

Anjuman-i-Islam's

Akbar Peerbhoy College of Commerce and Economics

(NAAC Accredited College)

MS Ali Road, Two Tank Grant(E), Mumbai - 08

Minutes of the IQAC and NAAC Committee Meeting held on 12th October 2019

I/c Principal Mohammed Tahir welcomed all the members of the committee for the meeting:

Leave of absence was granted to the following members:

Management Nominee : Hon. Chairperson Ms. Yasmin Saifullah

Student Representative: Mr. Juned Shaikh

Industry/Employers Nominee: Mr. Asif Shaikh

I/c Principal Mohammad Tahir informed the members that Akbar Peerbhoy College has been designated as Lead college by University of Mumbai, having prestigious colleges like K.C. College, H R College, Jai Hind College, Elphistone College, Sydenham College and six other colleges including Anjuman-I-Islam's Hotel & Tourism Management college. The role of Lead college was also explained in detail which included, monitoring college level examination in all colleges under cluster, and sharing of resources etc.

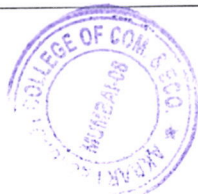
I/c Principal Mohammad Tahir also informed about the managements keen interest in improving the Alumni data base of the college, for which additional responsibility is fixed on Asst. director Self financing section Dr. Hanif Lakdawala & Vice Principal Degree section Prof. J. Hemanth Kumar, who would ensure this is done on a regular basis. Alumni Association convener Mohammed Arif was requested to call a meeting of Alumni association.

I/c Principal Mohammad Tahir requested inputs on extra ordinary achievements of institution for onward submission to the Management.

As per the agenda the following points were discussed:

Prof. Hemanth Kumar Jonnala, IQAC Coordinator, read out the minutes of the previous meeting held on 23rd March 2019. Point wise minutes were discussed to know the progress made and action taken.

<u>Points discussed/ Plan of Action</u>	<u>Achievements/Outcomes/Action Taken</u>
a) Appointment of Professional Counselors'- as suggested by Prof. Kirit Menghani	a) It was decided to finalise & appoint a Counselor at the earliest from the panel. Alternatively it was decided to approach Cluster colleges for sharing the resources as suggested by I/C Principal.
b) Alumni - Contribution & conducting of programs for generating funds 5.3.4 - as suggested by Prof. Kirti Menghani	b) Prof. Mohd. Arif Convener - Alumni Association was requested to conduct a meeting of alumni. It was decided that Alumni who paid fees of students under Students Aid Fund also to be included in Alumni's contribution.
c) Permanent Mike & Sound System in Auditorium - as suggested by Prof. Kirit Menghani	c) Quotations have been called for installing permanent Sound & Mike system in the auditorium. Matter is under consideration.
d) E Learning Committee - SWAYAM/MOOCs creation of smart class rooms - suggestion by Prof.	d) It was unanimously agreed to convert Research centre into smart class room, for promoting E



Hemanth

Ahtesham Shaikh	learning, and to enable Teachers to record lectures etc. Necessary action to be taken by the E learning committee formed in the previous meeting.
e) Google Scholar Accounts for all under 3.3.3 of AQAR - as suggested by Dr. . Faizuddin Siddiqui	e) Dr. Faizuddin Siddiqui assured individual google accounts with .edu extension will be created for all staff immediately. Has also agreed research cell in library to be used as a smart class room.
f) Language Labs & E- Learning as suggested by Prof. Kirti Kumar	f) It was unanimously agreed to convert Research centre into smart class room, for promoting E learning, and to enable Teachers to record lectures etc. Prof. Kirti Kumar & Dr. Abbas Rizvi to start language lab immediately
e) Parliament visit of students - as suggested by Prof. Vaishali Bankar	e) It was informed that students are worried about the costs involved. I/C Principal requested Prof. Vaishali Banker to submit proposal along with the list of interested students.

the following additional points were discussed with the permission of the chair:

a) Licensed Software, Anti Virus & Plagiarism Software :

It was discussed in detail and decided to obtain quotations for procuring licensed Operating Software, Anti Virus and get it duly sanctioned by the management at the earliest. Members also insisted on procuring Plagiarism software since we have Research centre. Alternatively it was also agreed upon to approach Cluster Colleges for getting the services of Plagiarism software by paying nominal charges if required. Mr. Feroz Patel & Mr. Nowman Lab assistants have been instructed to obtain quotations for procuring licensed Operating Software & Anti Virus.

b) IT Audit:

It was decided to conduct periodic IT Audit in order to ensure that Computers, Peripherals and Software installations are duly recorded, maintained & upgraded periodically. To begin with an internal IT Audit committee has been formed comprising of the following members:

- | | | | |
|------|------------------------|---|----------|
| i) | Dr. Faizuddin Siddiqui | - | Convener |
| ii). | Prof. Sameer Naik | - | Member |
| iii) | Prof. Ahtesham Shaikh | - | Member |
| iv) | Prof. Abdul Sadique | - | Member |
| v) | Prof. Hussain Ali | - | Member |

c) "E" Resources & Infrastructure Maintenance

To ensure proper maintenance of available "E" Resources, & Infrastructure, it was decided to form a "E" maintenance committee comprising of the following members:

- | | | | |
|------|---------------------|---|----------|
| i) | Prof. Sharmeen Baig | - | Convener |
| ii) | Mr. Altaf | - | Member |
| iii) | Mr. Nowman | - | Member |

The committee should ensure that all computers, peripherals, Projectors and other "E" resources are properly, recorded, and maintained.

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d) **Sanitary Napkin Vending Machine for Ladies Common Room:**

Prof. Kirti Menghani convener ICC has requested for installation of Sanitary Napkin vending machine in the ladies common room. She also expressed the need for re-installing Wifi facilities in the staff room.

e) **Maintenance & upkeep of Electrical installations**

Prof. Mohammed Arif, Morning-In charge informed that some of the fans and lights in classrooms are not in proper working condition. Prof. Vaishali Banker informed that LCD Projector in one class room is not in proper working condition. Mr. Rehan has been asked to ensure that all the electrical installations are in proper working condition.

f) **Faculty Development programs for Teachers**


I/c Principal informed the members that he attended a program for Principals conducted by ICFAI, which was very informative & usefull. I/c Principal proposed to conduct a one day Faculty Development Program for teachers in the college, by inviting resource persons from ICFAI.

g) **ERP utilisation:**

IQAC convener Prof. J. Hemanth Kumar presented his observation that Attendance module of the new ERP has been utilised by the self financing section and requested self financing section to ensure 100% utilisation of ERP. Prof. Ahtesham Shaikh assured that all the modules of the new ERP will be fully utilised by the self financing section. It was also placed on record that Aided section has utilized all the modules of the new ERP including examination which included generating of hall tickets, room allocation reports, time table etc.

AQAR preparation was discussed. Criteria wise subcommittee members were requested to speed up the process of data collection and preparation of AQAR for the year 2018-19.

Prof. J. Hemanth Kumar Coordinator IQAC has also informed the members that last date of uploading the online AQAR for the year 2018-19 is 16th Nov 2019. IQAC Coordinator requested I/C Principal to expedite the submission of 12th Plan statement at Pune UGC office at the earliest and thanked all the members for attending and active participation



Prof. Hemanth Kumar Jonnala
IQAC Coordinator



Prof. Mohammed Tahir
I/C Principal





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Minutes of the CAREER GUIDANCE & PLACEMENT Committee (SUB CELL OF IQAC) Meeting held on 30th NOVEMBER 2019

I/c Principal Mohammed Tahir welcomed all the members of the committee for the meeting. IQAC Coordinator Prof. J. Hemanth Kumar briefed all members the importance of having a coordinated effort in conducting & organizing various curricular & extracurricular activities / programs as per the NAAC requirements.

Career guidance & placement committee (sub cell of IQAC) organizes various activities for the students. It was decided to prepare a activity schedule of committee in advance, which would not only be helpful in informing the students well in advance about the programs scheduled, but also avoid collision of programs to be scheduled.

the following points were discussed with the permission of the chair:

- Dr. Abbas Rizvi has been assigned the task of collecting the detailed information / data about various programs conducted by Career Guidance & Placement cell for the period June 2019 - 30th Nov 2019.
- Prof. Salim Khan informed the members about the counseling program on Career in Banking to be conducted by Shahani group, specially for final year students.
- Dr. Shakeel informed the members about counseling program to be conducted by NIIT
- Prof. J. Hemanth Kumar informed the members about the proposed Certificate course in Tally to be conducted by Institute of Computerised Accountants (ICA) . Prof. Salim Khan, who negotiated with ICA informed members that he could successfully negotiate and bring down the charges from Rs. 2000/- per student to Rs. 1000/- per student and also inclusion of MS office in the course contents.

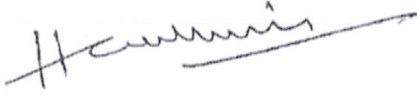
The following activities under the Career guidance & Placement committee has been scheduled for the period Dec 2019 to Jan 2020.

Sr. NO	Dept / Committee	Topic	Date	Time	Venue
1)	Career Guidance & Placement Cell	Shahani group (Banking) (Prof Salim)	10/12/2019	10.00 am	R No: 17
	Career Guidance & Placement Cell	NIIT (DR. Shakeel)	11/12/2019	10.00 am B.Com 11.00 - BMS 12.00 - BSc	R No: 16
3)	Career Guidance & Placement Cell & Maths Dept	Future of Digital Marketing	11/12/2019	10.00 am	Room No: 17
4)	Career Guidance & Placement Cell	Career in Law (Prof. Falaknaaz)	12/12/2019	10.00 am	R No: 17

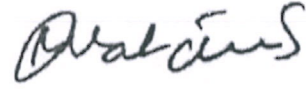


5)	Career Guidance & Placement Cell	ICA - 15 days Tally program (Prof. Salim Khan)	3rd & 4th Week of Dec 2019	To be finalised	Computer Lab A
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Next meeting of the Committee to be held on 17th Dec 2019 for, finalizing activities for the period Feb 2020 to April 2020.

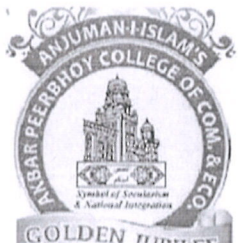


Prof. Hemanth Kumar Jonnala
IQAC Coordinator



Prof. Mohammed Tahir
I/C Principal





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Minutes of the WEBSITE MAINTENANCE & IT Committee (SUB CELL OF IQAC) Meeting held on 5th December 2019

Vice Principal & IQAC Coordinator Prof. J. Hemanth Kumar welcomed all the members and briefed members the basic purpose of the meeting. He also explained the importance of having a duly updated & integrated website which caters to the needs of all stakeholders and NAAC.

the following points were discussed with the permission of the chair:

a) College website needs to be updated from time to time. Accordingly the following arrangements were agreed upon by all the members:

Dr. Mohd. Faizuddin Siddiqui	-	Theme & Formats of website
Prof. Abdul Sadique	-	Theme & Formats of website
Prof. Hussein Ali	-	Degree section data uploading on website
Prof. Ahtesham Shaikh	-	Self Financing Section data uploading on website
Mr. Pervez Shaikh	-	Junior Section & Sports data uploading on website

b) The college has two websites i.e. www.apcollege.in and www.apcollege.edu.in. IQAC Coordinator insisted that since www.apcollege.in is already shared with other external stakeholders & NAAC, where necessary links to online AQAR have been give, it is desirable that we maintain and upgrade the same website. It was also agreed by all members that the second website can be utilized for promotion activities as planned. Members also noted that already there websites belonging to other institutions having almost similar names, creating confusion for stakeholders.

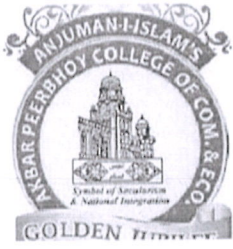
c) All members unanimously agreed that in order to save time and ensure up to date maintenance of website it is necessary that as far as possible duplication to be avoided on both websites.

d) Internal IT audit to be conducted by the committee on 9th Dec 2019, covering Software, Anti-virus, and other maintenance aspects of entire IT infrastructure, report of which to be submitted by 12th Dec 2019.

Prof. Hemanth Kumar Jonnala
IQAC Coordinator

Prof. Mohammed Tahir
I/C Principal





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Action Taken Report Academic Year 2019-20

- AQAR Of year 2018-19 was uploaded on the NAAC portal.
- Academic calendar for the year 2019-20 was prepared and uploaded on the website.
- The College has got one minor research project by ICSSR (Indian Council of Social Science Research) entitled "Work Efficiency Maximization by Lady Police Personnel – A Case Study of South Mumbai" sanctioned vide letter No.IMPRESS/P3281/2018-19/ICSSR dated 08-07-19.
- A State Level Workshop on Library Digitization was organized in association with VIKMANS, New Delhi on 20th Dec. 2019. 67 Librarians from different Colleges, Institutes and Government sector (like Mumbai High Court) participated from all over Mumbai, Raigad and other districts of the state. Mr. Manish Chhabra, Director VIKMANS and team gave PowerPoint presentation and gave hands-on training to all the participants.
- One Week International Librarians' Development Program was organized through virtual platform
- A discussion was started with Family First Guidance center from Juma Masjid Trust of Bombay and MPower Health and Healing Center. MoU was signed with Family First Guidance Center. Counseling program was conducted with MPower for the students and staff.
- In accordance with VII Pay Commission guidelines, IQAC facilitated the promotion of nine teachers from Stage-1 to Stage-2, Stage-2 to Stage-3, and Stage-3 to Stage-4 under the Career Advancement Scheme.
- IT Audit committee was constituted to conduct periodic IT Audit in order to ensure that Computers, Peripherals and Software installations are duly recorded, maintained & upgraded periodically.
- "E" Resources maintenance committee was constituted to ensure proper maintenance of available "E" Resources, & Infrastructure.
- 5 regular classrooms were converted into smart rooms with facility of projector and Wi-Fi connection. Digital screens were displayed at prominent locations to display important notices & events.
- Along with administrative and attendance purposes, ERP also started in utilization for examination, attendance, timetable and other student related services for unified communication for all related student services through AP College App.
- Emphasis was given on career counseling and placement program. Under that committee conducted career counseling program in banking, law, digital marketing etc.
- Website updating committee was constituted with a responsibility to update website time to time.
- To provide placement opportunities to final year students, passed students as well as outsiders, job fair was organized in the college campus.
- In order to promote gender equality and cultivate awareness of social justice and gender issues among students, various events were held, such as the Yuvak-Yuvti Mela, an Intercollegiate Competition organized by NGO Akshara, and Expression by Majlis.
- To promote Urdu literature and bait- bazi culture Inter- state bait bazi competition was organized.



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- As part of community environmental awareness programme, the Nature Club volunteers of our College, along with Teacher In charge Dr. Smita Salunke, distributed cloth bags switched out of old cloths (donated by students and teachers of A. P. College) at the Grant Road vegetable and fish market on 11th Feb. 2020.
- A multi media campaign was conducted on '**Clean and Environment friendly Qurbani**' in thickly populated Muslim majority areas such as Madanpura, Nagpada, Dongri, Bandra Behrampada and Govandi etc were targeted. This year college also made use of Digital space for creating awareness about **Clean and Environment friendly Qurbani**'
- Students participated in Safety Audit project of Akshara where students were asked to raise the safety concerns of females when they visits at deserted places even at during day time.
- To promote entrepreneurship skills among female students and to become self employable, food fest was organized.
- For experimental learning of students' number of workshops, visits and training programs were conducted by department heads and coordinators.
- To promote participation of students in sports, workshop were organized as well as trained to participate in various sports events organized at university and state level.
- NSS and DLLE conducted list of extension activities.

Hemanth

Prof. Hemanth Kumar Jonnala
IQAC Coordinator

Mohammed Tahir

Prof. Mohammed Tahir
I/C Principal




Hemanth

Picture Gallery 2019-20



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VIKMANS
Library Digitisation Practical Workshop
 Bound books, large flatbed, object
 Scanners of all Types & Sizes



Venue: Anjuman-I-Islam's,
 Akbar Peerbhoy College of Commerce and Economics,
 No. 45 Road, Do Taal, Grant Road (E)
 Mumbai - 400008

Friday, 20th December 2019
 12:00 PM to 03:00 PM
 Refreshments will be served

For Details Contact:
 Email: vikmans@vikmans.com Phone: [+91 22 2444 4444](tel:+912224444444)
 Website: www.vikmans.com

Anjuman-I-Islam's
 Akbar Peerbhoy College of Commerce and Economics

In Association with **VIKMANS**, New Delhi
 Organises
One Day Practical Workshop
 on
Library Digitisation

Presided by: Dr. Zahir I. Kazi, Hon'ble President, Anjuman-I-Islam
Guests of Honour: Mr. Manikant Antaley, Hon'ble Vice - President, Anjuman-I-Islam
 Mr. G. A. R. Shaikh, Hon'ble General Secretary, Anjuman-I-Islam
 Mr. Meeta Nigamwala, Hon'ble Treasurer, Anjuman-I-Islam

Prof. Mohammed Tahir
 I/C Principal

Mrs. Yasmin Saifiullah
 Chairperson
 Board for Prof. Courses and Higher Studies
 Anjuman-I-Islam

Friday: 20th December 2019
 At 12:40 Noon onwards



Hemant

Prof. Hemant Kumar Jonnala
 IQAC Coordinator

Mohammed Tahir

Prof. Mohammed Tahir
 I/C Principal



Hemant