



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.

Minutes of the Meeting

AISHABAI COLLEGE OF EDUCATION

AY 2023-24

STAFF MEETING- June

MONDAY

15/06/2023

TIMING

10.00 -12.00

A meeting was held on 15th June 2023 at 11 am in the Principal's Office; Dr Harsha Merchant-Principal was the chairperson of the meeting.

The following important points were discussed during the meeting:

- Planning of celebrating International Yoga Day
- Planning farewell of Principal Dr. on 21th May 2023
- Conduction of Talent Hunt on 24th May 2023
- Yoga Asana workshop on 27th June 2023

Another meeting was held on 27th June 2023 in the Conference Room: Dr. Shumaila Siddiqui was the chairperson of the meeting:

- Planning the conduction of the Special Assembly for Eid-UI Adha on 1st July 2023
- World Doctors Day Organ Donation Awareness Camp organised at J.J. Hospital
- NAAC criteria were distributed to all staff members
- Logbook to be filled in by the staff every day in the assigned format
- General discussion on events conducted in college and receiving and felicitating of guests through hand-made cards.
- Practice teaching and Internship dates to be from 22nd June to 14th July 2023

The following members of the Faculty were present at the meeting:

Dr. Jyotsna Sangore

Jyotsna Sangore

Ms. Rubina Hans

Rubina Hans

Ms. Sofia Edroos

Sofia Edroos

Dr. Nafesa Roopawala

Nafesa Roopawala



Dr. Shumaila Siddiqui

PRINCIPAL

Fazlani Aishabai & Hajirah Charitable Trust
Aishabai College of Education

AISHABAI COLLEGE OF EDUCATION

AY 2023-24

STAFF MEETING- July

MONDAY

4/07/2023

TIMING


10.00 -12.00


A meeting was held on 4th July 2023 at 10 am in the Conference room; Dr Shumaila Siddiqui - the Principal was the chairperson of the meeting.


The following important points were discussed during the meeting:

- Portfolio distribution
- Year planner 2023-24
- Staff appraisal discussion
- Log book writing
- Educational monsoon trip
- Student Council election
- Events report submission
- Practice teaching mark list discussion
- NAAC work submission
- World Population Day
- Self Defence Workshop
- Stress Management Workshop
- "Meri mati Mera Desh" celebration


The following members of the Faculty were present at the meeting:

Dr. Jyotsna Sangore 

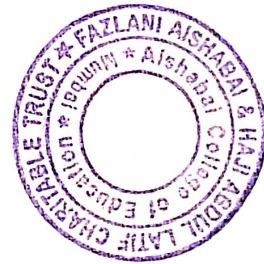
Ms. Rubina Hans 

Ms. Sofia Edroos 

Dr. Nafesa Roopawala 

Mrs. Sana 

Dr. Jaswanti 





Dr. Shumaila Siddiqui

PRINCIPAL
Fazlani Aishabai & Hajji Abdul Latif Charitable Trust's
Aishabai College of Education, Mumbai

AIISHABAI COLLEGE OF EDUCATION

AY 2023-24

STAFF MEETING- August

MONDAY

31/07/2023(for August)

TIMING

10.00 -12.00

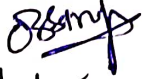
A meeting was held on 31st July 2023(August) at 10 am in the Conference room; Dr. Shumaila Siddiqui - the Principal was the chairperson of the meeting.

The following important points were discussed during the meeting:

- Intercollegiate and school competition "Meri Mati Mera Desh"
- Syllabus distribution
- Preparation of various files for NAAC
- NAAC Criteria submission date discussion
- Orientation and revision of Micro teaching skill work distribution
- Workshop on Objective Specification
- Webinar planning on Alcohol-free World
- Sadbhavna Divas
- Entrepreneurship day
- National Sport Day
- Skill Dev. Workshop on the theme of 'Say No Plastic' Paper bags making

The following members of the Faculty were present at the meeting:

Dr. Jyotsna Sangore



Ms. Rubina Hans



Ms. Sofia Edroos



Dr. Nafeesa Roopawala

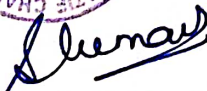


Mrs. Sana Shaikh



Dr. Jaswanti




Dr. Shumaila Siddiqui

PRINCIPAL

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AISHABAI COLLEGE OF EDUCATION

AY 2023-24

STAFF MEETING- September

MONDAY
02/09/2023

TIMING
10.00 -12.00

A meeting was held on 2nd September 2023 at 10 am in the Conference room; Dr Shumaila Siddiqui - the Principal was the chairperson of the meeting.

The following important points were discussed during the meeting:

- Discussion on regular attendance issues of students
- Discussion on SSR
- University Examination
- Phase I Internship and theory lectures
- Ganpati Utsav Holidays and Special Assembly
- Teachers Day Celebration
- Dah hand Celebration- Special Assembly
- Planning of Monteria Village Trip
- Literacy Day celebration
- Nutrition week celebration- Maleates year
- Hindi Diwas
- Talk on Anti Ragging
- NSS Foundation Day
- Special Assembly on Bakari Eid
- Swachta Hi Seva Campaign

The following members of the Faculty were present at the meeting:

- Dr. Jyotsna Sangore *Jyotsna*
Ms. Rubina Hans *Rubina*
Ms. Sofia Edroos *Sofia*
Dr. Nafesa Roopawala *Nafesa*
Mrs. Sana Shaikh *Sana*
Dr. Jaswanti *Jaswanti*



Shumaila

Dr. Shumaila Siddiqui

PRINCIPAL

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AISHABAI COLLEGE OF EDUCATION

AY 2023-24

STAFF MEETING- October

MONDAY

TIMING

7/10/2023

10.00 -12.00

A meeting was held on 3rd October 2023 at 10 am in the Conference room; Dr Shumaila Siddiqui - the Principal was the chairperson of the meeting.

The following important points were discussed during the meeting:

- Discussion on Online meeting on IQAC coordinator and NACC criteria distribution
- Planning of farewell of Rubina ma'am and Sofia ma'am
- Internship Phase II 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 Day
- National Unity Day
- Save Wild Life

The following members of the Faculty were present at the meeting:

Dr. Jyotsna Sangore

Jyotsna Sangore

Ms. Rubina Hans

Rubina Hans

Ms. Sofia Idroos

Sofia Idroos

Dr. Nafesa Roopawala

Nafesa Roopawala

Mrs. Sana Shaikh

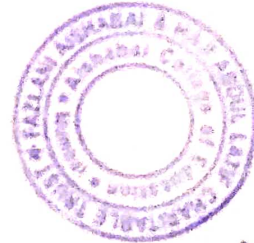
Sana Shaikh

Dr. Jaswanti

Jaswanti

Dr. Madhuri Bendale

Madhuri Bendale



Shumaila Siddiqui

Dr. Shumaila Siddiqui

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AISHABAI COLLEGE OF EDUCATION

AY 2023-24

STAFF MEETING--November

MONDAY

TIMING

1/11/2023

10.00 -12.00

A meeting was held on 1st November 2023 at 11 am in the Principal's Office; Dr Shumaila Siddiqui - the Principal was the chairperson of the meeting.

The following important points were discussed during the meeting:

- Work distribution of faculties
- Orientation of F.Y.B.Ed --Batch 2023-25
- Distribution of NAAC Criteria 5
- 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

The following members of the Faculty were present at the meeting:

Dr. Jyotsna Sangore

Jyotsna Sangore

Dr. Nafesa Roopawala

Nafesa Roopawala

Mrs. Sana Shaikh

Sana Shaikh

Dr. Jaswanti

Jaswanti

Dr. Madhuri Bendale

Madhuri Bendale



Shumaila Siddiqui

Dr. Shumaila Siddiqui

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AISHABAI COLLEGE OF EDUCATION

AY 2023-24

STAFF MEETING- December

MONDAY

2/12/2023

TIMING

10.00 -12.00

A meeting was held on 2nd December 2023 at 11 am in the Principal's Office; Dr Shumaila Siddiqui - the Principal was the chairperson of the meeting.

The following important points were discussed during the meeting:

- Portfolio distribution
- Fit India –Annual Sports Day celebration planning
- Jan, Feb, March Planning
- Discussion on the National Seminar topic
- Discussion on the final submission date of NAAC criteria
- Submission of Pending reports
- NAAC Criteria 1 redistribution
- Planning of visit to Yusuf Meher Ali
- Internship Phase III planning
- NSS meeting on PFMS A/C
- X'Mas Holiday discussion
- Human Rights Day

The following members of the Faculty were present at the meeting:

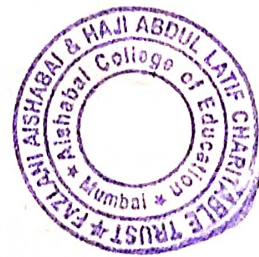
Dr. Jyotsna Sangore *Jyotsna*

Dr. Nafeesa Roopawala *NR*

Dr. Jaswanti *Jaswanti*

Dr. Madhuri Bendale *MBendale*

Mrs. Joya Chaudhari *Joya*



Shumaila

Dr. Shumaila Siddiqui

PRINCIPAL
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AISHABAI COLLEGE OF EDUCATION

A.Y. 2023-24

STAFF MEETING

Day and Date – Tuesday, 2nd January 2024

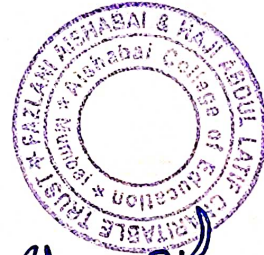
TIMING - 11:00 am -12:00 pm

There will be a staff meeting on Tuesday, 2nd January 2024 at 11 a.m. in the Principal's office. The agenda for the meeting will be -

- 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

Faculty members -

- Dr. Jyotsna Sangore *Jyotsna Sangore*
- Dr. Nafisa Roopawala *NR*
- Dr. Jasvanti Adhangale *JA*
- Dr. Madhuri Bendale *MBendale*
- Ms. Joya Chaudari *JChaudari*



Shumaila

(Dr. Shumaila Siddiqui)

Principal

PRINCIPAL
Fazlani Aishabai & Haji Abdul Latif Chanzabho Trust's
Aishabai College of Education, Mumbai

AISHABAI COLLEGE OF EDUCATION

A.Y. 2023-24

STAFF MEETING

Day and Date – Thursday, 1st February 2024

TIMING - 11:00 am -12:00 pm

There will be a staff meeting on Thursday, 1st February 2024 at 11 a.m. in the Principal's office. The agenda for the meeting will be -

- Planning of Educational Visit (picnic)
- 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.

Faculty members -

- Dr. Jyotsna Sangore *Jyotsna*
- Dr. Nafisa Roopawala *N*
- Dr. Jasvanti Adhangale *J*
- Dr. Madhuri Bendale *M & Bendale*
- Ms. Joya Chaudhari *Joya*



(Dr. Shumaila Siddiqui)

Principal

PRINCIPAL
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AISHABAI COLLEGE OF EDUCATION

A.Y. 2023-24

STAFF MEETING




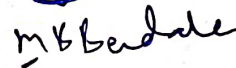

Day and Date –Friday, 1st March 2024

TIMING - 11:00 am -12:00 pm

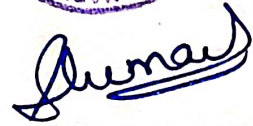
There will be a staff meeting on Friday, 1st March 2024 at 11 a.m. in the Principal's office. The agenda for the meeting will be -

- Planning of Value Added Courses
- Educational trip
- workshop on 21st 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 submission
- NAAC Criteria work discussion

Faculty members -

- Dr. Jyotsna Sangore 
- Dr. Nafisa Roopawala 
- Dr. Jasvanti Adhangale 
- Dr. Madhuri Bendale 
- Ms. Joya Chaudari 





(Dr. Shumaila Siddiqui)

Principal

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AISHABAI COLLEGE OF EDUCATION

A.Y. 2023-24

STAFF MEETING - APRIL

TUESDAY

TIMING

1/4/2024

11:00-12:00

A meeting was held on 1st March 2024 at 11 a.m. in the Principal's Office.
Dr.Shumaila Siddiqui – Principal was the chairperson of the meeting.

The following important points were discussed during the course of the meeting:

- Discussion for Theory Lecture and Time Table (F.Y, S.Y.)
 - 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 activities
- Meeting ended with a vote of thanks.

Following members of the Faculty were present in the meeting.

- Dr. Jyotsna Sangore *Jyotsna*
- Dr. Nafisa Roopawala *M*
- Dr. Jaswant Adangale *JA*
- Dr. Madhuri Bendale *mbendale*
- Ms Joya Chaudhari *Jve*
- Ms Nishat Siddiqui *Nishat*



Shumaila
(Dr. Dr.Shumaila Siddiqui)

I/C Principal

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

AISHABAI COLLEGE OF EDUCATION

A.Y. 2023-24

STAFF MEETING-MAY

TUESDAY

TIMING

10/5/2024

11:00-12:00

A meeting was held on 1st March 2024 at 11 a.m. in the Principal's Office.
Dr.Shumaila Siddiqui – the Principal was the chairperson of the meeting.

The following important points were discussed during the course of the meeting:

- Discussion for Internal Marks –S.Y.B.Ed
- Farewell of S.Y.B.Ed
- Portfolio wise file completions
- NAAC New Criteria- workload
- Summer Vacation
- University Final Examination

The following members of the Faculty were present in the meeting.

- Dr. Jyotsna Sangore *Jyotsna Sangore*
- Dr. Nafisa Roopawala *N*
- Dr. Jaswant Adangale *JA*
- Dr. Madhuri Bendale *M B Bendale*
- Ms Joya Chaudhari *Jve*
- Ms Nishat Siddiqui *Nishat*
- Ms Zainab Lokhandwala
- Ms Ankita Kambale *Ankita*
- Mr.Ismail sir



Shumaila

(Dr. Dr.Shumaila Siddiqui)

I/C Principal

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