

Meetings Detail

Date _____
Page _____

1st Meeting of the department was held on 12.07.2022.

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)

Yashwantrao Chavan Pratishthan
Kamadh Yashwantrao Chavan
College of Arts, Science & Commerce,
Mumbai-400 044.

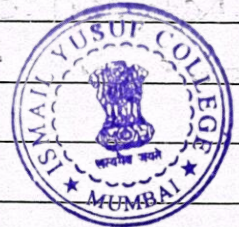
P. B. B. B.



Following Teachers are presented in Meeting.

- | | |
|-------|------------------------------|
| Name | |
| Resid | 1) Dr. Shahina Khan. (H.P.D) |
| | 2) Shaikh Ghousiya. |
| | 3) Shaikh Shabana. |
| | 4) Shabnam Ara Feroz. |
| Tele | 5) Shaikh Zarina Yakub |
| E-ma | 6) Ansari Sabteen Alam |
| Date | 7) Shaikh Umera Taufiq |
| Blood | |

Josephine (Mrs) Yusuf
A.H.S. Secretary
Jamia Yusuf College
300, Marol Hehe, Mumbai-400 060
Phone Number-400 0600
Sp
Film
Da
So
Cl



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

30.07.2022

30/7/22

- ⇒ 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 student with the help of previous years question paper.
- ⇒ To participate in 15th Aug programme and Alumni Meeting.

Robha
Smail Yusuf College of
Arts, Science & Commerce,
Jogeshwari (East), Mumbai-400 060.



Following Teachers are present
in the meeting.

1) Dr. SHAHINA KHAN - (H.O.D)

2) SHAIKH GHOSLIYA

3) SHAIKH SHABNAM

4) SHAIKH SHABANA

5) ANSARI SABTEEN ALAM

6) SHAIKH ZARINA YAKUB

7) SHAIKH UMERA TAUFIQ

padhan

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

Daddy Of _____
School Te _____
Classes T _____



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.

Raghu

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



Following Teachers are present at
in the meeting.

Name

Reside

1) Dr. Shahine Khan

2) Shaikh Ghousiya

Teleph

3) Shaikh Shebna Anu

E-mail

Date of

4) Shaikh Shabana

Blood C

5) Shaikh Umera Taufiq

Teache

6) Ansari Sabteen Alam

Friend

7) Shaikh Zaina Yakub

Subject

Picnic S

Food :

Sport Pl

Film Sta

jabbar

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

Daddy

School

Classes



8.8.22

Urdu department Meeting.

Meeting was conducted on 18.8.22 in staff room at 11.22 for the following Agendas which are as follows. Madam Sarwa Shaikh appointed as a C.H.B teacher in Urdu dept. from 8.8.22 to our college she joins college before noon. (A.T.R).

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

- 1) Ansari Sabteen Alan
- 2) Shaikh Umara Taufiq
- 3) Shaikh Zarina Md. Yaqub
- 4) Sarwat Shaikh
- 5) Shaikh Shabang
- 6) Javed Ilyas
- 7) Shaikh Ghosiyah.

Handwritten signatures and dates:
 18/8/22
 18/08/2022
 18/08/22
 18/08/22
 18/08/22
 18/08/22

Handwritten signature: robbae

**Ismail Yusuf College of
 Arts, Science & Commerce,
 Jogeshwari (East), Mumbai-400 060.**



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
- 2- Shaikh Ghousiya
- 3- Shaikh Shabnamara
- 4- Shaikh Zariya
- 5- Shaikh Umerra Taufiq
- 6- Sarwat Shaikh
- 7- Ansari Sabteen Alam
- 8- MD. ZAFRULLAH
- 9- Jewel Sultan



10.10.22

Name: Regarding NAAC. and documented
Collection of Data. and filing.

Reside: _____

Telepho: _____

E-mail: _____

Date of: _____

Blood G: _____

Teacher: _____

Friend: _____

Subject: _____

Picnic Sp: _____

Food: _____

Sport Pla: _____

Film Star: _____

Daddy O: _____

School T: _____

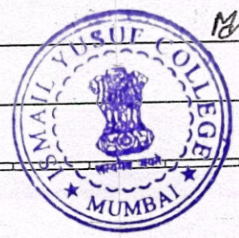
Classes T: _____

- Conducted Bridge course for F.Y.B. & Students Arabic compulsory and Ar 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 Audi preparation completed. (ATR).

- 1) Dr. S. U. Khan
- 2) SHAIKH GHOSIYA
- 3) Shaikh Shabnamara
- 4) Shaikh Zarina
- 5) Shaikh Sharbana
- 6) Shaikh Umerra Taufiq
- 7) Sarwat Shaikh
- 8) Ansari Sabteen Alami
- 9) MD. ZAFRULLAH
- 10) Javed Sidiq



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. Assessment.

⇒ 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
- 6) MD. ZAFRULLAH.
- 7) Shaikh Zarina
- 8) Saorat Shaikh
- 9) Shaikh Umara Taufiq

Yusuf College of
Science & Commerce
(East), Mumbai-400060



Skill Development program.

09.12.22

Urdu, Arabic, Islamic-Studies a
 Name: Persian, departmental Meeting Regon
 Residence: departmental activities like quiz,
 puzzle, hand writing comp, picto w
 just a minute etc.

= To prepare rules for the activities.

Teleph

E-mail

= Distribution of activity materials lik
 A4Size paper- Card board For calli

Date of

Blood C

= Name of poets and writer.

Teacher

Friend

Subject

Picnic S

Food:

Sport Pi

Film Sta

Daddy (

School

Classes

= Internal Marks were filled for the
 T.Y.B.A Examination For paper no
 6th and 9th and submitted to
 University Jable- (ATR)

1) Dr. S.U. Khan.

2) Shaikh Ghousiya.

3) Shaikh Shabana

4) Shabnamara Shaikh.

5) Ansari Sabteen Alomara

6) MD. ZAFRULLAH.

7) Shaikh Zariya

8) Sarraf Shaikh

9) Shaikh Umara Taufiq

Ismail Yusuf College of
 Arts, Commerce,
 Jogeshwari (East), Mumbai-400 050.



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. Zafriullah

6) Shaikh Umera Taufiq

7) Shaikh Zarina Yakub

8) Ansari Sabteen Alam



Extra curricular activity.

17-12-22. Judges for the Programme

Name :

Reside :

As per the schedules judges are allotted to the teachers.

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

Teleph :

E-mail :

Date of :

Blood C :

First Day Event is Creative writing, Calligraphy, Islamic and Urdu of 21-12-22. Event is Picto writing,

Hand writing competition,

On 22-12-22. Poem reading, on the

Qissa Gai, Debate programme. (A large number of students ^{ready to} participate in Blood.

Teache :

Friend :

Subjec :

Picnic :

Food :

Sport E :

Film St :

1) Dr. S. U. Khan -

2) SK. Ghousiya -

3) Shaikh Shabana -

4) Shabnamara Shaikh -

5) MD. Zafrullah -

6) Shaikh Umara Toufiq -

7) Shaikh Zarina Yakub -

8) Ansaar Sabteen Alam -

Daddy :

Schoo :

Classe :

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



(Sem II, IV and VI)

3/01/23

Agenda palm Festival.

ies v
TO 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 -

zzle s, Judges duties allotted to the Teachers Do their duty honestly.

pot, 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. Ghousiya
- 3) Shaikh Sharbana
- 4) Shabnamara Shaikh
- 5) MD. Zafarullah
- 6) Shaikh Zarina Yakub
- 7) Shaikh Umea Taufiq
- 8) Ansari Sabteen Alam

Rabbani
Ismail Yusuf College of
Science &
Mumbai (East), Mumbai
100 060



19.1.23 - E- Conference - (18 Jan)

Name: _____
Reside: _____
E- conference on "Exploring M
shtra's contribution in the Nation
since Independence" Organise
the Faculty of Arts held on Ja
18, 2023.

Telepho: _____
E-mail: _____
Date of: _____
Blood G: _____
Teache: _____
Friend: _____
Subject: _____
Picnic S: _____
Food: _____
Sport Pl: _____
Film Sta: _____

Guidance given to the teachers
ing programme.
Following Teachers are presen
in the meeting.

- 1) Dr. S.O. Khan
- 2) Shaikh Ghousiya
- 3) Shaikh Sherben
- 4) Shabnamara Shaikh
- 5) M. Zafarullah
- 6) Anwar Sabteen Alam
- 7) Shaikh Umeed Taufiq
- 8) Shaikh Zahina Yakub

Ishtiaq Yusuf College of
Science & Daddy
Jogeshwari (East), Mumbai - 400 060
School

Classes

3. 16-1-23 Regarding E-conference paper-pre-sentation.

1279-
including
by
ary
gards-

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 Ghore 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 Taufiq

7) Ansari Sabteen Alam

8) Shaikh Zaira Yaqub

for
Burhan

Shik

Al. Om. h.

Uma

for

Zilli

Islamic College of
Arabic & Islamic Studies,
Mumbai (East), Mumbai - 400 060



03.2.23 Agenda Syllabus / portion
and Mumbai Univ Seminar on 8

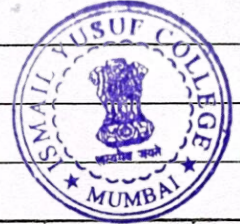
Res - In this meeting we discuss about
- the completion of syllabus - Check
how much syllabus completed
the teachers - checked their ne

Tele - On 08-02-23 Two day
E-m national seminar in University of M
Dat in Urdu Dept. "Titles: Literature
Blo and Resistance"

Tea - To participate in National seminar
Fri University of Mumbai on 1st and 2nd Me

- Su
- Pic 1) Dr. S. V. Khan
- For 2) Shaikh Ghousiya
- Sp 3) Shaikh Sherbana
- 4) Shabnamara Shaikh
- 5) M. Zafarullah
- 6) Shaikh Zaina Yakub
- 7) Ansari Sabteen Alam
- 8) Shaikh Umera Raufiq

Ismail Yusuf College of
Arts, Science & Commerce,
Jogeshwan (East), Mumbai-400 060.



21.2.23

paper. Setting and College Ed

23

Agenda for the meeting is Sem-IV examination-

Paper setting and marking scheme for the question paper.

Guidance given to the teachers.

in time 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 Anseni presented paper (ATR)

1) Dr. S.U. Khan-

2) Shaikh Ghousiya.

3) Shaikh Shabana

4) Shabnamara Shaikh

5) Al-Zafroullah

6) Shaikh Umera Tanfiq

7) Ansari Sabteen Alam

8) Shaikh Zaina Yakub

Yusuf College of
Arts, Science & Commerce,
Jogeshwari (East), Mumbai-400 060.



3.3.23

F.Y.B.A Sem II Exam.

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

⇒ 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)

- | | | |
|-------|------------------------|---------------|
| Teach | 1) Dr. S. V. Khan | |
| Frie | 2) Shaikh Ghousiya | AS |
| Subj | 3) Shaikh Sherbanu | AS |
| Picr | 4) Shebnamara Shaikh | Sub |
| Foot | 5) Mr. Zafarullah | M.P.E |
| Spo | 6) Shaikh Zaina Yakeb | AS |
| Film | 7) Shaikh Umera Taufiq | Um |
| | 8) Ansari Sabteen Alam | Sub |

Ismail Yusuf College of Arts, Science & Commerce, Jogheshwari (East), Mumbai-400 060.

