

Criteria - I

1.1.1 [e] Department Meeting

दि. 10 सितंबर 2020

हिंदी विभाग



१४ सितंबर हिंदी विभाग के संबंध में एक बैठक का आयोजन किया गया। इसमें हिंदी विभाग से संबंधित जानकारी छात्राओं को देना तथा विविध प्रतियोगिता का आयोजन करना। इसके दौरे से प्रमुख वक्ता के रूप में हिंदी भाषा से संबंधित जानकारी छात्राओं को देने के लिए किसी अतिथि को बुलाना। ३१ विंदुओं पर विचार-विमर्श करने के लिए इस बैठक का (Meeting) आयोजन किया गया। इसमें छात्राओं को भी शामिल किया गया।

हिंदी विभाग प्रमुख

Dr. Kusum Rana

(प्रा.ज. कुसुम रणा)

Dr. KUSUM RANA
HEAD

Dept. of Hindi
Dr. Rafiq Zakaria College for Women
Navkhanda, Aurangabad

PRINCIPAL
Dr. Rafiq Zakaria College
For Women Navkhanda
Jubilee Park, Aurangabad. (M.S.)

हिंदी - विभाग

बी.ए. / बी.एस्सी प्रथम वर्ष के बदाहले अम्मास
 कक्ष के संबंध में १६ जु. २०२१ को हिंदी - विभाग
 में विचार - विमर्श के लिए एक बैठक (Meeting)
 का आयोजन किया गया। इसमें निम्नलिखित
 बिंदुओं पर विचार किया गया।

- (१) नये अम्मास-कक्ष में नवीन क्या है।
- (२) नयी इरानीयों में कौन - कौनसी समस्याओं
 को उठाया गया है।
- (३) पुराने और नये अम्मास कक्ष में समानता क्या है।
- (४) भाषा के अम्मास से संस्कृति का संवर्धन
 कैसे किया जाता है।
- (५) साहित्य में नैतिकता किन्हीं महत्वपूर्ण है।

इन बिंदुओं के आधार पर छात्राओं में -
 साहित्य के प्रति / भाषा के प्रति रुचि बढ़ाना इस
 मिशन का उद्देश्य रहा है। तथा भाषा किस प्रकार संवेदन
 को जागृत कर सकती है, यह भी देखा है।

हिंदी - विभाग प्रमुख

Dr. Kusum Rana
 डॉ. कुसुम राणा

Dr. KUSUM RANA
HEAD
 Dept. of Hindi
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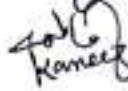
Date: 5th Dec 2022



Minutes of the Meeting

شعبہ اردو میں منعقدہ 4 دسمبر 2021 کی میٹنگ
میں مندرجہ ذیل نکات زیر بحث آئے۔

- * syllabus کے بارے میں تفصیلی بحث ہوئی۔
- * کوسیسی لیکچر کے انعقاد کے بارے میں گفتگو ہوئی۔
- * آنے والے امتحانات اور اس کی تیاری کے بارے
میں بحث ہوئی۔
- * شعبہ کی متعدد activities کے بارے میں لائحہ عمل
طے کیا گیا۔
- * Tutorial اور Test کے انعقاد کے بارے میں
بات چیت ہوئی۔

H.O.D. Dr. Farhat Nasreen - 
Dr. Noorul. ain - 
Dr. Kaneez Fatema 


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Dr. Syed Farhat Nasreen
(M.A., Ph.D., NET)
Head, Dept. of Urdu
Dr. Rafiq Zakaria College For Women
Aurangabad (M.S.)

Date 21st Feb. 2022

Minutes of the Meeting



شروع: اردو میں منعقدہ 3 مژدوی 2022 کی مشنگ
میں مژدو رجم ذیل نکات پر بحث ہوئی۔

* Test اور Tutorial کے سوالات کے بارے میں
بات چیت ہوئی

* Test اور Tutorial جمع کرنے کی تاریخ کے بارے
میں تاریخ طے کی گئی۔

* Departmental Activities کے بارے میں لائحہ عمل طے
کیا گیا۔

H.O.D. Dr. Farhat Nasreen.

Dr. Kaneez Fatema -

Dr. Noorul. ain.

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Head, Dept. of Urdu
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Navkhanda, Aurangabad (M.S.)



Notice

سُبحٰنہ اردو کے تمام اراکین کو اطلاع دی جاتی ہے کہ
بتاریخ 27 اکتوبر 2021 جمع 11 بجے سُبحٰنہ اردو
میں ایک میٹنگ رکھی گئی ہے۔
تمام سگنرارش کی جاتی ہے کہ میٹنگ میں موجود
ہیں۔

Minutes of the Meeting

سُبحٰنہ اردو میں 27 اکتوبر کو منعقدہ میٹنگ میں مندرجہ
ذیل نکات پر بحث ہوئی۔

- * syllabus کے پارے میں تفصیلی بحث ہوئی۔
- * تمام اراکین کے درمیان syllabus کی تقسیم ہوئی۔
- * منصوبہ محل کی تفصیل پر گفتگو ہوئی۔
- * سُبحٰنہ اردو کے نتائج لے کر کارکردگی پر تفصیلی بات چیت ہوئی۔

H.O.D. Dr. Farhat Nasreen.

Dr. Kaneez Fatema -

Dr. Noorul. ain -

Dr. Syed Farhat Nasreen
(M.A., Ph.D., NET)
Head, Dept. of Urdu
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29th June 2021

The agenda of the meeting held on 29th June '21 was as follows -

- To put tutorial questions for students on the notice board / Google class.
- To issue notice to students regarding submission of project work.
- To prepare students for oncoming online exam. and past questions for practice in Google class.
- To update files for NAAC.
- Planning for online guest lectures.
- To schedule the lectures and take principals consent for the same.
- Planning of MoU.

following faculty members were present

- 1- Dr. Nilofer Shaker
- 2- Khan Mahlaqa

[Signature]
H.M.

[Signature]
HEAD
Department of English
Dr. Rafiq Zakaria College For Women
Navkhanda, Aurangabad.

[Signature]
PRINCIPAL -
Dr. Rafiq Zakaria College
For Women Navkhanda,
Jubilee Park, Aurangabad. (M.S.)

HEAD
Department of English
Dr. Rafiq Zakaria College For Women
Navkhanda, Aurangabad.

25th october '21.

The agenda of the meeting held on 25th oct '21 was as follows -

- Commencement of offline classes and its planning.
- Syllabus distribution
- Preparation of teaching plans & teaching diaries
- Planning of academic year activities.
- Discussion on online lecture series.
- Enrollment of students in CoP.
- Preparation of students list, registration and other documents related to CoP.
- To generate awareness among students & others about the vaccination camp to be held on 29th & 30th oct '21.

Following faculty members were present:

1. Dr. Nilufer Shakeri

[Signature]

2. Khan Mahlagu

[Signature]

[Signature]
HEAD
Department of English
Dr. Rafiq Zakaria College
Navkhanda, A.

[Signature]
Principal
PRINCIPAL
Dr. Rafiq Zakaria College
For Women Navkhanda,
Jubilee Park, Aurangabad. (M.S.)

9/02/2022

The agenda for the meeting held on 9th Feb'22 was as follows -

- ① To conduct DRC meeting before 15th Feb.
- ② To send invitations to the associated guides.
- ③ To send message to all research students of associated guides to fill up the form and bring its hard copy.
- ④ To instruct research students to be ready with their presentations.
- ⑤

1. Dr. Nilufer Shakir
2. Dr. Khem Mahlagia
3. Siddiqui Kahkashah Afsan
4. Batul Fatima
5. Dr. Samreen Siddiqui
6. Sheikh Tahsin

Nilufer
9/02/22
4/02/2022
Batul
Fatima
7/02/2022
Sheikh
Tahsin

Nilufer
HEAD
Department of English
Dr. R. ...
Nagbhosla, Aurangabad

Dr. Ratiq
PRINCIPAL
Dr. Ratiq ...
For Women Nagbhosla,
Jubilee Park, Aurangabad (M.S.)

Notice



21st June 2021

All the senior college teachers are instructed to attend the meeting at 12:15pm. at Dept. of Chemistry.

Dr. Ayesha Durrani

Head

Dept. of Chemistry

Dr. Rafiq Zakaria College For Women
Navkhanda, Aurangabad (M.S.)

1) Dr. Megha Rai

2) Dr. Mohammad Mohsen

3) Dr. Shaikh Uzma Paveea

4) Dr. Megha Rai

Dr. Paveea

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For Women Navkhanda
Jubilee Park, Aurangabad. (M.S.)



Departmental Meeting

22nd June 2021

Agenda of Meeting :-

1. Lab. renovation
2. Departmental requirement
3. Repairing of Instruments
4. Department profile
5. Cleaning of open space behind Labs.

Dr. Ayesha Durrani

Head

Department of Chemistry

Dr. Rafiq Zakaria College For Women
Navkhanda, Aurangabad (M.S.)

1. Dr. Ayesha Durrani Head
2. Dr. Mohammad Moksen
3. Dr. Megha Rai
4. Dr. Uzma Parveen

Dr. Ayesha Durrani

PRINCIPAL

Dr. Rafiq Zakaria College
For Women Navkhanda
Jubilee Park, Aurangabad. (M.S.)

ATR :-



- Some work has been done like coloring of doors of labs and department and wooden cupboard.
- Departmental profile 50% completed

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Jubilee Park, Aurangabad. (M.S.)

Dr. Ayesha Durrani
Head

Dept. of Chemistry
Dr. Rafiq Zakaria College For Women
Navkhanda, Aurangabad (M.S.)

Notice



26 July 2021

All the Senior College Teachers are instructed to attend the meeting at 1:0 pm on 27th July 2021 at Department of Chemistry.

- 1) Dr. Md. Mohsen
- 2) Dr. Megha Rai
- 3) Dr. Uzma Parveen

Mr. Mohsen

Trupti-

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Jubilee Park, Aurangabad (M.S.)

Meeting



27th July 2021.

Agenda of Meeting :-

1. Preparation of NAAC files.
2. Maintaining the chemicals / stock.
3. Practical Exams of B.Sc. II and B.Sc. III yr.
4. Discussion on felicitations of MAC Princi

Dr. Aresha Durrani

Head

Dept. of Chemistry

Dr. Rafiq Zakaria College For Women
Navkhanda, Aurangabad (M.S.)

- 1) Dr. Mohammad Mohsin
- 2) Dr. Megha Rai
- 3) Dr. Uzma Parveen

Paripex -

PRINCIPAL

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For Women Navkhanda
Jubilee Park, Aurangabad. (M.S.)

ATR :-

Page :

Date :



- NAAC files - Completed Remedial file.
- Chemical stock maintenance in process.
- NAAC files - Result file completed.
- Practical Exams - Online.
- Felicitation programme date is decided on 8th September.


PRINCIPAL

Dr. Rafiq Zakaria College
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Jubilee Park, Aurangabad. (M.S.)

Meeting.



14 Dec. 2022.

12:15 pm.

Agenda of Meeting.

- Urgent meeting is called at the Department of Chemistry regarding the completion of the Syllabus of I/III/V sems.
- Instructions are given to all the faculty members to give Question Bank to students and practice for same.
- To conduct practice test of the students to improve writing skills.

Dr. Mohd Mohsin

Dr. Mehra Rai

Dr. Azma Parveen

Dr. Ayesha Durrani

Head

Dept. of Chemistry

Dr. Rafiq Zakaria College For Women
Navkhanda, Aurangabad (M.S.)

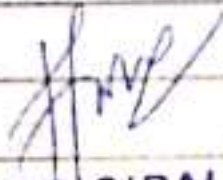
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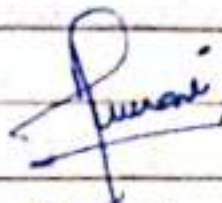
Notice

04 March 22

All the Teaching Staff members
are instructed to attend the
meeting at 2:0 pm in Department
regarding DRC.


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Dr. Ayesha Durrani

Head

Dept. of Chemistry

Dr. Rafiq Zakaria College For Women
Navkhanda, Aurangabad (M.S.)

Meeting.

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Date:

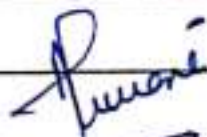


06 March 2022

The agenda of the meeting held on 06 March 2022 at Department of Chemistry as follows.

- To Conduct DRC meeting.
- To send the invitation letters to the committee members.
- To send the concerned letters to the Guides who are associated to our Research centre.
- Call the Research students and instruct them regarding DRC.

Dr. Megha Rai
Dr. Mohd Mohsin
Dr. Sazma Parveen


Dr. Ayesha Durrani
Head

Dept. of Chemistry
Dr. Rafiq Zakaria College For Women
Navkhanda, Aurangabad (M.S.)


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