



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 May 20<sup>th</sup> 2021 and the IQAC was reconstituted by nomination of the members.

Designation in IQAC - PCER	Name of the Member
Chairperson	Mrs. Nahida Mandviwala (Principal –in-charge) <i>Nahida</i>
Co-ordinator	Mrs. Spoty Karthik <i>Spoty</i>
Member	Dr. Gyanpraksh Arya Dr. Priyanka Pandey <i>Priyanka</i>
Administrative Official	Mr. Ashish Nijap <i>Ashish</i>
Management Representative	Dr. Radhika Vakharia <i>Radhika</i>
Student Representative	Ms. Benazir Shaikh <i>Benazir</i>
Nominee from Alumni	Ms. Heena Qureshi <i>Heena</i>
Industry Expert (CEHS Principal)	Mrs. Savita Karkare (Principal Rizvi Springfield SSC High School) <i>Savita</i>

After the aforesaid members were nominated, it was decided to have the first IQAC meeting of the academic year 2021-22 on 25<sup>th</sup> May, 2021 via online meeting on Zoom Platform.

*Nahida*  
Mrs. Nahida Mandviwala  
Principal I/c

*Spoty*  
Mrs. Spoty Karthik  
IQCA Co-ordinator



*Spoty*

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



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### Notice for Staff Meeting

20<sup>th</sup> May, 2021

An online meeting of the IQAC for the academic year 2021-22 will be conducted online on 25<sup>th</sup> May, 2021. All members of IQAC are expected to participate 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 2021-22 for fulfilment of the academic and co-curricular activities.
3. **Agenda 3:** The academic and portfolio for the academic year 2021-2022 was decided and allocated to the faculty members.

Mrs. Nahida Mandviwala  
Principal I/c

Mrs. Spoty Karthik  
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 25<sup>th</sup> May, 2021

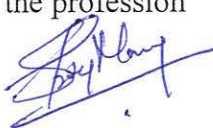
An online meeting of the IQAC for the academic year 2021-22 was conducted on Zoom platform. Following the presentation of the Action taken Report, below mentioned decisions were made.

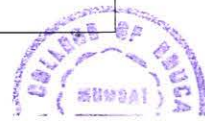
#### Agenda 1. Sharing the Action Taken Report

The report highlighted the various activities of academic year 2020-21. The last academic year was conducted online due to the Covid-19 pandemic. Despite all odds the college successfully conducted not only online lectures but a national conference, innumerable webinars and School and College Internship.

The IQAC Co-ordinator Mrs. Spoty Karthik further shared the Action Taken Report in the beginning of the meeting.


Domain	Action	Outcomes
Teaching & Learning	Add on Courses for student teachers were successfully conducted in the online mode. A 30 hour value added course on ETPEC, Yoga and STEM	Skill development
	Teachers attended FDPs, orientation programme Seminar, Workshops	
Training	Internship – Practice Teaching was successfully conducted in the online mode where all areas were effectively covered. Students further conducted evening activity classes too for their internship schools.	Attained proficiency in different areas of teaching  Better preparedness for the profession
	Use of Online Platforms & Applications for teaching. The college organised a workshop on “Online tools for Teaching and learning for the students.	
	Use of LMS Google classrooms for uploading assignments and Google forms for evaluation	
	As g-suite account was created students were provided with institutional email ids. This in turn helped students access many educational platforms online and it also enabled students to systematically submit their assignments and undertake exams at college level. It further	

  
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	provided unlimited storage space for educational materials.	
Placement and related Training	<p>Workshop on Resume Writing &amp; Interview skills were conducted</p> <p>Mock Interview were organised in the online mode</p> <p>TET workshop was conducted for the students</p> <p>The placement drive too was organised in the online mode where educational institutions conducted the first round of the interview in the online mode.</p>	In order to prepare student-teachers to be industry ready various activities were organised for the novice teachers
Induction	Student Induction Program was organised for the new batch 2020-2022 in the month of March 2021. Students given a glimpse into the Rizvi Education Society and Rizvi College of Education, they were introduced to the staff and the various activities organise by the college. A detailed orientation of the 2 Year B.ED Syllabus was given to the pupil.	Familiarised students to the functioning of the college and the mandatory requirements of the course.
Research Initiatives	<p>The college organised Action Research workshop for students</p> <p>Faculty published research papers</p>	Develop research mindedness
Community Engagement	<p>The women Development Cell and Student Council jointly organised an Online Poetry Writing Competition titled 'Symphonies with Senora' on the occasion of IWD2021</p> <p>The Women Development Cell and Student Council organised a talk by Ms Pooja Tendulkar and a poster competition for students on the occasion of Earth Day</p>	Sensitised the students about various problems in the society and environment and developed empathy and compassion
	The college has been adopting the practice Endeavor towards paperless transactions through promoting online assignments and submissions	
Self-Empowerment	<p>The college had organised a webinar on Cyber Crime against Women and children by Dr. Ashok Bagul Senior Police Inspector</p> <p>Regular online assemblies were conducted by the students on themes related social and environmental issues</p>	<p>Enhanced self-worth and well-being.</p> <p>Better preparedness for Safe living</p>
Cultural Integration	Various activities were conducted in the online mode like talent search, Diwali celebration Christmas celebrations, Republic day program, etc	Cross-cultural understanding and leveraging from diversity

  
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**Agenda 2:** The plan of action for the academic year 2021-22 for fulfilment of the various academic and co-curricular activities were discussed

- Keeping in the ongoing pandemic it was decided that the college will function in the online mode for students however faculty members will be asked to work from college depending on the circulars received from higher authorities.
- The committee suggested that the practice of giving institutional email should be continued in future as well.
- Keeping student's welfare in mind it was decided that book bank facility should be set up in college.
- The FY.B.Ed Batch 2020-2022 were admitted in the college in March 2021. The committee suggested that they should be trained in micro-teaching skills and they should be given an opportunity to observe how online lessons are delivered. Thus the SY.B.Ed students must be asked to deliver model lessons in the online mode.
- It was suggested that National Days will be celebrated in the online mode with the students however faculty members must report to college for the Flag Hoisting.
- Activities like World Mental Health Day, Yoga Course, etc. must be held in the online mode this year as well and where ever possible expert talks can be organised.
- It was decided that psychological experiments must be conducted by the students in the physical mode and accordingly arrangements have to be made keeping social distancing rules in mind.
- Staff and students must participate in research work and accordingly present and/or publish their research in reputed journals.

**Agenda 3:** The academic and other portfolios for the academic year 2021-2022 was decided and allocated to the faculty members.

Link to be attached



Mrs. Nahida Mandviwala  
Principal I/c





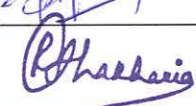



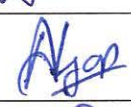
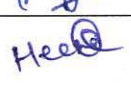

Mrs. Spoty Karthik  
IQCA Co-ordinator



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

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



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