

**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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**IQAC MEETING MINUTES**

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Meeting Date:30.04.2025

Meeting Location: **Lecture Hall.**

Approval by: Dr. Asma Shaikh

Signature:

Recorded:

Signature:

**ATTENDANCE :**

Sr. Nos.	Name	Designation	Present
1.	Mr. Burhan Harris	Hon. Executive Chairman, BINM (Management Representative) Member IQAC	YES
2.	Dr. Asma Shaikh	Principal, AIAPCE & Chairperson IQAC	YES
3.	Dr. Rajendra Magar	Dean, School of Engineering and Technology, AIKTC (Senior administrative officers), Member IQAC	YES
4.	Mrs. Zulekha Siddiqui	H.M AI's AAK Secondary School,	NO
5.	Dr. Supriya Deka	Asso. Prof., AIAPCE & Coordinator IQAC	YES
6.	Dr. Shireen A. Patel	Asso. Prof., AIAPCE & Member IQAC (Rep. Teaching Staff)	YES
7.	Ms. Sofia Shaikh	Asso. Prof., AIAPCE & Member IQAC (Rep. Teaching Staff)	YES
8.	Ms. Nusrat Siddiqui	Asso. Prof., AIAPCE & Member IQAC (Rep. Teaching Staff)	YES
9.	Ms. Sofia Shaikh	Asso. Prof., AIAPCE & Member IQAC (Rep. Teaching Staff)	YES
10.	Mrs. Rahiya Baig	H.M. AI's AAK Primary School, Member IQAC (Rep. Alumni)	NO
11.	Mrs. Ibrahim Humduley	Stakeholder, Member IQAC	YES
12.	Ms. Adeeba Humduley	Member IQAC (Rep. Student Council)	YES

**Agenda with Decision Taken:**

1. Review of the last minutes of meeting held in 21<sup>st</sup> May 2024 – Minutes was confirmed by the Chair Person, IQAC.
2. Establishment of research cell – Ms. Nusrat Siddiqui, Asst. Prof, AIAPCE, is declared as a Incharge of Research Cell. Research will be based on teaching and learning.
3. Continues Evaluation process – Examination informed that other than internal examinations, assessment will be done after completion of each unit.
4. Feedback analysis system – Immediate effective feedback will be given and after the analysis of the result, strategies for the improvement will be suggested and implemented.
5. Student satisfaction survey – It will be prepared and conducted after end of the course. Student satisfaction survey will be prepared on college facilities and provisions.
6. Any other matter with the permission – One of the member suggested refer the university or other college criteria or format for student satisfaction survey.

**ACTION TAKEN:**

- It was informed to every staff member that attend the research based FDPs or Workshops.
- Every staff must involve in action research work.
- All faculty are conducting test after completion of each unit.
- Instead of two units, only one unit is given for class test and application based question for essay is provided from another unit, so that students can get good marks in the internal exams. Trying to reduce re-exam policy.
- In the month of July, 2025, student satisfaction survey was conducted. Infrastructure-60%, maintenance and accessible – 50%, Cleanliness – 60% (Satisfactory), Classroom Equipped with ICT – 60%, Effectiveness of lessons – 80%, Class Discussion is Good- 65%, Library books resource available- 75%, Digital Library – 50%, Faculty Knowledge – 85%, Approachable of faculty-80%, Feedback provision – 90%, Administrative staff efficiency – 90%, Administrative process – 90%, Support from Staff – 90%, Administrative information- 75%, Leadership – 90%, Leadership concern- 85%, Leadership promotes leadership environment – 90%.



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Minutes Recorded By:  
Ms. Sofia Edroos



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Minutes Approved By:  
( Dr. Asma Shaikh)