



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

(Affiliated to S.N.D.T. Women's University)  
Municipal School Building, J. J Hospital Compound, Gate no. 14,  
Byculla, Mumbai- 400008.

## **Criterion VI**

### **6.5**

#### **6.5.4**

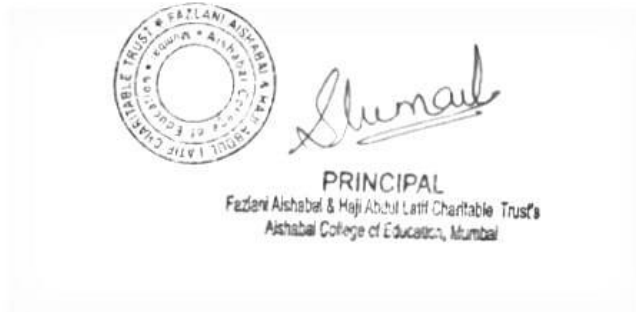
**LINK TO THE MINUTES OF  
THE MEETING OF IQAC**

Fazlani Aishabai & Haji Abdul Latif Charitable Trust's  
**AISHABAI COLLEGE OF EDUCATION**  
Affiliated to S.N. D.T. Women's University.

**Circular**

**Date:** 3<sup>rd</sup> October, 2024

This is to notify all members that a meeting of the Internal Quality Assurance Cell (IQAC) will be held on October 10, 2023, at 10:00 AM in the Conference Room. The primary agenda of this meeting is the formation of a new IQAC to oversee and enhance our institution's quality assurance processes. During this session, we will discuss the structure, roles, and responsibilities of the new committee, and review nominations for positions within the IQAC. Your presence and input are crucial to ensure a smooth transition and the effective establishment of this new body. Please confirm your attendance by October 5, 2023, and direct any preliminary questions or suggestions to Mr. Ismail Kalburgi.



The image shows a circular official stamp of the institution on the left and a handwritten signature on the right. Below the signature, the text reads: "PRINCIPAL, Fazlani Aishabai & Haji Abdul Latif Charitable Trust's, Aishabai College of Education, Mumbai".

Dr. Shumaila Siddiqui

Principal

AISHABAI COLLEGE OF EDUCATION

AY 2023-24

IQAC MEETING- OCTOBER 2023

TUESDAY

TIMING

10/10/2023

10.00 -12.00

A meeting was held on 10<sup>th</sup> October 2023 at 10 am in the Conference room. Dr. Shumaila Saif Siddiqui, the principal, was the chairperson of the meeting.

- The following important points were discussed during the meeting:
- Selection / Appointment of new IQAC Coordinator
- NAAC criteria were distributed to all staff members.
- Discussion on the new Constructivist Lesson Plan and formatting of the old lessons
- Planning farewell of old staff- Ms. Sofia Edroos and Ms. Rubina Hans

The following members were present for the meeting:

Dr. Shabir Mir

Dr. Jyotsna Sangore

Ms. Rubina Hans

Ms. Sofia Edroos

Dr. Nafisa Roopawalla

Dr. Jasvanti Adhangale

Dr. Madhuri Bendale

Ms. Sana Shaikh



Dr. Shumaila Siddiqui

Principal

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

Fazlani Aishabai & Haji Abdul Latif Charitable Trust's

## AISHABAI COLLEGE OF EDUCATION

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

Aishabai College of Education, Byculla, Mumbai has constituted Internal Quality Assurance Cell having a prime task to develop a system for conscious, consistent, and catalytic improvement in the overall performance of the college.

The old IQAC committee was dissolved and the new IQAC Committee was formed on TUESDAY, 10 October, 2023. The new IQAC committee comprised of the following members for the Academic year 2023-2024.

### COMPOSITION OF IQAC 2023-2024.

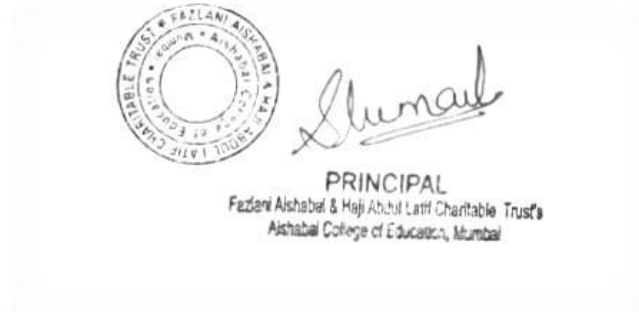
Sr. No.	Description	Names
A	Special Invitee	Prof. Dr. M.A. Khan
1	Chairperson (Head of the Institute-Principal)	Dr. Shumaila Saif Siddiqui
<b>2</b>	<b>Teacher Representative</b>	
2.1	Teacher Representative - 1	Dr. Jyotsna Sangore
2.2	Teacher Representative - 2	Ms. Ami Ved
2.3	Teacher Representative - 3	Dr. Madhuri Bendale
<b>3</b>	<b>Members from the Management</b>	
3.1	Members from the Management -1	Dr. Abdul Kadir Fazlani
3.2	Members from the Management -2	Mr. Iqbal Abdul Kadir
3.3	Members from the Management -3	Dr. Shabir Mushtaq Mir
<b>4</b>	<b>Two Senior Administrative Officer</b>	
4.1	Two Senior Administrative Officer - 1	Mr. Shailendra Mandgaonkar
4.2	Two Senior Administrative Officer - 2	Mr. Ismail Kalburgi
<b>5</b>	<b>One Nominee each from Local Society</b>	
5.1	Nominee from Society	Ms. Farzana Dohadwala
5.2	Nominee from Student	Ms. Qunoot Shaikh
5.3	Nominee from Alumni	Ms. Zufi Shah Zafar
<b>6</b>	<b>Nominee/s from each Employers/ Industrialist/Stake holders</b>	
6.1	Nominee from Employers	Mr. Basharat Hussain
6.2	Nominee each from Industrialist	Dr. Sunita Magre
6.3	Nominee each from Industrialist	Dr. Sandhya Khedekar
<b>7</b>	<b>One of the Teacher as the Coordinator/ Director of the IQAC</b>	Dr. Nafisa Roopawalla

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**AISHABAI COLLEGE OF EDUCATION**  
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**CIRCULAR**

**Date:** 11<sup>th</sup> October 2024

This is to inform all concerned that the Internal Quality Assurance Cell (IQAC) of Aishabai College of Education will hold its next meeting on October 14, 2024, at 10:00 AM in the Conference Room. The meeting will address crucial topics including the progress of the Constructivist lesson plan implementation, updates on faculty development programs, and strategies for enhancing student feedback mechanisms. All members are requested to attend the meeting promptly and come prepared with updates on their respective areas. Your active participation is essential to ensure the effective advancement of our quality assurance initiatives.



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Dr. Shumaila Siddiqui

Principal

## Minutes of the IQAC Committee Meeting

**Date:** 14<sup>th</sup> October 2023

**Time:** 10:00 AM - 11:30 AM

**Venue:** Conference Room, Aishabai College of Education

### Attendees:

<b>Sr. No.</b>	<b>Description</b>	<b>Names</b>
<b>1</b>	Members from the Management	Dr. Shabir Mushtaq Mir
<b>2</b>	Chairperson (Head of the Institute-Principal)	Dr. Shumaila Saif Siddiqui
<b>3</b>	Teacher Representative	Dr. Jyotsna Sangore
<b>4</b>	Teacher Representative	Dr. Nafisa Roopawalla
<b>5</b>	Teacher Representative	Dr. Jasvanti Adhangale
<b>6</b>	Teacher Representative	Dr. Madhuri Bendale
<b>7</b>	Nominee from Employers	Mr. Basharat Hussain
<b>8</b>	Nominee from Student	Ms. Qunoot Shaikh
<b>9</b>	Nominee from Student	Ms. Zufi Shah Zafar
<b>10</b>	Two Senior Administrative Officer	Mr. Ismail Kalburgi

**Agenda:**

1. Review of Previous Meeting Minutes
2. Overview of Changes to Lesson Plan Framework
3. Implementation Strategy for Constructivist Lesson Plan
4. Faculty Training and Support
5. Student Feedback and Adaptation
6. Monitoring and Evaluation
7. Any Other Business

**1. Review of Previous Meeting Minutes**

- The minutes of the previous meeting held on October 10, 2023, were reviewed and approved.
- Action items from the last meeting were discussed, including updates on the integration of new teaching methodologies.

**2. Overview of Changes to Lesson Plan Framework**

- Dr. Shabir Mushtaq Mir introduced the agenda item, outlining the shift from the traditional lesson plan to the Constructivist lesson plan model.
- The Constructivist approach emphasizes active learning and the construction of knowledge through experience and interaction, aligning with contemporary educational practices.

**3. Implementation Strategy for Constructivist Lesson Plan**

- Dr. Shumaila Saif Siddiqui presented the implementation strategy for the Constructivist lesson plan. Key points included:
  - **Curriculum Integration:** Adjustments will be made to the existing curriculum to incorporate Constructivist principles.
  - **Lesson Plan Templates:** New templates reflecting the Constructivist approach have been developed and will be distributed to faculty members.

- **Pilot Phase:** A pilot phase will be initiated in the upcoming semester to test the new lesson plans in select courses.

#### **4. Faculty Training and Support**

- Dr. Nafisa Roopawalla emphasized the importance of faculty training to effectively transition to the new lesson plan model.
- A series of workshops and training sessions will be organized to:
  - Familiarize faculty with Constructivist theories and techniques.
  - Provide practical guidance on designing and executing Constructivist lesson plans.

#### **5. Student Feedback and Adaptation**

- It was discussed the need for collecting student feedback during the pilot phase to gauge the effectiveness of the new lesson plans.
- Feedback mechanisms will include surveys and focus groups, with data collection starting in October 2023.
- The feedback will be analyzed to make necessary adjustments and improvements to the lesson plans.

#### **6. Monitoring and Evaluation**

- Dr. Madhuri Bendale proposed a monitoring and evaluation framework to assess the impact of the Constructivist lesson plans on teaching and learning outcomes.
- Regular progress reports will be compiled, and a final evaluation will be conducted at the end of the academic year to determine the overall effectiveness and areas for improvement.

#### **7. Any Other Business**

- Dr. Jyotsna Sangore suggested organizing an inter-departmental seminar to discuss best practices and share experiences related to the Constructivist approach.

#### **Action Items:**

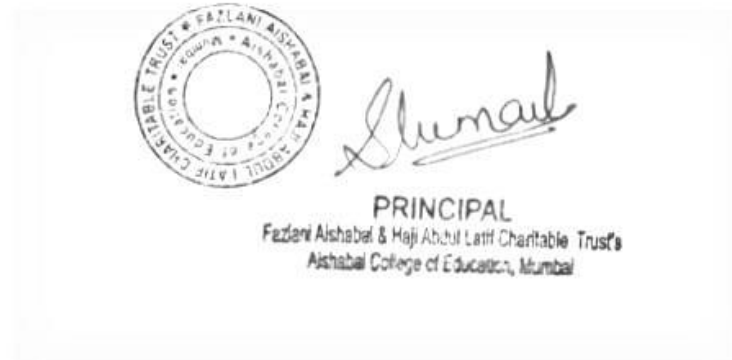
1. Distribute new Constructivist lesson plan templates to faculty members.
2. Finalized faculty training sessions.
3. Initiate pilot phase for Constructivist lesson plans.
4. Develop and implement student feedback mechanisms.



5. Prepare monitoring and evaluation framework and progress reports.

**Adjournment:**

- The meeting was adjourned at 11:30 AM.



Dr. Shumaila Siddiqui

Principal

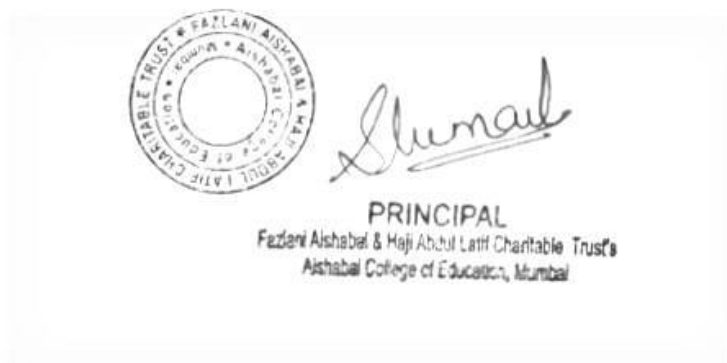
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**CIRCULAR**

**Date:** 8<sup>th</sup> January 2024

This is to inform all concerned that the Internal Quality Assurance Cell (IQAC) will hold a meeting on January 12, 2024, at 10:00 AM in the Conference Room.

The primary agenda of this meeting will include discussions on the ongoing quality assurance initiatives, evaluation of current processes, and planning for upcoming activities. We will also address any outstanding issues and review proposals for enhancing our quality framework. Your presence and active participation are essential to ensure that we continue to uphold and advance the standards of our institution. Please confirm your attendance by January 5, 2024.



Dr. Shumaila Siddiqui

Principal

## Minutes of the IQAC Committee Meeting

**Date:** 12<sup>th</sup> January 2024

**Time:** 10:00 AM - 11:30 AM

**Venue:** Conference Room, Aishabai College of Education

### Attendees:

Sr. No.	Description	Names
1	Members from the Management	Dr. Shabir Mushtaq Mir
2	Chairperson (Head of the Institute-Principal)	Dr. Shumaila Saif Siddiqui
3	Teacher Representative	Dr. Jyotsna Sangore
4	Teacher Representative	Dr. Nafisa Roopawalla
5	Teacher Representative	Dr. Jasvanti Adhangale
6	Teacher Representative	Dr. Madhuri Bendale
7	Teacher Representative	Ms. Joya Chaudhari
8	Nominee from Student	Ms. Qunoot Shaikh
9	Nominee from Student	Ms. Zufi Shah Zafar

**Agenda:**

1. Review of Previous Meeting Minutes
2. Accreditation Status and Progress
3. Curriculum and Pedagogical Enhancements
4. Faculty Development Initiatives
5. Infrastructure and Resource Allocation
6. Student Feedback and Performance Analysis
7. Any Other Business

**1. Review of Previous Meeting Minutes**

- The minutes of the previous meeting held on October 14, 2023, were reviewed and approved.
- Key action items from the last meeting were discussed. All action points were completed except for the development of an online feedback system, which is in progress.

**2. Accreditation Status and Progress**

- Dr. Shumaila Siddiqui provided an update on the accreditation process. The college is due for NAAC.
- A self-study report is being drafted, and preliminary data collection is complete.
- The committee agreed to form a sub-committee to finalize the self-study report by May, 2024.

**3. Curriculum and Pedagogical Enhancements**

- Dr. Nafisa Roopawalla reported that the curriculum review committee has proposed updates to the B.Ed curriculum to include recent pedagogical research and best practices.
- A new course on "Digital Pedagogy" will be introduced in the upcoming semester.

- Faculty members were encouraged to integrate more experiential learning opportunities into their courses.

#### **4. Faculty Development Initiatives**

- The committee discussed the need for increased faculty development programs.
- Dr. Jyotsna Sangore highlighted a proposal for a series of workshops on “Innovative Teaching Methods” to be conducted in collaboration with external experts.
- It was agreed that a faculty development calendar will be prepared, and the workshops will commence in February 2024.

#### **5. Infrastructure and Resource Allocation**

- The committee decided to prioritize upgrading the ICT infrastructure and to prepare a budget proposal for the procurement of new equipment.
- A plan for the renovation of library facilities was also discussed, and a detailed proposal will be submitted.

#### **6. Student Feedback and Performance Analysis**

- Dr. Madhuri Bendale presented the results of the recent student feedback survey. Overall satisfaction was high, but areas for improvement were identified in library resources and the availability of extracurricular activities.
- The committee decided to address these concerns by enhancing library resources and increasing support for student-led clubs and activities.

#### **7. Any Other Business**

- It was proposed organizing an alumni meet to foster stronger connections between current students and graduates.
- The committee agreed to support the event and tasked the alumni association with planning and logistics.

#### **Action Items:**

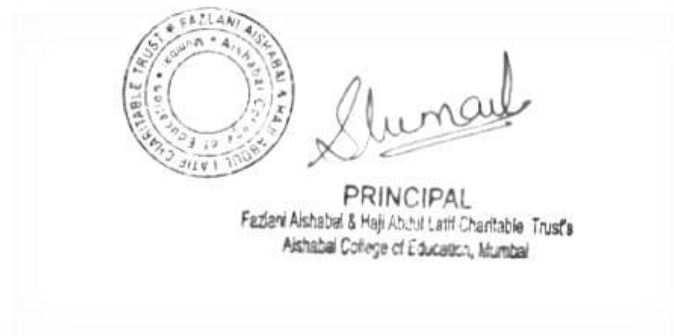
1. Form a sub-committee to finalize the self-study report by May, 2024.
2. Prepare and distribute the faculty development calendar.

3. Develop and submit a budget proposal for ICT infrastructure upgrades and library renovation by.

4. Plan the alumni meet, with details to be communicated by the alumni association.

**Adjournment:**

- The meeting was adjourned at 12:00 PM.



Dr. Shumaila Siddiqui

Principal