## 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

#### MINUTES OF THE MEETING

Date of Meeting: 16/07/2021

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

#### Agenda Plan of Actions 1. Finalization of Academic calendar was finalized in Academic Calender consultation with the faculty members, and distribution of the Principal & IQAC members. courses. Faculty members were allotted with 2. Plan of Action for units. They were instructed to maintain preparing of files. the log of the same. 3. Enhancement Faculty members were allotted with Practice Teaching different portfolios and they were Sessions - General requested to submit a tentative plan of feedback about student action for the same to facilitate smooth teachers. functioning of college activities. 4. Best Practice Portfolios allotted were: Integrated Institutional 1. Time Table Approach 2. Practice Teaching Community work 3. Discipline 5. Any other matter with 4. Co-curricular Activities the permission of the 5. Visits Chair. 6. Guest Lectures Members attended the 7. Community Work meeting: 8. Research Name of the Signature 9. Examination Members Student teachers showing good Dr. Nasreen performance and student teachers Shaikh showing below average performance Dr. Shaharas were identified. Activities to enhance P.V the performance of the student teachers Dr. Niyaz were planned. Different boards of Ahmad schools for diverse experiences during Dr. Nafisa internships were planned out. Shaikh Need of the Navjeevan centre (NGO) analysed and planned out community work for the new academic vear.

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#### MINUTES OF THE MEETING

Date of Meeting: 27/ 04 /2022

Time: 2.10 p.m

Venue: Principal's Office

### Agenda

- Finalization of Academic Calender and distribution of courses.
- 2. Plan of Action for preparing of files.
- 3. Enhancement of Practice Teaching Sessions General feedback about student teachers.
- 4. Best Practice : Integrated Institutional Approach for Community work
- 5. ICT Integration
- 6. Any other matter with the permission of the Chair.

Members attended the meeting:

Name of the Members	Signature
Dr. Nasreen Shaikh	Sarren
Dr. Shaharas P.V	P.V. Foranas.
Dr. Niyaz Ahmad	Mhs.
Dr. Nafisa Shaikh	Shouth

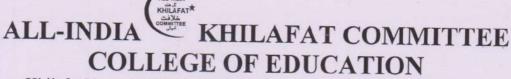


### Plan of Actions

- 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:

- 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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#### Actions Taken Report 2021-22

- · 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
- Dr. Nasreen Shaikh Attended refresher course of HRD organized by RUSA in interdisciplinary course from 5<sup>th</sup> March, 2022 to 17<sup>th</sup> March, 2022.

