

**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: **22<sup>nd</sup> February, 2023**

Meeting Location: **Conference Hall, H.O., CST.**

Approval:

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.G.A.R. Shaikh	Hon. Gen. Secretary, Anjuman-i-islam, <b>Member, CDC</b>	<b>No</b>
3.	Mr. Moiz Miyajiwala	Hon. Treasurer, Anjuman-I-Islam, <b>Ex Officio Chairperson, CDC</b>	Yes
4.	Mr. Burhan Harris	Hon. Executive Chairman,BINM, <b>Member, CDC</b>	Yes
5.	Mr. Ali Shamshi	<b>Member,CDC</b>	<b>No</b>
6.	Mr. Iqbal Kaware	<b>Member,CDC</b>	<b>No</b>
7.	Mrs. Zaibunnisa Bakerywala	<b>Member,CDC</b>	Yes
8.	Dr. Abdul Razak Honnutagi	<b>Member,CDC</b>	<b>No</b>
9.	Dr.(Mrs)Asma Shaikh	<b>Member Secretary</b>	Yes
10.	Dr. Supriya Deka	<b>Member (Rep. Teaching Staff)</b>	Yes
11.	Mrs. Hoorjahan Hasan	<b>Member (Rep. Teaching Staff)</b>	Yes
12.	Mr. Salim Javed	<b>Member (Rep. Teaching Staff)</b>	Yes

2. **MEETING LOCATION:** CONFERENCE HALL, H.O., CST.

**3. MEETING START**

Meeting Started: 05.30 p.m.

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

**4. AGENDA**

Meeting began with Qirat -e- Quran by Mr. Javed S. Ansari, Accountant, AIAPCE.

**1. Confirming the Minutes of the last meeting held on 21.09.2022**

Dr. Asma Shaikh, Principal, AIAPCE, Dr. Supriya Deka, Assoc. Prof, AIAPCE, Mrs. Hoorjahan Hasan, Assoc. Prof, AIAPCE, read action taken of the last meeting held on **21.09.2022**.

**Action Taken:**

1. The proposal for salary was sent to Head Office and it was approved by the Management dated 29.09.2022. It was implemented from October, 2022.
2. The proposal for ECCE Course was submitted to the SNTD Department dated 31.01.2023.
3. Two assistant professors and one librarian appointed from November, 2022.
4. The faculty of AIAPCE visited to AIKTC, Panvel dated 21.11.2022 and discussion was held regarding NAAC Visit.

Mr. Moiz Miyajiwala, Hon. Treasurer, AI & Chair Person of CDC confirmed:

**Business arising out of the minutes, if any, NO.**

**1. Budget 2023 – 24:** Principal informed several things to management with the help of power point presentation.

**I. Current Enrollment:** In this Principal informed the status of admissions:

<b>B.Ed.</b>	<b>2022-23</b>
F.Y.B.Ed	50/50
S.Y.B.Ed	47/50
	97/100

- II. Marketing Strategy:** She informed following strategies in order to fulfill the admissions; updated college website, banner displayed, distribution of handbills, counseling & information shared, orientation programmes and doubts clearing session, enquiry register maintained, assistance in online form filing. Also informed, provided facilities for tuition in terms of EMIs and Scholarships.
- III. Staffing Status:** Principal informed that there are total 10 staff in the college out of which 6 teaching (including Principal & Librarian)& 4 non-teaching.
- IV. NEP related activities:** Principal told the management that the Proposal of ECCE Course submitted to the SNDT University and Publication of seminar proceeding ISBN book on the theme NEP 2020: Its implications on school & higher education is in process. To be organize teachers training programme for primary & secondary teachers as per NEP 2020.
- V. Accreditation Plan:** Principal informed the management that analyzing, recording and reporting for NAAC is in process and working on system & procedures of NAAC. To be filled annual quality assurance report (AQAR) from 2016 to 2022 (for 6 years). National Accreditation Assessment Council (NAAC) visit expected till February, 2024.
- VI. Capacity Building for staff:** She informed planning several workshops. FDPs, Skill development and ICT Enrichment Programme to be organize in future with collaboration.

Mr. Javed S. Ansari, Accountant, AIAPCE, presented the budget. While examining the budget Mr. Moiz Miyajiwala, Hon Treasurer, AI asked the question in connection with Dear Allowance (D.A.) that at what percentage we have budgeted the D.A. Mr. Javed answered at 15%. Immediately Mr. Miyajiwala told that in the whole Anjuman was instructed to keep it par (i.e. 7.5%). Then how come our DA rate is at 15% He instructed Mr. Javed to sit with Mr. Khurshid Kapadia, CFO, AI, and rectify on an urgent basis.

**2. Any other matter with the permission of Chair:** Mr. Moiz Miyajiwala also asked the Principal if college planning of NAAC visit tentatively next year then why NAAC Expenditure is not proposed in this year’s budget. He suggested college can hire the consultant from other college who worked upon NAAC preparation. And we may pay them the fees under the head of consultation charges for NAAC. On that Principal told the management that we may proposed that in the next year budget. As this year we are working on recording, reporting and filling in of AQAR.

Meeting ended with a vote of thanks to the Chair done by Dr. Asma Shaikh, Principal, AIAPCE.

**Decision 1** – To revise the salary in the budget with the help of CFO.

**Decision 2** – To hire the consultant for NAAC, if needed.

### **Point discussed in the Meeting**

iv. NEP related activities, ECCE Course, Publication

#### **ACTION TAKEN REPORT**

- ECCE Course Committee had not visited college for inspection. Instead of ECCE, we had started the process of Diploma in School Management. They had approved the DSM proposal dated 16.09.2023.
- NEP 2020 Seminar Proceeding Book Published with ISBN No.978-93-91979-85-0.

v. Accreditation Plan :

#### **ACTION TAKEN REPORT**

- Submission of Institutional Information for Quality Assessment (**IIQA**) and Fees Paid dated 25.03.2023
- Submission of Annual Quality Assurance Report (**AQAR**) dated 30.07.2023
- Submission of Self Study Report (**SSR**) dated 21.10.2023
- Submission of Student Satisfaction Survey (**SSS**) dated 24.11.2023
- Data Validation Verification started (**DDV**) 26.12.2023 end date 10.01.2024.
- Expected NAAC Visit: March, 2024.
- Dean SoET, AIKTC: Mr. Rajendra Magar is the Consultant
- Principals of other B.Ed. Colleges: Dr. Masarrat Saheb Ali, Dr. Sally Enos and Dr. Swarnalatha Harichandan are also supporting for NAAC Advise.

Meeting Ended: < **06.30 P.M.**>

Minutes Recorded By:

Dr. Asma Shaikh, Principal

Minutes Approved By:

Mr. Moiz Miyajiwala, Treasurer.

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**COLLEGE DEVELOPMENT COMMITTEE MEETING MINUTES**

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Meeting Date: **21<sup>st</sup> September, 2022**

Meeting Location: **Conference Hall, H.O., CST.**

Approval:

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
1	Mr.G.A.R. Shaikh	Hon. Gen. Secretary, Anjuman-i-islam, <b>Member, CDC</b>	Online
2	Mr. Moiz Miyajiwala	Hon. Treasurer, Anjuman-I-Islam, <b>Ex Officio Chairperson, CDC</b>	Yes
3	Mr. Burhan Harris	Hon. Executive Chairman,BINM, <b>Member, CDC</b>	Yes
4	Mr. Ali Shamshi	<b>Member,CDC</b>	<b>No</b>
5	Mr. Iqbal Kaware	<b>Member,CDC</b>	Yes
6	Mrs. Zaibunnisa Bakerywala	<b>Member,CDC</b>	Yes
7	Dr. Abdul Razak Honnutagi	<b>Member,CDC</b>	Yes
8	Dr.(Mrs)Asma Shaikh	<b>Member Secretary</b>	Yes
9	Dr. Supriya Deka	<b>Member</b> (Rep. Teaching Staff)	Yes
10	Mrs. Hoorjahan Hasan	<b>Member</b> (Rep. Teaching Staff)	Yes
11	Mr. Salim Javed	<b>Member</b> (Rep. Teaching Staff)	Yes

2. **MEETING LOCATION:** CONFERENCE HALL, H.O., CST.

**3. MEETING START**

Meeting Started: 4.53 p.m

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

**4. AGENDA**

Meeting began with Qirat -e- Quran by Mr. Javed S. Ansari, Accountant, AIAPCE.

**1. Confirming the Minutes of the last meeting held on 19.12.2020**

Dr. Asma Shaikh, Principal, AIAPCE, Dr. Supriya Deka, Assoc. Prof, AIAPCE, Mrs. Hoorjahan Hasan, Assoc. Prof, AIAPCE, read action taken of the last meeting held on **19.12.2020** and Mr. Moiz Miyajiwala, Hon. Treasurer, AI & Chair Person of CDC confirmed :

**Business arising out of the minutes, if any,**

**POINT 1-**

Dr. Zahir I.Kazi, Hon. President, AI appreciated establishment procedure of ECCE Course and he said that it is one the requirement of NEP 2020 and you all must go for it.

**POINT 2 –**

Hon. President, AI, advised to establish the Educational Audit of Anjuman-i-islam support system which leaves a bench mark for self-assessment process of the schools.

**POINT 3-**

Hon. President, AI instructed to prioritize other criteria of NAAC over infrastructure, which will be seen later. Further he instructed to take assistance from Dr Razak Honnutagi, Director, AIKTC, with regards to research work, undertaking of projects, publication, etc.

## 2. Salary Upgradation:

Dr. Asma Shaikh, Principal, AIAPCE, put forward her thoughts that

1. In 30 years of service, we were in the hope that our hard work and efforts would get recognized at some point of time. After 2 and half years of remaining service, we will get INR 1200000 nominal amount of gratuity.
2. In the year 1992 in spite of very high fees i.e. Rs100000 and intake capacity of 80 students, the salary was still Rs. 4000.
3. We did not receive 5<sup>th</sup> Pay or 6<sup>th</sup> Pay scale. However, in the year 2013 all Anjuman Group of institutions got 80% of the 6<sup>th</sup> Pay, but the same rule was not applied to us.
4. Since 2005, we are under staff. Initially, we were short of 1 staff now short of 5. Work load has increased drastically including the Principal.
5. Our D.A. is frozen since 2015 at 45% and before that it was 27%. Every year all Anjuman Group of Institutions were getting Salary Increment and eventually reached 135%. D A. Our college was excluded from this rule as well.
6. We didn't receive yearly increment in 2018, 2020 and 2021 respectively.

Hon. President, AI, replied that in 2018 no increment was provided in any of the Institution because there was large expenditure on other institutions. Later on 2020 – 21 due to pandemic again no increment was provided to anyone.

Mr. Moiz Miyajiwala, Hon. Treasurer, AI told that already we had raised 10% D.A. and 3% Yearly Increment. On this Dr. Asma Shaikh replied that this year 10% increment is given to all other professional institutions, which were already at D.A. 132%. In our case 10% additional with 45% existing D.A. She requested to the management that we should get the same D.A. what other professional institutions are getting at present.

She informed that both the staff teaching or non-teaching, are really putting their efforts with efficiency in classroom teaching, admissions, university exams, cultural events, etc and they all are up to the mark in each and every aspects. Therefore, we should get equal rate of D.A. which other professional colleges are getting.

Dr. Supriya Deka, Associate Professor, AIAPCE, expressed her view that we are taking only 40% of what others are getting. Dr. Zahir I. Kazi, told Principal that we cannot compare government institutions with unaided institutions. He further said sometimes your college or sometimes our other branches of Turbhe or Andheri suffers from losses but still we as the management try to equalize the situation.

Finally, Hon. President, AI, assured us by stating the quote that, "As a Gentleman, this is my commitment that in any condition or situation your institution salary will increase in the November, 2022.

Hon. President, AI, instructed the Principal to prepare the proposal of salary increment and send it to him after taking approval of Hon. Executive Chairman, BINM.

**3. B.ED. Admission for the New Academic Batch 2022 – 24:**

Hon. President, AI, asked what is the status of admission and fees receivable. As per budget what is your status- surplus or deficit?

Principal informed that 25 provisional admissions are done and remaining seats will be filled after round wise list.

Mr. Javed, Accountant, informed that 7300000 fees receivable against 100 students (admission) it is also budgeted. Hon. Treasurer, AI, verified the statement that our surplus is 8 lacs after considering previous year fees of Rs. 1800000/-

**4. Appointment of Staff:**

Principal informed the management that appointment of staff procedure has been started since March 2022, and we are in queue because we have not received approved selection committee list from the University. She has also expressed her difficulty to appoint faculty.

Hon. President advised principal to appoint 2 faculties and 1 librarian immediately. If needed, provide the salary more than the approved budget. Mr. Javed informed that after appointment of 2 faculties and 1 librarian, we are not in deficit.

**5. Activities related to IQAC:**

Mrs. Hoorjahan Hasan informed the management that following are the activities which are carried out under:

- IQAC, Organized Interactive Series “Beyond the Curriculum” (Value Added Course).
- Format of the recording and reporting prepared and maintained.
- Organized Interactive Series for future teachers and inservice teachers in collaboration of Alumni.
- Organized Inservice Teachers Training programmes (Refresher Course).
- Student Enrichment Programme through workshops, rallies, completions, Effective Powerpoint presentation with Animation. Wellness Programme, vaccination drive, E-waste management, tree plantation, autism awareness, cancer awareness.
- Placement activity- Ms. Apurav appointed British School in Phuket, Head of the Physics.
- Real experience of teaching in the classroom during lockdown.
- Participated Extension Activity like Udaan Festival and received 4 university level prizes. Ms. Alka Kathania received first prize in Action Research Paper Presentation in intercollegiate Competition.
- Community Week
  - Health Marathon
  - Dental Check Up Camp & Health Check Up Camp
  - E-Waste Closure and Community Lunch

- Workshop Digitalization of Education - Mrs. Preeti Kapoor (F.Y.B.ED. Student), Dyslexia - Ms. Manjushree Patil, Founder & Director, Aatman Academy, Followed by Food kit preparation and Distribution.  
Dr. Razak Honniutagi, told that he is planning to organize a teachers training programme AICT Approved certified course for engineering college. And that will be organized in collaboration with AIAPCE.

Dr. Zahir I. Kazi, Hon. President, AI, Mr. Miyajiwala Hon. Treasurer, AI and Mr. Burhan Harris, Hon. Exec. Chairman, BINM, appreciated that you all organizing so many activities with 0 budget. Therefore, will definitely think really good for your salary.

6. Meeting ended with a vote of thanks to the Chair done by Mrs. Hoorjahan Hasan, Associate Professor and IQAC Incharge, AIAPCE.

**Decision 1** - To prepare and send proposal of salary for approval.

**Decision 2** - Establishment of ECCE, which is one the requirement of NEP 2020,

**Decision 3** - Appointment of 2 teachers and 1 librarian on an urgent basis.

**Decision 4** - Guidance and assistance from Dr. Razak Honnutagi, Director, AITKC for NAAC.

**Decision 5** - Organization of AICT Approved certified course in collaboration with AIAPCE.

Meeting Ended: < **06.30 P.M.**>

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

Minutes Approved By:  
(Name and Signature)