

**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: 09<sup>th</sup> July, 2019

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: 03.30

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

#### Agenda:

Minutes of the meeting held 26.04.2018 was confirmed by Mr. Burhan Harris Hon. Executive Chairman, BINM.

Course Transaction & Strategies to improve results

It was decided workshop on pre practice teaching shall be conducted with demonstration lesson. There should be maximum involvement and participation in all the events with their feedbacks. Tutorials sessions along with revision classes, clarification of doubts and mentoring with reference to how to write answers and discussions on content.

Publication

It was instructed to all the teachers to publish research papers index number books also instructed to undertake university minority research project.

Workshop (Internal/External)

Professional skills, environmental, social awareness, practice teaching workshops, community and ICT related workshops, enhancement professional competencies workshop will be organized.

#### Continuation of Best Practices

As we have established the eco friendly campus. Therefore, tree plantation, healthy habits to be continued with various awareness programmes and avoid using plastic bags or any other material.

Spread a smile campaign and well activities must be in practice on regular basis.

It was decided 14<sup>th</sup> Inservice teachers training programe refresher course to be organize with concern of Mrs. Salma Lokhandwala, Director, School Education.

#### Collaborative Activities

To be organize Seminar, panel discussion, dyslexia awareness programme, joyful teaching with Anjuman-i-Islam and other B.ED. Colleges.

#### Government Project

It was asked to Mohd. Qamar Saleem to plan, schedule and arrange for 15 Days Residential Training Programme for Madrasa Teachers of Western and Southern Regions under the aegis of Moulana Azad Education Foundation, Ministry of Minority Affairs, Government of India.


#### Any Other matter with the Permission of Chair

It was asked to everyone to keep recording and reporting of each and every activity properly.

It was informed that Memorandum of Understanding with H.B.B.ED. College is extended from March, 2019 onwards.

Meeting Ended: < 5.30 P.M.>



  
PRINCIPAL  
ANJUMAN-I-ISLAM'S  
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Minutes Recorded By: Mrs. A.Fatema Q. Saleem (I.Q.A.C Coordinator)

Minutes Approved By:Dr. Asma Shaikh  
(Principal)