

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: 25.05.2020

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. Eustace : Member, IQC: Stakeholder
11. Ms. Steffi Lobo : Member (Rep. Student Council)

2. Meeting Location

PRINCIPAL OFFICE, AIAPCE

3. MEETING START

Meeting Started: 11.30 pm

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

Agenda:

Minutes of the meeting held 09.07.2019 was confirmed by Mr. Burhan Harris Hon. Executive Chairman, BINM.

Enhancing Online Learning Strategies : Training for Faculty & Students

Principal and Mrs. Hoor Jahan Hasan along with 2 students attended Online training programme in the month of March 12 & 13, 2020. The training was very useful, informative and they explained how to create online content preparation. All staff was instructed to attend the online training programmes, webinars, workshops etc.

Mrs. Hoor Hasan incharge of ICT was instructed to arrange online webinars for world population day and yoga day, practice teaching workshops etc.

Strategies to support student in Online teaching

Mrs. Hoor Jahan Hasan advised to initiate the use of zoom, google meet etc for online teaching learning process.

Submission on Online Platform

It was decided that google classroom will be created for task assignments submissions and internal exams will be conducted through classrooms.

Farewell of staff

Mrs. Hoor Jahan was asked to arrange online farewell of Mrs. A Fatema Q. Saleem-Assoc. Prof., Mr. M. Hnaeef Khan-Librarian and Mrs. Khatija A. Kazi-Peon respectively.

Outcome Review

Following information shared by Respective Incharge Teachers as per their portfolio:

Organized Panel Discussion on the Theme “Hindi Basha Ke Sanrakshan Mai” on the occasion of Hindi Divas – 14th September, 2019.

College Participated in Panel Discussion: Oriental B.Ed college, H.B.B.Ed. College & S.K College of Education.

One Day Workshop on Enhancing Professional Skills among Support Personnel of Anjuman-i-Islam’s Institutions: 16th September, 2019.

Workshop under the Banner: Plastic Waste Free Campaign (Swachhata Hi Seva 2019) in collaboration with AI’s A.A. Khatkhatay Secondary School – 23th September, 2019.

It was informed that our second seminar proceeding ISBN Book 978-93-88316-54-5 : We are teaching, Are they Learning? Was released at Anjuman-i-Islam, Head Office,CST, Mumbai by Hon. President Dr. Zahir I.Kazi, AI.

One Week Sensitization Sessions & Workshops on the occasion of World Dyslexia Awareness Week at AIAPCE in collaboration Maharashtra Dyslexia Association and Anjuman-i-Islam Group of Schools: 30th September to 6th October 2019

Organized 15 Days Residential Training Programme in Mumbai for Madarsa Teachers of Western and Southern Regions in collaboration with Maulana Azad Education Foundation at Anjuman-I-Islam, Head Office Campus, CST, November, 2019.

Following workshops conducted for Enhancing teaching skills:

- Practice teaching workshop.
- Co-teaching workshop.
- Experiential Learning


- Yuva Mahiti App, University of Mumbai.
- Micro Teaching – Questioning, Explanation, Illustration.
- Simulated Teaching – CAM, Games, Role Play.
- Lesson Plan on new techniques – Co teaching, Theme Based Teaching.
- Professional Growth\
▪ Maxims of teaching
- Correlation
- Principles of teaching
- Unit Test

Organized our 14th Inservice Teachers Training Programme Refresher Course on the theme “Teachers Actions and Reflections” at our B.ED. from 6th to 10th January, 2020.

Conducted of Internship at different Schools and Jr Colleges (Semester II and IV) students. & One-week Joyful Learning at AI’s Panchgani Public School from 14th to 19th January, 2020

One week Educational Trip to Rajasthan : 16th to 22nd February, 2020
Shared the message of Spread A Smile with Rajasthan People.

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)
(Signature)

Minutes Approved By: Dr. Asma Shaikh
(Principal)

