

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

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

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**MEETING MINUTES**

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Meeting Date: 20<sup>th</sup> April, 2021

Meeting Location: Zoom meeting

Approval: Dr. Asma Shaikh

Signature:



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

Recorded By: Mrs Hoor Jahan Hasan

Associate professor AIAPCE and IQAC Coordinator

Signature:



1. ATTENDANCE:

1. Mr. Burhan Harris. : Hon. Executive Chairman, BINM  
Member, IQAC
2. Dr. Asma Shaikh : Principal, AIAPCE  
Chairperson, 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. Hoorjahan Hasan : Assoc. Prof., AIAPCE  
IQAC Coordinator
6. Mr. Mohd. Qamar Saleem : Assoc. Prof., AIAPCE  
Member, IQAC (Rep. Teaching Staff)
7. Ms. Rahiya Baig : H.M., AI's A. Khatakhatay Primary School  
Member, IQAC (Rep. Alumni)
8. Mr. Abdul Hamid Khan : Member , IQAC
9. Mr. Rajesh Inder Kumar Thappar: Member , IQAC
10. Ms. Bhatkar Ummehaney : Member (Rep. Student Council)

Dr.Supriya Deka was sought leave of absence.

2. MEETING LOCATION

Zoom meeting

3. MEETING START

Meeting Started: < 04.00 pm

Meeting Minutes Recorded By: Mrs Hoor Hasan

4. ACTION TAKEN

IQAC of AIAPCE and AIKTC & ARKP to have a joint meeting to discuss rational and innovative ideas and proposals.

1. we had online meeting with AIKTC & ARKP for NAAC Criteria and innovative practice.
2. They shared the template report formats and other templates with AIAPCE.

3. ICT training was provided to the students in the month of January, 2021 with Mr. Inamullah Ameerullah.
  4. Organized **One Day National Level Webinar on National Education Policy NEP 2020. Theme: "Impact of National Education Policy NEP 2020" in collaboration with IQAC of Anjuman Islam's Akbar Peerbhoy College of Education, affiliated to University of Mumbai, and IQAC, Anjuman-i-Islam's Begum Jamila Abdul Haq College of Home Science, affiliated to SNDT University March 24, 2021.**
- SAP Project
    - a) Mrs. Hoor Hasan shared the SAP project activities.  
Undertaken a Project called **Mahatma Gandhi National Council of Rural Education for Swachhata :**  
**Activity 1**  
Organized an Expert Talk on the topic "Creating awareness on Go Green" (Trees that require minimal water and good for ecosystem, Guidance for growing and caring plants, Use of organic manure for the plants) by Resource Person Ms. Ansari Ayesha Abshar Ahmed, Assistant Teacher of AI's Saif Tayabji Girls High School and Junior College on 24th October, 2020.  
**Activity 2**  
Sapling Plantation (Greenery) Live on Instagram (IGTV) and Prepared Homemade Organic Compost on 7<sup>th</sup> November, 2020.  
**Activity 3**  
Organized Experiential Learning on the occasion of Mahatma Gandhi Birth Anniversary on 02<sup>nd</sup> October, 2020
  - **Role of Alumni**
    - a) Dr.Asma Shaikh suggested that alumni should be actively involved in college activities.
    - b) Mrs.Hoor Hasan requested Ms. Rahiya Baig that some of the activities of the college should be organized by the alumni every year.  
**Action Taken :** Many meetings were held with each year's alumni through Online Platform.
  - **Collaborative Activities**
    - a) Mrs.Hoor Hasan suggested the creation of a collaboration committee of board for institutions of Navi Mumbai for organizing various collaborative activities.
    - b) Dr.Razaq Honnutagi advised that all heads of institutions will be members of this committee.
    - c) Ms.Rahiya Baig suggested collective celebration of significant days like earth day, etc.  
**Action Taken:** Electronic E waste management, tree plantation, plastic ban campus, conservation of water activity organized with A.A.Khatkhatay Secondary School.
    - a) Mr.Burhan Harris and Mrs.Zuleikha Siddiqui suggested that AIPCE should organize at least a 3 day training program on topics such as communication skills for their teachers.

Action Taken : Soft Skills Certificate Programme was organized by the from 13<sup>th</sup> to 17<sup>th</sup> April, 2021

**AGENDA: 1. ADMISSION 2022-23**

Mr. Burhan Harris, Hon. Executive Chairman, instructed the all staff members to focus on Admission for the upcoming academic year 2022-23 and fulfilled all the seats. Attention must be given on student counseling. Planning must be on "Advertisement" to attract the people.

2. RECRUITMENT: Principal informed that after retirement of Mr. M.Qamar Saleem and A.Fatema Qamar Saleem, we need two teachers in their replacement. Therefore, Mr. Burhan Harris asked to send the proposal for recruitment to the management along with the Librarian post.

3. REFRESHER COURSE: Principal informed that the management of ideal Society Education want us to organize inservice teachers training programme for their school and asked Dr. Deka to arrange it as per heir learning requirement.

4. VALUE ADDED Course:

Principal asked the Incharge teacher that value added course must be continued with the same enthusiasm and if needed she may add some activities for social development and academic development

5. ANY OTHER MATTER:

Any query related to the above matter to be discussed in the staff meeting or various committee members.

*Hasan*

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

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Minutes Recorded By: Hoor Jahan Hasan  
(I.Q.A.C Coordinator)

Minutes Approved By: Dr. Asma Shaikh  
(Principal)

