

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

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Plot No. 15, Sector 10/A, Vashi , Navi Mumbai – 400 703.  
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**MEETING MINUTES**

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Meeting Date: 22<sup>nd</sup> June 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  
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. Mr. Asad Mulla : Special Invitee, Ideal Group of School & Jr. College
6. Mrs. Shama Tarapurwala : Special Invitee, Principal AI's Saif Tyabji Girls High  
School
7. Umme Salma Naqvi : Special Invitee, Principal, AI's Mustafah Fakhri Urdu  
High School & Jr. College
8. Mrs. Rizwana Satore : Special Invitee, AI's Allana High School
9. Mrs. Ansari Fauzia : Special Invitee, AI's Begum Sharifa Kalsekar Girls  
High School
10. Mrs. Smita Sharma : Special Invitee,
11. Mrs. Hoorjahan Hasan : Assoc. Prof., AIAPCE, IQAC Coordinator
12. Mr. Mohd. Qamar Saleem : Assoc. Prof., AIAPCE  
Member, IQAC (Rep. Teaching Staff)
13. Dr. Supriya Deka : Assoc. Prof., AIAPCE  
Member, IQAC (Rep. Teaching Staff)
14. Ms. Rahiya Baig : H.M., AI's A. Khatakhatay Primary School  
Member, IQAC (Rep. Alumni)
15. Mr. Abdul Hamid Khan : Member , IQAC
16. Mr. Rajesh Inder Kumar Thappar : Member , IQAC
17. Ms. Joseph Sneha : Member (Rep. Student Council)

**2. MEETING LOCATION**

Zoom meeting

**3. MEETING START**

Meeting Started: 06.05 pm

Meeting Minutes Recorded By: Mrs Hoor Hasan

**4. AGENDA**

Discussion as per Agenda. Practice Teaching – Collaboration with School.

1. Dr. Asma Shaikh, Principal, AIAPCE presented brief background.
  - Dr. Zahir I. Kazi Hon. President, AI, suggested in College Development Committee that future teachers should get first-hand experience in real situation of Anjuman-i-Islam's Group of Schools.
  - National Council for Teacher Education (NCTE), New Education Policy, 2020 (NEP) and National Assessment and Accreditation Council (NAAC) emphasis on collaboration of activities, as collaboration is benefited for both the institution through sharing of Physical and Human Resources for the enhancement of quality

work. It will greatly impact the outcome of organized activity. It's a worth taking a step ahead for wider collaboration towards Anjuman-i-Islam's Institutions and other than Anjuman-i-Islam.

2. Mrs. Hoorjahan Hasan, IQAC Coordinator & Associate Professor, AIAPCE, explained:
  - Internship of Semester – II, III and IV. **Mrs. Hoor Hasan** elaborated on Macro teaching skills that is “Enhancing the practice teaching and the internship”. All the internship activities to be done for semester 2 (tentative schedule: 12<sup>th</sup> July to 30<sup>th</sup> July), semester 3 and semester 4.
  - How to close tie up with collaborative activities, like engagement with community work, co teaching with school activity, teachers shadowing of school activity, theme lessons, observation of school activity. Organizations of workshop, seminars, expert talk, rally and any event etc.
3. **The Executive Chairperson Mr. Burhan Harris** supports the practice teaching skills and the internship. Also supports the collaboration with schools, as there becomes an understanding between each teacher and also gets experiences. As Sir said, “Do what you want to do that is right. Do different, be confident and perfection in it”.
4. All present Heads of the Schools ensured for their support in future collaboration activity.
  - **Mr. Asad** support the learning teaching interaction. Looking forward to help and guide. Aim is to “Go ahead” (Aage Badna hai).
  - **Mrs. Fauziya** also supports in teaching practice internship, looking forward to experience the ‘shadowing teaching’ internship and also to guide.
  - **Mrs. Rizwana** supports the collaboration with schools and internship. Also suggested that interns to collaborate before internship begins, so as to discuss, plan the syllabus what to teach, co-teaching and all. To be prepare in well advance.
  - **Mrs. Shama** also supports and ready to help and guide.
  - **Mrs. Smita** supports in practice teaching and suggests that interns to be discipline during online sessions (the gesture, style, voice modulation). Also it will be challenge for new teachers and experience. (July is already scheduled for their school evaluations)
  - **Mrs. Salma** is also looking forward to support and collaborate with schools in practice teaching.
  - **Mrs. Zulekha Siddiqui, the Headmaster of Al's. A. Khatakhatay Secondary School** is ready to support, be in charge to coordinate the internship. (Practice teaching sessions can also be done in Saturday too).
  - **Dr. Razak Honnutagi, Director of AIKTC and ARKP**, says the best way of teaching is done by practice. As it enhance and makes efficient teaching practice important.

Teachers should have '3 things' in mind-set. Teaching, Research and Practice.

Teaching

Practice

Research

- Teaching and research: Whatever are taught is research and research is to be taught. (That is collaboration).
- Teaching and practice: Whatever are taught to be practiced and practice to be taught.
- Research and practice: Whatever are researched to be practice and practice to be research.

Lastly, the meeting wined up by giving Vote of Thanks by **Mr. Mohd. Qamar Saleem**. Thanking all for their supports of "Practice teaching: Collaboration with schools".

Meeting Ended: < 7.00 P.M.>

5. POST MEETING ACTION ITEMS

Action	Assigned To	Deadline	Status of Action
Letter for Internship Permission sent to Schools (PT Semester 2)	Mrs. Hoorjahan Hasan	Before 12 <sup>th</sup> July, 2021	Work Done and Got the internship permission from schools



*Hasan*

*Asma*

PRINCIPAL  
ANJUMAN-I-ISLAM'S  
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Minutes Recorded By: Hoor Jahan Hasan  
(I.Q.A.C Coordinator)

Minutes Approved By: Dr. Asma Shaikh  
(Principal)

