

**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: 26 April , 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. Nazir Ahmed : Member, IQC: Stakeholder
11. Ms. Safiya Nazir Ahmed : 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 17.07.2018 was approved by Mr. Burhan Harris, Hon. Executive Chairman, BINM.

### Outcome review

A seminar on Energizing and Nurturing the Capacity of Supporting Staff was organized on 14 July, 2018. A total of 60 support staff from institutions run by Anjuman-i-Islam. Participated in the seminar.

E-waste collected from students, teachers and administrative staff throughout the year was handed over to Green India E waste and Recycling private Ltd. In order to sustain the philosophy of reuse, reduce and recycle.

As a part of the Spread a Smile Campaign students distributed snacks and stationery amongst children living in the slums during the Diwali and Christmas Vacations. Students also distributed chocolates and pastries to personnel working at petrol pumps in the

neighborhood. Students visited children living in the slum and helped them with their studies during this period.

Two short duration Refresher Courses were organized. One on the theme “Time to Focus on Learners Learning”, and the second on the theme “Empowering Learners to Understand their own personality”. The first programme was conducted at Al Saif Tyabji High School, Mumbai Central and the second at Al’s Public School, Panchgani.

A Seven days educational excursion was conducted from 11<sup>th</sup> to 15<sup>th</sup> February, 2019 at Kerala.

Sessions on Resume writing and appearing for interview were conducted prior to the placement interview held on 30<sup>th</sup> March, 2019.

### **Project for in new academic year**

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.


### **Collaborative Activities**

Student participated in the seminar organized by SNDT and MCT College of Education for enhancement proficiency. Students also participated in the district level sports.

### **Planning for new academic year**

National Seminar, Publication, Workshops, Educational Excursion, Pre practice teaching and professional growth workshops to be plan.

Meeting Ended: < 5.30 P.M.>



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

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Minutes Recorded By: Mrs. A.Fatema Q.  
Saleem (I.Q.A.C Coordinator)  
(Signature)

Minutes Approved By: Dr. Asma Shaikh  
(Principal)



