

Government of Maharashtra

Ismail Yusuf College

(Arts, Commerce and Science)

Jogeshwari- east Mumbai-4000

Meeting Minutes:

Date: 22nd June 2022

Time: 11am

Location: Staffroom

Attendees:

Trupti Sapkale(HOD)

Hajra Hublikar

Saima Khan

Safana Khan

Saba shabnam Shaikh

Agenda:

1. Opening Remarks
2. Overview of Teaching Assignments
3. Discussion on Workload Distribution
4. Addressing Special Requests or Considerations
5. Confirmation of Timetables
6. Next Steps and Follow-Up

Meeting Summary:

The meeting began with opening remarks, acknowledging the importance of equitable workload distribution among lecturers. An overview of the upcoming teaching assignments was presented, considering factors such as course complexity and lecturer expertise.

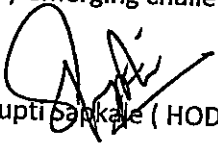


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A detailed discussion ensued regarding the distribution of workload, taking into account individual preferences and availability. Special requests or considerations were addressed, ensuring a fair allocation of responsibilities.

The finalization of timetables was confirmed, with adjustments made as needed based on lecturer feedback. Clear communication channels were established for ongoing updates and concerns.

Next steps involve sharing the finalized workload distribution with all lecturers and addressing any outstanding issues. A follow-up meeting is scheduled for [Insert Date] to assess progress and address any emerging challenges.


Trupti Bankale (HOD)

Government of Maharashtra's
Ismail Yusuf College of
Arts, Science & Commerce.
Jogeshwari (East), Mumbai -400 060.



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Ismail yusuf college
ART'S Commerce and Science
Jogeshwari east Mumbai-400060

****Meeting Minutes: PTA Meeting for TYBA Students****

****Date:**** 9th August 2022

Time :- 1 pm

Venue :- Staffroom

****Attendees:****

Trupti Sapkale (HOD)

Hajra Hublikar

Saima Khan

Safana Khan

Saba shabnam Shaikh

****Agenda:****

1. ****Welcome and Introduction:****

- Welcomed attendees and set a positive tone for the meeting.

2. ****Review of Previous Meeting Minutes:****

- Recap of the last meeting's key points and updates.

3. ****Objectives of the TYBA PTA Meeting:****

- Clarified the meeting's purpose and goals.

4. ****Presentation on TYBA Student Progress:****

- Highlighted academic achievements and discussed challenges.

5. ****Discussion on Academic Support:****

- Addressed concerns regarding academic performance.

- Presented strategies for improvement.

6. ****Upcoming Events and Activities:****



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- Shared details about the TYBA Science Fair and Sports Day.
- Discussed volunteer opportunities for parents.

7. ****Fundraising Initiatives:****

- Proposed a bake sale and a charity run for fundraising.
- Assigned responsibilities for organizing fundraisers.

8. ****Communication Channels:****

- Discussed effective communication methods via newsletters and online platforms.

9. ****Open Floor for Questions and Suggestions:****

- Allowed parents to ask questions and provide suggestions.
- Encouraged open dialogue.

10. ****Next Steps and Action Items:****

- Summarized key decisions and assigned responsibilities.
- Set deadlines for action items.

11. ****Closing Remarks:****

- Expressed gratitude for attendees' participation.


Trupti Sapkale (HOD)

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Ismail yusuf college
(Arts, Commerce and Science)
Jogeshwari- east Mumbai-4000

Meeting Minutes:

Date: 2nd December 2022

Time: 11am

Location: Staffroom

Attendees:

Trupti Sapkale(HOD)

Hajra Hublikar

Saima Khan

Safana Khan

Saba shabnam Shaikh

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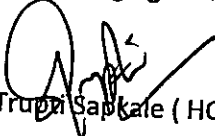


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Meeting minutes of English department on the update work status completed by all the faculty members

****Meeting Date:**** 15 March 2023

Venue:- Staffroom

Time:- 11 am

****Attendees:****

Trupti Sapkale (HOD)

Saima Khan

Safana Khan

Saba shabnam Shaikh

Hajra Hublikar

****Agenda:****

1. Progress Updates on Lesson Plans
2. Assessment and Grading System Review
3. Professional Development Opportunities
4. Any Other Business

****Discussion and Updates:****

- Saima Khan Reported completion of revised lesson plans for the next semester, incorporating interactive activities.

- Hajra Discussed proposed changes to the assessment and grading system, seeking input from colleagues.



- Safana Khan * Shared insights from a recent workshop on modern teaching methodologies and suggested implementing some in classes.

-Saba Shaikh Updated on collaborative efforts for a department-wide writing initiative.

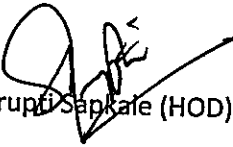
****Action Items:****

- Prof Trupti Sapkale to share the updated lesson plans with the department by January 2023

- Saba Shaikh to compile feedback on the assessment and grading system and schedule a follow-up discussion.

-To circulate key takeaways from the teaching methodologies workshop.

- Hajra Hublikar to coordinate a meeting to finalize details for the writing initiative.


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