



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

Reconstitution of the IQAC – Minutes of the Meeting

A zoom meeting was conducted on April 16th 2020 at 6pm and the IQAC was reconstituted by nomination of the members.

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. Management Representative: Dr. Alkama Faqih
5. Administrative Staff : Mr. Ashish Nijap
6. Employer: Mrs. Savita Karkare (Principal Rizvi Springfield SSC High School)
7. Alumni Member: Ms. Heena Qureshi
8. Student Representative: Ms. Emerlin Passanha

After the aforesaid members were nominated, it was decided to have the first IQAC meeting of the academic year 2020-21 on 20th April, 2020 via online meeting on Zoom Platform. The modalities of uninterrupted functioning of the college in the COVID 19 scenario has to be discussed in detail.

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 Mandiviwala
IQCA Co-ordinator





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

Notice for Staff Meeting

19.04.2020

An online meeting of the IQAC for the academic year 2020-21 will be conducted online on 20th April, 2020 at 5.30pm. 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:** The plan of action for the academic year 2020-21 for fulfilment of the academic and co-curricular activities.
3. **Agenda 3:** Plan of action for ensuring smooth transition of the teaching learning process to the online platform.
4. **Agenda 3:** Deciding the academic and portfolio for the academic year 2020-2021.

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.





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


Minutes of the meeting held on April 20th, 2020

An online meeting of the IQAC for the academic year 2020-21 was conducted 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	Add on Courses for student teachers; Educational visit	Knowledge & Skill development
	Teachers attend Seminar, Workshop and Orientations	
Training	Internship – Practice Teaching	Attained proficiency in different areas of teaching
	Use of Online Platforms & Applications for teaching	Better preparedness for the profession
	Use of LMS Google classrooms for uploading assignments and Google forms for evaluation	
Placement and related Training	Workshop on Resume Writing & Interview skills	Made student teachers industry ready
	Mock Interview	
	TET workshop	Job attainment
Research Initiatives	Action Research workshop for students	Develop research mindedness
	Faculty published research papers	
Community Engagement	Donation of Food items and toiletries to Shelter house and orphanages.	Sensitised the students about various problems in patients
	Medical aid to Cancer patients	


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



	Participation in Cancer Awareness Marathon (through being part of organising it)	the society and developed empathy and compassion
	Jagrut Mumbaikar- citizen awareness program by Mumbai Police	
Self-Empowerment	Moral awareness Program- Cyber Ethics & Youth Relationships	Enhanced self-worth and well-being.
	Talk & Sensitivity awareness on People with disabilities	Better preparedness for Safe living
	Anti-Sexual Harassment Program	
Personality Development	Online short term course on Personality development	
Cultural Integration	Pot Lunch Diwali, Christmas celebrations	Cross-cultural understanding and leveraging from diversity
Consultancy Services	Teachers conducted a workshop on Learning outcomes for the teachers of Amlani College	Teacher expertise utilised

Agenda 2: The plan of action for the academic year 2020-21 for fulfilment of the academic and co-curricular activities.

- Keeping in view the tremendous changes happening in all spheres of social life, measures to ensure that education is not compromised was discussed.
- Arrange various programs to digitally empower the teacher trainees to be competent in the global scenario.
- The National level conference planned for the month of October 2020 will be conducted online.
- Participate in community engagement programs for the fight against COVID 19.

Agenda 3: The academic and other portfolios for the academic year 2020-2021 was decided and allocated to the faculty members.

(Link)

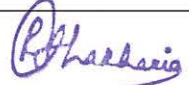
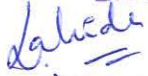






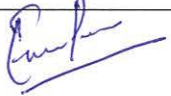
Dr. Radhika Vakharia
Principal I/c


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

Mrs. Nahida Mandviwala
IQCA Co-ordinator



The following members were present in the meeting:

Name of the IQAC Member	Signature
Dr. Radhika Vakhari (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.

