
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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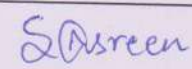
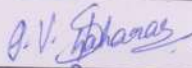
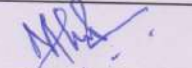
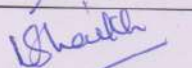
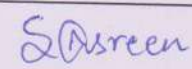
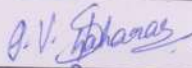
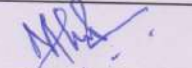
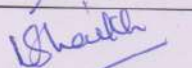
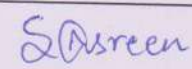
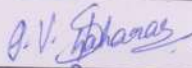
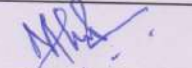
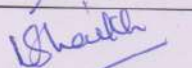
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MINUTES OF THE MEETING


Date of Meeting: 27/ 07 /2022

Time: 2.10 p.m

Venue: Principal's Office

Agenda	Plan of Actions										
<ol style="list-style-type: none"> 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. ICT Integration 6. Any other matter with the permission of the Chair. <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. 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"> • 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.
Name of the Members	Signature										
Dr. Nasreen Shaikh											
Dr. Shaharas P.V											
Dr. Niyaz Ahmad											
Dr. Nafisa Shaikh											




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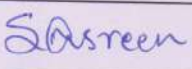
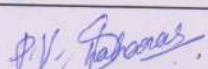
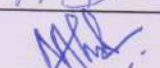
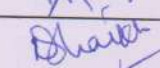
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MINUTES OF THE MEETING

Date of Meeting: 10/ 10 /2022

Time: 12.30 p.m
 Venue: Principal's Office

Agenda	Plan of Actions
<ol style="list-style-type: none"> 1. Preparation of sem II prelims and University Exam 2. Finalization Practice teaching Schools 3. Distribution of Project courses 4. Intercollegiate competition 5. Training Programmes in collaboration with training inbox training Inbox 6. Acrylic workshop 7. TET orientation and Faculty Development Programme 8. Any other matter with the permission of the Chair. 9. Academic Calender for 2022-2023 batches. 10. Talent Day and Fresher's Party 11. Community work 12. Integration of ICT 13. Preparing of AQAR 14. Discussion on preparing SAR 	<p>Planning for Tutorial & Examination Preparation</p> <ul style="list-style-type: none"> • It was decided to complete second semester portions in the 2nd week of October and conduct prelims before Diwali vacations. Concept mapping and Online lectures were decided for summarizing the portions before university exams. <p>Planning 2022- 23 curricular and co-curricular Activities</p> <ul style="list-style-type: none"> • It was decided to start action research activities in semester 3. • It was decided to take up new practice teaching schools of SSC and ICSE boards in the vicinity for better exposure of student teachers during internship period. • Planned intercollegiate competition events. • It was decided to collaborate with training inbox, for the resume building and interview preparation workshops. • As a part of skill based training and craft- centred education, in order to fulfill the requirements of the schools, it was decided to organize acrylic workshop for student teachers. • It was decided to organize workshops and orient students for TET exams. • Talent show and fresher's party for FY students were decided. • It was decided to create online classroom and virtual lectures whenever the student teachers were there in practice teaching schools. • Need of the Navjeevan centre (NGO) and Urdu municipal schools were analysed and planned out a 'Language Development Programme' for semester I students.
Members attended the meeting:	
Name of the Members	Signature
Dr. Nasreen Shaikh	
Dr. Shaharas P.V	
Dr. Niyaz Ahmad	
Dr. Nafisa Shaikh	



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	<p>Professional Development of Faculty</p> <ul style="list-style-type: none">• Faculty members were encouraged to participate for refresher courses. <p>AQAR Preparation</p> <ul style="list-style-type: none">• Principal Dr. Nasreen Shaikhh briefed the members regarding AQAR submissions. Work on the AQAR for pandemic period was in progress and it was expected to be uploaded in next few days. Principal directed all faculty members to keep all informations ready.
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Actions Taken Report (2022-23)

- Conducted prelims on 17, 19 and 21st October, 2022. Concept mapping workshop for revision sessions were conducted on 14th October, 2022. Online tutorial lectures and digital learning materials were provided.
- Action research workshop conducted on 21st December, 2022.
- Taken up following schools/ colleges for internship programmes:
 1. Rosary High School, Dockyard
 2. St. Joseph Girls High School, Dongri
 3. St. Joseph Boys High School, Dongri
 4. St. Joseph High School, Agripada
 5. St. Xavier's High School, Dhobi Talao
 6. St. Mary's High School
 7. St. Anthony's Bellasis Road
 8. Jacob Sasoon
 9. Diamond Jubilee ICSE School
 10. Tayyabiya School
 11. Anjuman Islam, Bellais
 12. Burhani College
 13. AP College
- TET orientation given on 1st January, 2023.
- Workshop on "*developing a Professional website*" For Teaching and Learning conducted on Saturday, 19th November, 2022 from 10.30 am to 12.00 pm.
- Ms. Zainab Moiz Badani won First Prize in Essay writing Competition on the Topic, Educational philosophy of Mahatma Gandhi "A synthesis of idealism, Naturalism and Pragmatism." Organized by Sarada Kurup College of Education and Research, Ghansoli.
- Furkana Parvez Tinwala won 1st Prize in intercollegiate essay writing competition organized by Shree Narayan Guru College of Education, Chembur
- *Resume Building* Workshop conducted on 11th January, 2023
- *How to Face Interview*: workshop was conducted on 13th January, 2023.
- Dabba Party was organized by FY and SY students on 13th January, 2023 and 25th January, 2023 respectively.
- Online classroom and virtual lectures through G-Suite
- First Semester students were sent to following Institutions for implementing 'Language Development Programme' from 9th February, 2023 to 13th February, 2023.
 1. Chadramani School
(Navjeevan Centre)
 2. Sindhi Galli School



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3. Anjuman Khairul Islam Urdu Medium Boys High School, Madanpura
 4. Anjuman Islam Girls High School, Kurla
 5. Moulana Azad Urdu Medium School, Agripada
- In order to sensitize about the diverse needs of the community, two days camp was attended by student teachers on 27th and 28th February, 2023, in shantivan, leprosy rehabilitation centre, Panvel.
 - Dr. Niyaz Ahmad attended Refresher course in Education organized by HRD Auragabad from 6th February, 2023 to 20th February, 2023.
 - Data for AQAR kept ready for uploading.



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