



GOVERNMENT OF MAHARASHTRA
ISMAIL YUSUF COLLEGE OF ARTS, SCIENCE AND COMMERCE
Jogeshwari (E), Mumbai: 400060

Date: - 20/06/2022

DEPARTMENT OF PHYSICS

All faculty members are hereby informed to attend a Departmental Meeting in the Senior Physics Laboratory on 24/06/2022 at 10:00 am.

Agenda of Meeting: -

1. To discuss about Individual work load, Individual timetable, unit distribution
2. To discuss about semester work plan
3. To discuss about purchase new apparatus for practical.
4. To discuss about previous year result.
5. To conducting workshop on Raman Spectroscopic Characterization

(HOD Physics)

Head of Physics Department
Government of Maharashtra's
Ismail Yusuf College of
Science & Commerce
Jogeshwari (East), Mumbai-400 030.





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Jogeshwari (E), Mumbai: 400060

Date: - 30/09/2022

DEPARTMENT OF PHYSICS

All faculty members are hereby informed to attend a Departmental Meeting in the Senior Physics Laboratory on 03/10/2022 at 12:00 pm.

Agenda of Meeting: -

1. To discuss about Individual syllabus completion.
2. To discuss about internal Exam, Class test evaluation, and result.
3. To discuss about Bridge Course and Remedial Course feedback,
4. Allotment of Practical Examination Duty
5. To organizing research methodology seminar

(HOD Physics)

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Date:- 16/11/2022

DEPARTMENT OF PHYSICS

All faculty members are hereby informed to attend a Departmental Meeting in the Senior Physics Laboratory on 21/11/2022 at 11:00 am.

Agenda of Meeting: -

1. To discuss about Individual work load, Individual timetable, unit distribution
2. To discuss about semester work plan *
3. To discuss about previous semester examination result.
4. To discuss about organizing working project and poster presentation for Physics students during Science week
5. To discuss about organizing one day hands on training on FTIR.

(HOD **Physics**)



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GOVERNMENT OF MAHARASHTRA
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Date: - 27/03/2023

DEPARTMENT OF PHYSICS

All faculty members are hereby informed to attend a Departmental Meeting in the Senior Physics Laboratory on 30/03/2023 at 12:00 pm.

Agenda of Meeting: -

1. To discuss about syllabus Completion report.
2. To discuss about Internal Exam, Class test evaluation, and result.
3. To discuss about Bridge Course and Remedial Course feedback.
4. Practical examination examiner and expert duty allotment
5. To discuss about Departmental Activity Report

(HOD Physics)

Head of Physics Department
Government of Maharashtra's
Ismail Yusuf College of
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Jogeshwari (East), Mumbai-400 060.



2022 - 23

विभागातील शिक्षक व शिक्षकेतर
कर्मचाऱ्यांची सभा

दि.
दिवस
श्री. विभागातील प्राध्यापक
सभेची विभागातील प्राध्यापक
कर्मचारी यांची विभागप्रमुखां
मार्फत सभा घेण्यात आली
सर्व प्राध्यापक सभेच्या यांना वेळोवेळ
कळविले. ही सभा घेण्यात आली
तसेच सर्वोत्तम नमुने दिलेल्या वेळी सर्वोत्तम
बाबत वेळोवेळी लुसार प्रात्यक्षिक व तालिका घेण्यात
आली
सर्व शिक्षकांना त्यांचे वैयक्तिक स्यालबुस देण्यात
आली
तसेच त्या सत्रात practical व्हा वगळता
वेळोवेळी सभा घेण्यात आली

* उपाध्यक्ष शिक्षक व शिक्षकेतर कर्मचाऱ्यांची सभा *

- १) प्रा. सुरज के. त्रिपाठी
- २) प्रा. आशिष भाई
- ३) प्रा. सर्वेश शिंदे
- ४) प्रा. अर्पणा सयिमणी
- ५) प्रा. अर्चना गावडे
- ६) प्रा. भाविका बाहे
- ७) प्रा. रिशवाना शेख

- १) जी. राजेश विड्डे
- २) जी. वैजय कंभार
- ३) जी. चंद्रकांत सोस
- ४) सा. सुवर्णा पाटील



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Action taken report on the first meeting

- 1) HOD personally discussed with the individual staff member to prepare teaching plan accordingly to the workload allotted.
- 2) Non teaching staff were advised to setup the lab for the practicals.
- 3) Teachers were advised ~~to~~ give the requirement for the lab.
- 4) Teachers were also advised to perform the experiment before taking the practical.

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Government of Maharashtra
Small Yusuf College
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Jogeshwar (East), Mumbai - 400 080.

* विभागातील शिक्षकांची सभा *

दि.

दिनांक : शेजरी विभागातील प्राध्यापक (M.B) शिक्षक यांची विभागप्रमुखामार्फत सभा घेण्यात आली त्यावेळी सर्व शिक्षकांकडून त्यांना घ्यात आलेला अभ्यासक्रम पूर्ण झाल्या की नसत याचा आढावा घेण्यात आला.

तसेच Internal Exam, Class test चे तपशील घेण्यात आले.

Remedial Coaching, Bridge course यावर आढावा घेण्यात आला.

तसेच प्रात्यक्षिक परिक्षांची जबाबदारी वाटून घेण्यात आली.

* उपस्थित शिक्षकांची डेजेरी *

- १) प्रा. सुसळे त्रिपाठी
- २) प्रा. आशिष भाईना
- ३) प्रा. सर्वेश शिंदे
- ४) प्रा. अर्पणा सकिनी
- ५) प्रा. शिवाना शेख
- ६) प्रा. अर्चना गावडे
- ७) प्रा. भाविका शाह

(Signature)

(Signature)

- १) श्री सुवर्णी पाटील - ✓
- २) श्री राजेश बिहारे - ✓
- ३) श्री वैभव कुंभार - ✓
- ४) श्री चंद्रा जोस - ✓
- ५) श्री कल्याण पवार - ✓

(Signature)

*» o tysics Department
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Action taken report on the second meeting

- 1) HOD verified whether each teacher as duty completed her/his allotted syllabus and practical work, deadline was set for those who were yet to complete the syllabus
- 2) Exam duties were allotted to the teaching staff & non-teaching staff.
- 3) Review of internal exam, remedial coaching as well as bridge course completed was discussed & progress on performance of the students was also reviewed.

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Jogeshwari (East), Mumbai-400 030.

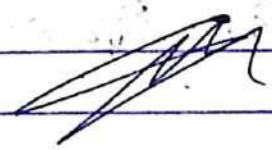
* विभागातील शिक्षक व शिक्षकेतर कर्मचाऱ्यांची सभा *

दि.
 दिनांक शेती विभागातील प्राध्यापक (MB शिक्षक व शिक्षकेतर कर्मचारी यांची विभागप्रमुखांमार्फत सभा घेण्यात आली. त्यावेळी सर्व कर्मचाऱ्यांना खालील सुचनांची सविस्तर चर्चा करून त्यांचे पालन करणाऱे सांगण्यात आले.

- १) सर्व शिक्षक (प्राध्यापक (MB teachers) यांना वैयक्तिक workload, time table देण्यात आले
- २) सर्व शिक्षकांचे वैयक्तिक उपलब्धतेकरण त्यांचे वैयक्तिक कामे दुरुमंजूर करण्यात आले
- ३) विभागातील इतर कोणत्याही समस्येबाबत विभागप्रमुखांशी चर्चा करावी
- ४) मस्ये येणाऱ्या सत्रात workshope संपणे नंतर यांची व्यवस्था करण्याची चर्चा करण्यात आली
- ५) मस्ये प्रत्येक वर्गाच्या Result बदलणे चर्चा करण्यात आली व Result उचलण्याची उपयोजना सांगण्यात आली
- ६) Remedial Course, Bridge course यत्ना आढावा घेण्यात आला.

* विभागातील शिक्षक व शिक्षकेतर कर्मचाऱ्यांची लेखी *

- ० प्रा. एस के त्रिपाठी
- १ प्रा. आशिष आर्डिंग
- २ प्रा. स्वप्ना शिंदे
- ३ प्रा. अपूर्णा सोदिमणी
- ४ प्रा. भाविका शाह
- ५ प्रा. शिवान शिंदे



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- ० श्री सुवर्णा पाटील
- १ श्री राजेश विहडे
- २ श्री वेमण कुंभार
- ३ श्री कैलाज पार




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12/5

Action taken report on the third meeting

- 1) Result of the students of BSc I, II & III in the last semester was reviewed
- 2) Teachers were advised to take proper steps to improve the results of BSc - I students
- 3) Resulting of workload was done depending upon the expertise area of the teachers in different branches of physics
- 4) Two teachers were allotted the responsibilities of assigning projects and completing the seminar of students for all ~~the~~ the three classes. The topics of seminar and projects were finalised taking this students opinion & their ~~the~~ interest
- 5) HOD & the concern teachers form the groups for project work



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* विभागातील शिक्षकांची सभा *

दि.

दिनांक २०/०५/२०२३ रोजी विभागातील प्राध्यापक व
CHB शिक्षक यांची विभागप्रमुखांमार्फत सभा घेण्यात आली.
या सभेत खालील विषयांवर चर्चा करण्यात आली.

- १) Syllabus Completion Report
- २) Internal Exam व class test यांचा आढावा घेण्यात आला
- ३) Remedial coaching व Bridge course चा आढावा घेण्यात आला
- ४) Departmental Activity Report बघून चर्चा करण्यात आली
- ५) Practical examinations Examiner & Expert duty distribution करण्यात आले.

* उपस्थित शिक्षकांची उजेरी *

- १) प्रा. ललित के त्रिपाठी
- २) प्रा. आशिष भाईना
- ३) प्रा. अर्चना शिंदे
- ४) प्रा. अर्चना संदिमनी
- ५) प्रा. आविका शाह
- ६) प्रा. अर्चना गावडे
- ७) प्रा. शिवाना शेख

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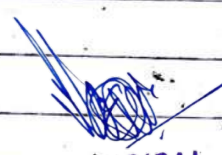



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Action taken report on the fourth meeting

- 1) For the final meeting, a review of the department activity organised for the academic growth of ~~the~~ students were discussed.
- 2) The feedback given by the student participants in the program were also analysed.
- 3) Finally HOD guided all the teaching staff to improve the standard of the programmes to be organised for the next year.




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