

**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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**COLLEGE DEVELOPMENT COMMITTEE MEETING MINUTES**

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Meeting Date: **8<sup>th</sup> April, 2025**

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

Approval: **Mr. Moiz Miyajiwala, Hon. Vice President, 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	<b>No</b>
2.	Mr. Mushtaque Antualy	Hon. Vice President, Anjuman-i-Islam, Representative of the Hon. President, AI	Yes
3.	Mr. Moiz Miyajiwala	Hon. Vice President, Anjuman-I-Islam, <b>Ex Officio Chairperson, CDC</b>	Yes
4.	Mr. Shoaib Jamkhanawala	Hon. Joint Secretary, Anjuman-I-Islam, <b>Special Invitee, CDC</b>	Yes
5.	Mr. Burhan Harris	Hon. Executive Chairman, BINM, <b>Member, CDC</b>	Yes
6.	Ms. Anul Atar	Director, Higher Education, AI <b>Special Invitee</b>	Yes
7.	Mr. Iqbal Kaware	<b>Member, CDC</b>	Yes
8.	Mrs. Zaibunnisa Bakerywala	<b>Member, CDC</b>	Yes
9.	Mr. Shaukat Ali Betgeri	<b>Member, CDC</b>	<b>No</b>
10.	Dr. Rajendra Magar	<b>Member, CDC</b>	<b>No</b>
11.	Dr.(Mrs)Asma Shaikh	<b>Member Secretary</b>	Yes
12.	Dr. Supriya Deka	<b>Member</b> (Rep. Teaching Staff)	Yes
13.	Dr. Shireen A. Patel	<b>Member</b> (Rep. Teaching Staff)	Yes
14.	Ms. Sofia Edroos	<b>Member</b> (Rep. Teaching Staff)	Yes
15.	Mrs. Rahiya Baig	<b>Member</b> (Rep. Alumni Association)	Yes
16.	Mr. Salim Javed	<b>Member</b> (Rep. Teaching Staff)	Yes
17.	Ms Gulshan Sayyed	(Rep. Teaching Staff)	Yes

*Dr. Zahir I.Kazi, Mr. Shaukat Ali Betgeri and Dr. Rajendra Magar were sought leave of absence.*

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

Meeting Started: 04.30 p.m.

Meeting Minutes Recorded By: Ms. Sofia Edroos, Faculty, AIAPCE.

Meeting began with Qirat -e- Quran by Mr. Mr. Shoaib Jamkhanawala, Hon. Joint Secretary, Anjuman-I-Islam.

**4. AGENDA****1. Confirming the Minutes of the last meeting held on 17.01.2025**

Minutes of meeting were read by Principal, AIAPCE, conformed and signed. Action Taken for the last meeting especially with regards to deficit and strength and weakness of NAAC presented by Principal, Faculty and Accountant, AIAPCE.

**2. IQAC Initiative: Publication of Seminar Proceeding Book on “Viksit Bharat@2047”.**

- AQAC organized Seminar on Viksit Bharat @ 2047 on 22<sup>nd</sup> February, 2025.
- Highlights of the seminar was that for the first time B.Ed. students were properly trained and involved for research based paper presentation. Total 28 research papers were received for publication.
- Seminar proceeding ISBN book publication work is under process.

**3. Alumni Involvement in Workshop/Seminar**

- Two days online interactive series - 3 on the theme “Don’t Postpone the happiness, Smile to make lasting impact” was organized by Alumni of AIAPCE on 27<sup>th</sup> and 29<sup>th</sup> March, 2025.
- Topics covered was Blended Learning for Effective Teaching by Mr. Riyazuddin Shaikh; 21<sup>st</sup> Century Skills by Ms. Gulrez Mapkar and A Teacher : Teaching and Touching Lives by Nelcy Grace.

**4. Any Other matter with the permission of chair:**

- AIAPCE received appreciation from the team members, Performance Appraisal Report (NCTE).
- As criterion 3 Research is a weakness of AIAPCE, for which college has taken initiative to start the research cell which will be headed by Ms. Nusrat Siddiqui, Asst. Prof. AIAPCE. Action Research will be based on classroom transaction - teaching and learning.
- Writing practice, communication skill sessions, sustained tutorials sessions is being conducted.
- Funding required for hiring eminent resource person for special lectures and for special area of training such as Artificial Intelligence (AI) and teaching.

**Management Suggestions:**

- A systematic proposal with proper working calculation (Expenditure divided by No. of students) for increase in fees should be presented to CFO, AI, and after his approval, it should be submitted to Shikshan Shulk Samiti (SSS). If we are approaching now to SSS, then hike in fees will be implemented in the year 2026-27.
- Proper concrete plan must be made, so that will we will be able to achieve grade A in the next cycle of NAAC.
- In every CDC meeting, there should be a small presentation on staff research activity.
- School Teacher Recruitment Advertisement should be shared with Principal in order to strengthen the placement activity.
- Proposal to start add on courses from MCKL Department was approved.
- Next CDC meeting will be held on 30<sup>th</sup> June, 2025 alongwith the farewell of DR. Supriya Deka, Associate Professor, AIAPCE.
- Principal proposed the vote to all.

Meeting Ended: < 06.30 P.M.>



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



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

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**COLLEGE DEVELOPMENT COMMITTEE MEETING MINUTES**

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Meeting Date: **17<sup>th</sup> January, 2025**

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, <b>Special Invitee</b>	Yes
3.	Mr. Moiz Miyajiwala	Hon. Vice President, Anjuman-I-Islam, <b>Ex Officio Chairperson, CDC</b>	Yes
4.	Mr. Shakil Nazirmiya Shaikh	Hon. Treasurer, Anjuman-i-Islam, <b>Special Invitee</b>	Yes
5.	Mr. Burhan Harris	Hon. Executive Chairman, BINM, <b>Member, CDC</b>	Yes
6.	Mr. Iqbal Kaware	<b>Member, CDC</b>	Yes
7.	Mrs. Zaibunnisa Bakerywala	<b>Member, CDC</b>	<b>No</b>
8.	Mr. Shaukat Ali Betgeri	<b>Member, CDC</b>	<b>No</b>
9.	Dr. Rajendra Magar	<b>Member, CDC</b>	<b>No</b>
10.	Dr.(Mrs)Asma Shaikh	<b>Member Secretary</b>	Yes
11.	Dr. Supriya Deka	<b>Member</b> (Rep. Teaching Staff)	Yes
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14.	Mrs. Rahiya Baig	<b>Member</b> (Rep. Alumni Association)	Yes
15.	Mr. Salim Javed	<b>Member</b> (Rep. Teaching Staff)	Yes
16.	Ms Gulshan Sayyed	(Rep. Teaching Staff)	Yes

*Mrs. Zaibunnisa Bakerywala, Mr. Shaukat Ali Betgeri and Dr. Rajendra Magar were sought leave of absence.*

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

Meeting Started: 04.00 p.m.

Meeting Minutes Recorded By: Ms. Sofia Edroos, Faculty, AIAPCE.

**4. AGENDA**

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

**1. Confirming the Minutes of the last meeting held on 17.01.2025**

- Minutes of meeting read, Action Taken Report was informed and then confirmed by Hon. Vice President, Anjuman-I-Islam and CDC Chairman Mr. Moiz Miyajiwala. It was pointed out that College Development Committee Meeting should be held quarterly (i.e. January, April, July and October).

## 2. Budget 2025 - 26:

- Budget was approved by the management.
- Last year, in 2024-25, based on 82 strengths, deficit was 39,60000 which includes gratuity of staff Rs. 15 lakhs and as well as NAAC fees.
- In the year, 2025–2026 based on 90 students, deficit will be 41,30000, which will include a 21 lakh gratuity of one faculty member.
- 5-7 students are annually supported by Anjuman-I-Islam Trust.
- To fulfil the vacant seats, the suggestion was to establish the integrated 4 years B.Ed. programme.

## 3. NAAC Introspection:

- It was informed that filled the NCTE PAR (Performance Appraisal Report), as the last date was 31st December, 2024. The committee visited college in order to issue NOC (no objection certificate) which will help us in admission 2025-26. They appreciated the resources and efforts of the college.
- Informed Institutional Strength which is according to the NAAC Peer Team.
- It was appreciated by the management and also Hon. President stated that the quality education which this B.Ed. college is imparting is the benchmark which he personally interpreted in terms of best placement.
- It was suggested that before organizing campus placement, Anjuman-I-Islam's group of school heads and local school heads should be informed using advertisement strategy if needed and also inform the management in charge to support the cause.
- It was suggested by the management any requirements for the college should be submitted at the start of the financial year.
- It was informed that NAAC was emphasizing more on the expenditure of Sustainable Development rather than curriculum and distinctive values in which our institution is performing really well. To fulfil this criterion it was informed that Vermiculture practise to be followed from the new academic year. Installation of solar panel system in near future.
- IQAC incharge briefed about Inclusive design of lesson plan (Universal Lesson Design: ULD). She stressed that our B.Ed. students are trained to identify the special students and recommend them for remedial session.
- It was informed that Outcome Based Education (OBE) basically starts from curriculum planning to placements. AIAPCE has introduced a rule book in which outlines were mentioned related to systems, regulations, protocols, and procedures for each criterion

in order to facilitate the process. Such as curriculum, practice teaching, admission, placement, examination, workshops, seminars etc. which college will adhere now and in the future.

Mechanism to follow the rule book, timely schedule meetings for planning and discussion, submission of reports of all activities and simultaneously uploaded on drive, analysis of results and feedback.

- It was suggested by management to focus on research papers.
- Lastly, Hon. President mentioned that make little provisions in the budget every year. So that during the NAAC visit in future, we do not have the burden of last minute preparation in a hurry and it will also not impact on our budget.

**4. Any Other matter with the permission of chair:**

- Holding a condolence meeting for Mr. G.A.R Shaikh, Hon. General Secretary, AI, to which Dr. Zaheer Kazi responded positively.
- Dr. Zahir Kazi informed the members that farewell should be organised for Dr. Supriya Deka.
- The meeting concluded on a positive feedback from the board members a motivation to do good work.

Meeting Ended: < 06.00 P.M.>



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



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