



**FAZLANI AISHABAI & HAJI ABDUL LATIF CHARITABLE TRUST'S
AISHABAI COLLEGE OF EDUCATION**

(Affiliated to S.N.D.T. Women's University)

Address: Municipal School Building, J. J Hospital Compound, Gate no. 14, Byculla,
Mumbai – 400008.

Criterion VI

Governance, Leadership and Management

6.2

Strategy Development and Deployment

6.2.4

Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions / decisions.

**ACTION TAKEN REPORT WITH SEAL AND SIGNATURE
OF THE PRINCIPAL**

Date	15/06/2023
Categories of persons attended	Principal and Faculty
Main issues	Planning of special assemblies and special days for the month, Log Book maintenance by the faculty, discussion about practice teaching and internship dates,celebration of days,distribution of NAAC criteria
Action/decision taken	Principal appointed Incharges for special assemblies, discussed log book writing details, decided the internship dates and distribute NAAC work

Date	4/7/2023
Categories of persons attended	Principal and Faculty
Main issues	Year planner, Practice teaching, Portfolio distribution, special assemblies,Self defence Workshop.stress management. Workshop and Meri mati mera Desh Intercollegiate and school competition
Action/decision taken	Planning for orientation of EPC courses, preparation of University Examination and Special Assemblies were done. Conduct Stress mgt workshop and also participated in university level Self defence workshop.College organize Meri mati mera Desh Intercollegiate and school competition

Date	31/7/2023
Categories of persons attended	Principal and Faculty
Main issues	Syllabus Distribution, Staff meeting for Planning of lectures of F.Y. and S.Y , Prelim examination and Webinar, Orientation and revision of micro teaching, Skill development program,NSS activities
Action/decision taken	Principal appointed In-charges for subject orientation, Syllabus distribution, special assemblies In-charges appointed and also distributed NSS activities work

Date	2/9/2023
Categories of persons attended	Principal and Faculty
Main issues	Discussion on regular attendance issues of students, University Examination, phase 1 Internship and theory lectures, Ganpati Utsav Holidays and Special Assembly, Teachers Day Celebration Day hand Celebration- Special Assembly Planning of Monteria Village Trip, Literacy Day celebration Nutrition week celebration, Talk on Anti Ragging NSS Foundation Day Special Assembly on Bakari Eid Swachta Seva Campaign talk on anti-ragging ,Swachhata hi seva campaign
Action/decision taken	Principal appointed In-charges for special assemblies, appointed in charge of University Examination, planning for educational day.principal appointed to school-wise in charges for lesson observation and awareness about anti ragging, Swachhata hi seva campaign

Date	3/10/2023
Categories of persons attended	Principal and Faculty
Main issues	Discussion on Online meeting on IQAC coordinator, Internship Phase I Planning Mark sheet submission of Internship Phase I, Discussion on the New Constructivist lesson plan, EPC 6 Action Research Planning of Academic and Administrative Audit Planning of Khadi Mahotsav , International Teacher Day , Reading Motivation
Action/decision taken	Internship planning was done. Incharges were appointed for special assemblies, Planning done for EPC 6, Discussion about Constructive Lesson Plan

Date	1/11/2023
Categories of persons attended	Principal and Faculty
Main issues	Work distribution of faculties Orientation of F.Y.B.Ed - Batch 2023-25, Prepare course plans ,No Corruption companion Swatch Diwali celebration and competitions Discussion Holidays of Diwali Internship work phase II National Constitution Day NSS Annual Meeting World Aids Day,NSS Annual meeting
Action/decision taken	Internship and practice teaching planning was done. Incharges were appointed for World Aids day, special assembly on Diwali, NSS Annual Meeting discussion

Date	2/12/2023
Categories of persons attended	Principal and Faculty
Main issues	Portfolio distribution Fit India -Annual Sports Day celebration planning Jan, Feb, March Planning Discussion on the National Seminar topic, redistribution Planning of visit to Yusuf MeherAli Internship Phase III planning NSS meeting, X'Mas Holiday discussion Human Rights Day
Action/decision taken	Principal appointed Incharges for Human Rights day, discussion of National Seminar, planned for Yusuf MeherAli,

Date	2/1/2024
Categories of persons attended	Principal and Faculty
Main issues	Planning of EWF 2 Phase III, Savitribai Phule Jayanti-Balikka Diwas National Youth Day celebration Voter Day celebration, Republic Day celebration ,EPC1 Orientation and Presentation (F.Y.), EWF 1- Practice teaching (F.Y.) Club decoration allotment NSS Special Camp
Action/decision taken	Principal appointed Incharges for Balikka Diwas National Youth Day celebration Voter Day celebration, Republic Day celebration, discussion about EPC1 Orientation and Presentation (F.Y.), EWF 1- Practice teaching (F.Y.) Club decoration allotment NSS Special Camp

Date	1/2/2024
Categories of persons attended	Principal, Faculty
Main issues	Planning of Educational Visit, Programme organisation for Marathi Bhasha Diwas, Programme organisation for Science Day Green club meeting, tree plantation drive, Conducting activities for the Electoral Literacy Club Discussion on S.Y.B. Ed submission EWF file and lesson planning file Writing a Conceptual Paper on Women's Empowerment Reading and Reflection -EPC 2 (F.Y.) orientation and presentation Sending students for intercollegiate competition to various colleges.
Action/decision taken	Principal appointed Incharges for S.Y.B. Ed submission EWF file and lesson planning file, (F.Y.) orientation and presentation, Incharges for sending students for intercollegiate competition to various colleges.

Date	1/3/2024
Categories of persons attended	Principal and Faculty
Main issues	Planning of extra Value Added Courses Educational trip, workshop on 21 century skill , Workshop on personality development, EPC 2 Orientation and Presentation, Paper writing and publication on women Empowerment Discussion on Club-wise competition Discussion on Intercollegiate Competition EPC 6 and EPC 7
Action/decision taken	Principal appointed Incharges EPC 2 Orientation and Presentation, Paper writing and publication on women Empowerment Discussion on Club-wise competition Discussion on Intercollegiate Competition EPC 6 and EPC 7

Date	1/4/2024
Categories of persons attended	Principal and Faculty
Main issues	Discussion for Theory Lecture and Time Table (F.Y, S.Y.) National Conference Annual Day celebration, Skill development workshop Discussion of Art Exhibitions Viva EPC 6 Final Submission EPC 6 and 7 Discussion on Dr. B.R.Ambedkar Jayant --
Action/decision taken	Principal appointed Incharges National Conference Annual Day celebration Discussion on Skill development workshop Discussion of Art Exhibitions Viva EPC 6 Final Submission EPC 6 and 7 Discussion on Dr. B.R.Ambedkar Jayant --Week

Date	10/5/2024
Categories of persons attended	Principal, Faculty, non - teaching staff & Expert
Main issues	Discussion for Internal Marks -S.Y.B.Ed Farewell of S.Y.B.Ed, New Criteria- workload Summer Vacation University Final Examination
Action/decision taken	Principal appointed Incharges for University Examination, farewell duties distribution, planning for farewell details and budget and place



Shumail

PRINCIPAL
Fazlani Aishabal & Haji Abdul Latif Charitable Trust's
Aishabal College of Education, Mumbai