
ALL-INDIA KHILAFAT COMMITTEE
COLLEGE OF EDUCATION

Khilafat House, 173-175, Motishah Lane, Byculla, Mumbai-400 027.
Tel.: 23775516, Fax: 23740146

NAAC Re-accredited


Affiliated to Mumbai University

IQAC COMPOSITION (2018-2019)

Designation in IQAC	Name of the Member
Chairperson	Dr. Sultana Khan
Co-ordinator	Dr. Saramma Mathew
Member	Dr. Nasreen Shaikh
Member	Dr. Shaharas P.V
Member	Dr. Niyaz Ahmad
Member	Dr. Nafisa Shaikh
Member	Ms. Rizwana Khan
Member	Ms. Amina Shaikh
Administrative Official	Ms. Ujwala
Librarian	Mr. Shehzad Anwar
Management Representative	Mr. Sharique Khan
Nominee from Alumni	Dr. Rubina Shaikh
Nominee from Alumni	Dr. Mehjabeen Shaikh
Industry Expert (Salvation Army School, Principal)	Mr. Zuber Shaikh



Registered as a Public Trust No.B-703 with the Charity Commissioner at Mumbai.


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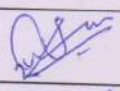
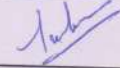
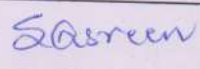
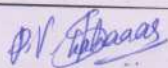
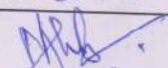
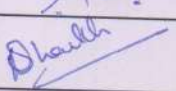
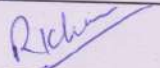
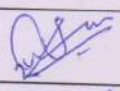
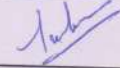
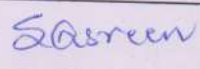
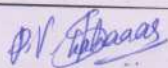
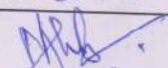
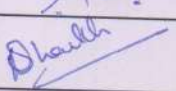
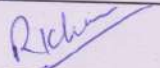
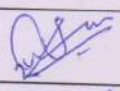
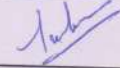
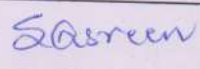
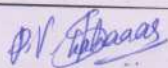
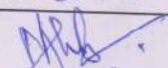
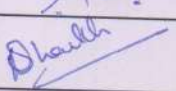
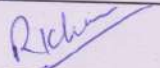

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MINUTES OF THE MEETING

Date of Meeting: 27/ 06 /2018

Time: 2.10 p.m

Venue: Principal's Office

Agenda	Plan of Actions																
<ol style="list-style-type: none"> 1. Reconstitution of IQAC Core Committee 2. Finalization of Academic Calender and distribution of courses, 3. Plan of Action for preparing of files. 4. Enhancement of Practice Teaching Sessions - General feedback about student teachers. 5. Best Practice : Integrated Institutional Approach for Community work 6. Any other matter with the permission of the Chair. 	<ul style="list-style-type: none"> • IQAC Core Committee and committee for the NAAC IQAR have been reconstituted. The names of the newly co-opted members have been attached herewith. • Academic calendar was finalized in consultation with the faculty members, the Principal & IQAC members. Faculty members were allotted with units. They were instructed to maintain the log of the same. • Faculty members were allotted with different portfolios and they were requested to submit a tentative plan of action for the same to facilitate smooth functioning of college activities. Portfolios allotted were: <ol style="list-style-type: none"> 1. Time Table 2. Practice Teaching 3. Discipline 4. Co-curricular Activities 5. Visits 6. Guest Lectures 7. Community Work 8. Research 9. Examination • Student teachers showing good performance and student teachers showing below average performance were identified. Activities to enhance the performance of the student teachers were planned. Different boards of schools for diverse experiences during internships were planned out. • Need of the Navjeevan centre (NGO) was analysed and planned out community work for the new academic year. 																
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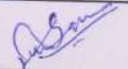
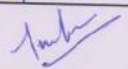
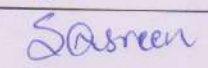
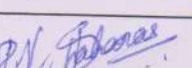
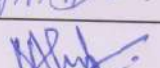
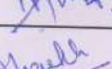
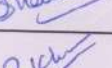
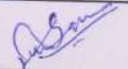
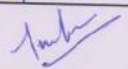
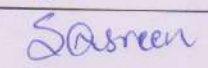
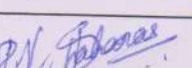
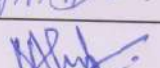
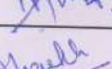
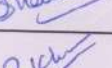
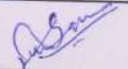
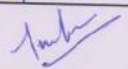
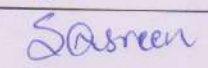
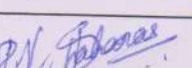
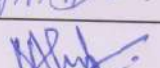
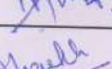
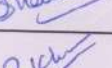
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MINUTES OF THE MEETING

Date of Meeting: 28/ 11 /2018

Time: 2.10 p.m
 Venue: Principal's Office

Agenda	Plan of Actions																
<ol style="list-style-type: none"> 1. Finalization of Academic Calender 2. Distribution of papers 3. Distribution of portfolios 4. Finalization of school 5. College diary 6. Simulated lessons 7. A.O.B <p>Members attended the meeting:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Name of the Members</th> <th style="width: 50%;">Signature</th> </tr> </thead> <tbody> <tr> <td>Dr. Sultana Khan</td> <td></td> </tr> <tr> <td>Dr. Sramma Mathew</td> <td></td> </tr> <tr> <td>Dr. Nasreen Shaikh</td> <td></td> </tr> <tr> <td>Dr. Shaharas P.V</td> <td></td> </tr> <tr> <td>Dr. Niyaz Ahmad</td> <td></td> </tr> <tr> <td>Dr. Nafisa Shaikh</td> <td></td> </tr> <tr> <td>Ms. Rizwana Khan</td> <td></td> </tr> </tbody> </table>	Name of the Members	Signature	Dr. Sultana Khan		Dr. Sramma Mathew		Dr. Nasreen Shaikh		Dr. Shaharas P.V		Dr. Niyaz Ahmad		Dr. Nafisa Shaikh		Ms. Rizwana Khan		<ul style="list-style-type: none"> • Academic calendar for FY. B.Ed was finalized in consultation with the faculty members, the Principal & IQAC members. Faculty members were allotted with units. They were instructed to maintain the log of the same. • Faculty members were allotted with different portfolios and they were requested to submit a tentative plan of action for the same to facilitate smooth functioning of college activities. Portfolios allotted were: <ol style="list-style-type: none"> 1. Time Table 2. Practice Teaching 3. Discipline 4. Co-curricular Activities 5. Visits 6. Guest Lectures 7. Community Work 8. Research 9. Examination • Student teachers showing good performance and student teachers showing below average performance were identified. Activities to enhance the performance of the student teachers were planned. Different boards of schools for diverse experiences during internships were planned out. • Need of the Navjeevan centre (NGO) was analysed and planned out community work for the new academic year.
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	<p>Finalization of school</p> <ul style="list-style-type: none">• This year it was decided to take up an NGO Muktangan for practice teaching. Along with this school it was also decided to select two more junior colleges and one urdu school. The teachers were asked to take permission for the schools and colleges. <p>Simulated Lessons</p> <ul style="list-style-type: none">• It was decided to acquaint students with the simulated lessons. It was decided to limit it to CAM, Role play, Gaming <p>A.O.B</p> <ul style="list-style-type: none">• The timetable incharge were asked to prepare the timetable for the first week. The teachers were asked to orient the students on the first day. Necessary duties were allotted<ul style="list-style-type: none">✓ DSPV-Theme based and co-teaching✓ DNS-Simulated lessons✓ DNFS+DNA- Lesson planning <p>It was agreed upon and the meeting was adjourned with the permission of the chair. It was decided to start the internship from 12th of July.</p>
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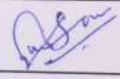
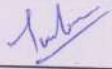
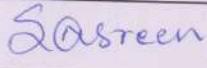
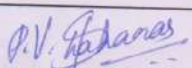
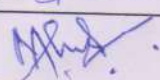
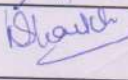
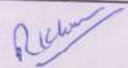
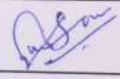
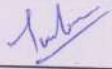
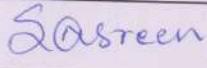
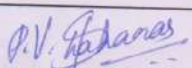
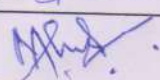
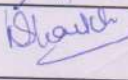
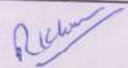
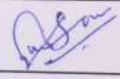
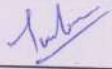
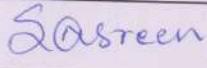
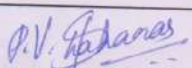
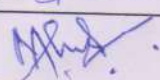
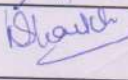
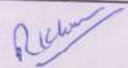
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12th March 2019

Time: 2.10 p.m
 Venue: Principal's Office

Agenda	Plan of Actions																
<ul style="list-style-type: none"> • Finalization of Class test • Feedback of sem3 • Discussion of first sem activity • Community work • Muktangam • Submission of notes • A.O.B <p>Members attended the meeting:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Name of the Members</th> <th style="width: 50%;">Signature</th> </tr> </thead> <tbody> <tr> <td>Dr. Sultana Khan</td> <td></td> </tr> <tr> <td>Dr. Sramma Mathew</td> <td></td> </tr> <tr> <td>Dr. Nasreen Shaikh</td> <td></td> </tr> <tr> <td>Dr. Shaharas P.V</td> <td></td> </tr> <tr> <td>Dr. Niyaz Ahmad</td> <td></td> </tr> <tr> <td>Dr. Nafisa Shaikh</td> <td></td> </tr> <tr> <td>Ms. Rizwana Khan</td> <td></td> </tr> </tbody> </table>	Name of the Members	Signature	Dr. Sultana Khan		Dr. Sramma Mathew		Dr. Nasreen Shaikh		Dr. Shaharas P.V		Dr. Niyaz Ahmad		Dr. Nafisa Shaikh		Ms. Rizwana Khan		<p>Finalization of Class test Class test for FY and SY. B.Ed were finalized.</p> <p>Feedback of sem 3 It was decided to provide feedback to second year students on their essay papers and class test. It was decided to bring to students notice the pattern of writing good answer and also make them realize the mistakes which they make. It was decided to provide students with constructive and wholistic feedback.</p> <p>Discussion of first Semester activity The principal discussed about the first semester activity. Teachers were asked feedback about the papers, ability course and assignment. Teachers were given deadline regarding completion of portion</p> <p>Submission of notes The principal informed the teachers to submit their notes and translation by weeks time. It was decided that subjects notes will be translated and would be handed over to the students (Urdu medium)</p> <p>A.O.B The practice teaching incharge were asked to collect permission from schools and colleges for 2nd and 4th semester. Mentor group teachers were asked to collect marks of their groups and fill it in the examination file. The meeting was adjourned by the permission of chair.</p>
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ALL-INDIA KHILAFAT COMMITTEE
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NAAC Re-accredited

Affiliated to Mumbai University

Action Taken Report 2018-19

Following actions were taken in the academic year 2018-19 (as per the discussions held during IQAC meetings):

- Execution of Academic Calendar done
- Faculty members maintained their files and updated their allotted responsibilities
- Student teachers were sent to different boards of schools for their practice teaching lessons.
- Community Work done for the Children of Red Light Area. An Integrated Institutional Approach was used for the same. The first stage of this model dealt with sensitization of student teachers in collaboration with NGO. In the second stage the student teachers went to the centers where the children were housed and taught them through play way method. In the third stage children were taken to the college campus and had many games and fun activities
- Distribution of portfolios
Dr. SM: IQAC+Discipline+Community work
Dr. NS: co-curricular activity +Exam+Website
Dr SPV: Practice teaching +Community work
Dr. NA: Timetable + Examination + Website
Dr NFS: Timetable +Examination +Website+Minutes
Ms. Rizwana: Discipline +Practice teaching
- Collected students' feedback and prepared digital copy of the same
- Submitted AQAR and University Annual Report
- Conducted Teachers' Self- Appraisal

