

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: **30th June, 2025**

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

Approval: **Mr. Moiz Miyajiwala, Hon. Vice President, AI.**

Signature:



Recorded by: **Ms. Sofia Edroos, Faculty, AIAPCE.**

Signature:



1. ATTENDANCE:

Sr. No	Name of members	Designation	Present
1.	Dr. Zahir I.Kazi	Hon. President, Anjuman-i-Islam	Yes
2.	Mr. Moiz Miyajiwala	Hon. Vice President, Anjuman-I-Islam, Ex Officio Chairperson, CDC	Yes
3.	Mr. Burhan Harris	Hon. Executive Chairman, BINM, Member, CDC	Yes
4.	Mr. Iqbal Kaware	Member, CDC	Yes
5.	Mrs. Zaibunnisa Bakerywala	Member, CDC	No
6.	Mr. Shaukat Ali Betgeri	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.	Dr. Shireen A. Patel	Member (Rep. Teaching Staff)	Yes
11.	Ms. Sofia Edroos	Member (Rep. Teaching Staff)	Yes
12.	Ms. Nusrat Siddiqui	(Rep. Teaching Staff)	Yes
13.	Mrs. Rahiya Baig	Member (Rep. Alumni Association)	Yes
14.	Mr. Salim Javed	Member (Rep. Teaching Staff)	Yes
15.	Ms Gulshan Sayyed	(Rep. Teaching Staff)	Yes
16.	Mr. Junaid Khan	(Rep. Teaching Staff)	Yes

Mrs. Zaibunnisa Bakerywala and Dr. Rajendra Magar had sought leave of absence.

2. Meeting Location: Anjuman-i-Islam's Akbar Peerbhoy College of Education, Vashi, Navi Mumbai.

3. MEETING START

Meeting Started: 04.00 p.m.

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

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

4. AGENDA**1. Confirming the Minutes of the last meeting held on 08.04.2025**

Minutes of meeting were read and confirmed. Action Taken for the last meeting with regards to action plan for NAAC related criterias presented by Principal and Faculty of AIAPCE.

2. IQAC Initiative:

- Highlighted the strategic plan to overcome the weaknesses observed in NAAC ratings. For the improvement in the grade, 4 College Development Committee Meetings (CDC), 4 Internal Quality Assurance Cell Meetings (IQAC) and 1 Parents Teachers Association (PTA) Meeting will be conducted annually. Staff meetings will be on monthly basis and Alumni meet will be on yearly basis. Under Criteria 1 where the focus will be on review of curriculum and to provide scope for experiential learning,

linking of curriculum with local, regional and national aspects of development. Plans to undertake more participative and outreach activities to increase Anjuman brand visibility and that the students remain connected with the college.

- Under Criteria 2 which focuses on teaching learning processes, ongoing efforts will be made to maintain learners profile and include a variety of teaching learning strategies. Here the focus will be more use of LMS for interactive sessions like Mentimetrics, Moodle, MOOC. All faculty members will be encouraged to participate in ICT related FDP's to enhance their IT skills.
- Mentor-Mentee program in college. Academic, social, financial issues are discussed under 6 mentees and one mentor.
- Enhancement of Reading and Writing: Library period integrated in the time-table to show the required footfalls and promote reading habits among today's generation. The activities undertaken by the librarian were highly appreciated.
- Practical Aspects: the process of training students for lesson delivery with innovative techniques, method and different activities during internship in various schools were explained.
- Criteria 3 where the focus is on development of Research Cell to be headed by Ms. Nusrat Siddiqui and collaborative activities with different organizations like Spark-A-Change, NGO's and in-house teaching learning.
- Aspire Leadership program started by AIAPCE leading to the signing of MOU with Aspire India.
- Lastly, Principal highlighted about the placement drive, research papers publication and Alumni meet held in San Francisco, USA.
- The meeting concluded with a vote of thanks

3. Any Other matter with the permission of chair: No matter raised.

- Informed the management that an application from one candidate for the post of assistant professor in replacement of a faculty member.
- Interview conducted by the management and approved by the management.

Management Suggestions:

- Some teachers from Bandra Anjuman schools for collaborative activities involving technology based learning strategies should get onboard.
- Invite AIKTC staff for ICT Training.
- Use resources from within Anjuman to promote admissions and upgrade social media along with the college website continuously.
- Mentor mentee program should be based on better outcome.
- All MoU's should be signed by the Hon. President, AI.
- Permitted to recruit the candidate with a formal procedure.

Meeting Ended: < 05.00 P.M.>



Minutes Recorded By: Ms.Sofia Edroos, Faculty
AIAPCE



Minutes Approved By: [Mr. Moiz Miyajiwala](#),
[Hon. Vice President, AI & Chairperson, CDC.](#)

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Plot No. 15, Sector 10/A, Vashi , Navi Mumbai – 400 703.
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COLLEGE DEVELOPMENT COMMITTEE MEETING MINUTES

Meeting Date: **5th November, 2025**

Meeting Location: Blended Mode

Approval: **Mr. Moiz Miyajiwala, Hon. Vice President, AI.**

Signature:



Recorded by: **Ms. Sofia Edroos, Faculty, AIAPCE.**

Signature:



1. ATTENDANCE:

Sr. No	Name of members	Designation	Present
1.	Dr. Zahir I.Kazi	Hon. President, Anjuman-i-Islam	No
2.	Mr. Moiz Miyajiwala	Hon. Vice President, Anjuman-I-Islam, Ex Officio Chairperson, CDC	No
3.	Mr. Burhan Harris	Hon. Executive Chairman, BINM, Member, CDC	Yes (Online)
4.	Mr. Iqbal Kaware	Member, CDC	No
5.	Mrs. Zaibunnisa Bakerywala	Member, CDC	No
6.	Mr. Shaukat Ali Betgeri	Member, CDC	No
7.	Dr. Rajendra Magar	Member, CDC	No
8.	Dr.(Mrs)Asma Shaikh	Member Secretary	Yes
9.	Dr. Shireen A. Patel	Member (Rep. Teaching Staff)	Yes
10.	Ms. Sofia Edroos	IQAC Coordinator (Rep. Teaching Staff)	Yes
11.	Ms. Sufia Shaikh	Member (Rep. Teaching Staff)	Yes
12.	Mrs. Rahiya Baig	Member (Rep. Alumni Association)	Yes (Online)
13.	Mr. Salim Javed	Member (Rep. Teaching Staff)	Yes

Dr. Zahir I. Kazi, Mr. Moiz Miyajiwala, Mrs. Zaibunnisa Bakerywala, Mr. Shaukat Ali Betgeri and Dr. Rajendra Magar had sought leave of absence.

2. Meeting Location: Anjuman-i-Islam's Akbar Peerbhoy College of Education, Vashi, Navi Mumbai.

3. MEETING START

Meeting Started: 03.00 p.m.

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

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

4. AGENDA**1. Confirming the Minutes of the last meeting held on 30.06.2025.**

The minutes of the previous meeting held on 30.06.2025 were presented by the IQAC Coordinator, Ms. Sofia Edroos. The members reviewed the same and confirmed them unanimously.

2. Business arising out of minutes.

Action taken report presented by Principal and Faculty of AIAPCE.

3. IQAC Initiatives

All student and Teachers participated in National Workshop on Digital Tools for Teaching–Learning: 13th October, 2025 & 15th October, 2025

Topics covered by the Resource Persons:

- ChatGPT, Canava, Padlet and Gemini: Dr. Varsh Maru, Principal, Humera Khan College of Education.
- Google Workspace for Education: Ms. Jyoti Bhatia, Assistant Professor, Rizvi College of Education.

Research and Publication

Dr. Shireen Patel presented her paper, “Enhancing digital Pedagogy through a digital teacher course for teacher trainees – An action research study”. The committee deliberated on ongoing research projects and publication strategies.

Teaching and Learning – Organized Beyond the Curriculum sessions:

- Nitish Chheda, Founder and CEO, Helping Hand Foundation - Western Influences: Human Rights, Social Justice and Welfare.
- Ms. Sushma G. Das, Alumni, AIAPCE - Scams and Frauds – How to protect yourself?
- Student participated in Book Exhibition and National Seminar on Practical Aspects of the Role of AI Tools at Oriental College of Education, Sanpada on 21st August, 2025
- CTET and TET Training Programme- Provide training programme with the help of AIAPCE Alumni: Ms. Kamlesh Sharma (2011-12) and Ms. Nilima Dhavkhare (2021-23).

Alumni Engagement –

- Organized Alumni Meet on 13th September, 2025 with the agenda of Appreciation and Recognition of Alumni and to build strong relationship with them.

Celebration with Skill India-

- Diwali celebration aligned with the skill India like bag making, bag decoration pot painting and food fest. These activities were based on sustainable development.
- Intercollegiate Quiz Competition on the occasion of Birth Anniversary of Dr. APJ Abdul Kalam as a Reading Day on 15th October, 2025.

Out Reach Activity

- Students visited NGOs like Helping Hand Youth Foundation & Under Privileged Abika Gujrati Medium School and conducted lessons on Numeracy and literacy.

Social Media Platform- List of links shared for all the activities

YouTube Short Links:

<https://youtu.be/yY9mvv3bYfw>

https://youtu.be/e4_KgwO9F-Y

<https://youtu.be/jT7mVhzPbEU>

<https://youtu.be/ySazP0ukveo>

<https://youtu.be/rLC1Vs7Yq9c>

<https://youtu.be/pWAsIjH-iEU>

<https://youtu.be/rXuYSkYLzn8>

<https://youtu.be/iyVYU9vrmPY>

Instagram Short Links:

<https://www.instagram.com/reel/DPv8Wjkj273/?igsh=YXFxbTdgdG1wMzBu>

<https://www.instagram.com/reel/DPotSM-D8xf/?igsh=MXQ1dThmOTZkY2o3MQ%3D%3D>

https://www.instagram.com/reel/DP5oB_1DLE_/?igsh=MWpzeWhlMm1rbHV3ZA==

<https://www.instagram.com/reel/DP8Vc5dD8zl/?igsh=YzBuOXhidTZnNHVx>

https://www.instagram.com/reel/DP0Y2_3j8LF/?igsh=MXZ3a280bW85NzJvMw==

Recognition:

- Dr. Asma Shaikh, Principal participated in International Conference on Quality Education at Sri Lanka. Presented paper on Anjuman-I-Islam's STEAM Education Project and received Best College Award also.
- Dr. Shireen A. Patel, Asst. Prof. received Academic Research Award from Pratishthan Kala Sanskurti Ani Sahitya Sansthan.

4. Any Other matter with the permission of chair:

- Principal reported 100% admission rates.

Suggestions and concluding remarks -

- Staff motivation: Formal appreciation for staff members to be initiated.
- Institutional praise: A special note of appreciation to AIAPCE for their smooth transaction.
- Growth: Strategic branding was identified as the necessity for future growth of institution.
- Tech Upgrade- A mandate to upgrade technological resources before blended mode event.

Vote of Thanks

The meeting concluded with a vote of thanks proposed by the Chairperson, Dr. Asma Shaikh, expressing gratitude to all members for their valuable contributions.

- Meeting Ended: < **05.00 P.M.**>



Minutes Recorded By: Ms. Sofia Edroos,
Faculty AIAPCE



Minutes Approved By: [Mr. Moiz Miyajiwala](#),
[Hon. Vice President, AI & Chairperson, CDC.](#)

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Plot No. 15, Sector 10/A, Vashi , Navi Mumbai – 400 703.
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COLLEGE DEVELOPMENT COMMITTEE MEETING MINUTES

Meeting Date: **26th February, 2026**

Meeting Location: AI Head Office, Campus

Approval: **Mr. Moiz Miyajiwala, Hon. Vice President, AI.**

Signature:



Recorded by: **Ms. Sofia Edroos, Faculty, AIAPCE.**

Signature:



1. ATTENDANCE:

Sr. No	Name of members	Designation	Present
1.	Dr. Zahir I.Kazi	Hon. President, Anjuman-i-Islam	Yes
2.	Mr. Moiz Miyajiwala	Hon. Vice President, Anjuman-I-Islam, Ex Officio Chairperson, CDC	Yes
3.	Mr. Burhan Harris	Hon. Executive Chairman, BINM, Member, CDC	Yes
4.	Mr. Iqbal Kaware	Member, CDC	No
5.	Mrs. Zaibunnisa Bakerywala	Member, CDC	No
6.	Mr. Shaukat Ali Betgeri	Member, CDC	Yes
7.	Dr. Rajendra Magar	Member, CDC	No
8.	Dr.(Mrs)Asma Shaikh	Member Secretary	Yes
9.	Dr. Shireen A. Patel	Member (Rep. Teaching Staff)	Yes
10.	Ms. Sofia Edroos	IQAC Coordinator (Rep. Teaching Staff)	Yes
11.	Ms. Sufia Shaikh	Member (Rep. Teaching Staff)	Yes
12.	Mrs. Rahiya Baig	Member (Rep. Alumni Association)	Yes
13.	Mr. Salim Javed Ansari	Member (Rep. Non-Teaching Staff)	Yes
14.	Mr. Junaid M. Khan	(Non-Teaching Staff)	Yes

Mr. Iqbal Kaware, Mrs. Zaibunnisa Bakerywala & Dr. Rajendra Magar had sought leave of absence.

2. Meeting Location: Anjuman-i-Islam, Head Office CST, Mumbai.

3. MEETING START

Meeting Started: 03.00 p.m.

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

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

4. AGENDA**1. Confirming the Minutes of the last meeting held on 05.11.2025.**

The meeting commenced with the Principal welcoming all members of the College Development Committee. The minutes of the previous CDC meeting held on 05 November 2025 were presented for confirmation. The committee reviewed the minutes and confirmed them. It was noted that no action items were pending from the previous meeting.

2. Business arising out of minutes.

Since there were no pending actions from the previous meeting, no additional matters were discussed under this agenda.

3. Institutional Values and Best Practices

The committee was informed about the institutional values and initiatives undertaken by the college.

a) Institutional Values

The “11 Pillars of Educational Excellence” that guide the functioning of the institution were presented. These pillars include academic rigor, professional ethics, holistic growth of learners, empowerment and equity, digital innovation, reflective practice, sustainability, learning organization, agile leadership, and service to humanity. These pillars highlight the college’s commitment to quality education and holistic development.

b) Best Practices

The following best practices and activities conducted by the institution were presented:

- Joyful Teaching Internship conducted at AI’s Panchgani Public School from 17–21 November 2025.
- Spread a Smile Campaign conducted at Panchgani and Mumbai Public Pre-Primary School, where stationery kits were donated to students on 18 February 2026.
- E-Waste Donation Initiative carried out on 17 January 2026, where E-waste was donated to the Haiyya Recycling.
- In kind donation we provided materials on 14 November 2025 to Mumbra.

The committee appreciated the efforts taken by the institution in promoting community engagement and social responsibility.

4. IQAC Initiatives

The Internal Quality Assurance Cell (IQAC) presented several initiatives undertaken during the period.

a) Proposed Initiatives

Adoption of a new staff assessment model covering the seven NAAC criteria. Proposal to adopt a village in Raigad district for community engagement and extension activities.

The committee discussed the proposals and expressed support for initiatives that enhance institutional quality and community outreach. The suggestions given by the committee members are incorporated in action taken report.

b) Faculty Development and Training

A Five-Day In-Service Teacher Training Programme titled “Anjuman-I-Islam's – A Step towards the Implementation of the STEAM Project” was conducted on 7, 14, 15, 21 and 22 November 2025, attended by 20 primary school teachers from Anjuman-I-Islam institutions with both internal and external resource persons.

c) Alumni Interactive Series

A Two-Day Alumni Interactive Series (Series 4) was organized on 06–07 January 2026 on the theme “Don’t Postpone the Happiness, Smile to Make Lasting Impact.”

Topics included:

- Future-ready teachers for Gen Z and Gen Alpha - Mr. Azeem Durani
- Teaching as a responsibility - Ms. Veena Kamble.
- Doctoral research opportunities in the UK - Ms. Talish Khan.

d) Publication:

The Book Release Ceremony of the National Seminar proceedings titled “Ideas for Viksit Bharat@2047” (ISBN: 978-93-83587-08-7) was held on 10 January 2026.

5. Outreach and Collaboration Activities

Under the Department of Lifelong Learning and Extension (University of Mumbai), the following activities were conducted:

- AIDS Awareness Rally on 01 December 2025
- Community and Action Research Work at NGOs, schools and organizations from 19–23 January 2026
- Participation in UDAAN Festival 2026 on 22 January 2026
- A Mock Parliament Session was also organized to promote constitutional awareness, democratic values and civic responsibility among students.

6. Student Achievements

Students actively participated and won accolades in intercollegiate competitions:

- Best Reel Making Competition Trophy at Jallos Navutsav 2026 held at H.B. B.Ed. College of Education on 24 January 2026.
- First Prize in “Tyohaar Tadka” Festive Recipe Competition at Emblazon 2025-26 held at AI’s Begum Jamila Haji Abdul Haq College of Home Science on 02 February 2026.
- The committee congratulated the students and faculty mentors for these achievements.

7. Faculty Achievements

Faculty members actively participated in seminars, webinars, conferences, faculty development programmes and research activities. Some faculty also contributed as university paper setters and moderators. The committee appreciated the academic contributions of the teaching staff.

8. Proposed International Seminar

The committee was informed about a proposed International Seminar planned for the last week of April 2026 on the theme:

“Empowering Educators to Advance Quality Education in Alignment with SDG 4.”

The seminar aims to:

- Promote international collaboration in education
- Integrate SDG-4 principles in curricula
- Strengthen leadership in educational institutions
- Promote lifelong learning and research collaborations
- Proposal was approved by Committee members.

9. Proposed Soft Skill Programme:

The proposal for a Soft Skill Development Programme for the upcoming academic year was presented and discussed. The committee encouraged initiatives that enhance employability and professional competencies of students.

5. Any Other matter with the permission of chair:

No additional matters were discussed.

Conclusion

The Principal thanked all members for their participation and valuable suggestions. The meeting concluded with a vote of thanks to the Chair.

Action Taken Report:

Business arising out of the meeting held 26 February 2026

Pont 1. Adoption of a new staff assessment model covering the seven NAAC Criteria.

Proposal to adopt a village in Raigad district for community engagement and extension activities.

The committee discussed the proposals and expressed support for initiatives that enhance institutional quality and community outreach. The suggestions given by the committee members are incorporated in action taken report.

Action Taken-Sent a format to Director, Higher education Anjuman I I slam dt – for her guidance . Compared with our previous format and edited it.

Action Taken -

We had a conversation to Hon Chairman BINM, Mr Bashir Dahkwe, Dr Ramjan Khatik and Mr. Asim Khan for further process of arrangement.

Resource Person for the International Seminar.

- Meeting Ended: < **05.00 P.M.**>



Minutes Recorded By: Ms. Sofia Edroos,
Faculty AIAPCE



Minutes Approved By: **Mr. Moiz Miyajiwala,**
Hon. Vice President, AI & Chairperson, CDC.

