

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

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

MEETING MINUTES

Meeting Date: 22nd May, 2023

Meeting Location: Principal Office

Approval: [Dr. Asma Shaikh](#)

[Signature:](#)

Recorded By: Mrs Hoor Jahan Hasan

[Associate professor AIAPCE and IQAC Coordinator](#)

Signature:

1. ATTENDANCE:

- | | | | |
|----|-----------------------|---|--|
| 1 | Mr. Burhan Harris. | : | Hon. Executive Chairman, BINM
Chairperson, IQAC |
| 2 | Dr. Asma Shaikh | : | Principal, AIAPCE
Member, IQAC |
| 3 | Dr. Razak Honnutagi | : | Director, AIKTC & ARKP
Member, IQAC |
| 4 | Mrs. Zulekha Siddiqui | : | H.M., AI's A. Khatakhatay Secondary School
Member, IQAC |
| 5 | Mrs. Hoorjahan Hasan | : | Assoc. Prof., AIAPCE
IQAC Coordinator |
| 6 | Dr. Supriya Deka | : | Assoc. Prof., AIAPCE
Member, (Rep. Teaching Staff) |
| 7. | Mrs. Rahiya Baig | : | H.M., AI's A. Khatakhatay Primary School
Member, IQAC (Rep. Alumni) |
| 8. | Mr. Shaikh Bassam | : | Member (Stakeholder) |
| 9. | Ms. Shaikh Arshiya | : | Member (Rep. Student Council) |

2. MEETING LOCATION

Principal Office

3. MEETING START

Meeting Started: **03.30 pm**

Meeting Minutes Recorded By: Mrs Hoor Hasan

4. AGENDA

1. Confirming the minutes of last meeting held dated 30.07.2022
Dr. Asma Shaikh, Principal, AIAPCE - Minutes read and confirmed by all the members.

Action Taken :

Submission of SSR

Upgradation of Infrastructure.

Collaboration with parents conducted parents teachers meet.

Continuation in use of google classroom in internship.

Conducted workshops communication skills, innovative teaching techniques, micro teaching etc.

2. NAAC

There is 2250 Alumni registration of which 673 are confirmed. It was decided that send the email and link to the students and informed them that we are collecting data for NAAC.

Mr. Magar, Dean, AIKTC explained the procedure of IIQA, AQAR, SSR and DVV. NAAC Assessment process of 30 and 70 Marks. He suggested first fill the 2016-17, then proceed for the next one. Each AQAR provide template for preparation of data use only that

Infrastructures has to be upgraded.

Provide the facility on the website to upload the PPT of the lecture of each papers for the e content, divide it in year wise.

Our college needs to be work upon parents teachers collaboration and conduct meetings to take their suggestions.

Our unique and best practices are spread a smile, wellness activity, joyful learning, refresher course for inservice teachers, interactive series beyond the curriculum. Format of best practices needs to be prepared systematically -Content, Resources, Problems Encountered etc. Give each practices a social perspective and how it is benefitted to the minorities and the society as a whole. Records of all activities maintained using systematic format developed by college.

Library upgradation and renewal is needed

We need to collect documents and that will also support SSR

We also have micro teaching, communication skills, teaching techniques.

We upload lesson plan on google drive for guidance and supervision in internship.

Feedback is given using Google drive and meet link. The feedback must habitual benefit

Plan the activities according to each criteria. Create target for each criteria

Create bench marks for each activity

Teacher faculty must publish atleast two papers

For each activity there must be maximum beneficiaries then the activity will be counted.

Each Activity must have one page report

International conference must be taken for teacher innovation

Meeting ended with the vote of thanks to the chair.

Meeting Ended: < 05.00 P.M.>





Minutes Recorded By: Hoor Jahan Hasan
(I.Q.A.C Coordinator)

Minutes Approved By: Dr. Asma Shaikh
(Principal)

