

ANJUMAN-I-ISLAM'S
(AKBAR PEERBHOY COLLEGE OF EDUCATION)

Plot No. 15, Sector 10/A, Vashi , Navi Mumbai – 400 703.
022 27801214/ 2780 0169


MEETING MINUTES

Meeting Date: 17th July, 2018

Meeting Location: Zoom meeting

Approval: Dr. Asma Shaikh

Signature:


PRINCIPAL
ANJUMAN-I-ISLAM'S
Akbar Peerbhoy College of Education

Recorded By: Mrs A. Fatema Q. Saleem

Associate professor AIAPCE and IQAC Coordinator

Signature:



1. ATTENDANCE:

1. Mr. Burhan Harris. : Hon. Executive Chairman, BINM
Chairperson, IQAC
2. Dr. Asma Shaikh : Principal, AIAPCE
Member , IQAC
3. Dr. Razak Honnutagi : Director, AIKTC & ARKP
Member, IQAC
4. Mrs. Zulekha Siddiqui : H.M., AI's A. Khatakhatay Secondary School
Member, IQAC
5. Mrs. A. Fatema Q. Saleem : Assoc. Prof., AIAPCE & IQAC Coordinator
6. Mr. Mohd. Qamar Saleem : Assoc. Prof., AIAPCE
Member, IQAC (Rep. Teaching Staff)
7. Dr. Supriya Deka : Assoc. Prof., AIAPCE
Member, IQAC (Rep. Teaching Staff)
8. Mrs. Hoorjahan Hasan : Assoc. Prof., AIAPCE
9. Ms. Rahiya Baig : H.M., AI's A. Khatakhatay Primary School
Member, IQAC (Rep. Alumni)
10. Mr. Nazir Ahmed : Member, IQC: Stakeholder
11. Ms. Safiya Nazir Ahmed : Member (Rep. Student Council)

2. Meeting Location

PRINCIPAL OFFICE, AIAPCE

3. MEETING START

Meeting Started: 03.30

Meeting Minutes Recorded By: Mrs A. Fatema Q. Saleem

Agenda:

Minutes of the meeting held 04.05.2018 was confirmed by Mr. Burhan Harris Hon. Executive Chairman, BINM.

Best practices

e-Waste Management it was decided that activity will be continued. Therefore, student notice to be circulated for collection of e waste.

It was instructed to the incharge teacher to continue with these Spread a smile campaign and eco-friendly campus. Hence plan accordingly.

Workshop / Seminar

It was decided simulated teaching, practices teaching, unit test, co teaching and theme teaching , life skills, yoga, wellness, community related workshops to be organized. Therefore, plan for the same. If needed will call the expert from outside.

Course Transaction & Strategies to improve results

It was decided workshops on pre practice teaching shall be conducted with demonstration lesson in each pedagogy.

Theme for co teaching will be change every year.

It was decided maximum involvement and participation must be there during days observed activities.

Tutorials sessions along with revision classes, clarification of doubts and mentoring with reference to how to write answers will be organized.

Community and Extension Activity

It was decided that community week shall be organized this academic year. Teacher incharge Mrs. Hoorjahan Hasan was asked to plan and execute.


Educational Excursion

An educational excursion to Kerala in February 2019 was proposed Mrs. Hoor Jahan Hasan was asked to prepare for and organize the trip.

Placement Activity

It was asked to Mrs. A. Fatema Q. Saleem to decide to plan and organize placement interview for the outgoing students of the academic year 2017 – 19.

Meeting Ended: < 5.30 P.M.>



PRINCIPAL
ANJUMAN-I-ISLAM'S
Akbar Peerbhoy College of Education

Minutes Recorded By: Mrs. A.Fatema Q.
Saleem (I.Q.A.C Coordinator)

Minutes Approved By: Dr. Asma Shaikh
(Principal)

