ABEDA INAMDAR SENIOR COLLEGE OF ARTS, SCIENCE AND COMMERCE (AUTONOMOUS), PUNE
IQAC MEETINGS DETAILS **2023-24**

Sr. No.	Date	Agenda	Action Taken Report
1.	1/07/2023	• To collect data for meeting with Principal Rao for steering committee meeting. • Data from office and Collection of Departmental data. • Compilation of Data regarding workload to be sent to DHE office. • To discuss the Policy for Admissions under NEP with respect to subject-wise distribution of students. • Preparation of AQAR for 2023-24. • Finalization of Academic Committees for 2023-24 and Criteria-wise Committees for NAAC period. • Preparation of Academic Calendar for 2023-24. • Orientation programs for First year students regarding NEP Awareness. • Preparation of faculty-wise Time table considering 6 verticals under NEP.	• The data was collected and submitted for steering committee meeting. • Work Load file was compiled and submitted. • It was decided that all Grant In Aid Subjects where Third Year is aided and also have PG Department will be offered as major • AQAR data collection in progress • Academic Committees for 2023-24 and Criteria-wise Committees for NAAC were constituted • Academic Calendar was compiled and uploaded on website • NEP Awareness program were conducted faculty wise • Time Table was prepared according to NEP Structure
2.	5/08/2023	• To finalize the NEP presentation for 10th August 2023.	• NEP Data was finalized within deadline
3.	8/08/2023	• Preparation for presentation of NEP related data on 10th August 2023 at Garware College.	• Dr. Shaila Bootwala presented the NEP Data at Garware College on 10th August

4.	16/08/2023	• Planning for Mid Sem.	• Mid Sem was conducted as per the schedule
5.	5/09/2023	• Examination – October 2023 • Winter Vacation dates. • Electoral enrollment drive. • Extracurricular Activities in December. • Visit to college by Management members from Karnataka Institute. • Teaching and Non-teaching Awards. • To review AQAR status. • Compilation of Non-CGPA Extra credits for Autonomy Students.	• Examination Schedule and vacation was finalized • Enrollment Drive was successful with 245 enrollment • Awards were conferred on selected Teaching and Non-Teaching staff members. • Finalized AQAR was submitted. • Compilation and submission of Non-CGPA Sheet was completed
6.	6/10/2023	• To finalize the options to be offered under SEC in SEM II and the nature of the paper. • Courses to be offered under CC/VEC/OE/AEC and to fix the time table accordingly. • To discuss and finalize the redistribution of credits under various verticals of NEP from Academic year 2024-25. • Subject combinations to be offered from Academic year 2024-25. • To finalize faculty wise IKS to be offered from Academic year 2024-25. • Preparation for S.Y.B.Sc. NEP pattern syllabus and BoS meetings for the same. • Introduction of SEC in Electronic science in SEM II of 2023-24. Introduction of Electronic science as a minor for Non grant students from Academic year 2024-25. • Planning of Science fest and other competitions. • Any other matter with the permission of the chair.	• Options to be offered under SEC in SEM II were finalized • Courses to be offered under CC/VEC/OE/AEC with time table were finalized • It was resolved that in faculty of Science in V Sem, one VSC will be offered under Major and one by Minor subject • Subject combinations and number of seats were fixed. • History department will offer IKS in all grantable divisions across all faculties. • BoS and Academic Council meeting were organized • It was resolved to offer Electronics as Minor subject in un aided division. • Science Fest was organized successfully in December

7.	4/11/2023	• To take a review of the activities related to academics, extension and examinations conducted in first term • To discuss the points to be raised in term end staff meeting • Planning for Second term – Teaching, Examination and Extra and Co- Curricular activities • To plan and outline the superannuation program of Office Superintendent Ms. Zulekha Khan • Any other matter with the permission of the Chair	• Review of academics, extension and examinations conducted in first term was taken and compliance was noted. • Second term activities – Teaching, Examination and Extra and Co- Curricular were finalized • Superannuation program of Office Superintendent Ms. Zulekha Khan was organized on 7th November 2023
8.	7/11/2023	• Examination dates for Sem I of UG and PG Programs to be finalized. • Planning of Annual Function • Planning of Staff Picnic • Sports for Boys • Date of Fun fair to be finalized • Departmental Activities and Parent and Teachers Meeting Schedule • Discuss MoU with Nirali Prakashan • Schedule of next BoS in January	• The dates were finalized for examinations • The date of Annual Function was finalized to be 19th December 2023 • Staff Picnic was scheduled for 20th December and college will bear 50% of the expenses • Sports Events for boys was finalized to be conducted on 18th and 19th December • Fun Fair was organized on 30th December 2023 • Many faculty members contributed in writing books for Nirali Prakashan • All BoS meetings along with Academic Council Meeting were completed by 30th January
9.	10/01/2024	• To discuss the implementation of the New regulations for Autonomous colleges • To plan and Schedule the meeting of the various regulatory bodies • Alumni award night function • Examination schedule for even semester • BoE Meeting for Discussion of results of NEP First batch	• New Regulations were studied and explained to faculty members • Schedule was finalized for the month of June. • The Award Function was successfully completed • Results were declared on time

10.	15/05/2024	- CC courses in June - Social Media Marketing - Tie up with IIT Mumbai - Admissions for 2024-25 - Termination of Adhoc staff members - Completion of Paper Assessment - Departmental Audits by Principal	- CC courses were conducted in the month of June - It was finalized that college will be promoted through various social media platforms - Coordinators at departmental level and college level were appointed for tie up with IIT for the virtual lab project - Result were declared in June with in the deadline - Departmental Audits and external audits were completed
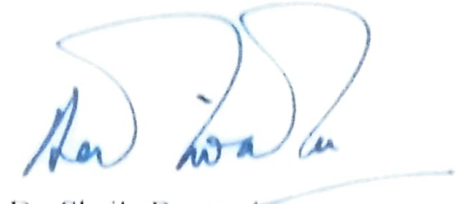
NOTICE

A meeting of the following staff members is scheduled on Monday, 3.7.2023 at 11.00 a.m. to discuss and prepare the tentative F.Y.B.Sc. Time-table for Subjects offered under NEP.

1. Dr. K. M. Doke
2. Mrs. V.S. Prabhune
3. Dr. Vijayalaxmi Shinde
4. Dr. Nusrat Perween
5. Dr. Yusufi Mujahid
6. Ms. Asam Kazi

Mrs. Gauri Devasthale
IQAC Coordinator

Dr. Shaila Bootwala
Principal

3/7/23

Attendance

1) Dr. Nusrat Perween (Zoology)   Nusrat

2) Mrs. Vaishali Prabhune (Micro)   VSP

3) Asma D. Kazi   (Math)   A

4) Mrs. Gauri Devasthale   G

5) Dr. Yusuf Mujahid   —   Mujahid

6) Dr. K. M. Doke   —

1. The tentative time-table for F.Y.B.Sc Subjects offered under NEP was prepared. The same will be finalized after reviewing the availability of Classrooms and staff from other faculty.

2. The copy of the same is attached herewith.

M.C.E. SOCIETY'S
ABEDA INAMDAR SENIOR COLLEGE OF ART'S, SCIENCE & COMMERCE (AUTONOMOUS), CAMP, PUNE 411001
TIME TABLE FOR B.Sc. Academic Year 2022-2023

Time Table for F.Y.B.Sc.

Time	Class	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
07.30 to 10.50	F.Y.B.Sc. (Practical)	The Time-Table And Batches For Major Practicals/VSC/SEC Will Be Notified Separately 3 Days Prior To Commencement On Official Whats' App Groups And Notice Board.					
11.05 to 11.55	F.Y.B.Sc. (Theory)	Chem/Micro/ Maths/EVS 221/222/MT/214	Chem/Micro/ Maths/EVS 221/222/MT/214	Chem/Micro/ Maths/EVS 221/222/MT/214	Chem/Micro/ Maths/EVS 221/222/MT/214	Chem/Micro/ Maths/EVS 221/222/MT/214	Chem/Micro/ Maths/EVS 221/222/MT/214
11.55 to 12.45	F.Y.B.Sc. (Theory)	AEC (English) 222	AEC (English) 222	IKS 221/222/223	IKS 221/222/223	IKS 221/222/223	VEC (EVS) 222
12.45 to 01.35	F.Y.B.Sc. (Theory)	CC 222	CC 222	CC 222	VEC (EVS) 222	VEC (EVS) 222	AEC (English)
01.35 to 02.25	F.Y.B.Sc. (Theory)	OE	OE	OE	SEC 221/222/223	SEC 221/222/223	SEC 221/222/223
02.25 to 03.15	F.Y.B.Sc. (Theory)						

To be implemented from: 10/07/2022

Dr. Shaila Bootwala
Principal

M.C.E. SOCIETY'S
ABEDA INAMDAR SENIOR COLLEGE OF ART'S, SCIENCE & COMMERCE (AUTONOMOUS), CAMP, PUNE 411001
TIME TABLE FOR B.Sc. Academic Year 2022-2023

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11.05 to 11.55	F.Y.B.Sc. (Theory)	Chem/Micro/ Maths/EVS	Chem/Micro/ Maths/EVS	Chem/Micro/ Maths/EVS	Chem/Micro/ Maths/EVS	Chem/Micro/ Maths/EVS	Chem/Micro/ Maths/EVS
11.55 to 12.45	F.Y.B.Sc. (Theory)	AEC (English)	AEC (English)	IKS	IKS	IKS	VEC (EVS)
12.45 to 01.35	F.Y.B.Sc. (Theory)	CC	CC	CC	VEC (EVS)	VEC (EVS)	AEC (English)
01.35 to 02.25	F.Y.B.Sc. (Theory)	OE	OE	OE	SEC	SEC	SEC
02.25 to 03.15	F.Y.B.Sc. (Theory)						

To be implemented from: 10/07/2022

Dr. Shaila Bootwala
Principal

Practical Timetable meeting (19/07/2023, Time: 9:30am)

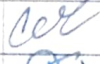| Sr. No	Name of the staff	Department	Sign
1.	Ms Neha Pai	Biotechnology	
2.	Asma D. Kazi	Mathematics	
3.	Mrs. Vaishali Prabhune	Microbiology	
4.	Erum F H Kazi	EVS	
5.	Shinde V. R.	Env. Sc.	
6.	Nuzat Perween	Zoology	
7.	Dr. Dolse K. M.	Chemistry	
8	Dr Naseem Deshpade	Physics	

Date 03-08-2023

Notice
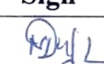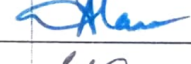
A meeting of all Board of Deans is scheduled on 5th August 2023 in the Principal's office for Preparation of presentation of NEP related data on 10th August 2023 at Garware College at 12.00 noon.

Dr. Shaila Bootwala

Principal

Attendance

Sr.No.	Name	Designation	Sign
1.	Dr. M. G. Mulla	Dean of Faculty of Commerce	
2.	Dr. Khursheed Ahmed	Dean of Faculty of Science	
3.	Dr. Wahida Shaikh	Dean of Faculty of Arts	
4.	Dr. Aftab Alam	COE	
5.	Mrs. Gauri Devasthale	IQAC Coordinator	

Minutes of the Meeting

- Principal Dr. Shaila Bootwala shared the points received from Principal Rao, based on which the presentation is to be prepared.
- The outline of the presentation was finalized.
- It was decided that the Deans will prepare the presentation and mail it to the Principal.
- A follow up meeting is scheduled on 8/08/2023 for finalization of the presentation.

7/8/23

Date 05-08-2023

Notice

A meeting of all Board of Deans is scheduled on 8th August 2023 in the Principal's office for Preparation of presentation of NEP related data on 10th August 2023 at Garware College at 12.00 noon.

Dr. Shaila Bootwala

Principal

Attendance

Sr.No.	Name	Designation	Sign
1.	Dr. M. G. Mulla.	Dean of Faculty of Commerce	
2.	Dr. Khursheed Ahmed	Dean of Faculty of Science	
3.	Dr. Wahida Shaikh	Dean of Faculty of Arts	
4.	Dr. Aftab Alam	COE	
5.	Mrs. Gauri Devasthale	IQAC Coordinator	

Minutes of the Meeting

- The faculty-wise presentations were discussed in details.
- Inputs and suggestions were given by the team members. It was decided to make necessary changes accordingly.
- The presentation for 10th August meeting at Garware College was finalized by Principal Madam.
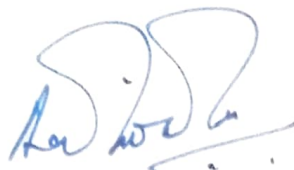
Action taken Report

- The presentations of all Deans were finalized and compiled to prepare the presentation of the college. The presentation was successfully delivered at Garware College.

Date 11-08-2023
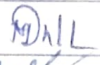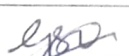
Notice

A meeting of all Board of Deans is scheduled on 16th August 2023 in the IQAC office for Planning of Mid Semester Examination for Sem I/III/V in accordance with the CIE calendar given by the exam section.

Dr. Shaila Bootwala
Principal
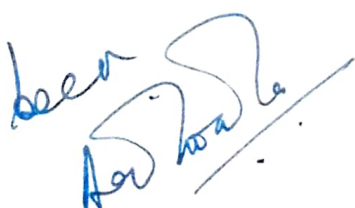
Attendance

Sr.No.	Name	Designation	Sign
1.	Dr. M. G. Mulla	Dean of Faculty of Commerce	
2.	Dr. Khursheed Ahmed	Dean of Faculty of Science	
3.	Dr. Wahida Shaikh	Dean of Faculty of Arts	
4.	Dr. Aftab Alam	COE	
5.	Mrs. Gauri Devasthale	IQAC Coordinator	

Minutes of the Meeting

- It was decided that the mid semester Examination for Arts and Science Faculty will be conducted from 28th August to 2nd September 2023 in two sessions.
- The Arts faculty will conduct the mid Sem Exam in Morning Session and Science faculty in the afternoon. The classroom were allotted accordingly.
- The Mid Sem duty charts for teaching and Non-teaching were prepared and implemented accordingly.
- The Commerce faculty will conduct the mid Sem exam during their regular class time.
- The Mid Semester for faculty of Computer Science and Applications will be conducted in 2nd week of September.

Action taken Report

- The Mid Semester Examinations for all faculties were conducted smoothly.
- The Performance of the students was discussed with it.
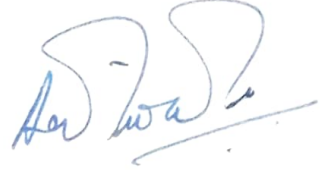
Date 02-09-2023

Notice

This is to inform all the Staff Members that a meeting of all Heads of Departments is scheduled on Tuesday 5th September 2023 at 11.30 a.m. in Green Auditorium.

The meeting will be followed by the Teachers day Program of the college and award function for best teaching and non-teaching awards. All staff members are requested to remain present for the same at 12.00 noon.
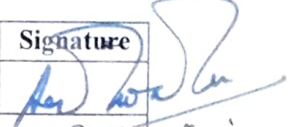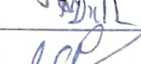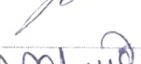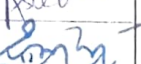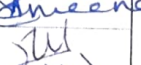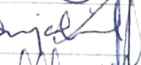
Dr. Shaila Bootwala
Principal

Agenda

- Examination – October 2023
- Electoral enrollment drive.
- Winter Vacation dates.
- Extracurricular Activities in December.
- To review AQAR status.
- Compilation of Non-CGPA Extra credits for Autonomy Students.
- Visit to college by Management members from Karnataka Institute.
- Teaching and Non-teaching Awards.

M.C.E. Society's Abeda Inamdar Senior College of Arts, Science and Commerce (Autonomous), Pune
IQAC minutes of meetings and Action Taken Report for 2023-24 (sq|23)

Attendance for HOD Meeting

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

Minutes of the Meeting

- Dr. Aftab Alam, COE, proposed and discussed the dates for paper setting, filling of exam forms, commencement of examination and Assessment of papers. It was also proposed that the grades for Non-CGPA Extra credits for Autonomy Students will be entered by respective class teachers.
- The Principal announced the winter vacation dates to be from 08/11/2023 to 27/11/2023.
- Principal Madam gave a brief introduction about Electoral Enrollment Drive to be taken up by the college. She also appreciated Ms. Shabana, Nodal Officer and the entire political science department for their efforts and the extension and the award received from the Election Commission office.
- It was proposed that all extracurricular activities will be conducted in December 2023. Annual Social Gathering will be on 19/12/2023 at Alpabachat Bhavan. Inter faculty sports to be conducted from 26-29 December 2023.
- A review of the AQAR compilation and preparation work was taken by the Principal and a It was decided to submit the AQAR by end of September.
- The Principal informed the staff members about the visit of the Management Members of Karnataka Arts, Science and Commerce College, Bidar, on 6.9.23. She also instructed all HOD's and Program Co-ordinators about the preparation for the same.
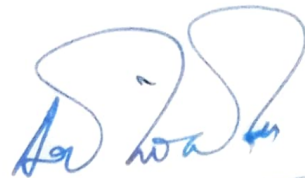
Action taken Report

- The dates for paper setting, filling of exam forms, commencement of examination and Assessment of papers were finalized. It was also decided that the grades for Non-CGPA Extra credits for Autonomy Students will be entered by respective class teachers.
- The winter vacation dates were announce to be from 08/11/2023 to 27/11/2023.
- The Electoral Enrollment Drive was taken up successfully by the political science department.
- The AQAR was compiled and reviewed by the respective criteria heads and Principal Madam. The same was placed before the CDC on 21st September 2023.
- The AQAR was successfully submitted on 25/09/2023 which was verified and accepted by NAAC.
- The Management Members of Karnataka Arts, Science and Commerce College, Bidar, visited the college on 06.09.23. They visited all the physical facilities. A luncheon meeting with the Management Members was organized at Rangoonwala Hotel Management Institute. The Team appreciated the efforts of our college.
- Faculty wise awards for best teaching and non-teaching staff were announced as follows:
  1. Faculty of Arts: Dr. Ibrahim Jahagirdar.
  2. Faculty of Science: Dr. K.M. Doke.
  3. Faculty of Commerce: Dr. Khalid Arshad.
  4. Support Staff: Ms. Samina Shaikh (Accounts)
  5. Special award (Exam work): Ms. Aqsa Shaikh

03/10/23

Date 26-09-2023

Notice

A meeting of all HoDs/program co-ordinators for Faculty of science is scheduled on Friday, 6.10.2023 at 11.30 a.m. in room No.106. All the teachers teaching F.Y.B.Sc. (NEP pattern) are also required to remain present.

Dr. Shaila Bootwala

Principal

Agenda

- To finalize the options to be offered under SEC in SEM II and the nature of the paper.
- Courses to be offered under CC/VEC/OE/AEC and to fix the time table accordingly.
- To discuss and finalize the redistribution of credits under various verticals of NEP from Academic year 2024-25.
- Subject combinations to be offered from Academic year 2024-25.
- To finalize faculty wise IKS to be offered from Academic year 2024-25.
- Preparation for S.Y.B.Sc. NEP pattern syllabus and BoS meetings for the same.
- Introduction of SEC in Electronic science in SEM II of 2023-24.
- Introduction of Electronic science as a minor for Non-grant students from Academic year 2024-25.
- Planning of Science fest and other competitions.
- Any other matter with the permission of the chair.
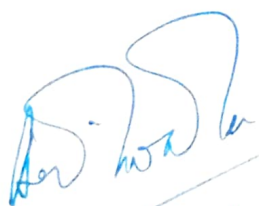
Attendance   6/10/2023   Science Faculty meeting

1. Mrs Gauri Devasthale
2. Dr. Khursheed Ahmed –
3. Dr. Doke Kailas M.
4. Mr. Asif S. Shaikh
5. Yusuf Mujahid
6. Ms Neha Pai
7. Dr Naseem Deshpande
8. Dr. Ishrat Shaikh
9. Nusrat Perween
10. Ms. Ansari Ishrat Jahan
11. Asma D. Kazi
12. Sohail Bagwan
13. DR. FAIZ KURDE
14. Dr. Imtiyaz Hussain Zaheed
15. DR. Mehmood Sayyad
16. Mrs. Vaishali Prabhune
17. Ms. Nusarat Shaikh (Micro)
18. Mrs. Shilpa P. Tambe (micro)
19. Mrs. Mansura S. Mulani (Microbiology)
20. Dr D. R. Majumder (Microbiology)
21. Foum F H Kazi (EVS)
22. Dr. Vijayalaxmi R. Shinde (Environmental Science)   06/10/2023
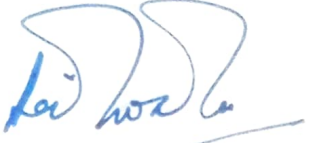
Minutes of the Meeting

- The options to be offered under SEC in SEM II and the nature of the paper was discussed and finalized. It was decided that all Minor subjects will offer SEC which will be a practical course.

- The Courses to be offered under CC (Physical Education) /VEC (Democracy, Election and Governance) /OE (Sociology/ BBA)/AEC 9Functional English II were finalized and the time table was proposed accordingly.

- It was decided to start Minor in SEM I from Academic year 2024-25. The credits for OE would be 2 in first semester and 4 in the second Semester.

- The Subject combinations to be offered from Academic year 2024-25 will be finalized by December 2023

- It was also decided that b only one IKS will be offered for all students of Science faculty at the general Level from Academic year 2024-25. The syllabus for the same shall be prepared and passed through the board of Life sciences.

- Preparation for S.Y.B.Sc. NEP pattern syllabus and BoS meetings for the same should be completed by 15 January 2024.

- A 2 credit SEC paper shall be offered by Electronic science in SEM II of 2023-24.

- It was also decided to introduce Electronic science as a minor for Non-grant students from Academic year 2024-25.

- Science fest (22/12/23 and 23/12/23) and other competitions will be conducted in last week of December.

- A committee was constituted for preparing the admission form for B.Sc. admissions and developing software for the same. All teachers should give their suggestions in this regard at the earliest. The committee will coordinate with the software developer through Ms. Tabassum Khan. The members are as follows:

Dr. Ishrat Shaikh- Convener

Dr. Kailas Doke –Member
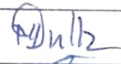
Ms. Mansura Mulani- Member.

25/10/23

Date 31·10·23

Notice

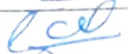A meeting of the following staff members is scheduled on 4th November 2023 in the Principal's office at 11.30 a.m.
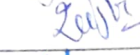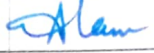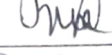
Dr. Shaila Bootwala

Principal

Sr.No.	Name	Designation	Sign
1)	Dr. M. G. Mulla	Dean, Faculty of Commerce	
2)	Dr. Khursheed Ahmed	Dean, Faculty of Science	
3)	Dr. Wahida Shaikh	Dean, Faculty of Arts	
4)	Ms. Shakila Siddhavatam	Dean, Faculty of Computer Applications	
5)	Dr. Aftab Alam	Controller Of Examinations	
6)	Mrs. Gauri Devasthale	Coordinator, IQAC	
7)	Dr. Munira Lokhandwala	Member, IQAC	
8)	Dr. Yusufi Mujahid	Member, IQAC	

Agenda

1. To take a review of the activities related to academics, extension and examinations conducted in first term.

2. To discuss the points to be raised in term end staff meeting.

3. Planning for Second term – Teaching, Examination and Extra and Co-curricular activities.

4. To plan and outline the superannuation program of Office Superintendent Ms. Zulekha Khan.

5. Any other matter with the permission of the Chair.

Attendance

Sr.No.	Name	Designation	Sign
1)	Dr. M. G. Mulla	Dean, Faculty of Commerce	
2)	Dr. Khursheed Ahmed	Dean, Faculty of Science	
3)	Dr. Wahida Shaikh	Dean, Faculty of Arts	
4)	Ms. Shakila Siddhavatam	Dean, Faculty of Computer Applications	
5)	Dr. Aftab Alam	Controller Of Examinations	
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7)	Dr. Munira Lokhandwala	Member, IQAC	
8)	Dr. Yusufi Mujahid	Member, IQAC	

Minutes of the Meeting

1. The dates for first year UG and PG end semester exams for Sem I and PG-I were finalized. The examinations will be conducted between 1.12.23 to 18.12.23. SPPU backlog exams will also be conducted simultaneously.

2. Tentative Planning for Sem II/IV/VI is as follows:

   For Autonomy Pattern

   (a) Teaching for Autonomy batch (UG-SY and TY and PG- II) will commence from Wednesday 29.11.2023.

   (b) Midsem will be scheduled between 5th and 15th February 2024.

   (c) Backlog Practical exam- 19th to 23rd March 2024.

   (d) Regular Practical exam- 25th March to 6th April 2024.

   (e) Theory exams 15th April 2024 onwards.

   For Autonomy Pattern

   (a) Practical exam – Backlog + Regular – 1st April to 20th April 2024.

   (b) Theory exams 22nd April 2024 onwards.

3. Gathering for girls at Alpabachat Bhavan on 19th December 2023- In-charge Cultural committee.

4. Sports events for all boys (students of all faculty) and Gents staff members shall be organised on 18th and 19th December 2023- In-charge Dr. Khursheed Ahmed.

5. 20th December 2023will will be declared a holiday for students and staff shall go for picnic. In-charge for organization Dr. Wahida Shaikh and Mrs. Gauri Devasthale. 50 % of the picnic expenses will be borne by the college.

6. A fun fair of the entire college will be organised on Saturday, 30/12/23. In-charge – Dr. M.G.Mulla. No other activity will take place on this day.

7. Sports events for girls will be organised by Gymkhana committee on 26th December and 27th December 2023. Placement Drive will be held on 28th and 29th December 2023.

8. Science fest is scheduled on 22nd and 23rd December 2023.

9. All departments can organize their activities from 21/12/2023 to 29/12/2023 excluding the holidays and dates mentioned above.

10. Departments who have not organised PTA meetings should organize them in December 2023.

11. Display of internal marks for students from time to time is mandatory.

12. Nirali Prakashan has signed a MOU with our college for writing textbooks/study material for NEP pattern for students of our college. Interested teachers should contact the deans of the respective faculty. They will co-ordinate with the publishers.

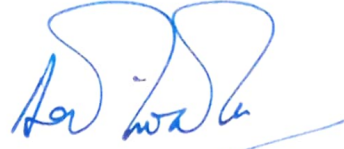13. All the BoS meetings to be scheduled and completed in January 2024.

6/11/23

Date 04-11-2023

Notice

The Term end meeting of all the staff members is scheduled at 10.30 a.m. on Tuesday, 7th November 2023 in the Green Auditorium. All teaching staff members are required to be present.

This will be followed by the felicitation program of our Office Superintendent Ms. Zulekha Khan at 11.30 a.m. All teaching and non-teaching staff is invited to join this program followed by lunch.

Dr. Shaila Bootwala
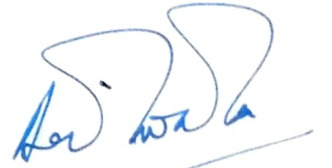Principal

Date: 8.01.2024

NOTICE

A meeting of the following staff members is scheduled on Wednesday, 10/01/2024 at 12.00 noon in the Principal's Office. All are requested to be present.

1) Dr. M. G. Mulla
2) Dr. Khursheed Ahmed
3) Dr. Wahida Shaikh
4) Ms. Shakila Siddhavatam
5) Dr. Aftab Alam
6) Mrs. Gauri Devasthale

Agenda

- To discuss the implementation of the New regulations for Autonomous colleges
- To Plan and schedule the meeting of the various regulatory bodies.
- Alumni award night function
- Examination Schedule for even semester
- BoE meeting for Discussion of results of the last examination

Dr. Shaila Bootwala

Principal

Minutes of Meeting

- Principal, Dr. Shaila Bootwala read aloud the regulations for autonomous colleges related to meetings of the regulatory bodies. It was clearly mentioned that the meetings of Board of studies, Academic council and Governing body have to be scheduled every six months. In view of this it was decided to conduct all BoS meetings by 25/01/2024.

- The Date of the Academic council meeting was finalized to be 30/01/2024. The Principal proposed that as this would be the last meeting of the present academic council, the college should host a lunch for all the members of the Academic council. The suggestion was unanimously approved and it was also decided to invite the members of the CDC for the lunch.

- The Governing Body meeting was scheduled on 2nd Feb 2024.

- Alumni awards Night program to be held on 17th Feb 2024 in the evening at the Assembly Hall. The Alumni association and Committee members will organize the function. It was suggested by Respected Principal to invite the retired Teachers to Felicitate the Outstanding Alumni. The idea was highly appreciated.

- Dr. Aftab Alam proposed to call for a BoE Meeting on 1/2/2024 to discuss the results of the last examination held by the college. The same was finalized. It was also decided that the upcoming examination schedule will be discussed in this meeting.
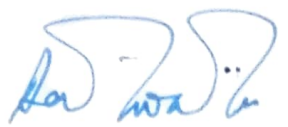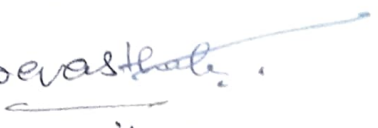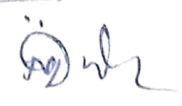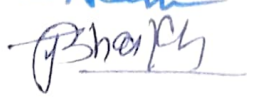
Action taken Report

1. Meetings of all the Regulatory Bodies were held as per the decision taken in the meeting.

2. The Alumni Award function was successfully conducted. It was appreciated by all.

3. BoE meeting was held on 1/2/2024. The results were presented before the committee. The tentative examination dates were also discussed.

23/12/24

Meeting Of Board of Deans

Date: 10/1/2024

Time: 12 noon.

1. Dr. Shaila Bootwala.

2. Mrs Gauri Devasthale — Devasthale.

3. M. G. Mulla   common

4. Shakila Siddavatam   Comp sc

5. Dr. Afful Alam   Economics   Alam

6. Dr. Shaikh Wahida, Pol Sci   Bhaikh

7. Dr. Khursheed Ahmed chem.

Minutes of the Meeting: 15/05/2024

1. Appreciation of all staff members by the Principal for their sincere work throughout the year.

2. The college will offer a basket of CC courses from 19th June to 29th June 2024. Students can login using college mail id. Login details sent on college mail id. College mail id details sent on personal mail id by admission department. If any problem students can contact Kamil sir. Class Teachers should follow up for the same

3. Social media marketing- Active social media award to be given on Teacher's day. Any content to be sent via email with CC to Principal Madam. In charge as follows:

Facebook – Mansura Mulani; Instagram- Ameena Sabooni; Linked In- Gauri Devasthale

4. Maths department introduced Industrial mathematics course from coming academic year. They will also offer Certificate course on Python for PG Commerce students from 19.6.24 to 29.6.24.

5. Tie up with IIT Mumbai for virtual lab. Dr. Naseem Deshpande will be co-ordinator. Offering lab sessions for Science, English and computer science. Academic Calendar is already prepared and forwarded.

6. Deans to Discuss OE courses to be offered for next session and finalize the same. Prof. Shaukat Khan will take General IKS for all seven programs in sem I. Syllabus should be uploaded on drive so all teacher can check and choose.

7. All Adhoc Staff Members will be terminated with effect from 15 May 2024.

8. Admissions to be handled by Deans. The duty chart to be prepared and duty shall be given to all teaching and nonteaching staff. Minimum 20% fees should be paid for confirmation of admissions. Deans can give installment facility.

9. Meetings of the Statutory bodies should be conducted (BoS, academic council) before 15th July 2024.

10. Training session for staff to be conducted for online admissions through Vriddhi.

11. Paper Checking and moderation to be completed by 20th May 2024 and Autonomy progress report should be submitted latest by 25th

12. Research data for NIRF was good. A Format for NIRF ranking research data for affiliation of research article to be prepared by Dr. Khursheed and sent to all departments.

13. Principal's visit to all Departments for Academic audit of year 23-24 is scheduled from 19.6.24 to 29.6.24. The Department wise schedule will be put up in first week of June.
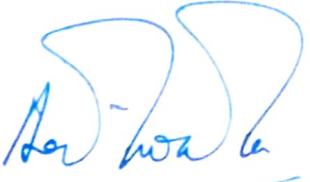
14. All staff Members should sign the Salary sheet with revenue stamps immediately.

15. Exam related discussion from Aftab Alam sir:

    i) Write Lab course or Project with Title of course.

    ii) HoD should confirm the paper setting of interdisciplinary courses offered across multiple faculties.

    iii) Under NEP if subject title is same add roman no as I or II semester wise

Principal