



Rizvi Education Society's
Rizvi College of Education
Khar (West), Mumbai- 400052

Notice for Staff Meeting

A staff meeting of the IQAC for the academic year 2019-20 will be conducted on 27th May, 2019 at 4.00 to 5.00 pm. All members of IQAC is expected to participate in the meeting.

Agenda of the Meeting

1. **Agenda 1.** Sharing The Action Taken Report
2. **Agenda 2:** The plan of action for the academic year 2019-2020 for fulfilment of the academic and co-curricular activities.
3. **Agenda 3:** The academic and portfolio for the academic year 2019-20 was decided and allocated to the faculty members.

Dr. Gyanprakash Arya
Principal I/c

Mrs. Nahida Mandviwala
IQCA Co-ordinator

Dr. Spoty Karthik
M.Sc, M.Ed, M.A.NET, Ph.D Education
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Minutes of the meeting held on May 27th, 2019

A staff meeting of the IQAC for the academic year 2019-20 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
Training and Workshops	<ul style="list-style-type: none">● Internship – Practice Teaching● Resume writing workshop● Workshop on Mental Health and Wellbeing	<ul style="list-style-type: none">● Posting of students to schools where they can practiced their major courses of study.● Better preparedness for the future. A well-structured resume clearly highlights most attractive skills and potential to employers.● Growing awareness and building a positive culture of support, empathy, and treating others well


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	<ul style="list-style-type: none"> ● Workshop on First Aid and Disaster management workshop ● Workshop on Teaching Aids Preparation 	<ul style="list-style-type: none"> ● Learned how to handle difficult situations and some fundamental life-saving techniques and skills. ● Understands use of various types of teaching aids to elevate the process of teaching in an effective way.
Placement and related Training	<ul style="list-style-type: none"> ● Workshop on preparing for Interview skills and Mock Interview ● TET workshop ● Placement Drive 	<ul style="list-style-type: none"> ● Made student teachers industry ready ● Professional development ● Students successfully placed in various educational institution
Research Initiatives	Action Research workshop for students	<ul style="list-style-type: none"> ● Develop research mindedness. Research papers are an excellent platform to disseminate a novel finding to a general audience.
Community Engagement	<ul style="list-style-type: none"> ● Talk and Sensitivity awareness session on people with disabilities ● International Human Rights Day 	<ul style="list-style-type: none"> ● Created and sensitized towards disability , its misconceptions and stereotypes ● Informed -importance of rights everybody is entitled for irrespective



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	<ul style="list-style-type: none"> ● Cancer Awareness Marathon 	of caste, religion, sex and language.
Cultural Integration	<ul style="list-style-type: none"> ● Christmas celebrations 	<ul style="list-style-type: none"> ● It spreads love and harmony amongst students.
National Day Celebration	<ul style="list-style-type: none"> ● Republic day 	<ul style="list-style-type: none"> ● National holiday celebrated annually to commemorate the adoption of the constitution of India on January 26, 1950.
Co –curricular activities	<ul style="list-style-type: none"> ● Sports Day ● Farewell ● Women’s Day Celebration ● Jash-E-Rizvi 	<ul style="list-style-type: none"> ● Playing various sports helped in learning various life skills such as teamwork, leadership, accountability, patience, and self-confidence and prepares them to face life challenges. ● An expression of good wishes at a parting ● 9 days celebration where women are recognized for their achievements without regard to divisions, whether national, ethnic, linguistic, cultural, economic or political. ● Jashn-e-Rizvi, the annual cultural event included many competitions like Antakshari, Debate, Solo


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		Dance, Fashion Parade, Rangoli, Flower-Arrangement, Personality contest and so on.
Visits	<ul style="list-style-type: none"> ● ADAPT ● Kala Ghoda Fest 	<ul style="list-style-type: none"> ● Enhanced students critical thinking skills and provided students chance to appreciate our culture and heritage
Online Course	<ul style="list-style-type: none"> ● Inclusive Education 	<ul style="list-style-type: none"> ● Completion of online course
Teaching & Learning	Add on Courses for student teachers. ETPEC and APTIS	<ul style="list-style-type: none"> ● Skill development ● Develop critical thinking skills and instils passion for language learning

Agenda 2: The plan of action for the academic year 2019-20 for fulfilment of the academic and co-curricular activities.

- A national level seminar, conference, or workshop can be designed and organised while keeping in mind the massive changes happening in educational trends.
- Organise Fresher's party for F. Y. B. Ed.
- Arrange Induction program for first year B. Ed. and distribution of stationary materials.
- Encouraging staff for faculty exchange program.
- Mental Health Awareness Camp can be organised for Rizvi Arts, Science and Commerce students.
- Framing of new Value added or Add on Courses and its funding.
- Participation in various community engagement program (Jagruk Mumbaikar, Investor Awareness program, Anti-Sexual Harassment program, Youth Skill India Program etc.)
- Organising and Celebrating World Humanitarian Day.
- Library periods should be introduce before the start of the college at least for one hour so students can develop good habit of Reading.
- Start practicing Eco-Friendly ways of learning and teaching
- Celebration of Various cultural activities.
- Students should thoroughly oriented about their third term internship.



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- Decided that this year Poster making competition will happen digitally.

Agenda 3: The academic and other portfolios for the academic year 2019-2020 was decided and allocated to the faculty members.










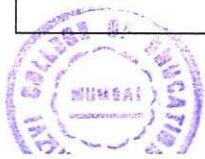
Dr. Gyanprakash Arya
Principal I/c



Mrs. Nahida Mandviwala
IQCA Co-ordinator

The following members were present in the meeting:

Name of the IQAC Member	Signature
Dr. Gyanprakash Arya (Chairperson)	
Mrs. Nahida Mandviwala (IQAC Co-ordinator)	
Dr. Reshma Cusher (External Expert)	
Mrs. Spoty Karthik (Member)	
Dr. Priyanka Pandey (Member)	
Mr. Ashish Nijap (Administrative Staff)	
Mrs. Savita Karkare (Principal, Practice Teaching School)	




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Ms. Heena Qureshi (Alumni Member)	<i>Heena</i>
Ms. Shahima Shaikh (Student Representative)	<i>Shahima</i>



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