




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

Reconstitution of the IQAC – Minutes of the Meeting

A meeting was conducted on November 18th 2021 and the IQAC was reconstituted by nomination of the members.

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

After the aforesaid members were nominated, it was decided to have the second IQAC meeting of the academic year 2021-22 on 20th Novemeber, 2021 via online meeting on Zoom Platform.


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.



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Notice for Staff Meeting

20th November, 2021

An online meeting of the IQAC for the academic year 2021-22 will be conducted online on 20th November, 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:** Active engagement of the Alumni in various ways
3. **Agenda 3:** Introducing a new value added course under placement cell initiative
4. **Agenda 4:** Working on Staff consultancy opportunities
5. **Agenda 5:** Curriculum Planning
6. **Agenda 6:** Community Engagement

Members of the IQAC

Designation in IQAC - RCoEd	Name of the Member
Chairperson	Mrs. Nahida Mandviwala (Principal -in-charge) <i>Nahida</i>
Co-ordinator	Mrs. Spoty Karthik <i>Spoty</i>
Member	Dr. Gyanprakash Arya <i>Phys</i> Dr. Priyanka Pandey <i>Priyanka</i> Ms. Surekha C <i>Surekha</i>
Administrative Official	Mr. Ashish Nijap <i>Ashish</i>
Management Representative	Dr. Alkama Faqih
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>

Nahida
Mrs. Nahida Mandviwala
Principal I/c

Spoty
Mrs. Spoty Karthik
IQCA Co-ordinator

Spoty
Dr. Spoty Karthik
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I/C Principal
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Minutes of the meeting held on May 20th November, 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 conducted in the first half of the academic year 2021-22. The last academic year was conducted online due to the Covid-19 pandemic. Despite all odds the college successfully conducted online and offline lectures and conducted various activities.

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

Domain	Action	Outcomes
Teaching & Learning	As suggested the psychological experiments were conducted in the offline mode	Skill development
	Teachers attended FDPs, orientation programme Seminar, Workshops	
Training	Internship – Practice Teaching was successfully conducted in the offline mode and online mode. In most internship schools novice teachers had to deliver lessons online from the school premises.	Attained proficiency in different areas of teaching
	The college has continued its practice of LMS Google classrooms for uploading assignments and Google forms for evaluation	Better preparedness for the profession
	The college not only trained students in micro teaching but also invited passed out students to deliver model lessons in their subject of specialisation. Students were further participated in a teaching aids preparation workshop	
Student Welfare	The college started the book bank facility from the First semester of the 2020-2022 Batch. All students were provided with not only a hardcopy of the books but also lecture notes and classroom PowerPoint presentation were made available for students on the google classroom.	Enabled students to be able to prepare their study material despite not being able to attend the college in physical mode.


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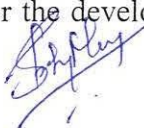
	Students were encouraged to issue books from the library and accordingly provisions were made.	
Value-added Course	Students successfully completed the value added course on Yoga for Wellness	
Placement and related Training	Workshop on Resume Writing & Interview skills was conducted in association with Eduvacancy	In order to prepare student-teachers to be industry ready various activities were organised for the novice teachers
Induction	CET and ELCT Training camp was organised for B.Ed aspirants for the new academic year 2021-2022.	Familiarised students to the type of questions asked during B.Ed. Entrance test.
Research Initiatives	The college organised Action Research workshop for students Faculty published research papers	Develop research mindedness
Self-Empowerment	The guidance and counselling cell organised mental health talk by Dr. Malik Merchant Regular online assemblies were conducted by the students on themes related social and environmental issues	Enhanced self-worth and well-being. Better preparedness for Safe living
Cultural Integration	Activities like Diwali celebration and Independence Day were held in the online mode. However few activities were conducted in the offline mode like Put lunch, indoor sport activity, etc	Cross-cultural understanding and leveraging from diversity

Agenda 2: Active engagement of the Alumni in various ways

- The committee suggested that the Alumni should be actively engaged and thus it was decided that alumni who are well placed in educational institutions in countries abroad can be invited to orient students about job opportunities in their country of work. Further it was decided that TET preparation session can be conducted by any of our alumni who have cleared the exam.
- Students can be encouraged to participate in silent rallies on the theme related to cancer awareness.

Agenda 3: Introducing a new value added course

- The principal put forth before the committee that over the last 3 years the college has conducted various sessions on preparing novice teachers for interviews. The committee suggested that under the placement cell of the college a new value added course can be introduced on grooming the student teachers personality, teaching them about CV preparation and preparing on how to face job interviews.
- It was suggested that the other organisations from the community can be contact to conduct online training sessions for the development of essential industry-preparedness skills novice teachers



Agenda 4: Working on Staff consultancy opportunities


- The faculty members should take active part in visiting other institutions and provide consultancy services.
- It was further stressed that faculty members must participate in faculty development program, refresher or orientation courses.


Agenda 5: Curriculum Planning

- The college has been successfully executing the curriculum however it was suggested that different clubs of various pedagogy subjects should organise events pertaining to their method. It was further decided that the college must encourage students to use the library resources. A library walk can be organised for students.
- The committee further suggested that now since the pandemic has finally been controlled students can be taken for various educational excursions.

Agenda 6: Community Engagement

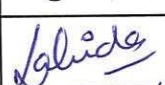




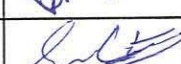
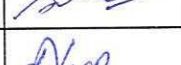

It was suggested that an online competition can be organised for school and college students where through their participation they are sensitised towards the needs of community and think about its welfare.


Mrs. Nahida Mandviwala
Principal I/c


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Mrs. Spoty Karthik
IQCA Co-ordinator

The following members were present in the meeting:

Name of the IQAC Member	Signature
Mrs. Nahida Mandviwala (Chairperson)	
Mrs. Spoty Karthik (IQAC Co-ordinator)	
Mrs. Savita Karkera (Employer: Principal, Rizvi Springfield SSC School)	
Dr. Gyanprakash Arya (Teaching Staff)	
Dr. Priyanka Pandey (Teaching Staff)	
Ms. Surekha Chindambaranath (Teaching Staff)	
Mr. Ashish Nijap (Administrative Staff)	
Ms. Heena Qureshi (Alumni Member)	
Ms. Benazir Shaikh (Student Representative)	