

The very first meeting of academic year 2022-23 of Arabic, Isl. Studies, Urdu and Persian department, was held on 15.08.2022 in staff room. with the following signed C.H.B teachers.

Following are the agenda's which was discuss in the 1st meeting.

- 1) Discuss on yearly Time-Table and its preparation.
- 2) Regarding distribution of workload among teachers.
- 3) Review on last year students result.
- 4) Distribution of Syllabus.

Following Teachers are present in the meeting.

- 1) Dr. S.U. Khan. (H.O.D)
- 2) Shaikh Ghousiya.
- 3) Shaikh Shabana.
- 4) Shabnam Ara Feroz.
- 5) Shaikh Umera Taufiq
- 6) Shaikh Zarina Yakeub
- 7) Ansari Sabeen Alam

Dr. Shahina Ubed Khan
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Ismail Yusuf College, Mumbai-60.

Shkha
Shkha
Shkha
Shkha
Umera
Shkha

IInd Meeting of the department was held on 18.07.2022.

with the discussion on the following points.

- 1) To filled daily diary.
- 2) To arrange class wise attendance with students signature.
- 3) To arranging files of different mark-sheets, A.T.K.T, Internal and external examination.
- 4) Suggest to use different teaching methods to make lesson easy and interesting for the students. (ATR)
- 5) Regarding completion of syllabus.
- 6) Regarding availability of text book and Reference books which is available in the library. (ATR)

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Following Teachers are presented in the Meeting.

- 1) Dr. Shahina Khan. (H.O.D) Shahina
- 2) Shaikh Ghousiya. ~~Shahina~~
- 3) Shaikh Shabana. Shahina
- 4) Shabnam Ara Ferok. Shahina
- 5) Shaikh Zarina Yakub Shahina
- 6) Ansari Sabteen Alam
- 7) Shaikh Umera Taufiq Umera

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3rd Departmental meeting was held on
in the staff room.

30.07.2022.

⇒ To give homework or exercise to the student to develop their language skill.

⇒ Regarding reference books for the notes.

⇒ Given guidelines on completing syllabus.

⇒ Checked the completed units.

⇒ To give students dictionary work to develop language skill.

⇒ To conduct Test Series for T.Y.B.A students with the help of previous years question paper.

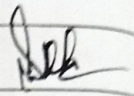

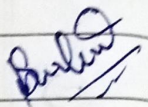
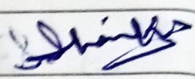
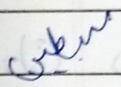
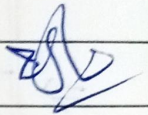
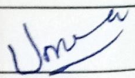
⇒ To participate in 15th Aug programme and Alumni Meeting.

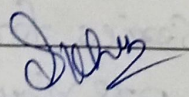
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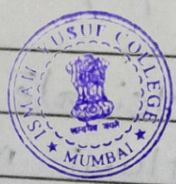
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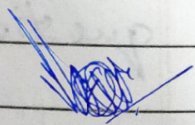
Following Teachers are presented
in the meeting.

- 1) Dr. SHAHINA KHAN. (H.O.D) 
- 2) SHAIKH GIHOUSIYA- 
- 3) SHAIKH SHABNAM. 
- 4) SHAIKH SHABANA- 
- 5) ANSARI SABTEEN ALAM 
- 6) SHAIKH ZARINA YAKUB 
- 7) SHAIKH UMERA TAUFIQ 



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4th Meeting in the department with the C.H.B.'s teaching staff was held on 01-08-22

12:30 To 1:00 on approach towards grammar'

01-08-22

We observe after COVID-19 students are enthusiast.

(ATR).

⇒ Innovative exercises in testing grammatical ability.

⇒ To Develop self learning attitude.

⇒ To give examples from the real life to understand the real use of grammar.

⇒ Syllabus completion status Discuss.



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Following Teachers are present at
in the meeting.

- 1) Dr. Shahina Khan. S.K.K.
- 2) Shaikh Ghousiya. ~~S.K.K.~~
- 3) Shaikh Shebna Anu. S.K.K.
- 4) Shaikh Shabana. Shabana
- 5) Shaikh Umera Taufiq Umera
- 6) Ansari Sabteen Alam Sabteen
- 7) Shaikh Zaina Yakub Zaina

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8.8.22

Date _____
Page _____

Urdu department Meeting.

Meeting was conducted on 18.8.22 in Staff room at 11.25 for the following Agendas which are as follows. Madam Sarwat Shaikh appointed as a C.H.B teacher in Urdu dept. from 8.8.22 to our college she joined college before noon. (A.T.R).

- 1- Time Table.
- 2- Distribution of portion.
- 3- Discussion on syllabus completed.
- 4- Discussion on M.A in Urdu.

- 1) Ansari Sabteen Alan
- 2) Shaikh Umera Taufiq
- 3) Shaikh Zarina Md. Yaqub
- 4) Sarwat Shaikh
- 5) Shaikh Shabang
- 6) Javed I. Khan
- 7) Shaikh Ghousiya.

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01-10-22

01.10.2022, Meeting Agenda.

⇒ Regarding paper setting, supervision, and Assessment of S.Y.B.A.

⇒ To Set paper for F.Y.B.A(I sem)

⇒ To Give question bank

⇒ Help to slow learner

⇒ Discuss to conduct Bridge course for F.Y.B.A Arb optional and Arabic compulsory students.

⇒ Naac P.P.T Presentation preparation,

⇒ syllabus completion taken from Teachers for S.Y.B.A, T.Y.B.A and F.Y.B.A class (ATR)

1- Shaikh Sharbana

Shaikh

2- Shaikh Ghousiya

Shaikh

3- Shaikh Shabnamara

Shabnamara

4- Shaikh Zarina

Zarina

5- Shaikh Umera Tanfiq

Umera

6- Sarwat Shaikh

Sarwat

7- Ansari Sabteen Alam

Ansari

8 MD. ZAFRULLAH

Zafullah

MD. Zafullah

9 Jewel Sultan

Jewel

10.10.22

Regarding NAAC. and documentation.
Collection of Data. and filing.

- Conducted Bridge course for F.Y.B.A
Students Arabic compulsory and Arabic
optional students
Date was decided first 10.10.22.
Second course was decided on
12-10.22 (ATR).

- P.P.T Presentation for Naac in Auditorium.
preparation completed. (ATR).

- 1) Dr. S. U. Khan *S Khan*
- 2) SHAIKH GHOUSIYA *Ghoosiy*
- 3) Shaikh Shabnomara *Shabnomara*
- 4) Shaikh Zarina *Zarina*
- 5) Shaikh Sharbana *Sharbana*
- 6) Shaikh Umerra Taufiq *Umerra*
- 7) Sarwat Shaikh *Sarwat*
- 8) Ansari Sabteen Alam *Sabteen Alam*
- 9) MD. ZAFRUZ KHAN *Zafur Khan*
- 10) Jarul Islam *Jarul Islam*

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21-11-2022. Agend was.

Regarding Supervision and Assessment
Work of F.Y.B.A.

⇒ Meeting was conducted for the T.Y.B.A
Internal Examination. Assesment.

⇒ Regarding Punctuality for supervision duty.

⇒ Paper Assessment and Marksheet
preparation.

1) Dr. S.U. Khan.

2) Shaikh Ghousiya.

3) Shaikh Shabnamara.

4) Shaikh Shabana

5) Ansari Sabteen Khan

6) MD. ZAFRULLAH.

7) Shaikh Zariya

8) Saorat Shaikh

9) Shaikh Umme Faridia

Soh

~~Shabana~~

Shabana

Soh

Sh. Saorat

Soh

Saorat

Soh

Umme

Skill Development program.

09.12.22

Urdu, Arabic, Islamic - Studies and Persian, departmental Meeting Regarding departmental activities like quiz, puzzle, hand writing comp, picto writing just a minute etc.

15.12

- = To prepare rules for the activities.
- = Distribution of activity materials like A4 size paper- cardboard for calligraphy
- = Name of poets and writer.
- = Internal Marks were filled for the T.Y.B.A Examination For paper no 6th and 9th and submitted to University table- (ATR)

- 1) Dr. S. U. Khan.
- 2) Shaikh Ghousiya.
- 3) Shaikh Shabana
- 4) Shabnamara Shaikh.
- 5) Ansari Sabteen Alam
- 6) MD. ZAFRULLAH.
- 7) Shaikh Zariya
- 8) Sarraf Shaikh
- 9) Shaikh Umara Taufiq

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Skill development programme

15.12.22

Meeting Regarding Departmental Activities.

Following teachers took actively participated in the activity.

- Instruction given to the teachers regarding programme.
- Duties allotted for the programme.
- List of Judges prepared and duty allotted to Teachers.
- Participation of student and teacher for N.S.S. Activities. discussed

- 1) Dr. S.U. Khan
- 2) Shaikh Ghousiya.
- 3) Shabnamara Shaikh.
- 4) Shaikh Shabana
- 5) Mr. Zufarullah
- 6) Shaikh Umara Taufiq
- 7) Shaikh Zarina Yakub
- 8) Ansari Sabteen Alam

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Extra curricular activity.

17-12-22.

Judges for the Programme.

3/01

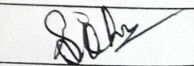
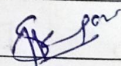
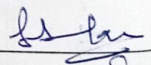
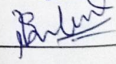
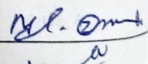

As per the schedules judges duties allotted to the teachers.

Programme will be start from 19-12-23 TO 22-12-23.

First Day Event is Creative writing, Caligraphy, Islamic and Urdu quiz. 21-12-22. Event is Picto writing, puzzles, Hand writing competition,

On 22-12-22. Poem reading, on the spot, Qissa Gai, Debate programme. (A.T.R.) large number of students ^{ready to} participated is Blend.

- 1) Dr. S. U. Khan.
- 2) SK. Ghousiya.
- 3) Shaikh Shabana
- 4) Shabnamara Shaikh
- 5) MD. Zafarullah.
- 6) Shaikh Umera Taufiq
- 7) Shaikh Zarina Yakub
- 8) Ansari Sabteen Alam


(Sem II, IV and VI)

3/01/23

Agenda palm Festival.

Beginning of the new Year with new ambitions and enthusiasm - So Agenda of the meeting Palm festival.

Instruction given to the teachers to do their duty according to the schedule -

Judges duties allotted to the Teachers. Do their duty honestly.

large number of students participated in Blood donation, eye checkup and Talesmiya checkup. More than 80 bottles were collected and more than 100 students took actively part in eye checkup and Talesmiya checkup

(ATR)

- 1) Dr. S.U. Khan
- 2) Sk. Ghausiya
- 3) Shaikh Sherbana
- 4) Shabnamora Shaikh
- 5) MD. Zafarullah
- 6) Shaikh Zarina Yakub
- 7) Shaikh Umera Taufiq
- 8) Ansari Sabteer Alam

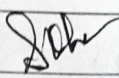
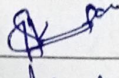
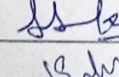
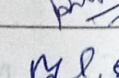
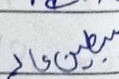
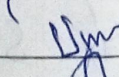

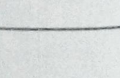
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9.1.23 - E- Conference - (18 Jan) 23. 16

E-conference on "Exploring Maharashtra's contribution in the Nation building since Independence" Organised by the Faculty of Arts held on January 18, 2023.

Guidance given to the teachers regarding programme.

Following Teachers are presented in the meeting.

- 1) Dr. S.U. Khan. 
- 2) Shaikh Ghousiya. 
- 3) Shaikh Sharbanu 
- 4) Shabnamara Shaikh 
- 5) Ml. Zafarullah. 
- 6) Ansari Sabteen Alam 
- 7) Shaikh Umea Tanfiq 
- 8) Shaikh Zarina Yakub 

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16-1-23

Regarding E-conference paper-presentation.

E-conference on 18th January 2023.
So our teachers prepared their papers for the e-conference.

Discussion about the conference and Zoom meeting.

- ⇒ Mock Practice were conducted.
- ⇒ All teachers from Arabic and Islamic Studies presented paper in E-conference.
- ⇒ Dr. S. U. Khan presented Introduction of C.A Dr. Avinash Shridhar Ghare sir in E-conference (ATR)

- 1) Dr. S. U. Khan.
- 2) Sk. Ghousiya.
- 3) Shabnamara Shaikh
- 4) Shaikh Shabana
- 5) Al. Zafroullah
- 6) Shaikh Umera Tanfiq
- 7) Ansari Sabteen Alam
- 8) Shaikh Zarina Yakub

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03.2.23 Agenda Syllabus / portion
and Mumbai Univ Seminar on 8/2/23

- In this meeting we discuss about
- the completion of syllabus - Check how much syllabus completed by the teachers - checked their notes.
- On 08-02-23 Two day national semina in University of Mumbai in Urdu Dept. "Title: Literature and Resistance"
- To participate in National seminar in Univesity of Mumbai on 1st and 2nd March 23

- | | | |
|----|---------------------|----------------|
| 1) | Dr. S.V. Khan | <i>Dr</i> |
| 2) | Shaikh Ghoresiya | <i>Dr. par</i> |
| 3) | Shaikh Sherbana | <i>Dr. Sir</i> |
| 4) | Shabnamara Shaikh | <i>Dr. Sir</i> |
| 5) | M. Zafarullah | <i>Dr. Sir</i> |
| 6) | Shaikh Zarina Yakub | <i>Dr. Sir</i> |
| 7) | Ansari Sabteem Alam | <i>Dr. Sir</i> |
| 8) | Shaikh Umara Taufiq | <i>Dr. Sir</i> |

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21.2.23

paper setting and college Exam

Agenda for the meeting is Sem-IV examination.

Paper setting and marking scheme for the question paper.

Guidance given to the teachers.

to be in supervision duty according to the schedule TIME-TABLE, be punctual

- => Solve their queries.
- => Question Bank-given
- => Revision taken.
- => College teachers and students actively participated in national seminar, Prof. Sibtain Ansari presented paper (ATR)

- 1) Dr. S.U. Khan.
- 2) Shaikh Ghousiya.
- 3) Shaikh Shabana
- 4) Shabnamara Shaikh
- 5) Al. Zafroullah
- 6) Shaikh Umera Taufiq
- 7) Ansari Sabteen Alam
- 8) Shaikh Zaina Yakub

Shah
A
S
B
Al. Zafroullah
Umera
Yakub

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3-3-23 F.Y.B.A. Sem II Exam.

21-6

Meeting with the following teachers for upcoming F.Y.B.A. sem II exam. Paper setting and examination duty

- ⇒ Question Bank given to students (ATR)
 - ⇒ Revision taken in all classes (ATR)
 - ⇒ Solved their queries in classes
 - ⇒ On 1st and 2nd March attended and presented paper on Arabic Journalism in India at Mumbai Univ.
- Dr. S. V. Khan and Shaikh Ghousiya presented paper. (ATR)

- 1) Dr. S. V. Khan
- 2) Shaikh Ghousiya
- 3) Shaikh Shabana
- 4) Shabnamara Shaikh
- 5) Mr. Zafarullah
- 6) Shaikh Zareena Yakeeb
- 7) Shaikh Umara Taufiq
- 8) Ansari Sabteen Alam

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2023-24 (Sem I, III, V)

21-6-23 First Meeting 23-24. (S.Y. T.Y)

- 1- Time Table
- 2- Work-load distribution.
- 3- Syllabus.

- Beginning of new academic year 2023-24.

Time Table = Distribution of workload as per the time table.

Classes Allotted to the teachers.

Use new teachings aid, smartboard, make P.P.T for your lessons.

- The provision of teachers require to be appointed on C.H.B.

- 1) Dr. S. V. Khan.
- 2) Sk. Ghousiya.
- 3) Shaikh Shabana
- 4) Shabnamara Shaikh
- 5) Al. Zafroullah.
- 6) Shaikh

Shahin



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