

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

Plot No. 15, Sector 10/A, Vashi , Navi Mumbai – 400 703.
022 27801214/ 2780 0169

COLLEGE DEVELOPMENT COMMITTEE MEETING MINUTES

Meeting Date: **3.02.2024**

Meeting Location: Anjuman-i-Islam, **Head Office Campus**

Approval: **Mr. Moiz Miyajiwala, Hon. Treasurer, AI.**

Signature:



Recorded by: **Dr. Asma Shaikh, Principal, AIAPCE.**

Signature:



1. ATTENDANCE:

Sr. No	Name of members	Designation	Present
1.	Dr. Zahir I.Kazi	Hon. President, Anjuman-i-Islam	Yes
2.	Mr. Mushtaque Antualy	Hon. Vice President, Anjuman-i-Islam, Special Invitee	Yes
2	Mr. Moiz Miyajiwala	Hon. Treasurer, Anjuman-I-Islam, Ex Officio Chairperson, CDC	Yes
3	Mr. Burhan Harris	Hon. Executive Chairman, BINM, Member, CDC	Yes
4	Mr. Ali Shamshi	Member, CDC	Yes
5	Mr. Iqbal Kaware	Member, CDC	Yes
6	Mrs. Zaibunnisa Bakerywala	Member, CDC	Yes
7	Dr. Rajendra Magar	Member, CDC	Yes
8	Dr.(Mrs)Asma Shaikh	Member Secretary	Yes
9	Dr. Supriya Deka	Member (Rep. Teaching Staff)	Yes
10	Mrs. Hoorjahan Hasan	Member (Rep. Teaching Staff)	Yes
11	Mr. Salim Javed	Member (Rep. Teaching Staff)	Yes
12	Ms Gulshan Sayyed	(Rep. Teaching Staff)	Yes

Mr. Burhan Harris, Ali Shamsi, and Dr. Rajendra Magar were sought leave of absence.

2. Meeting Location: Anjuman-i-Islam, Head Office Campus**3. MEETING START**

Meeting Started: 05.00 p.m

Meeting Minutes Recorded By: Dr. Asma Shaikh, Principal, AIAPCE.

4. AGENDA

Meeting began with Qirat -e- Quran by Mr. Iqbal Kaware sir.

Agenda:

1. Confirming the Minutes of the last meeting held on 27.12.2023
Dr. Asma Shaikh, Principal, AIAPCE read minutes of the last meeting held on 27.12.2023 and confirmed by Chairperson after action taken report presented by Dr. Asma Shaikh, Principal.
2. NAAC Peer Team Visit
Principal informed about the DVV queries. Total 97 queries received and uploaded with justification.
Peer Team Visit circular received and the visit date 19th and 20th March, 2024.
Second and Last payment done for NAAC logistics.

Management assured Principal that any help required for the arrangement and organization related to NAAC will be provided by head office.

If there is any issue or circumstances directly approach to me on immediate basis.

3. Any other matter with the permission of Chair.

President instructed all the office bearers to be present during Peer Team visit.
Meeting ended with the vote of thanks to the chair.

Meeting Ended: < 07.30 P.M.>



Minutes Recorded By: Dr. Asma Shaikh,
Principal, AIAPCE

Minutes Approved By: **Mr. Moiz Miyajiwala,**
Hon. Treasurer, AI & Chairperson, CDC.
(Name and Signature)

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

Plot No. 15, Sector 10/A, Vashi , Navi Mumbai – 400 703.
022 27801214/ 2780 0169

COLLEGE DEVELOPMENT COMMITTEE MEETING MINUTES

Meeting Date: **27th December, 2023**

Meeting Location: Anjuman-i-Islam, **Head Office Campus**

Approval: **Mr. Moiz Miyajiwala, Hon. Treasurer, AI.**

Signature:



Recorded by: **Dr. Asma Shaikh, Principal, AIAPCE.**

Signature:



1. ATTENDANCE:

Sr. No	Name of members	Designation	Present
1.	Dr. Zahir I.Kazi	Hon. President, Anjuman-i-Islam	Yes
2.	Mr. Mushtaque Antualy	Hon. Vice President, Anjuman-i-Islam, Special Invitee	Yes
2	Mr. Moiz Miyajiwala	Hon. Treasurer, Anjuman-I-Islam, Ex Officio Chairperson, CDC	Yes
3	Mr. Burhan Harris	Hon. Executive Chairman, BINM, Member, CDC	No
4	Mr. Ali Shamshi	Member, CDC	No
5	Mr. Iqbal Kaware	Member, CDC	Yes
6	Mrs. Zaibunnisa Bakerywala	Member, CDC	Yes
7	Dr. Rajendra Magar	Member, CDC	No
8	Dr.(Mrs)Asma Shaikh	Member Secretary	Yes
9	Dr. Supriya Deka	Member (Rep. Teaching Staff)	Yes
10	Mrs. Hoorjahan Hasan	Member (Rep. Teaching Staff)	Yes
11	Mr. Salim Javed	Member (Rep. Teaching Staff)	Yes
12	Ms Gulshan Sayyed	(Rep. Teaching Staff)	Yes

Mr. Burhan Harris, Ali Shamsi, and Dr. Rajendra Magar were sought leave of absence.

2. Meeting Location: Anjuman-i-Islam, **Head Office Campus****3. MEETING START**

Meeting Started: 05.00 p.m

Meeting Minutes Recorded By: Dr. Asma Shaikh, Principal, AIAPCE.

4. AGENDA

Meeting began with Qirat -e- Quran by Mr. Iqbal Kaware sir.

1. Confirming the Minutes of the last meeting held on 26.06.2023

Dr. Asma Shaikh, Principal, AIAPCE read minutes of the last meeting held on 23.02.2023 and confirmed by Chairperson after action taken report presented by Dr. Asma Shaikh, Principal.

2. Any other matter with the permission of chair:**NAAC Status:**

Dr. Zahir I. Kazi, Hon. President, AI, asked Principal that how much you are ready for Data Verification and Validation Process? Principal replied that we had correctly and minutely filled the SSR Report. She also added we are waiting for teachers' approval from the University and some minutes of meetings needs to be updated.

Mr. Moiz Miyajiwala Hon. Treasurer, AI, asked Principal that what is the result of Student Satisfaction Survey? Students are happy with the quality of services or they have opinions to overcome? Principal immediately organized the online meeting with the students to discuss SSS, explained them about it and also requested to let us know if they find any difficulties? As required by the NAAC, our SSS was successfully completed on November 24, 2023.

Mr. Mushtaque Antulay, Vice President, AI asked what was the response of the student? Is it positive or negative? Principal ensured that it was positive.

He further asked that are you doing internal survey of the students? Principal replied this criterion was given to faculty, they have collected the feedback of students and uploaded on NAAC.

The Principal also mentioned that for NAAC advice and guidance purpose, we visited nearby B.Ed. colleges for observation as they were already involved in NAAC process. We are approaching Mr. Rajendra Magar, I/c Dean, SoE&T, Mr. Arif IQAC Coordinator of Kasekar campus, Dr. Swarnalatha of H.B.B.Ed College, Dr Sally Enos of Pillai College of Education, and Dr. Rajendra Kaur of B.Ed. College for guidance.

Admission Status:

Mr. Miyajiwala asked about the admission status. Principal responded that

- **Advertisement:** Banners and Handbills were displayed and distributed.
- **Counselling:** We have scheduled online Orientations, Group counselling, personal counselling of students, Guidance for CET procedure and WhatsApp group was formed.
- Principal informed that B.Ed. admissions are not fulfilled in any of the B.Ed. colleges of Navi Mumbai. The amount of time that gap between the CET Exam and the round list announcement causes students to lose interest.
- Mr. Iqbal Kaware supported Principal with her statement by justifying that college admissions have become more difficult because of the closure of Minority CET

Faculty Development Programme Status:

Mr. Miyajiwala asked Principal what about Faculty Development Programme? Mr. Antulay also agreed with Mr. Miyajiwala because in NAAC, FDP play crucial role. On this Principal replied that we all are fully occupied with NAAC work. Therefore, we could not participate in any FDPs.

All faculty members, including the principal, provided an explanation for their non-participation in FDPs. However, Mr. Miyajiwala and Dr. Zahir I. Kazi both encouraged staff to take part in these programmes and expressed their disapproval of the excuses given for not doing so.

He suggested that we should create a protocol and designate a trustee coordinator to handle FDP-related matters.

Mr. Antulay asked Principal that what strategies does Sainath College applied to get this grade? Mrs. Hoor Jahan Hasan, Assoc. Prof. AAPCE and IQAC Coordinator replied that they had collaborated with other colleges to conduct government-granted workshops and conferences, they have 100% admission, and also they recruit all staff in accordance with NCTE norms.

Budget:

Mr. Miyajiwala read out the summary of budget and focused on 31 lakhs deficit for the year 2024-25. Dr. Zahir I. Kazi said deficit is ok but what is the admission strategy for this year, he asked from all the members? Hoor Jahan Hasan replied that we should be little lenient with our policies of admissions and the same should be revised to fulfill the admissions, but we cannot allot marks to such students who refuse to participate in internships.

Dr. Deka added that we should give flexibility to the students in terms of attendance and projects submissions.

Before the end of the meeting Mrs. Hoor Jahan Hasan made a request with Hon. President and Treasurer that she will be retiring in the year June, 2024 and according to the increment policy Anjuman-i-Islam's, the increment is applied every year in July.

Dr. Zahir I. Kazi made it very clear to all that no admission no increment. Increment is applied only after looking at admission status of each institution. He further added as it is a rule of Anjuman-i-Islam, which we cannot change, still he told her you give in writing the decision is made only after admissions!

Meeting Ended: < 07.30 P.M.>



Minutes Recorded By: Dr. Asma Shaikh,
Principal, AIAPCE

Minutes Approved By: **Mr. Moiz Miyajiwala,**
Hon. Treasurer, AI & Chairperson, CDC.
(Name and Signature)

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

Plot No. 15, Sector 10/A, Vashi , Navi Mumbai – 400 703.
022 27801214/ 2780 0169

COLLEGE DEVELOPMENT COMMITTEE MEETING MINUTES

Meeting Date: **31.10.2023**

Meeting Location: Anjuman-i-Islam, **Head Office Campus**

Approval: **Mr. Moiz Miyajiwala, Hon. Treasurer, AI.**

Signature:



Recorded by: **Dr. Asma Shaikh, Principal, AIAPCE.**

Signature:



1. ATTENDANCE:

Sr. No	Name of members	Designation	Present
1.	Dr. Zahir I.Kazi	Hon. President, Anjuman-i-Islam	Yes
2.	Mr. Mushtaque Antualy	Hon. Vice President, Anjuman-i-Islam, Special Invitee	Yes
2	Mr. Moiz Miyajiwala	Hon. Treasurer, Anjuman-I-Islam, Ex Officio Chairperson, CDC	Yes
3	Mr. Burhan Harris	Hon. Executive Chairman, BINM, Member, CDC	Yes
4	Mr. Ali Shamshi	Member, CDC	Yes
5	Mr. Iqbal Kaware	Member, CDC	Yes
6	Mrs. Zaibunnisa Bakerywala	Member, CDC	Yes
7	Dr. Rajendra Magar	Member, CDC	Yes
8	Dr.(Mrs)Asma Shaikh	Member Secretary	Yes
9	Dr. Supriya Deka	Member (Rep. Teaching Staff)	Yes
10	Mrs. Hoorjahan Hasan	Member (Rep. Teaching Staff)	Yes
11	Mr. Salim Javed	Member (Rep. Teaching Staff)	Yes
12	Ms Gulshan Sayyed	(Rep. Teaching Staff)	Yes

2. Meeting Location: Anjuman-i-Islam, **Head Office Campus****3. MEETING START**

Meeting Started: 05.00 p.m

Meeting Minutes Recorded By: Dr. Asma Shaikh, Principal, AIAPCE.

4. AGENDA

Meeting began with Qirat -e- Quran by Mr. Iqbal Kaware sir.

Agenda:

1. Confirming the Minutes of the last meeting held on 26.06.2023

Dr. Asma Shaikh, Principal, AIAPCE read minutes of the last meeting held on 26.06.2023 and confirmed by Chairperson after action taken report presented by Dr. Asma Shaikh, Principal.

2. Admission Status

Principal informed the management that till date we have 30 students admitted and now waiting for the 3rd Roundlist by Cet Cell.

3. Recruitment of Two faculties and Librarian

Ms. Fouzia Khanam and Ms. Shireen A. Patel appointed through proper recruitment channel of University of Mumbai. Advertisement for the post of Librarian already given in the newspaper. Interview date decided in the month of November, 2023

4. Any other matter with the permission of Chair.
Principal informed that SSR Report submitted in the month of October, 2023.

Meeting Ended: < 07.30 P.M.>



Minutes Recorded By: Dr. Asma Shaikh,
Principal, AIAPCE

Minutes Approved By: **Mr. Moiz Miyajiwala,**
Hon. Treasurer, AI & Chairperson, CDC.
(Name and Signature)

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

Plot No. 15, Sector 10/A, Vashi , Navi Mumbai – 400 703.
022 27801214/ 2780 0169

COLLEGE DEVELOPMENT COMMITTEE MEETING MINUTES

Meeting Date: **26.06. 2023**

Meeting Location: Anjuman-i-Islam, **Head Office Campus**

Approval: **Mr. Moiz Miyajiwala, Hon. Treasurer, AI.**

Signature:



Recorded by: **Dr. Asma Shaikh, Principal, AIAPCE.**

Signature;



1. ATTENDANCE:

Sr. No	Name of members	Designation	Present
1.	Dr. Zahir I.Kazi	Hon. President, Anjuman-i-Islam	Yes
2.	Mr. Mushtaque Antualy	Hon. Vice President, Anjuman-i-Islam, Special Invitee	Yes
2	Mr. Moiz Miyajiwala	Hon. Treasurer, Anjuman-I-Islam, Ex Officio Chairperson, CDC	Yes
3	Mr. Burhan Harris	Hon. Executive Chairman, BINM, Member, CDC	Yes
4	Mr. Ali Shamshi	Member, CDC	Yes
5	Mr. Iqbal Kaware	Member, CDC	Yes
6	Mrs. Zaibunnisa Bakerywala	Member, CDC	Yes
7	Dr. Rajendra Magar	Member, CDC	Yes
8	Dr.(Mrs)Asma Shaikh	Member Secretary	Yes
9	Dr. Supriya Deka	Member (Rep. Teaching Staff)	Yes
10	Mrs. Hoorjahan Hasan	Member (Rep. Teaching Staff)	Yes
11	Mr. Salim Javed	Member (Rep. Teaching Staff)	Yes
12	Ms Gulshan Sayyed	(Rep. Teaching Staff)	Yes

2. Meeting Location: Anjuman-i-Islam, Head Office Campus**3. MEETING START**

Meeting Started: 05.00 p.m

Meeting Minutes Recorded By: Dr. Asma Shaikh, Principal, AIAPCE.

4. AGENDA

Meeting began with Qirat -e- Quran by Mr. Iqbal Kaware sir.

Agenda:

1. Confirming the Minutes of the last meeting held on 22.02.2023

Dr. Asma Shaikh, Principal, AIAPCE read minutes of the last meeting held on 22.02.2023 and confirmed by Chairperson after action taken report presented by Dr. Asma Shaikh, Principal.

2. Admission Procedure and Status

Mr. Miyajiwala asked about the admission status. Principal responded that

- **Advertisement:** Banners and Handbills were displayed and distributed.
- **Counselling:** We have scheduled online Orientations, Group counselling, personal counselling of students, Guidance for CET procedure and WhatsApp group was formed.
- Principal informed that B.Ed. admissions are not fulfilled in any of the B.Ed. colleges of Navi Mumbai. The amount of time that gap between the CET Exam and the round list announcement causes students to lose interest.

- Mr. Burhan Harris supported Principal with her statement by justifying that college admissions have become more difficult because of late admission procedure CET Cell. Student lost interest.
3. Enhancement Professional Competencies
Principal informed the IQAC initiatives about soft skill certificate, beyond the curriculum series, spread a smile campaign, inservice teachers training programme steam project, national level workshop, personality development programme, innovative techniques workshop, strategy before examination.
 4. Any other matter with the permission of Chair.
Appointment of Librarian and two faculties on regular basis. The process to be begin.

Meeting Ended: < 07.30 P.M.>



Minutes Recorded By: Dr. Asma Shaikh,
Principal, AIAPCE

Minutes Approved By: **Mr. Moiz Miyajiwala,**
Hon. Treasurer, AI & Chairperson, CDC.
(Name and Signature)