



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

Notice for Staff Meeting

20:11.2020

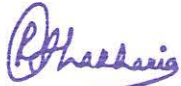
An online meeting of the IQAC for the academic year 2020-21 will be conducted on 21st November, 2020 at 5pm. All members of IQAC are expected to be present in the meeting. The Zoom link will be shared later.

Agenda of the Meeting


1. Agenda 1. Sharing The Action Taken Report
2. Agenda 2: Utilise Alumni resources for Institutional welfare
3. Agenda 3: Enhance the Placement Opportunities
4. Agenda 4: Better utilisation of Technology to improve the online teaching process

Members of the IQAC

1. Chairperson: Dr. Radhika Vakharia (Principal –in-charge)
2. IQAC Co-ordinator: Mrs. Nahida Mandiviwala
3. Teaching Staff
Dr. Gyanpraksh Arya
Mrs. Spoty Karthik
Dr. Priyanka Pandey
4. Administrative Staff : Mr. Ashish Nijap
5. Employer: Mrs. Savita Karkare (Principal Rizvi Springfield SSC High School)
6. Alumni Member: Ms. Heena Qureshi
7. Student Representative: Ms. Emerlin


Dr. Radhika Vakharia
Principal I/c


Dr. Spoty Karthik
M.Sc, M.Ed, M.A.NET, Ph.D Education
I/C Principal
Rizvi College of Education


Mrs. Nahida Mandiviwala
IQCA Co-ordinator





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


Minutes of the meeting held on November 21st, 2020

An online meeting of the IQAC for the academic year 2020-21 was conducted on 21st November 2020 at 5pm on Zoom platform. 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
Teaching & Learning	Recorded lessons, virtual lessons, online lessons; G suite accounts	
	Teachers attend Courses, Seminar, Workshop and Orientations. FDP programmes	
Training	Training related to classroom teaching- micro teaching; Unit planning; Lesson planning; Demonstration lessons	Attained proficiency in different areas of teaching
	Online Conference ETNPPEE	Better preparedness for the profession
	Use of online platforms &	


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.



	applications for teaching – Training for teachers	
Community Engagement	COVID prevention support activities	Sensitised the students about various problems in the society and developed empathy and compassion
Admission Guidance	CET orientation for Prospective candidates	Improving student intake

Agenda 2: Utilise Alumni resources for Institutional welfare

Alumni of the college is working in different parts of the country as well as abroad. Suggestion was made that their resources can be leveraged for the better prospects of the students as well as the institution.


Agenda 3: Enhance the Placement Opportunities

The meeting discussed and decided that efforts be made to encourage the prospective employers are contacted and requested to share openings in their institutions so that a Placement drive be done.

Agenda 4: Better utilisation of Technology to improve the online teaching process

Decision was made that various modes of technological provisions be explored and implemented for the advancement of teaching, learning and evaluation.

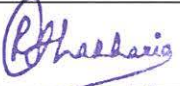
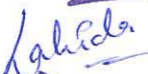






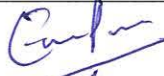

Dr. Radhika Vakharia
Principal I/c


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.


Mrs. Nahida Mandviwala
IQCA Co-ordinator



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. Gyanpraksh Arya (Teaching Staff)	
Mrs. Spoty Karthik (Teaching Staff)	
Dr. Priyanka Pandey (Teaching Staff)	
Mr. Ashish Nijap (Administrative Staff)	
Mrs. Savita Karkera (Employer: Principal, Rizvi Springfield SSC School)	
Ms. Heena Qureshi (Alumni Member)	
Ms. Emerlin Passanha (Student Representative)	



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.

