

**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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**MEETING MINUTES**

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Meeting Date: 30th July, 2022

Meeting Location: Principal Office

Approval: [Dr. Asma Shaikh](#)

[Signature:](#)

Recorded By: Mrs Hoor Jahan Hasan

[Associate professor AIAPCE and IQAC Coordinator](#)

Signature:

**1. ATTENDANCE:**

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|----|-----------------------|---|--|
| 1  | Mr. Burhan Harris.    | : | Hon. Executive Chairman, BINM<br>Chairperson, IQAC                     |
| 2  | Dr. Asma Shaikh       | : | Principal, AIAPCE<br>Member, IQAC                                      |
| 3  | Dr. Razak Honnutagi   | : | Director, AIKTC & ARKP<br>Member, IQAC                                 |
| 4  | Mrs. Zulekha Siddiqui | : | H.M., Al's A. Khatakhatay Secondary School<br>Member, IQAC             |
| 5  | Mrs. Hoorjahan Hasan  | : | Assoc. Prof., AIAPCE<br>IQAC Coordinator                               |
| 6  | Dr. Supriya Deka      | : | Assoc. Prof., AIAPCE<br>Member, (Rep. Teaching Staff)                  |
| 7. | Mrs. Rahiya Baig      | : | H.M., Al's A. Khatakhatay Primary School<br>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 16.05.2023  
Dr. Asma Shaikh, Principal, AIAPCE - Minutes read and confirmed by all the members.
2. Admissions  
Principal informed that 72 candidates personally approach for enquires for admissions. Ms. Gulshan, Clerk, AIAPCE, explained each student about the procedure by distributing handbills of the college and Mr. Junaid guided to fill the Registration and CAP Form. Principal taking orientation programmes via zoom platform and guiding the procedures.
3. Workshops  
Mrs. Hoorjahan Hasan, IQAC incharge finalized the workshop to be conducted throughout the academic year. Micro teaching skills, Lesson Plan Workshops, Innovative techniques, Experiential Learning, Concept mapping, Collaborative learning etc.
4. 16<sup>th</sup> Inservice teachers training Programme  
Programme was attended by 66 teachers from Anjuman-i-Islam's Group of Schools. It was very much appreciated by the teachers. The outcome of the programme was : Strategy to improve classroom transactions and Strategies from personal Development.

5. Certificate Course

Principal informed that wellness – yoga, Soft Skills (Offline) during college hours and MS office Course (Online) to be continued after college hours.

Meeting ended with the vote of thanks to the chair.

Meeting Ended: < 04.00 P.M.>



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

Minutes Approved By: Dr. Asma Shaikh  
(Principal)