money.**
- v) **Research publications with citations**
- vi) **Innovation cell to focus on intercollegiate/State level activities.**
- vii) **All the existing MoUs with various organizations shall be revived /continued for the next assessment period.**
- viii) **Consultancy to be enhanced.**
- ix) **Training teachers/clerical staff.**
- x) **Recognition awards for extension and clean green campus.**

- xi) E-content development
- xii) Placement and Progression data to be maintained systematically, as per NAAC data template.
- xiii) Increase number of capacity development programs like guidance for competitive exams, career guidance sessions etc.
- xiv) Data of students appearing for and passed National/international examinations to be collected along with documents.
- xv) Geo-tagged photos for all activities, displaying the relevant activity.
- xvi) Each department to identify best practices.

It was also decided that all the departments should prepare a SWOC analysis for the last academic year and a strategic plan to be implemented in the next two years. This would be discussed in the internal academic audit.

Principal Dr. Shaila Bootwala wished the staff members Happy Diwali and happy vacation. The meeting ended with a vote of thanks proposed by Mrs. Gauri Devasthale.

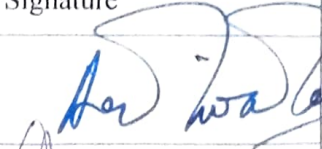

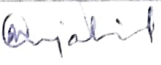
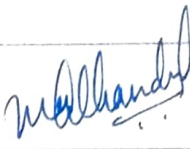

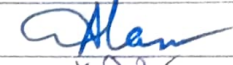

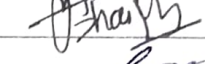


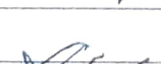
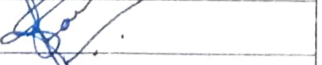


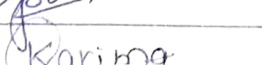
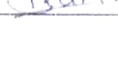
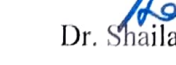
Seen
Dr. Shaila Bootwala
7/11/22

M.C.E. Society's

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

IQAC Composition 2022-23

Attendance for Meeting 17/10/22

Sr. No	Name	Designation	Signature
1.	Dr. Shaila Bootwala	Principal and Chairperson, IQAC	
2.	Dr. Irfan Shaikh	Management Representative	
3.	Ms. Mumtaz Sayyed	Local Society Representative	
4.	Dr. Yusufi Mujahid	Science Faculty Representative	
5.	Dr. Munira. A. Lokhandwala	Arts Faculty Representative	
6.	Dr. M.G. Mulla	Commerce Faculty Representative	
7.	Dr. Aftab Alam	College Examination Officer	
8.	Ms. Shakila Siddhavatam	Dean Computer Science	
9.	Ms. Wahida Khan	Dean Faculty of Art's	
10.	Dr. Khursheed Ahmed	Dean Faculty Of Science	
11.	Ms. Amrita Bhatia	In-charge Librarian	
12.	Ms. Zulekha Khan	Office Superintendent	
13.	Mr. Ameen Patel	Accountant	
14.	Dr. Farzana Shaikh	Alumni Representative	
15.	Dr. Kiran Bhise	Employer	
16.	Mr. Mulani Sharif	Industry Nominee	
17.	Mrs. Gauri Devasthale	IQAC Co-ordinator	
18.	Karima Patanwala	Student Representative	


Dr. Shaila Bootwala
Principal

S.No.	Name of the Staff	Department	Signature
01.	Prof. Dr. Shaila Bootwala	Prin.	
02.	Prof. Dr. Khursheed Ahmed	Chem.	
03.	Dr. Yusufi Mujahid	"	
04.	Prof. Dr. Doke Kailas Mahadev	"	
05.	Mrs. Shaikh Nazneen Jawad	"	
06.	Mr. Shaikh Siraj Babulal	Org Chem	
07.	Ms. Sayyed Nazia	"	
08.	Mr. Shaikh Javed Akbar	"	
09.	Dr. Shaikh Yaseen Ismail	"	
10.	Mr. Anves Pangal	Anal Chem.	
11.	Mr. Shaikh Ameen Harun	"	
12.	Ms. Darakhsha M. Ansari	"	
13.	Ms. Shaikh Nishaparveen L.	"	
14.	Ms. Shaikh Aiman Afzal	"	
15.	Mr. Sheikh Kounsar Nabi	"	
16.	Ms. Shaikh Sadaf N. Mohd.	"	
17.	Mr. Srinivasulu Enumula	Chem	
18.	Ms. Inayat Rasool	"	
19.	Prof. Dr. Majumdar Devipriya	Micro.	
20.	Dr. Kulkarni Snehal	"	
21.	Ms. Shaikh Nusrat S.	"	
22.	Mrs. Devasthale Gauri S.	"	
23.	Mrs. Prabhune Vaishali	"	
24.	Mrs. Mulani Mansura	"	
25.	Dr. Jaspal Kaur Oberai	Micro.-PG	
26.	Dr. Madhavi Rane	"	
27.	Mrs. Bhatia Amrita	"	
28.	Mrs. Tambe Shilpa	"	
29.	Ms. Pai Neha Nitin	Bio-tech.	
30.	Mr. Tambe Pranav Suresh	"	

S.No.	Name of the Staff	Department	Sign.
31.	Dr. Imtiyaz Hussain Zahid	Botany	
32.	Mr. Shaikh Asif Sandu	"	
33.	Dr. Shaikh Ishrat Vasi	Zoology	
34.	Ms. Nusrat Perween	"	
35.	Ms. Khan Sana Gulbhar	"	
36.	Mrs. Shinde Vijyalaxmi Rajiv	EVS.	
37.	Ms. Kazi Erum Fida Husain	"	
38.	Ms. Shaikh Mehraj Rashid	EVS	
39.	Ms. Shaikh Aqsa Iliyas	"	
40.	Prof. Dr. Deshpande Naseem	Physics	
41.	Mr. Bagwan Sohail Tasir A	Physics	
42.	Dr. Sayyed Mehmood Gulab	Statistics	
43.	Ms. Gajengi Pradnya R.	"	
44.	Mr. Kurne Inamdar Faiz Ah.	Electronics	
45.	Ms. Sayed Rabia Habib	"	
46.	Ms. Shaikh Atiya Irfan	"	
47.	Mrs. Siamwala H.J.	Maths	
48.	Ms. Ansari Ishrat Jahan M.H.	"	
49.	Ms. Kazi Asma Dilawar	Maths -PG	
50.	Mr. Madake Yashwant	"	
51.	Mr. Shaikh Naushad Akbar	"	
52.	Ms. Shaikh Saba Vahid	"	
53.	Ms. Modak Madhuri	"	
54.	Ms. Shaikh Arsheen	"	
55.	Ms. Mukadam Malika	"	
56.	Mrs. Mulla Shakila Zameer	Comp. Sci.	
57.	Ms. Preeti Pravin Oswal	"	
58.	Dr. Jahagirdar Alefiya Iqbal	B.B.A. (CA)	
59.	Ms. Amrutkar Namita Nitin	Comp. Sci.	
60.	Ms. Shaikh Sana Kashif	"	

Ms. Sadiya Inamdar "

Ms. Vijaya Pise comp sci

Ms Sana. Nallamandu "

Ms. Gulbahar Ansari "

Mr. Mohsin Tamboli

Mr. Kamal Khan

Mrs. Veena Gandhi (B.A.SCI)

Summaiya Tamboli (B.A.SCI)

Nadeef Farzana (B.A.SCI)

S.No.	Name of the Staff	Department	Sign.
91.	Ms. Shaikh Shirin Naaz	Comm-PG	
92.	Mrs. Merchant Sadia M.	"	—
93.	Mr. Chisti Aziz Ahmed	"	
94.	Ms. Sabooni Ameena	B.E.A.	
95.	Ms. Shaikh Uzma Irfan	"	
96.	Mr. Akshay S. Bahirwade	"	—
97.	Ms. Vadpilley Suvarna M.	"	
98.	Ms. Shah Afreen Munir	"	
99.	Prof. Dr. Joshi Mukul N.	English	—
100.	Prof. Dr. Lokhandwala Munira	"	—
101.	Dr. Patel Shaheen Akil	"	—
102.	Ms. Pandhare Nikita	"	
103.	Ms. Lokhandwala Khadija	"	
104.	Ms. Ammanagi Shilpa	English PG	
105.	Ms. Sayyad Ayesha Imran	"	
106.	Ms. Azmat Dalal Anwar	Urdu	—
107.	Ms. Shaikh Mehjabeen Yusuf	Urdu-PG	—
108.	Dr. Mohanmed Ibrahim	"	
109.	Dr. Tadvir Irfan Afzal Hussain	Arabic	
110.	Dr. Mulla Shakila Jabbar	Hindi	—
111.	Dr. Bhosale Ketaki	Marathi	
112.	Dr. Salma Aziz	Sociology	—
113.	Dr. Shaikh Shafiya S.	Socio-PG	
114.	Dr. Shaikh Heena Kausar	"	
115.	Dr. Kedari Anjali Sandeep	Psycho.	—
116.	Ms. Sayyed Bilquis	"	
117.	Ms. Khisniwala Arwa	"	
118.	Dr. Shaikh Wahida A.R.	Polit. Sci.	—
119.	Ms. Shabnam Islam Sharina	"	—

Dr. Fauzina V. Jk

Comm.

Nargis R. Mador

—

Arifa Kherr

Comm

Ash Sumer Shaikh (Comm)

Sallandam Jayan (Comp. Sci)

—

S.No.	Name of the Staff	Department	Sign.
120.	Mr. Malegaonkar Mohd.	Polit Sci -PG	
121.	Ms. Shaikh Shabana M.	Pol.Sci.	
122.	Mr. Bagwan Ajaj	"	—
123.	Dr. Aftab Alam	Economics	
124.	Dr. More Rahul Prabhakar	"	
125.	Mr. Khan Saquib Ali Shahid	"	
126.	Mr. Syed Nayeem Syed Y.	"	—
127.	Ms. Salunke Shivani	"	
128.	Mr. Khan Shaukat Nawab	History	
129.	Dr. Wakchaure Sangeeta	Phy. Dir.	—
130.	Mrs. Shaikh Noorjahan Aziz	Librarian	—

Date :-

Dr. SHAILA BOOTWALA

NON TEACHING STAFF FOR THE ACADEMIC YEAR 2022-2023

S. No.	Name of the Teacher	Designation	Sign.
01.	Ms. Khan Zulekha Ishaque	Off. Suptd	
02.	Mr. Patel Ameen Abbasalli	Sr. Clerk	
03.	Mr. Chougule Yasin Kadar	"	
04.	Ms. Khan Zainab Ishaque	Jr. Clerk	
05.	Ms. Tabassumunisa M.A Khan	"	
06.	Ms. Shaikh Shabana Nazim	"	
07.	Ms. Sameena Sarvar Shaikh	"	
08.	Ms. Sayyed Shaista Irfan	"	
09.	Mr. Momin Aslam Mehmud	Lib. Clerk	
10.	Mr. Peerzade Nazir Kasam	Lab-Asst.	
11.	Mr. Bangi Rafique Yusuf	"	
12.	Mr. Shendkar Dattatraya B.	Lab-Attd.	
13.	Mr. Mülani Asif Hussain	"	
14.	Mr. Shaikh Imtiyaz Yusuf	"	
15.	Mr. Shaikh Anis Azimuddin	"	
16.	Mr. Patel Abdul Sattar	"	
17.	Mr. Shaikh Kadar Abdul	"	
18.	Mr. Kazi Irfan Shamshuddin	"	
19.	Ms. Shaikh Shagufta A.Hamid	"	
20.	Mr. Shaikh Kayyum Abbas Ali	"	
21.	Mr. Dawatkhani Rehan	"	
22.	Mr. Khanmiya Zakir	Lib-Attd.	
23.	Mr. Shaikh Nasir Babumiya	"	
24.	Mr. Shaikh Nayum Abbas	"	
25.	Ms. Shaikh Summaiya I.	"	
26.	Ms. Sayyed Salma Mohd.	"	
27.	Mr. Shaikh Ameen Chand	Peon	
28.	Mr. Shaikh Hussain Chand	"	
29.	Mr. Bagwan Abbas Shabbir	"	
30.	Mr. Shaikh Salauddin M.	"	
31.	Mr. Mulla Jafar Hamzekhan	"	
32.	Mr. Patel Saqlain Nasir	"	
33.	Mr. Patel Tausif Farooque	"	
34.	Mr. Sayed Asif Hanif	"	
35.	Mr. Dalal Akhtar Ismail	"	
36.	Mr. Qureshi Mujahid Y.	"	
37.	Mr. Shaikh Sajid	"	

Meeting of the Planning and Evaluation committee for Academic planning on 2.12.2022

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

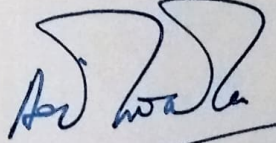
Academic Planning For Semester II/IV/VI

Academic Year 2022-23

Serial No.	Date/Month	Plan of Action	Remark
1.	05.12.2022	Commencement of Sem II Teaching (Theory and Practical)	UG classes
2.	19.12.2022 - 24.12.2022	End Semester Practical Examination	PG classes
3.	26.12.2022 - 31.12.2022	WINTER BREAK	All UG and PG staff College reopens on 2.1.2023
4.	3.1.2023	Annual Social Gathering	UG/PG classes(For only girls and ladies Staff)
5.	4.1.2023	FDP on "Ethics in Examination System" followed by Lunch	Compulsory for all Teaching and Non-teaching Staff
6.	05.01.2023 - 21.01.2023	End Semester Examination	PG Classes
7.	08.01.2023 - 30.01.2023	Simultaneous assessment of answer books	PG Classes
8.	5.1.2023 - 12.3.2023	Teaching and Academic Activities will be continued	UG classes
9.	13.3.2023 - 25.3.2023	Practical exams for UG Science Faculty. Theory exams for Arts and Commerce faculty.	For Programs under Autonomy
10.	26.3.2023 - 16.4.2023	Theory exams for UG Science faculty. Simultaneous Assessment of Answer books	For Programs under Autonomy
11.	10.05.2023	End Semester Practical exam Science Faculty	PG classes
12.	16.05.2023 - 05.06.2023	Theory examination	PG classes
13.	18.05.2023 - 10.06.2023	Assessment of PG answer books	PG classes
14.	19.4.2023 -31.5.2023	SUMMER VACATION	For UG Programs under Autonomy
15.	11.06.2023 - 17.07.2023	SUMMER VACATION	For PG Programs under Autonomy

*Summer vacation period may be adjusted in case the examinations are scheduled by SPPU (non-autonomous) for backlog and regular UG/PG programs.

*Detailed schedule of examination will be displayed by Examination Section


Dr. Shaila Bootwala
Principal

Month	Tentative Dates/Week	Description
December 2022	First week 5 th to 10 th Dec. 2022	Form filling PG (first year and second year) Examination Arts/Science/ Commerce
	Third week 19 th to 24 th Dec. 2022	Commencement of PG Practical Examination Semester III, II
	Second week of Jan 2023	Commencement of PG Practical Examination Semester I
January 2023	Second week of Jan 2023	PG - Submission and Entry of CIE in the Examination Department
	05 th to 21 st Jan. 2023	Commencement of PG End Semester Theory Examination Semester -II, Sem-III and Sem-I
	First week	UG-Science Examination form Filling
	Second week	UG-Commerce Examination form Filling
	Third week	UG-Arts Examination form Filling
	Third week	UG-CIE I (MCQ exam Online/offline methods)
	25 th Jan. 2023	Commencement of PG-Theory and practical teaching Even semester
February 2023	Second and Third week	UG-CIE II Mid Semester Examination Semester II and IV
	Continuous assessment for semester	UG-CIE III Students' Active Participation in Classroom or attendance
March 2023	First week	Paper Setting for End Semester Theory Exam UG and PG: Arts and Science only for Sem IV
	Second week	Paper Setting for End Semester Theory Exam UG and PG: Commerce only for Sem IV
	Must be completed till second week	UG-CIE-IV Student must opt for any 2 evaluation methods as per Hand book
	Third week	Submission and Entry of CIE in the Examination Department
	13 th to 23 rd March 2023	Tentative date for Commencement of UG Practical End Semester Examination
	13 th March to 18 th April 2023	Tentative date for UG End Semester Theory Examinations Arts and Commerce
	16 th March to 10 th May 2023	CAP for UG Theory Examination
	Fourth week May, 2023	UG Result
UG Vacation Tentative (20 th April to 31 st May 2023)		25 May
April 2023	First week	PG-Examination form filling Arts/Science/ Commerce
May 2023	10 th May 2023	PG-Commencement Practical Examination
	16 th May to 5 th June 2023	PG-Commencement of Theory End semester Examination Arts/Science/ Commerce
	18 th May to 10 th June 2023	CAP for PG Theory Examination
PG Vacation Tentative (11 th June to 17 th July 2023)		18 - 17
June 2023	Third week June 2023	PG Result

Dr. AFTAB ALAM

Controller of Examination

Abdus Salam College (Autonomous),
June 41/201

PRINCIPAL

M.C.E. Taty's

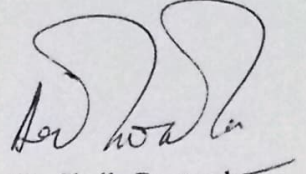
ABEDAINMULLA COLLEGE
Arts, Sci. & Commerce, June 41/201

4.5
July, Aug, Sept, Oct Nov
15 Dec - 30 Dec
15 Nov - 10 Dec
Cours.
4.5
Jan, Feb, March, April + 1/2
15 May 30 June - 45 Days

NOTICE

A meeting of all the Heads of departments/Program coordinators is scheduled on Wednesday, 22.2.2023 at 12.00 noon in the EEC.

All are advised to remain present for the same.



Dr. Shaila Bootwala
- Principal

Agenda

1. Attendance on special days/events organized by Management
2. Upcoming examination work- Paper setting/ CAP
3. Course Codes/Titles to be finalized for third year- UG
4. Preparation of the Academic council Meeting scheduled on 2.3.23

Minutes of meeting

1. The Principal, Dr. Shaila Bootwala said that attendance in every Rally is compulsory. Staff members are required to walk from start to end. In case any staff member is unable to walk it has to be informed to Principal in advance. Special leave application has to be submitted in case of absence for rally.
2. Dr. Aftab Alam, COE suggested that the Question paper formats should be same throughout the program. He also said that the Assessments heads have to be fixed to be printed in the statement of marks.
3. It was decided that Titles & codes of papers should be checked by all BOS chair persons and sent to examination through dean of faculty. Communicate changes if any in writing to examination dept. and take sign on received copy.
4. End Semester Examination- Regular and Backlog to begin from 13/03/2023. The faculty wise time table will be posted by the examination section by end of the month.
5. CAP will commence after 3days of conducting the paper.
6. A presentation of the changes in syllabi of Arts faculty was made by Dr. Wahida Shaikh, Dean Faculty of Arts. It was decided that the other deans will prepare and present on the same lines in the Academic Council meeting.
7. Mrs. Gauri Devasthale suggested that the syllabi of all papers approved in the BoS meetings should be submitted in soft copy in the standard format given by IQAC. The same will be uploaded on the website after the Academic Council Meeting.

Attendance - meeting 22/2/2023
12.00 noon - EEC

- | | | |
|---|--|------------------------------|
| 1) Dr. Shaila Bhojwala - Principal. | | <u>Shaila Bhojwala</u> |
| 2) Dr. Aftab Alam - COE | | <u>Aftab Alam</u> |
| 3) Mrs Amrita M Bhatia Microbiology | | <u>Amrita Bhatia</u> |
| 4) Mrs. Vaishali Pradhane Microbiology | | <u>Vaishali Pradhane</u> |
| 5) Dr. Shakila J. Mulla Hindi | | <u>Shakila J. Mulla</u> |
| 6) Ms. Ameena Sabooni BBA | | <u>Ameena Sabooni</u> |
| 7) Dr. Sangeeta Wakchaure physical Edn | | <u>Sangeeta Wakchaure</u> |
| 8) SALMA A212 SOCIOLOGY | | <u>Salma A212</u> |
| 9. Dr. Nusrat Perween. Zoology | | <u>Nusrat Perween</u> |
| 10. Dr. Anjali Kedari Psychology | | <u>Anjali Kedari</u> |
| 11. Shinde Vijayalaxmi R. Environmental Science | | <u>Vijayalaxmi R. Shinde</u> |
| 12. Dr Mehmood Sayyad Statistics | | <u>Mehmood Sayyad</u> |
| 13 DR KURIE FARIKHAN Electronics | | <u>Kurie Farikh</u> |
| 14 Dr. Faizna Valinddin See Commerce | | <u>Faizna Valinddin</u> |
| 15. Anisa Khan Commerce | | <u>Anisa Khan</u> |
| 16 Dr. Alifiya Jahagirdar BBA(CA) | | <u>Alifiya Jahagirdar</u> |
| 17. Mrs. Veena Gandhi BCA(SU). | | <u>Veena Gandhi</u> |
| 18. SHAUKAT N. KHAN HISTORY | | <u>Shaukat N. Khan</u> |
| 19 Dr. Azmat Dalal Urdu | | <u>Azmat Dalal</u> |
| 20/ Dr Uzma Tashneem Urdu | | <u>Uzma Tashneem</u> |
| 21. DR. SHAHEEN PATER ENGLISH | | <u>Shaheen Pater</u> |
| 22. Dr. Munia Lohhandwala English | | <u>Munia Lohhandwala</u> |
| 23 Dr. Sharph Wehrick P.H. Scy | | <u>Dr. Sharph Wehrick</u> |
| 24 Dr. Ketaki Bhasale Marathi | | <u>Ketaki Bhasale</u> |
| 25 Shakila Siddavetang comp sci | | <u>Shakila Siddavetang</u> |

Attendance - Meeting - 22/2/2023

12.00 noon: - EEC

- ① Mrs Gauri Desasthale - epd
- ② Dr. M. G. Mulli Dr. M. G. Mulli
- ③ Dr Naseem Deshpande Dr. Naseem Deshpande
- ④ Shakila Siddavaleen Shakila Siddavaleen
- ⑤ Dr. Integaz Hussain Zehed Dr. Integaz Hussain Zehed
6. Quirin Naaz Shaikh Quirin Naaz Shaikh
7. Mr. Yashwant P. Madoke Mr. Yashwant P. Madoke
8. Ms Neha Pai Ms Neha Pai
- ⑨ Ms. Ansari Ishrat Jehan Ms. Ansari Ishrat Jehan

Date: 15.3.2022

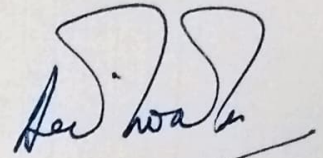
NOTICE

A meeting of all the Faculty/Program coordinators is scheduled on Monday, 20 March 2023 at 11.00 a.m. in the Principal's office.

All are required to attend the same.

Agenda

1. Status of number of students in each course.
2. Software development
3. Capping/limit of each course
4. Details of courses faculty wise



Principal

Minutes of the Meeting

1. All the coordinators will compile the data for course wise enrollment and forward the same to Mrs. Gauri Devasthale.
2. Data for all the faculties will be compiled. Then we can finalize the strength of each course and no. of batches to be conducted.
3. Few courses admission can be blocked depending on number of teachers.
4. Software to be developed for the interdisciplinary courses.
5. There will be faculty wise admin to upload details of courses.
6. Verification of email, downloading admission details and capping for number of seats will be available in the software.

Attendance for meeting: June courses

- ① Ms. Gauri Denasthale- gd
- ② Dr. Azmat Dalal Azmat
3. Ameena Sabooni Ameena
4. Aniss Khan Aniss
5. Dr. Alifiya Jahagirdar Alifiya
6. Veera K. Gandhi (V)
7. Shakila Siddavilam Shakila

Date: 15.3.2022

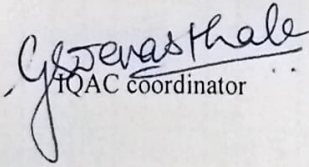
NOTICE

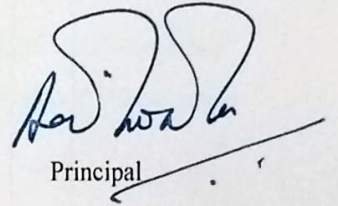
A meeting of all the Deans and PG coordinators is scheduled on Monday, 20 March 2023 at 12.00 noon, in the Principal's office.

All are required to attend the same.

Agenda

1. Status of PG syllabus completion
2. PG Practical examination schedule
3. Vacation for UG and PG
4. NEP program structure
5. Paper assessment deadlines for UG programs
6. Any other matter with the permission of the chair.


IQAC coordinator


Principal

MINUTES OF THE MEETING

A) Examination:

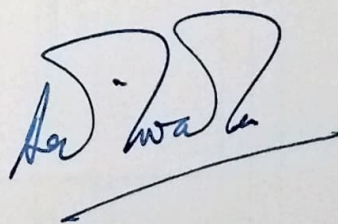
1. Exam department will give data of students who have not filled the exam form to the respective departments for follow up before closing the form submission.
2. The PG departments should plan their practical examination such that the last day of the exam should be 21.05.2023.
3. PG Backlog theory exams will be scheduled from 22.5.23. and regular from 26.5.22.
4. Interested staff to give names for supervision of SET exam on 26.3.23.
5. Paper setting for PG will be done in April.
6. Paper assessment and Moderation of UG programs should be completed by Saturday, 29.04.2023.

B) Vacation:

1. All the staff Members (UG and PG) will have vacation from 20th April 2023 to 25th May 2023.
2. First working Day- 26.05.2023.
3. PG staff will resume work as per their practical exam time table – between 10th-21st May 2023
4. Staff members of PG departments of science faculty (Chemistry, Microbiology and Mathematics only) will be given one week vacation after the completion of PG CAP.

C) Other Discussions:

1. The NEP structure guidelines are likely to be received from the university/Government in April, so the structure has to be finalized and passed through Academic council before June.
2. All the interdisciplinary NON-CGPA courses to be conducted in June 2023.
3. Regular teaching for Second and Third year UG and Second year PG will start from 1.07.2023.

A handwritten signature in blue ink, appearing to read 'A. D. Singh', with a long horizontal line underneath.

20/3/2023

Attendance for meeting scheduled at 12:00 noon

- ① Dr. Shaila Bootwala -
- ② Mrs Gauri Devasthale - *gkd*
- ③ Dr. Anjali Kedari - *Kedari*
- ④ Mrs Amrita M Bhatia Microbiology *B*
- ⑤ Mr Yashwant P Madake Mathematics *Yashwant*
- ⑥ Dr. Khunsheral Chemistry *CC*
- ⑦ DR MUKUL JOSHI English *MJ*
- ⑧ Dr Aftab Alam coE *Alam*
- 9) Shirin Naaz Shaikh comm-PG *A. K.*
- 10) Dr. Mehjabeen Shaikh Urdu *MJ*
- 11) Dr. Shafiqur Shaikh Sociology - *Shafiq*
- 12) Dr. Sk. Wahida Pol. Sci *Wahida*
- 13) M. G. Mullz Com *Mullz*
- 14) Shakila Siddavatan comp-sci *Shakila*

Date - 3.4.2023

NOTICE

This is to inform that a meeting of following staff is scheduled on **Thursday, 6.4.2023 at 12.30 pm in the multimedia room (106)** of the college to discuss about the 2 credit courses to be conducted in June 2023. All are advised to remain present.

G. Devasthale
Mrs. Gauri Devasthale
Co-ordinator- Science faculty

Dr. Shaila Bootwala
Dr. Shaila Bootwala
Principal

Attendance

Sr.no	Name of the teacher	Department	Signature
1.	Mrs. V.R Shinde	E.V.S	<i>V.R Shinde</i>
2.	Ms. Aqsa Shaikh	E.V.S	<i>Aqsa</i>
3.	M.S Erum Kazi	E.V.S	<i>Erum Kazi</i>
4.	Dr. Naseem Deshpande	Physics	<i>Naseem</i>
5.	Mr. Sohail Bagwan	Physics	<i>Sohail</i>
6.	Mr. Asif Shaikh	Botany	<i>Asif</i>
7.	Dr. Zahid Imtiyaz	Botany	<i>Zahid</i>
8.	Dr. Ishrat Shaikh	Zoology	<i>Ishrat</i>
9.	Dr. Nusrat Perween	Zoology	<i>Nusrat</i>
10.	Ms. Sana Khan	Zoology	<i>Sana</i>
11.	Dr. D.R Majumder	Microbiology	<i>Absent</i>
12.	Dr. Snehal Kulkarni	Microbiology	<i>Snehal</i>
13.	Dr. Khursheed Ahmed	Chemistry	<i>Khursheed</i>
14.	Dr. Yusufi Mujahid	Chemistry	<i>Yusufi</i>
15.	Dr. Anees Pangal	Chemistry	<i>Anees</i>
16.	Dr. Yasin Shaikh	Chemistry	<i>Yasin</i>
17.	Dr. Faizahmed Kurne	Electronics	<i>Faizahmed</i>
18.	Ms. Atiya Shaikh	Electronics	<i>Atiya</i>

13 Dr Sangeeta
Wakchare
physical
Education

Singh Shinde
Singh Shinde

Minutes of the Meeting

Points Discussed

- **Objectives**

1. To offer extra credits to autonomy students
2. Interdisciplinary courses – a rehearsal for NEP
3. We will have BA, B.Com, BCS, BBA, BBA (CA), BCA students

- **Requirements for App/Software:**

1. Development of app / software
2. Information for this- To be submitted by Thursday- 13.04.2023
 - a. Courses code
 - b. Title of course
 - c. Teacher in-charge course coordination
 - d. A brief introduction of the course- topics covered, outcomes
 - e. Methods of evaluations
Grades / marks to be given
 - f. Break up - Theory practical & time slots requires for that
 - g. Max and minimum no. of students to be admitted
 - h. Batches for pract / hands on courses

- **Teaching Plan**

- i) Google classroom- courses study material & sample questions
- ii) Plan for teaching with one assessment in between
- iii) Registration – on day 1 that is- 30th/31st May
- iv) Teaching – 1.6.23 to 27.6.23 (28.6.23-Bakri Eid)
- v) Exam- 30.6.2023

- **Mark entry**

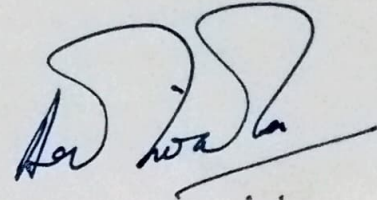
- a. Faculty wise
- b. Separate excel sheets faculty wise for uploading marks/grades.

Date: 13.04.2023

NOTICE

This is to inform all the staff members that the term end staff meeting is scheduled on Monday, 17.04.2023 at 12.30 pm in the Green Auditorium of the college.

All are advised to remain present for the same.



Dr. Shaila Bootwala

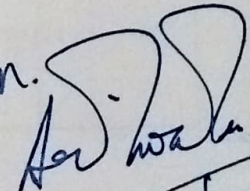
Principal

Agenda

1. Overview of the Second Term Activities.
2. Staff awards and appreciations
3. Implementation of NEP and related circulars
4. Autonomy Progress Report
5. IQAC: Preparation of AQAR for AY 2022-23
6. Non CGPA Credit Courses – June 2023
7. Departmental Audits and Verification by Parallel Heads
8. E-Content Development
9. Completion of CAP
10. Any other matter with the permission of the Chair

Minutes of Staff Meeting held on 17.4.2023 at 12.30 pm in the Green Auditorium

1. Checking of TY admission forms to be completed before 20/4/2022 by the respective departments.
2. From next academic year I'd cards for staff and students are compulsory. Students will not be allowed to attend classes or exams without Id card.
3. All rooms will be locked and will open only 10 mins before the examination time. The walls will be whitewashed during the vacation. The students should be made aware about this in orientation program. There will be fine for writing on walls and benches.
4. E-content development for CAS of non-grant staff shall consist of Videos of duration 5-10 mins which are to be uploaded on college youtube channel. The content module may include Course/study material and assessment modules.
5. Every year two FDP for non-teaching staff to be organized by staff academy and 1 Staff FDP by Computer Science dept.
6. Parallel heads audit will be conducted during 26th – 31st May 23. Departments can also conduct external audit 22-23 during the same time.
7. Admissions for SY-TY to begin from 1 June to 10 June and Teaching for SY-TY to begin from 1st July 2023.
8. Seed money for research will be given to staff members who apply for research projects. Rs.20000– Seed money per year for Science and Rs.5000 per year for Arts and Commerce. This can be for three years for a minor research project. A committee is constituted for the same. The committee will prepare a format and policy for scrutiny of the projects. It is as follows:
Science – Dr. Kailas Doke
Arts – Dr. Munira Lokhandwala
Commerce –Dr. Khalid Arshad
9. NEP seminar on 4th May 23. All interested teachers can come and attend.
10. Mrs. Nusarat Shaikh to meet Principal Madam regarding inputs for Alumni association in NAAC.
11. Placements – Boost up required- Mr. Sajjan Salauddin will work as placement officer and organize job fairs, placement drives and activities to focus on increase in placements.
12. All departments have to keep a track of Progression of the students.
13. Internship / field project / Research project to be included in all programs with specialization.
14. Teachers should attend seminars/conferences and workshops every year. Also every teacher is required to complete one FDP (preferably 7 days, conducted by HRD centers) in two academic years. Every teacher will get financial support for the same – upto 5000 per teacher/ year.
15. Librarian to meet Principal Madam for purchases of books and journals and their budget.
16. Deadline for UG CAP is 29/4/2023.
17. PG paper setting and exam work to be completed by 20/4/2023.
18. Staff felicitations for their achievements (List attached)

been. 
18/4/23

M.C.E. Society's

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

IQAC Composition 2022-23

Attendance for Meeting 17/4/23

Sr. No	Name	Designation	Signature
1.	Dr. Shaila Bootwala	Principal and Chairperson, IQAC	
2.	Dr. Irfan Shaikh	Management Representative	
3.	Ms. Mumtaz Sayyed	Local Society Representative	
4.	Dr. Yusufi Mujahid	Science Faculty Representative	
5.	Dr. Munira. A. Lokhandwala	Arts Faculty Representative	
6.	Dr. M.G. Mulla	Commerce Faculty Representative	
7.	Dr. Aftab Alam	College Examination Officer	
8.	Ms. Shakila Siddhavatam	Dean Computer Science	
9.	Ms. Wahida Khan	Dean Faculty of Art's	
10.	Dr. Khursheed Ahmed	Dean Faculty Of Science	
11.	Ms. Amrita Bhatia	In-charge Librarian	
12.	Ms. Zulekha Khan	Office Superintendent	
13.	Mr. Ameen Patel	Accountant	
14.	Dr. Farzana Shaikh	Alumni Representative	
15.	Dr. Kiran Bhise	Employer	
16.	Mr. Mulani Sharif	Industry Nominee	
17.	Mrs. Gauri Devasthale	IQAC Co-ordinator	
18.	Karima Patanwala	Student Representative	

Dr. Shaila Bootwala
Principal

Attendance for General Staff meeting.

M.C.E. Society's

17/4/23

ABEDA INAMDAR SENIOR COLLEGE (AUTONOMOUS), PUNE
TEACHING STAFF FOR ACADEMIC YEAR 2022-2023

S.No.	Name of the Staff	Department	Signature
01.	Prof. Dr. Shaila Bootwala	Prin.	
02.	Prof. Dr. Khurshed Ahmed	Chem.	
03.	Dr. Yusufi Mujahid	"	
04.	Prof. Dr. Doke Kailas Mahadev	"	
05.	Mrs. Shaikh Nazneen Jawad	"	
06.	Dr. Shaikh Siraj Babulal	Org Chem	
07.	Ms. Sayyed Nazia	"	
08.	Mr. Shaikh Javed Akbar	"	
09.	Dr. Shaikh Yaseen Ismail	"	
10.	Ms. Shaikh Sadaf N.Mohd.	"	
11.	Dr. Anees Pangal	Anal Chem	
12.	Mr. Shaikh Ameen Harun	"	
13.	Ms. Darakhsha M.Ansari	"	
14.	Ms. Shaikh Nishaparveen L.	"	
15.	Ms. Shaikh Aiman Afzal	"	
16.	Mr. Sheikh Kounsar Nabi	"	
17.	Mr. Srinivasulu Enumula	Chem	
18.	Ms. Inayat Rasool	"	
19.	Prof. Dr. Majumdar Devipriya	Micro.	
20.	Dr. Kulkarni Snehal	"	
21.	Ms. Shaikh Nusrat Sarwar	"	
22.	Mrs. Devasthale Gauri S.	"	
23.	Mrs. Prabhune Vaishali	"	
24.	Mrs. Mulani Mansura	"	
25.	Dr. Jaspal Kaur Oberai	Micro.-PG	
26.	Dr. Madhavi Rane	"	
27.	Mrs. Bhatia Amrita	"	
28.	Mrs. Tambe Shilpa	"	
29.	Ms. Pai Neha Nitin	Bio-tech.	
30.	Mr. Tambe Pranav Suresh	"	
31.	Dr. Imtiyaz Hussain Zahid	Botany	
32.	Mr. Shaikh Asif Sandu	"	
33.	Dr. Shaikh Ishrat Vasi	Zoology	
34.	Dr. Nusrat Perween	"	
35.	Ms. Khan Sana Gulbhar	"	
36.	Mrs. Shinde Vijayalaxmi Rajiv	EVS.	
37.	Ms. Kazi Erum Fida Husain	"	
38.	Ms. Shaikh Aqsa Iliyas	"	
39.	Prof. Dr. Deshpande Naseem	Physics	
40.	Mr. Bagwan Sohail Tasir A	"	

S.No.	Name of the Staff	Department	Sign.
41.	Dr. Sayyed Mehmood Gulab	Statistics	<i>M. Sayyed</i>
42.	Ms. Gajengi Pradnya R.	"	<i>Gajengi</i>
43.	Dr. Kurne Inamdar Faiz Ah.	Electronics	<i>Kurne</i>
44.	Dr. Sayed Rabia Habib	"	<i>Sayed</i>
45.	Ms. Shaikh Atiya Irfan	"	<i>Atiya</i>
46.	Ms. Ansari Ishrat Jahan M.H.	Maths	<i>Ishrat</i>
47.	Mrs. Terdalkar Sharmin S.	"	<i>Sharmin</i>
48.	Ms. Shaikh Sauleha Shoib	"	<i>Sauleha</i>
49.	Ms. Kazi Asma Dilawar	Maths - PG	<i>Asma</i>
50.	Mr. Madake Yashwant	"	<i>Yashwant</i>
51.	Ms. Shaikh Saba Vahid	"	<i>Saba</i>
52.	Ms. Modak Madhuri	"	<i>Modak</i>
53.	Ms. Shaikh Arsheen	"	<i>Arsheen</i>
54.	Ms. Sache Alfiya G.	"	<i>Alfiya</i>
55.	Mrs. Mulla Shakila Zameer	Comp. Sci.	<i>Shakila</i>
56.	Dr. Jahagirdar Alefiya Iqbal	B.B.A. (CA)	<i>Alefiya</i>
57.	Ms. Amrutkar Namita Nitin	Comp. Sci.	<i>Namita</i>
58.	Ms. Shaikh Sana Kashif	"	<i>Sana</i>
59.	Ms. Ansari Gulbahar Feroz	Comp. Sci.	<i>Gulbahar</i>
60.	Ms. Nallamandu Sana Fayaz	"	<i>Sana</i>
61.	Ms. Preeti Pravin Oswal	"	<i>Preeti</i>
62.	Ms. Pise Vijaya Haridas	CS - PG	<i>Vijaya</i>
63.	Ms. Inamdar Sadiya	"	<i>Sadiya</i>
64.	Mrs. Gandhi Veena Kiran	BCA (Sci)	<i>Veena</i>
65.	Mr. Sajan Salauddin	"	<i>Sajan</i>
66.	Mr. Tamboli Mohsin	"	<i>Mohsin</i>
67.	Ms. Tamboli Summaiya B.	"	<i>Summaiya</i>
68.	Ms. Khan Kamil Ajmal	"	<i>Kamil</i>
69.	Ms. Nadaf Farzana Peer M.	"	<i>Farzana</i>
70.	Ms. Talwar Priya Aniket	"	<i>Priya</i>
71.	Mr. Sayyad Sohail	"	<i>Sohail</i>
72.	Ms. Shaikh Sameena Nazir	BCA (Sci)	<i>Sameena</i>
73.	Ms. Shaikh Saniya Asif	"	<i>Saniya</i>
74.	Dr. Khalid Arshad A. Jabir	B.B.A. (CA)	<i>Khalid</i>
75.	Ms. Jamadar Sameena A.	"	<i>Sameena</i>
76.	Mr. Khan Abdul Samad	"	<i>Samad</i>
77.	Ms. Shaikh Insha Meerbaksh	"	<i>Insha</i>
78.	Mr. Bagwe Neeraj Dattatraya	"	<i>Neeraj</i>
79.	Mrs. Thopte Ashwini	"	<i>Ashwini</i>
80.	Ms. Shaikh Fatima Rafique	"	<i>Fatima</i>
81.	Ms. Sayyad Huma Mannan	"	<i>Huma</i>

S.No.	Name of the Staff	Department	Sign.
82.	Ms. Mulla Muskan	B.B.A. (CA)	Mulla
83.	Ms. Raees Amena Khalid	"	Amena
84.	Prof. Dr. Mulla M.G.	Commerce	Mulla
85.	Dr. Shaikh Farzana Valiuddin	"	Farzana
86.	Ms. Khan Anisa Aziz	"	Anisa
87.	Dr. Shaikh Sahajahan Karim	"	Sahajan
88.	Dr. Aqueel Ah. Mohd. Ibrahim	"	Aqueel
89.	Ms. Maldar Naziya Riyaz	"	Naziya
90.	Mr. Ayaj Saiyad Koranhalli	"	Ayaj
91.	Adv. Shaikh Sumer Rizwan	"	Sumer
92.	Mr. Umer Mohi u ddin Wasil	"	Umer
93.	Ms. Shaikh Shirin Naaz	Comm -PG	Shirin
94.	Mrs. Merchant Sadia M.	"	Sadia
95.	Mr. Chisti Aziz Ahmed	"	Chisti
96.	Ms. Faquih Iman	"	Faquih
97.	Ms. Sabooni Ameena	B.B.A.	Ameena
98.	Ms. Shaikh Uzma Irfan	"	Uzma
99.	Ms. Shah Afreen Munir	"	Afreen
100.	Mr. Bajajwala Aqueel	"	Aqueel
101.	Prof. Dr. Joshi Mukul N.	English	Joshi
102.	Prof. Dr. Lokhandwala Munira	"	Munira
103.	Dr. Patel Shaheen Akil	"	Patel
104.	Ms. Pandhare Nikita	"	Nikita
105.	Ms. Lokhandwala Khadija	"	Khadija
106.	Ms. Ammanagi Shilpa	English PG	Shilpa
107.	Ms. Sayyad Ayesha Imran	"	Ayesha
108.	Dr. Azmat Dalal Anwar	Urdu	Azmat
109.	Dr. Shaikh Mehjabeen Yusuf	Urdu-PG	Mehjabeen
110.	Dr. Mohammed Ibrahim	"	Mohammed
111.	Dr. Tadvi Irfan Afzal Hussain	Arabic	Tadvi
112.	Dr. Mulla Shakila Jabbar	Hindi	Shakila
113.	Dr. Bhosale Ketaki	Marathi	Bhosale
114.	Dr. Salma Aziz	Sociology	Salma
115.	Ms. Shaikh Shafiya S.	Socio-PG	Shafiya
116.	Dr. Shaikh Heena Kausar	Socio-PG	Heena
117.	Dr. Kedari Anjali Sandeep	Psycho.	Kedari
118.	Ms. Sayyed Bilquis	"	Sayyed
119.	Ms. Khisniwala Arwa	Psycho.	Arwa

S.No.	Name of the Staff	Department	Sign.
120.	Dr. Shaikh Wahida A.R.	Polit. Sci.	—
121.	Ms. Shabnam Islam Sharina	"	—
122.	Mr. Malegaonkar Mohd.	Polit. Sci. -PG	—
123.	Ms. Shaikh Shabana M.	Pol.Sci.	—
124.	Mr. Bagwan Ajaj M.	"	—
125.	Dr. Aftab Alam	Economics	—
126.	Dr. More Rahul Prabhakar	"	—
127.	Mr. Khan Saquib Ali Shahid	"	—
128.	Mr. Syed Nayeem Syed Y.	"	—
129.	Ms. Salunke Shivani	"	—
130.	Mr. Khan Shaukat Nawab	History	—
131.	Dr. Wakchaure Sangeeta	Phy. Dir.	—
132.	Dr. Shaikh Noorjahan Aziz	Librarian	—

Date :- 17/4/23

Dr. SHAILA BOOTWALA

19/4/23

Attendance for software Demonstration

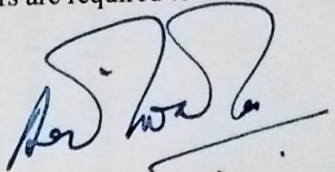
① Dr. Khurshood	Chem.	CCP
Dr. Snehal Kulkarni	micro	Kul
② Musarat S. Shaikh	Micro	Shaikh
③ Dr. Dore Kailas	Chem	Dr. Dore
④ Dr. Naseem Deshpande	Physics	Naseem
⑤ Ms. Ansari Ishrat Jahan	Mathematics	Ansari
⑥ Ms Neha Pai	Biotech	Neha
⑦ Dr. Jaipal Kaur Cheroi	Microbiology	Jaipal
⑧ Mrs. Shilpa P. Tambe	microbiology	Shilpa
⑨ Shinde Vijayalaxmi R.	Env. Sc.	Shinde
⑩ Eom FH Kari	EUS	29/05/2023
⑪ Nuslat Perween	Zoology	Perween
12. Dr. Ishrat Shaikh	Zoology	Ishrat
13. Mrs. Vaishali Prabhune	Microbiology	Vaishali
14. Mrs. Mansura Mulani	Microbiology	Mulani
15 Dr. Majinder	Microbiology	Majinder
16 Yumfi Mujahid	chemistry	Mujahid
17. Anees Pangal	chemistry	Anees
18. Shaikh Javed A	Chemistry	Javed
19. Shaikh Amin H.	Chemistry	Amin
20. Sreenivasulu Enumula	chemistry	Enumula
21. Siraj B. Shaikh	chemistry	Siraj
22. Aliy S. Shaikh	Botany	Aliy
23] Dr. Yaseen I. Shaikh	CHEMISTRY	Yaseen
24] Dr. Rabia Sayyed	Electronics	Rabia
25] Sayyed Nigra	chemistry	Nigra
26] Nazneen Shaikh	Chemistry	Nazneen
27] Mehmoed Sayyed	Stats	Mehmoed

Date: 28/04/2023

NOTICE

A presentation of draft of program structure for all UG & PG programs under NEP is scheduled on Monday 08/05/2023 at 11:00am in the multimedia room.

All HoDs, program co-ordinations & senior Grant-in- Aid staff members are required to be present for the same



Dr. Shaila Bootwala
Principal

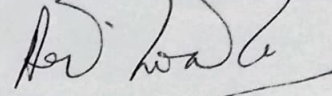
Minutes of Meeting

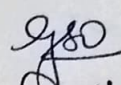
1. All the Deans/program Co-ordinators presented their draft of program structure to be implemented from June 2023.
2. Inputs more given by Principal & staff members after discussion.
3. Workload distribution with respect to NEP was discussed.
4. It was decided that based on workload, depts. will offer courses like VEC/VSC/SEC and OE.
5. All the departments should send the basket of courses to be offered by 20.5.2023 to IQAC for compilation.
6. A faculty-wise meeting may be scheduled for finalizing the basket of courses.

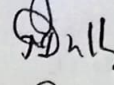
1:00 am Attendance NEP - Presentations - 8/5/23

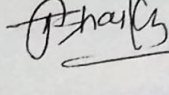
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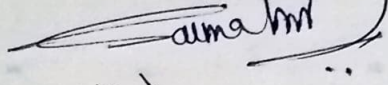
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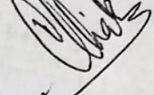
① Dr. Shaila Boodwala 

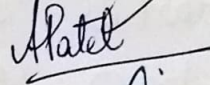
② Mrs Gauri Desasthale - 


③ M. G. Mulla 

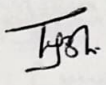
④ Dr Sherph Wakhde 

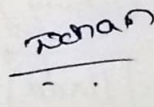
5. SALMA AZIZ 

6. Dr Noorjahan Shaikh 

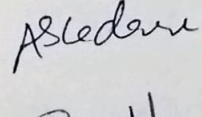
7. Dr. Suaveen Patel 

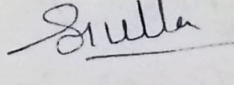
8. Dr. Munir Kolhekar 

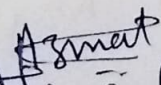
9 DR. MUKUL JOSHI 

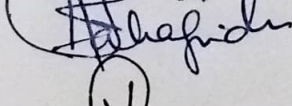
⑩ Tabassumisa Khan 


11 H. S. Sriramwala H. S. Sriramwala

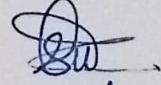
12. Dr. Anjali Kedari 

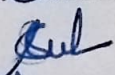
13. Dr. Shakila J. Mulla 

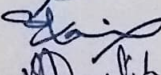
14. Dr. Azmat Dalal 

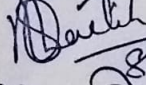
15. Dr. Atifiya Jahagirdar 

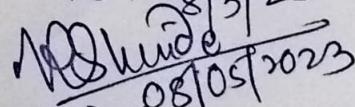
16 Veena Gordhi 

17 Summaiya Tamboli 

18 Dr. Snehal Kulkarni 

19 Dr Naseem Deshpande 

20. Ms. Nusrat Shaikh 

21 Shinde Vijayalaxmi 

22 Foum F H Kazi

23. Umera Shaikh

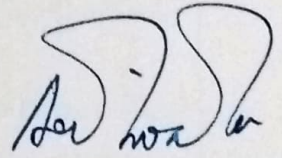
8/5/23
Shinde
08/05/2023
Shinde

Date: 22/05/2023

Notice

A General Staff Meeting is scheduled on Friday 26th May 2023 at 09:00 am in the green auditorium.

All the Staff Members are required to remain present for the same.



Dr. Shaila Bootwala

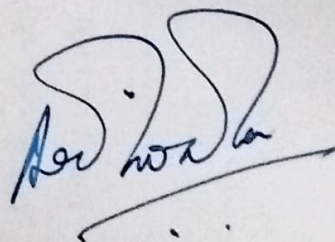
Principal

Agenda

- Implementation of June credit courses
- ABC Id of students.
- PG CAP
- Admission for next year
- Research projects for staff members funded by college.
- BOS meetings.
- AQAR 2022-23

Minutes of the Meeting

1. The registration for the June credit courses was reviewed and seats in few courses were increased on students' demand.
2. Google form was circulated to all PG students to collect information for creation of ABC Id. It was decided that the Class teachers will circulate the form among students and exam section can create the ABC ID in bulk. It was also informed that SPPU will not issue results if ABC Id of all students is not available.
3. The deadlines for assessment of PG papers were finalized so that result can be declared on time. It was agreed upon that all papers will be moderated by external examiners.
4. S.Y/T.Y admissions to begin from 1.6.2023. Admission forms will be approved only if pending fee is cleared. All fees have to be paid online only.
5. A committee was constituted to assess and approve research proposals funded by college as follows:
 - 1) Dr. Kailas Doke.
 - 2) Dr. Munira Lokhandwala
 - 3) Khalid arshadThe format will be uploaded on college website for staff members to access and submit.
6. Academic Council Meeting is scheduled on 27.5.2023 to approve the Faculty-wise baskets of courses across all 6 verticals.
7. All BoS meetings should be conducted before 25 June 2023 for approval of syllabi framed under NEP program.
8. Criteria heads to given formats to all depts. in June and collect data and documents to be submitted in AQAR.
9. Parallel heads verification of AQAR documents to be done by 30th June 2023.
Departments may conduct external audit by inviting experts related to their faculty.
10. I- card will be compulsory to all Staff and students from coming academic year.
11. Staff members should acknowledge DST in the research publications. Only 13 papers out of 21 were considered by DST during the report presentation.

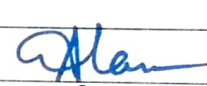
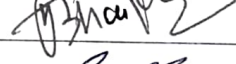




M.C.E. Society's

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

IQAC Composition 2022-23

Attendance for Meeting — 26/5/23

Sr. No	Name	Designation	Signature
1.	Dr. Shaila Bootwala	Principal and Chairperson, IQAC	
2.	Dr. Irfan Shaikh	Management Representative	
3.	Ms. Mumtaz Sayyed	Local Society Representative	
4.	Dr. Yusufi Mujahid	Science Faculty Representative	
5.	Dr. Munira. A. Lokhandwala	Arts Faculty Representative	
6.	Dr. M.G. Mulla	Commerce Faculty Representative	
7.	Dr. Aftab Alam	College Examination Officer	
8.	Ms. Shakila Siddhavatam	Dean Computer Science	
9.	Ms. Wahida Khan	Dean Faculty of Art's	
10.	Dr. Khursheed Ahmed	Dean Faculty Of Science	
11.	Ms. Amrita Bhatia	In-charge Librarian	
12.	Ms. Zulekha Khan	Office Superintendent	
13.	Mr. Ameen Patel	Accountant	
14.	Dr. Farzana Shaikh	Alumni Representative	
15.	Dr. Kiran Bhise	Employer	
16.	Mr. Mulani Sharif	Industry Nominee	
17.	Mrs. Gauri Devasthale	IQAC Co-ordinator	
18.	Karima Patanwala	Student Representative	


Dr. Shaila Bootwala
Principal

Friday, 26th May 2023 9:00am
General Staff Meeting

(#) Name	Dept	Sign
① Dr Snehil Kulkarni	Micro	Sul
② Yusrifi Mujahid	Chemistry	Yusrifi
③ Dr. Dilse Kailas	Chemistry	Dilse
4) Dr. Rahul More	Economics	Rahul
5) Syed Mayeem	Economics	Mayeem
6) Dr. Aqueel Ahmed	Commerce	Aqueel
7) Jalaulddin Jagan	Comp-Sci	Jagan
8) Bagwan Ajas Mahimud	Political Science	Ajas
9) Kamil Khan Ajmal Khan	BCA (Sci)	Kamil
10) Saqib Ali Khan	Economics	Saqib
11) Pranav Tanbe	Biotech	Pranav
12) Shaikh Amin Harun	Chemistry	Shaikh
13) Sreenivasulu Ennumula	Chemistry	Sreenivasulu
14) Sohail Samad	BCA (Sci)	Sohail
15) Dr. Khalid Asghar	BBA	Khalid
16) Dr. Anees Pangal	Chem	Anees
17) Siraj Babul Shaikh	Chemistry	Siraj
18) Ayaz Sayed K	Commerce	Ayaz
19. SONAIL BAGWAN	PHYSICS	Sonail
20) Dr. Shakila J. Mulla	Hindi	Shakila
21) Priya Talawar	BBA (Sci)	Priya
22) Dr. Mehmood Sayyad	Statistics	Mehmood
23) Mr. Asif & Shaikh	Botany	Asif
24) Sheikh Javed A.	Chemistry	Sheikh

	Munni Lakshmanan	English	Munni
	DR. MUKUL JOSHI	"	Mukul
	Dr. Shaheen Patel	Eng	Patel
56)	Shilpa Ammanagi	Eng	Shilpa
57)	DR-Faizene V. Shaikh	Commerce	Faizene
57).	Nikil Pandhan	Com/Eng.	Nikil
58)	Asma Kazi	Maths	Asma
59)	Ishrat Ansari	Maths	Ishrat
60)	Atiya Shaikh	Electronics	Atiya
61	Dr. Ishrat Shaikh	Zoology	Ishrat
62.	Dr. Nazjahan Shaikh	Library & Inf Sci	Nazjahan
63.	Maldar Naziya. R.	Commerce	Naziya
64.	Shaikh Ansheen V.	Maths	Ansheen
65	Dr. D.R. Majumdar	Micro	D.R.
66	Nusarat Shaikh	-11-	Nusarat
67.	Dr. J.K. Oberoi	-11-	J.K.
68.	Mrs. M.S. Mulani	-11-	Mulani
69.	Suresh N. Katar	Physics	Suresh
70.	Umer Wazir	Commerce	Umer
71.	Mrs. Vaishali Prabhu	Microbiology	Vaishali
72	Sheikh Saba V.	Comp Sci	Sheikh
73	Vijaya H Pise	"	Vijaya
74	Pradnya Gajengi	-11-	Pradnya
75	Gulbahar Ansari	-11-	Gulbahar
76	Hamita Amrutkar	-11-	Hamita

Guidelines to be followed for allotting codes to papers under NEP-2020

9th June 2023

1. The codes will be alpha -numeric.
2. No special characters are to be used in the codes.
3. The code should not be exceeding 12 characters.
4. The code starts with "23" that is the year of introduction of the course.
5. Which will be followed by alphabet and numbers as follows:
 - a. First alphabet represents Faculty : Arts-A/ Science -S/Commerce- C
 - b. Second alphabet represents Program: UG-B/PG-M
 - c. Next 2 alphabets are for the Name of the offering Department.
6. The first number represents the Semester
 - a. UG courses-Semester 1 to 8 Completed
 - b. PG courses-2 years- ~~1-40 Semester~~ 1-4 semester
 - c. ~~PG courses-1 years- 9-10 Semester~~
7. The second number represents the Paper.
8. The Alphabets after the number represent the type of course (like major/minor or from the six verticals as described in point number 10)
9. If a department offers more than one course under the same category or vertical, an alphabet in uppercase (A,B,C....)will be added in the end to indicate options
10. Abbreviations to be used for verticals are as follows:

Major Mandatory	: MM
Major Elective	: ME (Add A/B as required)
Minor	: MN
Vocational Skill Course	: VS
Skill Enhancement Course	: SE (Add A/B as required)
Co-curricular Course	: CC
Value Education Course	: VE
Ability Enhancement Course	: AE
Indian Knowledge System	: IK
Internship	: IN
Field Project	: FP
Community Engagement	: CE
On Job Training	: OJ
Open Electives	: OE (Add A/B as required)
Research Methodology	: RM
Research Project	: RP

* For Honours & Honours Research- code has to be discussed.

11. An example is given below

Pattern	Faculty	Program	Offering Department	Sem	Paper	Type of vertical	Final Code
23	S	B	MB	1	1	MM	23SBMB11MM
23	S	B	MB	5	1	MEA	23SBMB51MEA

Dr. Shaikh
10/6/23

Arshad

M. G. Mull
10.6.23

Dr. Khumsheed
10.6.2023

Shakila S.
10/6/2023