Best Practices

1.Spoken English Crash Courses

Goal: The course aims to enhance student's language proficiency. In an age of globalization, English language competency and communication skills have acquired great significance. English language skills and communication skills are prerequisites for better employment. The course intends to equip the students with these required skills to increase their employability. The course aims to instil necessary confidence in the students so as to enable them to speak and write in English fluently.

Context: Most of our students come from Urdu medium. They find it difficult to speak in English fluently. They even find it difficult to grasp the subject knowledge. In the background of this scenario, the Department of English took the initiative to start this Spoken English Crash Course for the students weak in English. The course instils the necessary confidence in the students.

Practice: Spoken English Course is an innovative practice of the college especially for the benefit of the students. The course is designed by the Department of English. Required emphasis and weightage is given to units such as grammar, phonetics, communication skills etc. Faculty of English organizes the programme and engage lectures. Schedule of the course is displayed on the notice board and the students are informed accordingly.

Prior to the course, students were asked to speak on few topics in the respective classes by the respective English teachers. Students not well conversant in English were identified and given training.

Evidence of Success: Selected students attended the ten days Spoken English Crash Course. After the course, students were given some topics to speak so as to test their speaking skills. It was observed that their speaking skills improved drastically. They were able to converse in English with confidence.

2. Students' Aid Fund:

Goal: The college has established Students' Aid Fund to support poor and needy students. Deserving students are helped financially to pay the admission fee. This is to ensure that no student is deprived of education for want of money.

Context: The college is located in a predominantly Muslim area, which is socially and economically backward. The parents of the students belong to low-income strata, hence find it difficult to provide good education to their wards. Apart from Govt. EBC support, the teacher and management of the college

personally contribute to the Students' Aid Fund. This fund enables the students to pay their fees also.

Practice: The college appointed In-charge of Students' Aid Fund. Students applying for the benefit of SAF must satisfy following criteria:

- a) Students should be economically backward.
- b) They should apply in prescribed format for SAF.
- c) 75% attendance is compulsory.
- d) In-Charge reserve the right to verify the claims of an applicant.

In-Charge of SAF scrutinizes the application and provides help to the deserving students.

Evidence of Success:

57 students got benefited from Students' Aid Fund this year. This probably also helped in checking the drop-out rate of the students.

i) Course in Communication Skills

The Department organized Course in Communication Skills for first year students in collaboration with Department of English, Dr. Rafiq Zakaria College for Women, Aurangabad. Training was imparted by the faculty of English of both the colleges. Students acquired listening, reading, writing and speaking skills during the course. It was conducted from 07 December 2020 to 12 December 2020.

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Nilofer Shakir (Host)	Mehammed Ahmeduddin
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Schedule of the Course Memorandum of Understanding Departments of English Sie Sayred College of Arts, Commerce & Science, Aurangabad. Dr. Rafiq Zakaria College for Women, Aurangabad. Organize An Online Course in Communication Skills for B.A., B.Sc. & B.Com. First Year Students Schedule for the Course in Communication Skills Note: All the classes will be conducted using Zoom App. Time Date & Day Serial Faculty Topic No. :00 pm to 3 00 pm 07.13/2020 (Monday) Dr. Nilofer Shaker Parts of Speech 1 200 pm to 100 pm 08 12 2020 (Tuesday) Dr Shekh Subel Samad 2 Perposition 200 pm to 100 pm 09 12 3020 (Wednesday) Mr Sved Zahr Abbas Ime 3 100 pm to 100 pm 10.12.2030 (Thursday) Dr. Mahlaga Khan Contration 4 200 pm to 300 pm 11-12-2020 (Friday) Mr Mohammed Ahmediaddin Vocabulary 5 Development 1212.3030 (Saturday) 200 pm to 300 pm Dr Fashar Damara Kinds of Sentences 6 1 Dr Shaikh Kabeer Ahmed Dr. Magdoou Farooqui Principal Sir Sayyed College of Arth. Commerce & Science, Aurangabad. Principal Dr. Rafiq Zakaria College for Women, Aurangabad. PRINCIPAL (15, COMMERCE & SCIENCE Gr Ratio Zakaria College For Worr AURANCARAD Naukhantia, Juiblee Park AURANGABAD IN S.1 11

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12/12/2020

Topic: Kinds of Sentences Date: 12 December 2020 Time: 2.00-3.00 pm Teacher: Dr. Farhat Durrani Link:

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Sir Sayyed College of Arts, Commerce & Science, Aurangabad.



Student Aid Fund (SAF)

Report

for

Academic Year

2020-2021

Date: 28/08/2020

Notice

A meeting of all the members of SAF will be held on 29/08/2020 at 1:00 p.m. in the Principal's office . All are advised to remain present.

Agenda of the Meeting

- To discuss how much contribution to SAF from teachers is needed for the academic year 2020-21.
- 2. To display the notice for students about SAF.
- To discuss the strategy for the Verification of the received applications from the nee dy students for SAF.

Incharge, SAF

Name of the Member 1. Dr. Shaikh Kabeer Ahmed 2. Dr. Shaipy Mohd. Azhan 3. Dr. Chitia. M. Bagman 4. Mohammed Ahmeduddin 5. Dr. Surendra N. Talcale -6. Bunnerer A212 Abdull 7. Dr Nosicullah Khan

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Signature

Minutes of the SAF Meeting held on 29/08/2020

- 1. The minutes of the previous year was read, confirmed and recorded.
- How much contribution to SAF from teachers is needed for the academic year 2020-21 was also decided.
- 3. It was decided to call applications from the needy students for SAF.
- 4. It was decided to display the Notice regarding SAF on the notice board.
- The strategy for the Verification of the received application from the needy students for SAF was also discussed.

Following members were present in the meeting:

Name of the Member

1. Dr. Shaikh Kabeer Ahmed 2. Dr. Shaikh Mohd · Azhan -3. Dr. Chilka · M. Bagman · 4. Mahammed Ahmeduddin 5. Dr. Surendor N. Talcale 6. Burnaren Azzz Ahdudeh 7. Dr. Wasicella Khan

Incharge, SAF

Signature Cellege Prilcfi

NOTICE

() Pro 31/08/2020 NOTICE nut the members of treaching states hereby informed - thet Student's Aid fund CSI any two equal installiments Brownesty CRS-1 in the salaries of Adaptist faid in scale Princ Pat Dr. Shriph Mohel Hzhane . Mchanned Alune didam Deshington Shore A. Bascer gred infiled

Date: 31-08-2020

<u>Notice</u>

All the students of Sir Sayyed College are hereby informed that partial financial assistance is provided in admission fees to the needy, deserving and meritorious students from Students Aid Fund of our College. All such students are informed to apply in prescribed form to Dr. Shaikh Mohd Azhar, Incharge, SAF.

Frincipal Di Sayyed College Dunnajabid,

Sir Sayyed College of Arts, Commerce & Science, Aurangabad

Student Aid Fund

List of Students Given SAF for the Academic Year 2020-21

Sr. No	Name of the Student	Class	Amount
1	Shaikh Muskan Saleem	B.A.1	500/-
2	Shaikh Shifa Taneem Ishtiyaque	B.A.1	500/-
3	Javeriya Naureen Zakir Khan	B.A. I	500/-
4	Sadaf Anjum Azhar Khan	B.A. I	500/-
5	Khan Nazmeen Khan Younus	B.A. I	500/-
6	Habib Saba Ali	B.A. 1	500/-
7	Shaikh Saad Shaikh Hancef	B.A. 1	.500/-
8	Almas Begum Shaikh Razzaque	B.A. I	500/-
9	Shaikh Saima Tabassum Azeem	B.A. II	500/-
10	Quazi Hajera Anjum Quazi Abdul Wajed	B.A. II	500/-
11	Chaush Seema Wahab	B.A. II	500/-
12	Asma Firdous Abdul Hameed	B.A. II	500/-
13	Mariya Aanam Mohd Umar Farooque	B.A. II	500/-
14	Sumana Begum Quraishi Shafique Khan	B.A. II	500/-
15	Shaikh Sumaiyya Firdos Shaikh Nazim	B.A. II	500/-
16	Pathan Saleha Anjum Khurshid Khan	B.A. II	500/-
17	Phulari Tahura Fatema Races	B.A. II	500/-
18	Shaikh Asreen Shaikh Habib	B.A. II	500/-
19	Shaikh Saima Shaikh Gulab	B.A. II	500/-
20	Quazi Sumera Begum Quazi Moizuddin	B.A. II	500/-
21	Sanober Begum Jaleel Ahmed	B.A. II	500/-
22	Shaikh Zohra Fate.na Shaikh Ajaz	B.A.II	500/-
23	Shaikh Shifa Shaikh Yusuf	B.A.II	500/-
24	Shaikh Shabnam Salma Shareefuddin	B.A. III	500/-
25	Bushra Begum Khaleel Khan	B.A. III	500/-
26	Tarrannum Beguin Syed Naseer	B.A. III	500/-
27	Quraishi Al Saba Rauf Quraishi	B.A. III	500/-
28	Saima Naaz Qaiser Khan	B.A.III	500/-
29	Samreen Fatema Syed Yusuf	B.A.III	500/-
30	Uzma Shanawaz Khan	B.Sc. 1	500/-

57	Syed Sajed Saleem	Total	29700/-
	Shaikh Salman Shaikh Ahekar	XI	500/-
55	Sufiyan Ahmed Zulfekhar Ahmed	B.Com. II	500/-
54	Shaikh Khizar Shaikh Mazhar	B.Com. I	500/-
	Nusrat Fatema Shaikh Sateenhoom	B.Com. I	500/-
52	Syed Laique Syed Aqeel Nusrat Fatema Shaikh Saleemuddin	B.Sc. III	1000/-
51		B.Sc. III	500/-
-	Shaikh Abdul Mubashir Abdul Qayyum	B.Sc. III	500/-
50	Shifa Tahreen Rahim Khan	B.Sc. III	.500/-
40	Masarrat Shaheen	B.Sc. III	500/-
48	Ayesha Shifa Sayyed Ajaz Hussain	B.Sc. II	500/-
47	Misba Naaz Mohammed Ilyas Shah	B.Sc. II	500/-
46	Shaikh Misba Fatima Shaikh Mohammed	B.Sc. II	1000/-
45	Bushra Almas Md Ishaq	B.Sc. II	500/-
44	Shah Maryam Shah Basheer	B.Sc. II	500/-
43	Sumyya Begum Sayyed Aziz	B.Sc. II	500/-
42	Shaikh Shaista Tarannum Mainoddin Usman	B.Sc. II	500/-
41	Shaikh Sana Firdous Shaikh Anwar	B.Sc. II	500/-
40	Afroz Khan Afsar Khan	B.Sc. II	500/-
39	Shaikh Subiya Ratiq	B.Sc. II	500/-
38	Sheefa Samreen Khakeel Khan	B.Sc. II	500/-
37	Samreen Jahan Sk Aareph	B.Sc. II	500/-
36	Rushda Mahek Abdul Baseer	B.Sc. 1	700/-
35	Shah Mariyam Shah Basheer ?	B.Sc. I	500/-
34	Bilquis Begum Md Suleman Shaikh	B.Sc. I B.Sc. I	-500/-
33	Sara Tehreem Abed Ali Ansari	B.Sc. I	500/-
32	Tasneem Kauser Mohammed Ejaz	B.Sc. I	500/-
31	Shaikh Sumaiya Begum Mehmood		1.4.1

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Incharge, SAF

Principal sur Sayyed Collegy Braystigabad,

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Sir Sayyed College of Arts, Commerce & Science, Aurangabad.

Sr. No	Name of the Student	Class	Amount
1	Shaikh Muskan Saleem		
2	Shaikh Shifa Tancem Ishtiyaque	B.A. I B.A. I	500/-
3	Javeriya Naureen Zakir Khan	B.A. I	500/-
4	Sadaf Anjum Azhar Khan	B.A. 1	500/-
5	Khan Nazmeen Khan Younus	B.A. I	500/-
6	Habib Saba Ali	B.A.I	500/-
7	Shaikh Saad Shaikh Hancef	B.A. 1	500/-
8	Almas Begum Shaikh Razzaque	B.A. I	500/-
9	Shaikh Saima Tabassum Azeem	B.A. II	500/-
10	Quazi Hajera Anjum Quazi Abdul Wajed	B.A. II	500/-
11	Chaush Seema Wahab	B.A. II	500/-
12	Asma Firdous Abdul Hameed	B.A. II	500/-
13	Mariya Aanam Mohd Umar Farooque	B.A. II	500/-
14	Sumana Begum Quraishi Shafique Khan	B.A. II	500/-
15	Shaikh Sumaiyya Firdos Shaikh Nazim	B.A. II	500/-
16	Pathan Saleha Anjum Khurshid Khan	B.A. 11	500/-
17	Phulari Tahura Fatema Races	B.A. II	500/-
18	Shaikh Asreen Shaikh Habib	B.A. II	500/-
19	Shaikh Saima Shaikh Gulab	B.A. II	500/-
20	Quazi Sumera Begum Quazi Moizuddin	B.A. II	500/-
21	Sanober Begum Jaleel Ahmed	B.A. II	500/-
22	Shaikh Zohra Fatema Shaikh Ajaz	B.A.11	500/-
23	Shaikh Shifa Shaikh Yusuf	B.A.II	500/-
24	Shaikh Shabnam Salma Sharcefuddin	B.A. 111	500/-
25	Bushra Begum Khaleel Khan	B.A. III	500/-
26	Tarrannum Begum Syed Naseer	B.A. 111	500/-
27	Quraishi Al Saba Rauf Quraishi	B.A. 111	500/-
28	Saima Naaz Qaiser Khan	B.A.III	500/-
29	Samreen Fatema Syed Yusuf	B.A.III	500/-
30	Uzma Shanawaz Khan	B.Sc. I	500/-
31	Shaikh Sumaiya Begum Mehmood	B.Sc. 1	500/-
32	Tasneem Kauser Mohammed Ejaz	B.Sc. I	500/-
33	Sara Tchreem Abed Ali Ansari	B.Sc. 1	500/-

Student Aid Fund

34	Bilquis Begum Md Suleman Sheikh		12
5	Shah Mariyam Shah Basheer 7	B.Sc. I	1
6	Rushda Mahek Abdul Baseer	B.Sc. 1	500/-
7	Samreen Jahan St. Aareph	B.Sc. 1	500/-
5	Sheefa Samreen Uhakeel Khan	8.Sc. 11	700/-
÷	Shaikit Subiya Kalig	B.Sc. 11	500/.
0	Afroz Khan Afs., Khan	0.5.11	500/-
1	Shaikh Sana Fire, us Shaikh Anwar	B.Sc. 11	JAN-
2	Shaith Shaith T	B.Sc. II	500/.
1	Shaikh Shaista Tarannum Mainoddin Usman	B.Sc. 11	500/.
4	Sumyya Begum ayyed Aziz	B.Sc. II	500/-
5	Shah Maryam Shih Basheer	B.Sc. 11	500/-
5	Bushra Almas N. (Ishaq	B.Sc. 11	500/-
7	Shaikh Misba Failma Shaikh Mohammed	B.Sc. 11	500/-
8	Misba Naaz Mohammed Ilyas Shah	B.Sc. 11	1000/-
9	Ayesha Shifa Say yed Ajaz Hussain	B.Sc. 11	500/-
0	Masarrat Shahee.	B.Sc. III	500/-
_	Shifa Tahreen Rahim Khan	B.Sc. III	500/-
1	Shaikh Abdul Masashir Abdul Qayyum	B.Sc. III	500/-
_	Syed Laique Syed Aged	B.Sc. III	500/-
3	Nusrat Fatema Shaikh Saleemuddin	B.Sc. III	500/-
4	Shaikh Khizar Shaikh Mazhar	B.Com. I	1000/-
5	Sufiyan Ahmed Zulfekhar Ahmed	B.Com. I	500/-
5	Shaikh Salman Shaikh Ahckar	B.Com. II	_
1	Syed Sajed Salecin	XI	500/-
_		Total	29700/-

Academic Year 2020-21

LAST YEAR BALANCE	300/-	
SAF RECEIVED IN CURRENT YEAR	32500/-	
SAF SANCTIONED IN CURRENT YEAR	29700/-	
BALANCE	3100/-	

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Sir Sayyed Collours	mmerce & Science, Aurangabad
Confege of Arts, Con	mmerce & Science, Auranuabad
List of Students Availing SAL	for the Academic Year 2020-21
	for the Academic Year 2020-21
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Sr Name of the Studen: Class Roll	and the second
	Medula No.
1 Jama cham	
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	8007754436 500/ - Swinaya
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12 Shinky Sama- 1200 B. H. IL to	4976842117 Sool- Quin
13 QUAZT HAJERA G.ATYA	199600001 5001- Lin
H Tasperm kauser Base T	500/
12 Chause Sana Wold B. H II Spa	702081083 500% - along
11 Shaikh Khizas Brant	199600303161 500% 761.0
17 Abra Fadaus BAInd	9850101984 500 % Ame
18 Moseya Myan B.A. Ing	9561037535 500% AL
19 Busher Begun B. ATT	9284648614 500%. Ent
20 Saza Tahrem BSET	88578471% 500 /- Orward
21 Sumana Begum B.A.IL	8669316429 5001. Durman
12 Sunaiyyo flados R.A.II	9607701407 500 + Sumaila
23 Dameen Khun B.A.L.	9850321718 500/- NAZmeet.
24 Saureda Naturnum B.A.III	.8080948321 500 Jan
25 Khan Saleha B.A II	973098965 5007 Haleha
26 Phylasi Talura Fatine 8.A.II	7867007070 5001
27 Sheelasamean B.SCI	1284648614 500
28 SOLIYAN ALMAD B-COMI	\$624005855 500/ Al-
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Shaikh zohra	B.Alnu.	9225 665261	500	3 53
+ Shailan ShifA	B.Azarten	8087-530051		Ship-
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Action Taken Report

- All the teachers contributed Rs.1000/- each to SAF for helping the needy stud-ents in the academic year 2020-21.
- Applications from the needy, deserving and meritorious students were called through the notice.
- The SAF committee verified the applications received from the students.
- Total 57 students were given the financial aid and total of Rs. 29,700/- were distributed in the academic year 2020-21 by SAF.

fhait! SAF, Incharge

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