
**ALL-INDIA KHILAFAT COMMITTEE**  
**COLLEGE OF EDUCATION**

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

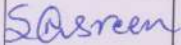
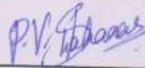
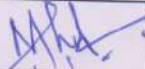
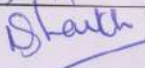
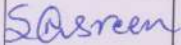
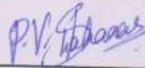
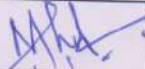
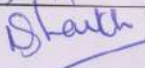
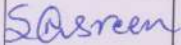
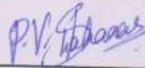
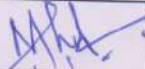
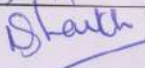
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**MINUTES OF THE MEETING**

Date of Meeting: 16/ 07 /2021

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

Agenda	Plan of Actions										
1. Finalization of Academic 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. Any other matter with the permission of the Chair.  <b>Members attended the meeting:</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 30%;">Name of the Members</th> <th>Signature</th> </tr> </thead> <tbody> <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> </tbody> </table>	Name of the Members	Signature	Dr. Nasreen Shaikh		Dr. Shaharas P.V		Dr. Niyaz Ahmad		Dr. Nafisa Shaikh		<ul style="list-style-type: none"> <li>• Academic calendar was finalized in consultation with the faculty members, the Principal &amp; IQAC members. Faculty members were allotted with units. They were instructed to maintain the log of the same.</li> <li>• 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"> <li>1. Time Table</li> <li>2. Practice Teaching</li> <li>3. Discipline</li> <li>4. Co-curricular Activities</li> <li>5. Visits</li> <li>6. Guest Lectures</li> <li>7. Community Work</li> <li>8. Research</li> <li>9. Examination</li> </ol> </li> <li>• 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.</li> <li>• Need of the Navjeevan centre (NGO) was analysed and planned out community work for the new academic year.</li> </ul>
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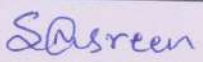
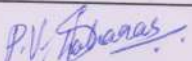
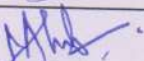
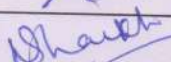
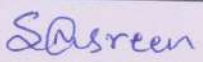
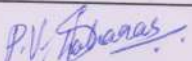
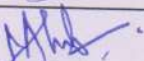
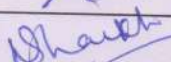
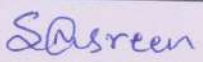
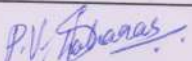
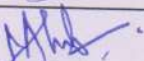
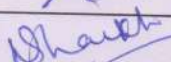
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**MINUTES OF THE MEETING**

Date of Meeting: 27/ 04 /2022

Time: 2.10 p.m

Venue: Principal's Office

Agenda	Plan of Actions										
<ol style="list-style-type: none"> <li>1. Finalization of Academic Calender and distribution of courses.</li> <li>2. Plan of Action for preparing of files.</li> <li>3. Enhancement of Practice Teaching Sessions - General feedback about student teachers.</li> <li>4. Best Practice : Integrated Institutional Approach for Community work</li> <li>5. ICT Integration</li> <li>6. Any other matter with the permission of the Chair.</li> </ol> <p><b>Members attended the meeting:</b></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. 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> </tbody> </table>	Name of the Members	Signature	Dr. Nasreen Shaikh		Dr. Shaharas P.V		Dr. Niyaz Ahmad		Dr. Nafisa Shaikh		<ul style="list-style-type: none"> <li>• Academic calendar was finalized in consultation with the faculty members, the Principal &amp; IQAC members. Faculty members were allotted with units. They were instructed to maintain the log of the same.</li> <li>• 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"> <li>1. Time Table</li> <li>2. Practice Teaching</li> <li>3. Discipline</li> <li>4. Co-curricular Activities</li> <li>5. Visits</li> <li>6. Guest Lectures</li> <li>7. Community Work</li> <li>8. Research</li> <li>9. Examination</li> </ol> </li> <li>• 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.</li> <li>• Need of the Navjeevan centre (NGO) was analysed and planned out community work for the new academic year.</li> </ul>
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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.

