

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: 20th October 2020

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. AGENDA

- Quality Enhancement Plan
 - a) Dr.Asma Shaikh and Mrs.Hoor Hasan shared their respective aspects of the quality enhancement plan for the academic year 2020-21. Mr.Burhan Harris and Dr.Razaq Honnutagi appreciated the comprehensiveness of the plan.

- b) Dr.Razaq Honnutagi suggested to add members from BINM to various college committees to ensure value addition to the institution and for overall noble cause.
 - c) IQAC of AIAPCE and AIKTC & ARKP to have a joint meeting to discuss rational and innovative ideas and proposals.
 - d) AIKTC to share report formats and other templates with AIAPCE.
 - e) Implementation of ICT systems in teaching should be strengthened and digital reach should be continuous and improved.
 - f) Teaching, learning and evaluation should be scalable on all levels using Bloom's taxonomy and multiple approaches should be derived using the same.
 - g) Dr. Asma Shaikh suggested the we should organize a national seminar on new education policy.
- SAP Project
 - a) Mrs. Hoor Hasan shared the scheduled plan for SAP project.
 - Mechanism for Systems
 - a) Dr. Asma Shaikh requested Dr.Razaq Honnutagi to help in developing systems and procedures for AIAPC.
 - 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.
 - 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.
 - Any other matter with the permission of the Chair.
 - a) Mr.Burhan Harris appreciated the efforts of B.Ed college.
 - b) 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.
 - c) Mr.Mohd Qamar Salim suggested to focus more on publications.

Meeting Ended: < 06.00 P.M.>

5. POST MEETING ACTION ITEMS

Action	Assigned To	Deadline

- **Decision 1 – Joint IQAC meeting of AIAPCE and AIKTC.**
- **Decision 2 – Organization of a national seminar on new education policy.**
- **Decision 3 – Creation of a collaboration committee of board for institutions of Navi Mumbai for organizing various collaborative activities.**
- **Decision 4 – AIKTC will share report formats and other templates with AIAPCE.**

H. Hasan

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

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

Minutes Approved By: Dr. Asma Shaikh
(Principal)

