

ACADEMIC YEAR
2022-23

NOTICE

FIRST DEPARTMENTAL MEETING

The first departmental meeting of teaching faculty of the department of Statistics is to be held on 15th Jun 22 at 11.30 a.m in the department to discuss the following points:

- 11) To distribute and finalize the allocation of different papers to the teachers for the first term.
- 12) To prepare the timetable of the individual faculty members and the overall Departmental timetable and submit it to the College Office as well as display it on the Department Notice Board.
- 13) To discuss conducting of Bridge Course and co curricular activities.
- 14) To discuss requirements of the department for the coming academic year with respect to stationery and furniture and equipments and to submit the list to college office.

@@

[Handwritten Signature]

HEAD
Department Of Statistics
Ismail Yusuf College Of
Arts, Sc & Commerce
Jogeshwari (E), Mumbai



MINUTES

FIRST DEPARTMENTAL MEETING

A meeting of the faculty of the Department of Statistics was held on 15th Jun '22 and the following points were discussed.

- 15) Using last year's Time Table as reference, it was decided that the timetable should not be majorly disturbed
- 16) The timetable of the individual faculty members and the Overall Departmental timetable was prepared for submission to the College Office as well as to display it on the Department Notice Board.
- 17) A slight reshuffle in the syllabus taught by different teachers was agreed upon. The allocation of different papers to the teachers was then finalized. and it was decided that the lectures and practical allotted to Ms Payal Chavan should henceforth be conducted by Smt. D. Shaikh.
- 18) It was decided that the Department should conduct a Bridge course in the 1st semester, tentatively in the month of September of 40 day's duration. The Course would be conducted in the department 2 days weekly for two hours after regular lectures. The Course would be free for our students and some nominal fee would be charged for outsiders.
- 19) Activities such as Guest lectures, Study Tour, workshops in the academic year were to be conducted in a phased manner throughout the year.
- 20) A list of requirements of the department for the coming academic year with respect to stationery and furniture and equipments was prepared to submit to college office.

ATTENDANCE:

The following members were present:

- 1) Smt. DARAKSHAN SHAIKH
- 2) Ms. POOJA SALUNKHE
- 3) SHRI. SAHIL ANSARI

Darakshan S
M. S. Ansari

HEAD
Department Of Statistics
Ismail Yusuf College Of
Arts, Sc & Commerce
Jogeshwari (E), Mumbai



NOTICE

SECOND DEPARTMENTAL MEETING

The second departmental meeting of teaching faculty of the department of Statistics is to be held on 3rd Sept '22 at 12:15 p.m. in the department to discuss the following points:

- 7) ATR of First meeting.
- 8) Setting of Question Papers for End of Term Examinations.
- 9) Revision for all classes in the form of class tests and assignments.
- 10) Assessment of the syllabi completed.
- 11) PTA meeting.

[Handwritten Signature]

HEAD
Department Of Statistics
Ismail Yusuf College Of
Arts, Sc & Commerce
Jogeshwari (E), Mumbai



MINUTES

SECOND DEPARTMENTAL MEETING

A meeting of the faculty of the Department of Statistics was held on 3rd Sept 2022

Minutes of First meeting were confirmed and the **Action Taken Report (ATR)** was laid out with following observations:

- ❖ The Time Table encountered no problems and was smoothly followed throughout the term. Teachers faced no issues with respect to the syllabi allotted to them.
- ❖ The Bridge Course was successfully completed
- ❖ Stationery requirements were fulfilled by college and few other requirements such as computers, printer were serviced and were running efficiently.

The following points were discussed.

- 12) The faculty was instructed to set papers in 3 and 2 sets for the SEM I/III Regular and SEM II/IV ATKT exams, respectively to be conducted in October/November.
- 13) Revision for all classes in the form of class tests and assignments was to be given.
- 14) An assessment of the syllabi completed as well as the time required to complete the syllabus was made for each paper. It was decided that the syllabus is to be completed by 30th Sept' 2022 after which a week of revision classes to be conducted.
- 15) It was decided that PTA meeting is to be held before the commencement of Exams.

ATTENDANCE:

The following members were present:

- 1) Smt. DARAKSHAN SHAIKH
- 2) Ms. POOJA SALUNKHE
- 3) Ms. SAMREEN SHAIKH
- 4) SHRI SAHIL ANSARI

[Handwritten signatures of Darakshan, Pooja, Samreen, and Sahil]

HEAD
Department Of Statistics
Ismail Yusuf College Of
Arts, Sc & Commerce
Jogeshwari (E), Mumbai



NOTICE

THIRD DEPARTMENTAL MEETING

The Third departmental meeting of teaching faculty of the department of Statistics is to be held on 19th Nov '22 at 11.15 p.m. in the department to discuss the following points:

- 16) ATR of Second meeting.
- 17) To distribute and finalize the allocation of different papers to the teachers for the second term.
- 18) To discuss changes, if any, in the timetable of the individual faculty members and the overall Departmental timetable
- 19) To discuss co curricular activities in the second term
- 20) To review and analyze results of First Term End Examinations and to discuss initiatives for slow learners.
- 21) To review departmental activities in the first term and to plan departmental activities for the second term.

Amalham

HEAD
Department Of Statistics
Ismail Yusuf College Of
Arts, Sc & Commerce
Jogeshwari (E), Mumbai



MINUTES

THIRD DEPARTMENTAL MEETING

A meeting of the faculty of the Department of Statistics was held on 19th Nov 2022

Minutes of Second meeting were confirmed and the **Action Taken Report (ATR)** was laid out with following observations:

- ❖ Syllabus allotted to each teacher in the first term was successfully completed in time and question papers were submitted on the said date to the exam committee.
- ❖ Revision for all classes in the form of class tests and assignments was also satisfactorily accomplished.
- ❖ PTA meeting could not be done due to time constraints.

The following points were discussed.

- 8) It was decided that Time Table was not to be disturbed as all teachers were comfortable with the timings allotted to them.
- 9) Distribution of Second term syllabus to the teachers was done as per the choice and ease of teaching to the faculty.
- 10) Guest lecture to be arranged in second term.
- 11) Results of First Term End Exams were satisfactory but few slow learners were identified and it was decided to work upon improving their results in the second term by measures such as remedial coaching etc.
- 12) PTA meeting to be conducted in second term.

ATTENDANCE:

The following members were present:

- 1) SMT. DARAKSHAN SHAIKH
- 2) SHRI SAHIL ANSARI
- 3) Ms. SAMREEN SHAIKH
- 4) Ms. POOJA SALUNKHE

Darakshan

M. S. Ansari

Samreen

HEAD
Department Of Statistics
Ismail Yusuf College Of
Arts, Sc & Commerce
Jogeshwari (E), Mumbai



NOTICE

FOURTH DEPARTMENTAL MEETING

The FOURTH departmental meeting of teaching faculty of the department of Statistics is to be held on 28th Feb 23 at 12.10 p.m in the department to discuss the following points:

- 5) ATR of Third meeting.
- 6) Departmental Activities planned/executed,
- 3) Setting of Question Papers for End of Term Examinations.
- 4) Revision for all classes in the form of class tests and assignments.
- 5) Assessment of the syllabi completed.
- 6) PTA meeting

Darashand

HEAD
Department Of Statistics
Ismail Yusuf College Of
Arts, Sc & Commerce
Jogeshwari (E), Mumbai



MINUTES

FOURTH DEPARTMENTAL MEETING

A meeting of the faculty of the Department of Statistics was held on 28th Feb 2023

Minutes of Third meeting were confirmed and the **Action Taken Report (ATR)** was laid out with following observations:

- ❖ Time Table was convenient for all faculty and did not require any changes during entire term
- ❖ Remedial coaching was conducted for slow learners
- ❖ Guest lecture was conducted.
- ❖ PTA meeting was conducted

The following points were discussed.

- 21) The faculty was instructed to set papers in 3 and 2 sets for the SEM II/IV Regular and SEM I/III/ATKT exams respectively. to be conducted in October/November.
- 22) Revision for all classes in the form of class tests and assignments was to be given.
- 23) An assessment of the syllabi completed as well as the time required to complete the syllabus was made for each paper. It was decided that the syllabus is to be completed by 8th Mar 2023 after which a week of revision classes to be conducted.
- 24) It was decided that PTA meeting is to be held before the commencement of Exams.

ATTENDANCE:

The following members were present:

- 1) SMT. DARAKSHAN SHAIKH
- 2) Ms. POOJA SALUNKE
- 3) SHRI SAHIL ANSARI
- 4) Ms. SAMREEN SHAIKH

[Handwritten signature]
[Handwritten signature]

HEAD
Department Of Statistics
Ismail Yusuf College Of
Arts, Sc & Commerce
Jogeshwari (E), Mumbai

