



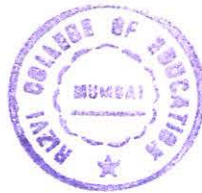
Rizvi Education Society's
Rizvi College of Education
Khar (West), Mumbai- 400052

Notice for Staff Meeting

A staff meeting of the IQAC for the academic year 2019-20 will be conducted in the staffroom on 23rd November, 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.



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Dr. Gyanprakash Arya
Principal I/c

Mrs. Nahida Mandviwala
IQCA Co-ordinator



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Minutes of the meeting held on November 23rd, 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● Workshop on Mental Health and Wellbeing● Induction program for FYB.Ed.	<ul style="list-style-type: none">● Made students aware of the school environment and to build such teachers who can be partners in the development of society and the country.● Growing awareness and building a positive culture of support, empathy, and treating others well● The purpose of Induction Programme was to help students in getting familiarized with the institution as well as ethos

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Professional Development of Staff	<ul style="list-style-type: none"> ● Staff for faculty exchange program 	<ul style="list-style-type: none"> ● Professional development
Value added Course	<ul style="list-style-type: none"> ● STEAM ● Yoga for wellness – Value added course 	<ul style="list-style-type: none"> ● STEAM was an educational approach to learning that uses Science, Technology, Engineering, the Arts and Mathematics as access points for guiding student inquiry, dialogue, and critical thinking.
Community Engagement	<ul style="list-style-type: none"> ● Jagruk Mumbaikar anti cybercrime program ● Investor Awareness program ● Anti-Sexual Harassment program ● Youth Skill India Program etc. 	<ul style="list-style-type: none"> ● Prepared students for Occupations in law enforcement and information technology. ● Provided familiarity with the investment environment and understanding of financial market products, especially rewards and risks to make informed choices. ● Made students understands that Anti-harassment was the behaviour that ensures that the workplace is free of intimidation, hostility, or any other form of harassment ● Provided adequate training and information about market-relevant skills.

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	<ul style="list-style-type: none"> ● World Humanitarian Day 	<ul style="list-style-type: none"> ● Celebrated as Beach Cleanliness Drive
Cultural Integration	<ul style="list-style-type: none"> ● Navratri Celebration 	<ul style="list-style-type: none"> ● Rangilo and Chabilo Dandiya Navratri festival Celebrated. It spreaded love and harmony amongst students.
National Integration	<ul style="list-style-type: none"> ● Independence day ● Gandhi Jayanti 	<ul style="list-style-type: none"> ● Promoted nationalism and patriotism toward the nation
Co –curricular activities	<ul style="list-style-type: none"> ● Fresher’s party for F.Y.B.Ed. ● Tuck shop Dassera celebrations 	<p>Welcomed new students in a friendly atmosphere and to encourage their creative impulses to boost their confidence.</p>
Visits	<ul style="list-style-type: none"> ● Educational Movie 	<p>It was a powerful aid to teaching, bringing things that students may not be able to experience first-hand into the classroom, and thus improving teaching efficiency.</p>
ICT	<ul style="list-style-type: none"> ● Poster Making Competition 	<p>Poster is a visual aid to help students to share their technical work through digital poster session.</p>
Teaching & Learning	<ul style="list-style-type: none"> ● Library periods ● Eco-Friendly ways of learning and teaching 	<ul style="list-style-type: none"> ● Period where students found an opportunity to strengthen their reading skills by reading for pleasure. ● Not printed question paper for current batch, using Chalk board and White board for the same.




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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 intended and prepared while keeping in mind the enormous changes happening in educational trends.
- ETPEC course has to be run.
- APTIS test has to be done and contract has to be signed.
- Plan to organise learning Disability program.
- One Moral Awareness program need to be organised
- First year students need to trained in Micro skills before going to internship program
- Must organise one cyber ethics related talk.
- Staff exchange program should be organised.
- A workshop can be conducted for spreading the knowledge on RTI prevention from sexual harassment.
- Community engagement program should be organised in special reference with Cancer awareness program.

Agenda 3: For the academic 2020-2021 various community engagement program, value added courses, placement related task, internship related activities were discussed and allocated to the faculty members.

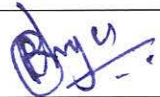
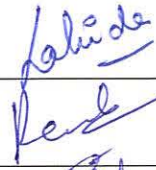
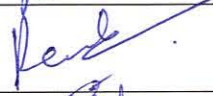
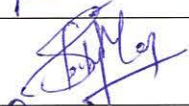
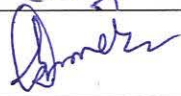

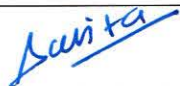



Dr. Gyanprakash Anja
Principal i/c .


Mrs. Nabide M.
IOAE Co-ordinator.


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The following members were present in the meeting:

Name of the IQAC Member	Signature
Dr. Gyanprakash Arya (Chairperson)	
Mrs. Nahida Mandiviwala (IQAC Co-ordinator)	
Dr. Reshma Cusher (External Expert)	
Mrs. Spoty Karthik (Member)	
Dr. Priyanka Pandey (Member)	
Mr. Ashish Nijap (Administrative Staff)	
Mrs. Savita Karkara (Principal, Practice Teaching School)	
Ms. Shahima Shaikh (Alumni Member)	
Ms. Anuska Mungekar (Student Representative)	



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