



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

05<sup>th</sup> November, 2022


A meeting of the IQAC for the academic year 2022-2023 will be conducted in the staffroom of the college on 12<sup>th</sup> November, 2022. All members of IQAC are expected to participate in the meeting. The Zoom link will be shared later.

**Agenda of the Meeting**

1. Sharing the Action Taken Report
2. Value Added Course – TechConnect – Grooming the IT Skills of Teachers
3. Apply for NAAC
4. Organise online seminar or conference for teaching faculty
5. Introducing a new language training for novice teachers
6. Effective delivery of lessons by students
7. Any other concerns

<b>Designation in IQAC – RCoEd</b>	<b>Name of the Member</b>
Chairperson	Mrs. Nahida Mandviwala (Principal –in-charge)
Management Representative	Adv. Mrs. Rubina Akhtar Hasan Rizvi (Hon. Director, Rizvi Education Society)
External Expert	Dr. Reni Francis (Principal, Pillai College of Education and Research, Chembur)
Industry Expert	Mrs. Savita Karkera (Principal, Rizvi Springfield High School SSC)
Co-ordinator	Dr. Spoty Karthik (Asst. Prof., Rizvi College of Education)
Member	Dr. Gyanprakash Arya (Asst. Prof., Rizvi College of Education) Dr. Priyanka Pandey (Asst. Prof., Rizvi College of Education)
Administrative Official	Mr. Aashish Nijap (Administrative Staff, RCoEd)
Student Representative	Mr. Somnath Rao
Nominee from Alumni	Ms. Heena Qureshi

**Members of the IQAC**

  
Mrs. Nahida Mandviwala  
Principal I/c

  
Mrs. Spoty Karthik  
IQAC Co-ordinator



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### Minutes of the meeting held on 12<sup>th</sup> November, 2022

An online meeting of the IQAC for the academic year 2022-23 was conducted on Zoom platform.

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

The report highlighted the various activities conducted in the first half of the academic year 2022-23. After the pandemic the college started working in the offline mode however the college conducted some sessions in the online mode as well.

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

<b>Domain</b>	<b>Action</b>	<b>Outcomes</b>
Curriculum Planning	The college in collaboration with St. Teresa College of Education has organised an online talk on Learning Disability. The resource person for the talk was Dr. Bhatawdekar on 15 <sup>th</sup> October, 2022	Enabled effective teaching and learning.
	The English Club celebrated the birth anniversary of R. K Narayan on 08 <sup>th</sup> October, 2022 where the English Method 2 students read the critical analysis paper of any prominent works of R K Narayan. The students were according graded for their EC2 English Assignment.	
	The college prepared students for lesson delivery by giving their through training the micro teaching as well as macro lessons. Detailed orientation was given following which students got an exposure to see model lessons. These lessons were delivered by the well placed alumni of the college	
Community Engagement	The college had organised a shramdaan activity where students participated in the cleanliness of their temple of education i.e. the college premises	Sensitize students about the environment issues and how to tackle
	In collaboration with Project Mumbai -Jalosh 6 the environment cell had organised a beach cleanliness drive on 17 <sup>th</sup> September 2022.	

		them at individual level
Alumni Engagement	RCoEd Alumni Cell had organised a talk on Career opportunities in UAE by Mr. Charles Miranda. The resource person was an alumni and working as a teacher with Gems Modern Academy Dubai, U.A.E.	Making students industry ready
	The college had organised a puppet making workshop by Ms. Diona D'souza an alumni of the college as well as speech and drama teacher working at Vibgyour High School.	
National Integration	The college organised the digital poster making competition on the occasion of Independence Day 2022. The competition was open for both college as well as school students	Training in the effective use of technology for organising events.
Placement Initiatives	The college had conducted an online session in association with UpEducator ( a Google Education Partner in india) where Ms. Sonam the resource person gave hands on training on how our student-teachers can create their own E- website. Ms. Shanashin Sathi, SYB.Ed student teacher was awarded 100% scholarship for Google Certified Educator Certification Course.	Honing the It Skills of Novice Teachers
	The college designed a new value added course titled 'TechConnect – Grooming the IT Skills of Teachers'. The course is designed to hone the technology related skills applicable in the teaching learning and administrative function in school. The course will be an online self paced course and its course would commence post December 2022.	
	The college in association with Mahindra Pride Classroom organised Employability Enhancement Program	
Activities under various Cells	The college Environment cell organised a nature trail for students where as a part of the college Environment Sustainability and Growth Policy the students were oriented on the importance of vermicomposting and how it is maintained at Mahim Nature park.	Skill development and Training
	The Women Development cell of the college*organised a workshop on Self Defence in collaboration with Shaolin Martial Arts & Fitness Association on 13 <sup>th</sup> July 2022	

	<p>The History Club organised 'Vachan Prerna Diwas' marking the birth Anniversary of Late. Dr. APJ Kalam. A special assembly was organised and the library had kept books on display and encouraged students to appreciate the importance of reading.</p>	
	<p>The Guidance and Counselling cell of the college had organised MHAD on 10<sup>th</sup> October, 2022 for School students where more than 250 students had participated.</p>	

Following the presentation of the Action taken Report, below mentioned decisions were made.

**Agenda 2:** Value Added Course

- The committee appreciated the efforts put in by the college to design its first self-paced value added course. The committee suggested that the course should be implemented with both the first and second year students of the college. It further suggested that the course should incorporate sessions on designing good presentations. This would in turn ensure that they prepare good presentation for effective classroom teaching.

**Agenda 3:** Apply for NAAC

- The Committee encouraged that the college should apply for NAAC and that the college must start working towards it. It was further informed that the college must fill the IIQA and start working towards the documentation and reporting of events and programs from 2017 – 2021.

**Agenda 4:** Organise online seminar or conference for teaching faculty

- The principal was asked to plan a online talk on any relevant topic in the field of teacher education. It was suggested a talk on importance of NAAC in Higher Education Institutions can be organised.

**Agenda 5:** Introducing a new language

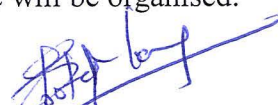
- The committee suggested that apart from the value added course the college can introduce sessions on teaching an international language to novice teachers. .

**Agenda 6:** 1. Effective delivery of lessons by students

- The committee suggested that the college should train students in planning interactive and engaging lessons. It was agreed the training sessions on same will be organised.




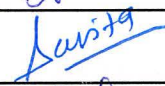
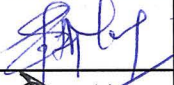

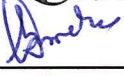




Mrs. Nahida Mandviwala  
Principal I/c



Mrs. Spoty Karthik  
IQAC Co-ordinator

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

<b>Name of the IQAC Member</b>	<b>Signature</b>
Mrs. Nahida Mandviwala (Chairperson)	
Adv. Mrs. Rubina Akhtar Hasan Rizvi (Hon. Director, Rizvi Education Society) - Management Representative	
Dr. Reni Francis (Principal, Pillai College of Education and Research, Chembur) - External Expert	
Mrs. Savita Karkera (Employer: Principal, Rizvi Springfield SSC School)	
Dr. Spoty Karthik (IQAC Co-ordinator)	
Dr. Gyanprakash Arya (Teaching Staff)	
Dr. Priyanka Pandey (Teaching Staff)	
Mr. Aashish Nijap (Administrative Staff)	
Ms. Heena Qureshi (Alumni Member)	
Mr. Somnath Rao (Student Representative)	