



Rizvi Education Society's
Rizvi College of Education
Bandra (West), Mumbai- 400050

IQAC – Minutes of the Meeting

A Staff meeting was conducted on May 17th 2018 and the IQAC was reconstituted by nomination of the members.

1. Chairperson: Dr. Radhika Vakhariya (Principal –In-charge)
2. IQAC Co-ordinator: Mrs. Nahida Mandviwala
3. Teaching Staff:
Dr. Gyanpraksh Arya
Mrs. Spoty Karthik
Dr. Priyanka Pandey
4. Management Representative: Dr. Alkama Faqui
5. Administrative Staff: Mr. Aashish Nijap
6. Employer: Mrs. Savita Karkare (Principal Rizvi Springfield SSC High School)
7. Alumni Member: Ms. Sana Hussain
8. Student Representative: Ms. Shabnam Shaikh

After the aforesaid members were nominated, it was decided to have the first IQAC meeting of the academic year 2019-21 on 15th May, 2018 in college Staffroom.

Dr. Radhika Vakharia
Principal I/c

Mrs. Nahida Mandviwala
IQCA Co-ordinator

Dr. Spoty Karthik
M.Sc, M.Ed, M.A.NET, Ph.D Education
I/C Principal
Rizvi College of Education
Govind Patil Marg, Khar Danda,
Khar (W), Mumbai 400 052.





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Notice for Staff Meeting

14th May, 2018

A staff meeting of the IQAC for the academic year 2018-19 will be conducted on 15th May, 2018 at 4.00 to 5.00 pm. All members of IQAC are expected to participate in the meeting.

Agenda of the Meeting:

1. Agenda 1. Sharing The Action Taken Report of meeting November 2017-2018
2. Agenda 2: The plan of action for the academic year 2018-2019 for fulfilment of the academic and co-curricular activities.
3. Agenda 3: The academic and portfolio for the academic year 2018-19 was decided and allocated to the faculty members.

Dr. Radhika Vakharia

Principle I/c

Mrs. Nahida Mandviwala

IQCA Co-ordinator

Dr. Spoty Karthik
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Minutes of the meeting held on May 17th, 2018

A staff meeting of the IQAC for the academic year 2018-19 was conducted in the staffroom. Following the presentation of the Action taken Report, below mentioned decisions were made.

Agenda 1. Sharing the Action Taken Report

The IQAC Co-ordinator Mrs. Nahida Mandviwala shared the Action Taken Report in the beginning of the meeting.

Domain	Action	Outcomes
1. Admission	Evaluation of necessary scores. It avoided the problems of choice of subject and language. Staff were given an orientation on CET and the needs and difficulties of the students.	Seats can be allotted properly. The students can be guided properly. The staff were effective in handling the admission issues.
2. Computer based feedback(Word)	A staff, Mrs. Pooja Mishra was appointed as the in charge	The feedback was checked and evaluated properly.
3. Parent Student interaction	Parents of the students who lacked attendance and marks were called and had a meeting with the staff in charge and Principal.	The students improved their presentation in assignments and their academic performance improved in their University Exams..
4. Gender Sensitization	A talk was conducted on “ Investment in share markets for teachers”	Both male and female staff participated and it enhanced the financial knowledge of the women thus helped them to explore the male dominated domain.
5. Aptis test	It enhanced the English aptitude and confidence of the students of the outgoing batch.	The newcomers registered for the exam and are trained for the same.
6. IMT 2017	The competition was successfully organised.	The students were enhanced with creative methods of


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		teaching. It needs to be continued for the coming academic year.
7. Enhancing Communication Skills of Teachers	The workshop was conducted by Dr. Asha, Dr. Radhika and Mrs. Nahida.	The communication skills of students were improved and it improved the confidence of the students. It needs to be continued for the coming academic year.
9. National Conference	Held on 6th & 7th April 2018. Theme: Ethnography of Education reconnecting the neurons of Indian Education System.	Dr. Radhika Vakharia and Mrs. Pooja Mishra did a splendid job and documented the data well and were much appreciated by Rubina mam. All the staff were appreciated for their great effort and were motivated to organise such seminars.

Agenda 2: The plan of action for the academic year 2018-19 for fulfilment of the academic and co-curricular activities.

- Planning of seminars, Conferences, workshops and co-curricular activities, so that the students cope with the changes in the educational field.
- Extra-curricular activities like celebration of local festivals, Art Festivals and programs for students like Fresher's party, Farewell, Students Picnic and Talent hunt were planned.
- Encourage the students to participate in the various community engagement programs.
- Framing of new add on courses for the students.
- Start new digital methods of learning and teaching.
- Sports day events decided.
- Finalised the digital and non-digital competitions for the students.



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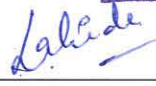

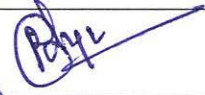


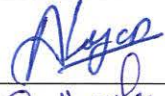


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Agenda 3: The academic and other portfolios for the academic year 2018-2019 were decided and allocated to the faculty members.

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The following members were present in the meeting:

Name of the IQAC Member	Signature
Dr. Radhika Vakharia (Chairperson)	
Mrs. Nahida Mandiviwala (IQAC Co-ordinator)	
Dr. Alkama Faqui (Management Representative)	
Mrs. Savita Karkera (Employer: Principal, Rizvi Springfield SSC School)	
Dr. Gyanpraksh Arya (Teaching Staff)	
Dr. Priyanka Pandey (Teaching Staff)	
Mrs. Spoty Karthik (Teaching Staff)	
Mr. Ashish Nijap (Administrative Staff)	
Ms. Sana Hussain (Alumni Member)	
Ms. Shabnam Shaikh (Student Representative)	



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