



ANJUMAN KHAIRUL ISLAM'S
POONA COLLEGE
OF ARTS, SCIENCE & COMMERCE
CAMP, PUNE-411001

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OF
ARTS
SCIENCE &
COMMERCE



Workload Distribution

SAMPLE DOCUMENTS

AKI'S

POONA COLLEGE OF ARTS, SCIENCE & COMMERCE

DEPARTMENT OF PHYSICS

Date:- 21-06-2015

The meeting of the following members will be held on 23-06-2015 at 10.00 am.

Venue:-

Members:-

- 1) Mr. Z. D. Khan
- 2) Mr. Nehal Ahmed
- 3) Dr. Mehboob Nagarbawdi
- 4) Prof. Ansari Nuzat
- 5) Prof. Kazi Nuzat
- 6) Dr. Amjad Pathan
- 7) Prof. Niyamat Beedri
- 8) Prof. Saniya Shaikh

Agenda of the Meeting: Workload Distribution



HOD

DEPARTMENT OF PHYSICS

**Head Department of Physics
Poona College of Arts, Sci. & Comm.
Camp, Poona - 411 001.**

AKI'S

POONA COLLEGE OF ARTS, SCIENCE & COMMERCE

DEPARTMENT OF PHYSICS

Date:- 23-06-2015

Minutes of the Meeting

The meeting of the following members was held on dated: - 23-06-2015 at 10.00 am.

Venue:- Physics Department.

The following points were discussed & following decisions were taken.

After discussing the workload of Department of Physics distributed as follows,

Sr. No.	Name of the teacher	Class	Course / Paper
1.	Prof. Z. D. Khan	T.Y. B.Sc. T.Y. B.Sc.	Quantum Mechanics Practical-II
2.	Prof. Nehal Ahmed	T.Y. B.Sc. T.Y. B.Sc. F.Y. B.Sc.	Nuclear Physics Practical-I Practical
3.	Dr. M. Nagarbawdi	T.Y. B.Sc. T.Y. B.Sc. T.Y. B.Sc.	Oscillations, Waves and sound Practical-III Practical
4.	Prof. Kazi Nuzat	T.Y. B.Sc. S.Y. B.Sc. F.Y. B.Sc.	Thermodynamics and Statistical phy Practical Practical
5.	Prof. Ansari Nuzat	F.Y. B.Sc.	Heat and Thermodynamics
5.	Dr. Amjad Pathan	T.Y. B.Sc. F.Y. B.Sc. S.Y. B.Sc.	Classical Electrodynamics Practical Practical
6.	Prof. Niyamat Beedri	S.Y. B.Sc.	Nanotechnology
7.	Prof. Saniya Shaikh	F.Y. B.Sc. S.Y. B.Sc.	Practical Practical

HOD

DEPARTMENT OF PHYSICS

Head Department of Physics
Poona College of Arts, Sci. & Comm.,
Camp, Poona - 411 001.

AKIs
Poona College of Arts, Science & Commerce
Camp, Pune

Date: 20/06/2016

NOTICE

Department of Political Science is going to conduct a meeting regarding workload distribution, time table and other activities which has to be conducted by the department in 2016-17, on 25/06/2016.



Head

Department of Political Science

AKI's Poona College of Arts, Science & Commerce

Camp, Pune-411001.

Dr. Ahmad Shamshad

Head, Dept. of Political Science

AKI'S
POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

DEPARTMENT OF POLITICAL SCIENCE

Workload & Time Table 2016-17

Minutes of the Meeting

The Department of Political Science conducted a meeting on 25/06/2015 and decided to start the classes for TYBA from 7 July 2016 while classes for FY and SYBA would commence from 28, June 2016. Accordingly, workload & time table have been distributed among both the teachers. The same was briefed to the Vice Principal, Arts.

1. Dr. Ahmad Shamshad
2. Mr. Mukhtar Shaikh



Head

Department of Political Science
AKI's Poona College of Arts, Science & Commerce
Camp, Pune-411001

Head, Department of Political Science

Date: 25/6/2016

AKI'S
POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE
Camp, Pune-411001 (YEAR-2016-2017)
INDIVIDUAL WORKLOAD

Name of the Lecturer: - DR. AHMAD SHAMSHAD

Lecture Timing	*	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7.30	P				POL.SC. G-1(A)	POL.SC. G-1(A)	POL.SC. G-1(A)
	C				FYBA	FYBA	FYBA
	H				28	28	28
8.20	P				Pol.Thought Spl-1	Pol.Thought Spl-1	Pol.Thought Spl-1
	C				SYBA	SYBA	SYBA
	H				13	13	13
9.10	P	SPL-3	SPL-3	SPL-3	SPL-4	SPL-4	SPL-4
	C	TYBA	TYBA		TYBA	TYBA	TYBA
	H	23	23		23	23	23
11	P						
	C						
	H						
11.40	P						
	C						
	H						
Timing Available on the Campus	7.30, am to 01.30, pm						

*P- Paper/Subject

C-Class/Division

H-Hall No.

Head of Dept.

Department of Political Science

AKI's Poona College of Arts, Science & Commerce
Camp, Pune-411001.

Principal

Sign. Of the Lecturer

AKI'S
POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE
Camp, Pune-411001 (YEAR-2016-2017)
INDIVIDUAL WORKLOAD

Name of the Lecturer: -Mr. Mukhtar Shaikh

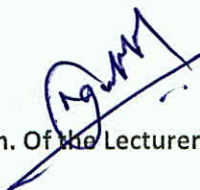
Lecture Timing	*	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7.30	P				POL.SC. G-1(B)	POL.SC. G-1(B)	POL.SC. G-1(B)
	C				FYBA	FYBA	FYBA
	H				28	28	28
8.20	P	SPL-2	SPL-2	SPL-2			
	C	SYBA	SYBA	SYBA			
	H	14	14	14			
9.10	P	G-3	G-3	G-3			
	C	TYBA	TYBA	TYBA			
	H	23	23	23			
10	P						
	C						
	H						
11.40	P	G-2	G-2	G-2			
	C	SYBA	SYBA	SYBA			
	H	39	39	39			
Timing Available on the Campus	7.30, am to 01.30, pm						

*P- Paper/Subject
C-Class/Division
H-Hall No.


Head of Dept.
Head

Department of Political Science
AKI's Poona College of Arts, Science & Commerce
Camp, Pune-411001.


Principal


Sign. Of the Lecturer

Date-16th June 2017

Department of Zoology

MINUTES OF THE MEETING

A consultative meeting of all the staff members of Zoology department was held on Friday, 16th June 2017 at 11.00 am in H.O.D. office. Meeting was called by the HOD for distribution of Workload and commencement of IST Term taken up by the department. Meeting was chaired by head Dr. Mujeeb A.J. Shaikh and following staff members were present in the meeting-

Sr.No.	Name of the Staff
1.	Dr. Mujeeb A.J. Shaikh (H.O.D.)
2.	Dr. Kalim M. Shaikh
3.	Mr. Wasim I. Shaikh
4.	Dr. Shoeb Ahmad
5.	Ms. Rukhsar A. Shaikh
6.	Ms. Noorulain Tadvi
7.	Ms. Anjum M. Pathan

In the meeting following points were discussed -

- It is been decided that IST Term classes will commence
 - From third week of June 2017 for U.G. &
 - From last week of July 2017 for P.G.

- Time table for academic year 2017 -2018 was finalized during this meeting.

- All teachers are advised to prepare their individual workload & teaching plan for their respective courses as per workload distributed in this meeting.


Dr. Mujeeb A.J. Shaikh
Head
Department of Zoology

Y & M, AKI'
POONA COLLEGE OF ART'S, SCIENCE & COMMERCE

Department of Zoology

Workload Distribution
ACADEMIC YEAR: 2017 - 2018

TERM-I

SR.NO.	COURSE CODE / PAPER NO.	TITLE OF SUBJECT	NAME OF THE TEACHER
F.Y.B.Sc.			
1.	Theory Paper I ZY-101 (First term)	Animal Systematics and Diversity -I	Mr. Wasim I. Shaikh
2.	Theory Paper II ZY-102 (First term)	Fundamentals of Cell Biology	Dr. Kalim M. Shaikh
S.Y.B.Sc.			
1.	ZY- 211	Animal Systematics and Diversity -III	Dr. Mujeeb A.J. Shaikh
2.	ZY- 212	Applied Zoology I	Dr. Shoeb Ahmad
T.Y.B.Sc.			
1.	ZY- 331	Animal Systematics and Diversity V	Mr. Wasim I. Shaikh
2.	ZY- 332	Mammalian Histology	Dr. Shoeb Ahmad
3.	ZY- 333	Biological Chemistry	Dr. Mujeeb A.J. Shaikh
4.	ZY- 334	Environmental Biology and Toxicology	Ms. Noorulain Tadvi
5.	ZY- 335	Parasitology	Ms. Noorulain Tadvi
6.	ZY- 336	Cell Biology	Dr. Kalim M. Shaikh
M.Sc. Part-I Semester-I			
1.	ZY 101T	Biochemistry-I	Ms. Anjum M. Pathan
2.	ZY 102T	Cell Biology	Ms. Rukhsar A. Shaikh
3.	ZY 103T	Genetics	Ms. Anjum M. Pathan
4.	ZY 104T	Biostatistics	Prof. M. B. Pathan
5.	ZY 105T	Skills in Scientific communication and writing	Ms. Zoya A. Khan
6.	ZY 106T	Fresh Water Zoology	Ms. Rukhsar A. Shaikh
M.Sc. Part-II Semester-III			
1.	ZY 301T	Animal Physiology I	Ms. Rukhsar A. Shaikh & Ms. Noorulain Tadvi
2.	ZY 302T	Immunology	Ms. Rukhsar A. Shaikh
3.	ZY 303T	Aquaculture	Dr. Mujeeb A.J. Shaikh
4.	ZY 304T	Insect physiology and biochemistry	Ms. Anjum M. Pathan
5.	ZY 306T	Parasitology	Dr. Kalim M. Shaikh
6.	ZY 309T	Toxicology I	Ms. Anjum M. Pathan


 Head
 Department of Zoology

**Y & M Anjuman Khairul Islam's
Poona College of Arts, Science and Commerce,
Camp, Pune-01.**

Date-15th November 2017

Department of Zoology


MINUTES OF THE MEETING

A consultative meeting of all the staff members of Zoology department was held on Wednesday, 15th November 2017 at 11.00 am in H.O.D. office. Meeting was called by the HOD for distribution of Workload and commencement of IIND Term taken up by the department. Meeting was chaired by head Dr. Mujeeb A.J. Shaikh and following staff members were present in the meeting-

Sr.No.	Name of the Staff
1.	Dr. Mujeeb A.J. Shaikh (H.O.D.)
2.	Dr. Kalim M. Shaikh
3.	Mr. Wasim I. Shaikh
4.	Dr. Shoeb Ahmad
5.	Ms. Rukhsar A. Shaikh
6.	Ms. Noorulain Tadvi
7.	Ms. Anjum M. Pathan

In the meeting following points were discussed -

- It is been decided that IIND Term classes will commence
 - From third week of November 2017 for U.G. &
 - From last week of December 2017 for P.G.
- Time table for academic year 2017 -2018 was finalized during this meeting.
- All teachers are advised to prepare their individual workload & teaching plan for their respective courses as per workload distributed in this meeting.


Dr. Mujeeb A.J. Shaikh
Head
Department of Zoology

Y & M, AKI'
POONA COLLEGE OF ART'S, SCIENCE & COMMERCE

Department of Zoology

Workload Distribution
ACADEMIC YEAR: 2017 - 2018

TERM-II

SR.NO.	COURSE CODE / PAPER NO.	TITLE OF SUBJECT	NAME OF THE TEACHER
F.Y.B.Sc.			
1.	ZY-101	Animal Systematics and Diversity -II	Mr. Wasim I. Shaikh
2.	ZY-102	Genetics	Dr. Kalim M. Shaikh
S.Y.B.Sc.			
1.	ZY- 211	Animal Systematics and Diversity -IV	Dr. Mujeeb A.J. Shaikh
2.	ZY- 212	Applied Zoology II	Dr. Shoeb Ahmad
T.Y.B.Sc.			
1.	ZY-341	Biological Techniques	Ms. Noorulain Tadvi
2.	ZY-342	Mammalian Physiology and Endocrinology	Dr. Mujeeb A.J. Shaikh
3.	ZY-343	Genetics and Molecular Biology	Mr. Wasim I. Shaikh
4.	ZY-344	Organic Evolution	Dr. Shoeb Ahmad
5.	ZY-345	General Embryology	Dr. Kalim M. Shaikh
6.	ZY-346	Public Health and Hygiene	Ms. Noorulain Tadvi
M.Sc. Part-I Semester-II			
1.	ZY 201T	Biochemistry-II	Ms. Anjum M. Pathan
2.	ZY 202T	Molecular Biology	Mr. Wasim I. Shaikh
3.	ZY 203T	Developmental Biology	Dr. Shoeb Ahmad
4.	ZY 204T	Endocrinology	Ms. Rukhsar A. Shaikh
5.	ZY 205T	Comp.Animal Physiology	Ms. Rukhsar A. Shaikh
6.	ZY 206T	Ichthyology	Dr. Mujeeb A.J. Shaikh
M.Sc. Part-II Semester-IV			
7.	ZY 401T	Animal Physiology II	Ms. Noorulain Tadvi
8.	ZY 402T	Economic Zoology	Dr. Kalim M. Shaikh
9.	ZY 403T	Mammalian reproductive physiology	Ms. Anjum M. Pathan
10.	ZY 405T	Pollution biology	Ms. Rukhsar A. Shaikh
11.	ZY 406T	Apiculture	Ms. Rukhsar A. Shaikh
12.	ZY 408T	Toxicology II	Ms. Anjum M. Pathan


 Head
 Department of Zoology

Y & M AKI'S
POONA COLLEGE OF ARTS, SCIENCE & COMMERCE, CAMP,
PUNE-1.

DEPARTMENT OF MATHEMATICS

NOTICE

Date: 2nd July 2018

All the staff members of department are advice to attend the meeting in the department on 2nd July 2018 sharp at 12.00 noon.

Agenda:

1. Distribution of workload and course papers.
2. Distribution of Departmental activities.
3. Discuss and plan for the activities as per academic calendar 2018-19.

List of Staff Members:

1. Mr. Amjad Shaikh
2. Mr. Akhlaque Ahmed.
3. Mrs. Munzarin Sajjan
4. Mrs. Ismat Shaikh
5. Mrs. Shaheen Shaikh



HOD

Department of Mathematics

Head Department of Mathematics
Anjuman Khairul Islam's
Poona College
of Arts, Science and Commerce,
Camp, Pune - 411001

Y & M AKI'S
POONA COLLEGE OF ARTS, SCIENCE & COMMERCE, CAMP,
PUNE-1.

DEPARTMENT OF MATHEMATICS

Minutes of Meeting

Date: 2nd July 2018

A meeting of all the members of teaching staff was held on 2nd July 2018 at 12:00 noon in the department of mathematics. It was presided over by Mrs. Atiya Khan (H.O.D).

Following members were present in the meeting

3. Dr. Amjad Shaikh
4. Mr. Akhlaque Ahmed
5. Mrs. Munzarin Sajjan
6. Mrs. Ismat Shaikh
7. Mrs. Shaheen Shaikh

Following points were discussed and finalized

6. Workload distribution: the papers are assigned to the teachers as previous year.
7. Bridge course are being conducted as per the schedule displayed on notice board.
8. To look over the class following staff members are designated as class in charge

Sr. No.	Class	In charge
1.	F.Y.B.Sc	Mr. Akhlaque Ahmed
2.	S.Y.B.Sc	Dr. Amjad Shaikh
3.	T.Y.B.Sc	Mrs. Atiya Khan
4.	F.Y.B.Sc(C.S) Div. A	Mrs. Munzarin Sajjan
5.	F.Y.B.Sc(C.S) Div. B	Mrs. Shaheen Shaikh
6.	S.Y.B.Sc(C.S)	Mrs. Ismat Shaikh

9. Alumni meet will be held on 7th July 2018 at 3:00 pm onwards.
10. Under Math-Club, appoint students of various designations and following activities will be undertaken
 - a. Poster Competition of F.Y.B.Sc/F.Y.B.Sc(C.S) students.

- b. Topic review competition for S.Y.B.Sc/S.Y.B.Sc(C.S) students.
c: MOU with neighbouring school will be established.
11. Two Guest lectures will be organized, one in each semester. Budget allocated Rs. 500 to Rs. 1000.
 12. Mentor-mentee relations will be established. 5 to 10 students will be adopted from each class. Submit the list before 1st august 2018.
 13. Parent-Teacher meeting will be arranged group wise biweekly.
 14. Intercollegiate and interdisciplinary seminar will be conducted in first term.
 15. A value-added course entitled "C-programming" will be conducted by department.
 16. A one-day workshop on the software "Mathematica" will be conducted for the students.
 17. Department will conduct preparation of various entrance exams for T.Y.B.Sc students.
 18. Request to Principal/Vice-Principal for change of classroom of T.Y.B.Sc.
 19. Department will be organized workshop on Scilab for the students of Sarhad College on the request.



H.O.D

Department of Mathematics

Head Department of Mathematics


Anjuman Khalrul Islam's

Poona College

of Arts, Science and Commerce,
Camp, Pune - 411001


AKI'S
Poona College of Arts, Science and Commerce
Department of Mathematics
Total Work-Load
2018 – 19

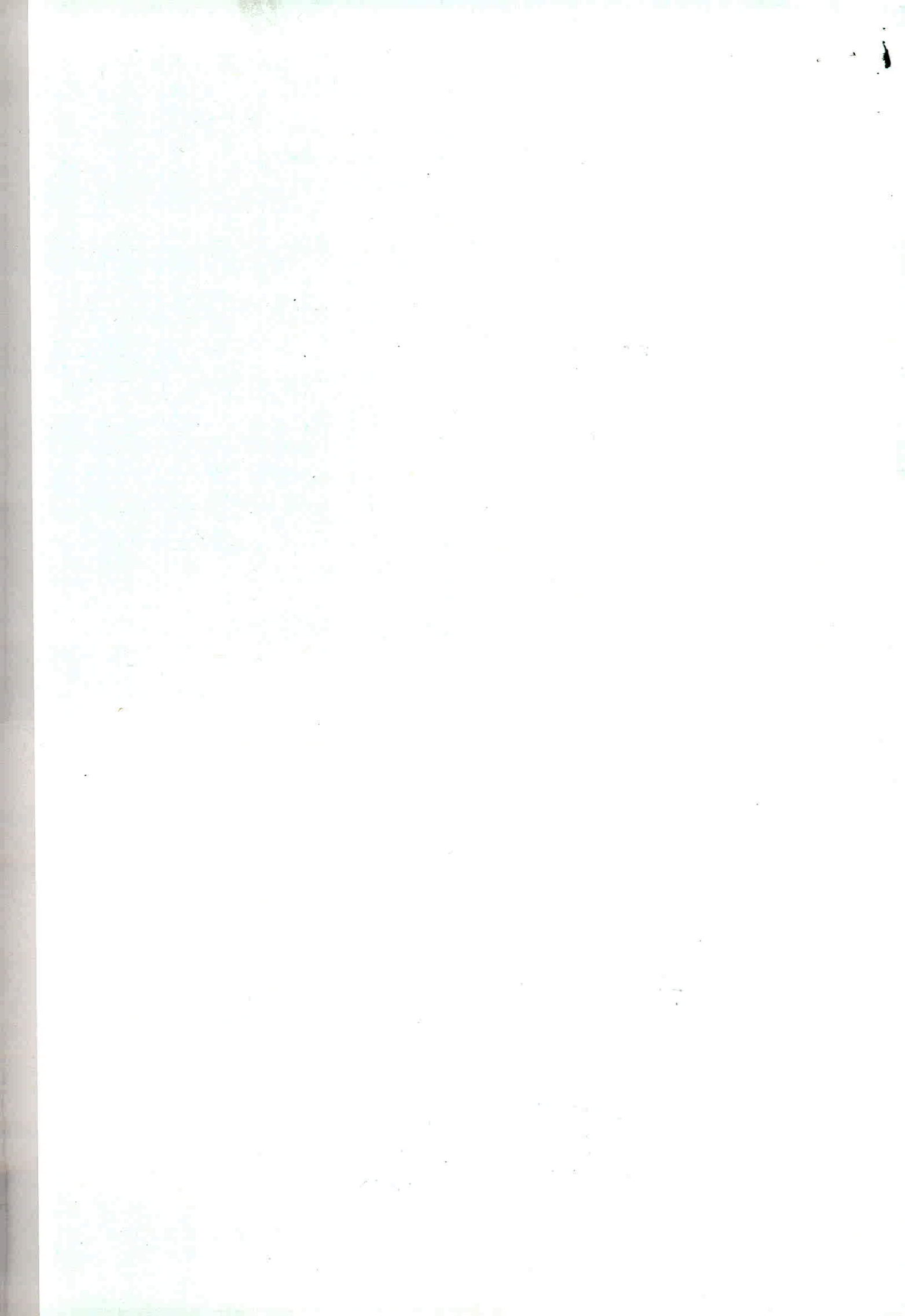
Sr No	Class	Theory(Applied/General)	Practical/Tutorial	Total
1	FYBA	03	01	04
2	SYBA	03	01	04
3	TYBA	03	01	04
Total	BA	09	03	12
AIDED SCIENCE				
1	FYB.Sc	03+03=06	04	10
2	SYB.Sc	4+4=08	04	12
Total	B.Sc	14	08	22
Grand Total	(AIDED)	09+14=23	03+08=11	34
UNAIDED SCIENCE/COMPUTER SCIENCE				
1	TYBSc	8*4=32	04	36
2	FYBSc(CS) Div(A)	03+03=06	04	10
3	FYBSc(CS) Div(B)	03+03=06	04	10
4	SYBSc(CS) Div(A)	04+04=08	12*04=48	64
5	SYBSc(CS) Div(B)	04+04=08		
Grand Total	UNAIDED	60	60	120
Total	AIDED & UNAIDED	23+60=83	11+60=71	154


Prof. Mrs Atiya Khan
Head
Dept of Mathematics


Dr. Aftab Anwar Shaikh
Principal
Poona College

Head Department of Mathematics
Anjuman Khairul Islam's
Poona College
of Arts, Science and Commerce,
Camp, Pune - 411001

Received

12/06/18



Cont

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AIDED	UNAIDED
Total Work load =34	Total work load = 120
Confirmed teachers =02	Confirmed teachers =01
	Required no. of teachers : B.Sc(CS) 03 Full time T.Y.B.Sc 02 Full time ----- Total 05 Full time



Department of Botany

Minutes of the Meeting

Date: 21/11/2019

Term-II

Time: 02.00 pm

A meeting of the Faculty, Department of Botany, was held in its staff room to discuss the following points:

1. Staff individual workload, teaching plan and final time table for academic year 2019-20 to be submitted by 25th November, 2019.
2. Botanical Excursion to Tamini Ghat (Co-ordinator: Dr. Rafik Shaikh)
3. Excursion tour to Forest Research Centre, Gureghar, Dist. Satara (Mahabaleshwar) (Co-ordinator: Dr. Sayyed Iliyas)
4. Visit to Mahabaleshwar Orphanage (Co-ordinator: Mrs. Meherunisa Shaikh)
5. Certificate Course in "Herbal Medicines & Cosmetics": for SY B.Sc (Botany) students (Co-ordinator: Dr. Rafik Shaikh)
6. Certificate Course in "Fruit Preservation, Processing & Entrepreneurship": for FY B.Sc (Botany) students (Co-ordinator: Dr. Aafreen A. Ahmed)
7. Celebration of "World Forestry Day" and Alumni Meet-2020 (Co-ordinator: All staff)

The following faculty attended the meeting:

1. Dr. Sayyed Iliyas
2. Dr. Rafik Shaikh
3. Dr. Aafreen A. Ahmed
4. Dr. Shafikh Shaikh
5. Miss. Nabila Shaikh

Iliyas
Rafik
Aafreen
Shafikh
Nabila

Shafikh
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Head,
Department of Botany

