



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

### **IQAC – Minutes of the Meeting**

A Staff meeting was conducted on November 16<sup>th</sup> 2018 and the IQAC was reconstituted by nomination of the members.

1. Chairperson: Dr. Gyanprakash Arya (Principal In-charge)
2. IQAC Co-ordinator: Mrs. Nahida Mandiviwala
3. Teaching Staff:  
Dr. Radhika Vakharia  
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. Ms. Shabnam Shaikh
8. Student Representative: Ms. Anuska Mungekar

After the aforesaid members were nominated, it was decided to have the first IQAC meeting of the academic year 2018-20 on 10<sup>th</sup> November, 2018 in college Staffroom.

Dr. Gyanprakash Arya  
Principal I/c

**Dr. Spoty Karthik**  
M.Sc, M.Ed, M.A.NET, Ph.D Education  
I/C Principal  
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Mrs. Nahida Mandiviwala  
IQCA Co-ordinator





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**Minutes of the meeting held on November 16<sup>th</sup>, 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 of meeting May 2018-2019**

**Agenda 2: Planning of Co-curricular activities.**

**Agenda 3: Planning of placement activities.**

**Agenda 4: Any other matter with the permission of the chair.**

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

Domain	Action	Outcomes
Seminars and Conferences	The topics and the resource persons were chosen.	The 17th and 18th of December National Level Conference was finalised.
Yoga and Stress Management	Mr. Gyanprakash And Dr. Priyanka Pandey conducted a 10-12 days' workshop on the same.(Held in September)	The students learnt the art of relaxing and managing oneself. It improved the overall performance of the students.
Enhancing Communication Skills of Teachers	The workshop was conducted by Dr. Radhika and Mrs. Nahida.	This is one of the fruitful programmes of the Institute. The students showed improved performance while delivering the lectures.



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IMT 2018	The competition was successfully organised.	The students were enhanced with creative methods of teaching. It needs to be continued for the coming academic year.
Year Planning workshop	Conducted on 25th June to 30th June 2018.	It helps students to get all your content matters, activities according to month wise and develop concrete plans for your work.
Civil Defence Training Programme	Held on 28 th June conducted Defence experts from Rizvi College.	The training was an eye opener for us about our country and about our duties.
Mental Health Awareness Program	Programme was conducted on 10th October	Students came out with their mental issues and the resource persons provided practical solutions and all were benefitted.
E- Portfolio Development Workshop	Held on 23rd and 26th October, conducted by Pooja Mishra	In the technical world this is an important skill to compete with others. The students designed a beautiful and informative portfolio of theirs.

#### Agenda 2: Planning of Co-curricular activities

1. Planning and execution of National Conference
2. Finalised the digital and non-digital competitions for the students.
3. To discuss community work planning, and Art festivals.
4. To plan for International Women's day.



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#### Agenda 3: Planning of placement activities.


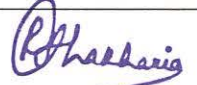

1. To discuss the strategies to help students cope with the stress in the workplace.
2. Mock Interview and Skill improvement



#### Agenda 4: Any other matter with the permission of the chair.




**The following members were present in the meeting:**

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



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