



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 April 28<sup>th</sup> 2022 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)
Co-ordinator	Mrs. Spoty Karthik (Asst. Prof., Rizvi College of Education)
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 SSC High School)
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

After the aforesaid members were nominated, it was decided to have the first IQAC meeting of the academic year 2022-23 on 09<sup>th</sup> May, 2022.

Mrs. Nahida Mandviwala  
Principal I/c



Mrs. Spoty Karthik  
IQAC Co-ordinator



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### Notice for Staff Meeting

28<sup>th</sup> April, 2022

A meeting of the IQAC for the academic year 2022-2023 will be conducted in the online mode on 09<sup>th</sup> May, 2022 at 3 pm. 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. Active engagement of the Alumni
3. Quality initiative to be introduced under each cell
4. Preparation for placement
5. Curriculum
6. Documentation and Reporting of events and programs

#### Members of the IQAC

Designation in IQAC – RCoEd	Name of the Member
Chairperson	Mrs. Nahida Mandviwala (Principal –in-charge)
Co-ordinator	Mrs. Spoty Karthik (Asst. Prof., Rizvi College of Education)
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)
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Administrative Official	Mr. Aashish Nijap (Administrative Staff, RCoEd)
Student Representative	Mr. Somnath Rao
Nominee from Alumni	Ms. Heena Qureshi

Mrs. Nahida Mandviwala  
Principal I/c



Mrs. Spoty Karthik  
IQAC Co-ordinator



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### Minutes of the meeting held on 09<sup>th</sup> May, 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 second half of the academic year 2021-22. Due to the ongoing pandemic the first have was conducted online. The college successfully conducted online and offline-lectures and organised various activities.

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

Domain	Action	Outcomes
Placement and related Training	The placement cell organised a TET workshop. The resource person invited were alumni of the college who had successfully cleared the CTET exam.	Enabled student teachers to be industry ready
	The Alumni Cell of the college had organised an online talk on Career opportunities in New Zealand by Mr. Zubin Irani.	
	The college introduced a new Value added course titled – Interview Skills and Soft Skills training which was conducted by faculty in-charge Ms. Surekha C.	
	The college had organised for mock interviews with students to as a preparation for the placement drive organised by the placement cell.	
	The college students participated & completed the New Educator program which was conducted by Mahindra and Mahindra and Nandi Foundation in the month of January 2022. The course was of 40 hours duration.	





Professional Development	As a part of teachers professional development the Principal and faculty attended an online FDP	Enabled to hone ones teaching skills
	The college conducted the value added course titled Enhancing Teachers Proficiency in English Communication.	
Induction	Student Induction Program was organised for the new batch 2021-2023 in the month of March 2022. After 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. The student were given detailed orientation of the 2 Year B.ED course and Semester 1. A Syllabus was given to the pupil.	Familiarised students to the functioning of the college and the mandatory requirements of the course.
Content Enrichment	Under the effective delivery of curriculum the college started Subject clubs – English Language club successfully conducted the vent titled, ‘Tale of Tale Tellers, History club students organised heritage walk and visit to Asiatic Library, Science club organised a photography exhibition on Nuclear Energy Students went on educational visits to Nehru Science centre and Asiatic Library	Enable student teachers to attain proficiency in not only their subject of expertise and training but other school subjects as well.
	The college organised a library walk for the students where different resources available in each method were kept on display and students were encouraged to issue these resources during their practice teaching lesson delivery.	
Research Initiatives	Students and staff were encouraged to write research papers on the action research topics. The same were published by the college in Educreator Research Journal	Develop research mindedness
Program and Events	On the occasion of Women’s Day 2022 the student council organised an online Poetry Competition titled ‘Symphonies’ of Senora’.	Cross-cultural understanding and leveraging from diversity
	The college was conducted in the regular mode thus various activities were conducted like SUPW, tree plantation drive, sports day, pot lunch, Christmas, etc. Students also conducted assemblies on diverse themes.	



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

**Agenda 2:** Active engagement of the Alumni in various ways

- The committee appreciated the efforts put in by the college to invite alumni to talk about their areas of expertise. It was suggested that similar talk can be conducted in future and probably teachers excelling in any art can be encourage to conduct workshops too. Students can be encouraged to participate in silent rallies on the theme related to cancer awareness.

**Agenda 3:** Quality Initiatives

The committee suggested that under various cells the college can conduct activities to empower student teachers not only mentally but physically as well. The College conducts yoga workshop for mental development however it was suggested that more training be provided.

It was further suggested that as things have normalised the staff should attend workshops and conferences in the offline mode as well.

**Agenda 4:** Placement Cell Activities

- The Committee appreciated the value added course introduced by the college however it suggested that the students teacher have to be made industry ready in terms of using technology in not only the teaching process but in other school activities.
- 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 5:** Curriculum Planning

- It was further suggested that the college invite subject experts on topics related to learning disability. This would ensure that students get to learn from the experiences of the expert.
- The committee further suggested that the college must provide a platform to the students to present their learning and reflection from the lectures attended.

**Agenda 6:** Documentation and Reporting of events

The committee further suggested that the college should work towards effective documentation of events and program conducted by the college of future events.

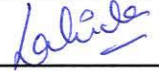
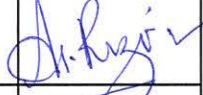
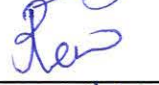
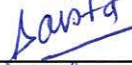







Mrs. Nahida Mandviwala  
Principal I/c



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	 * ②
Mrs. Savita Karkera (Employer: Principal, Rizvi Springfield SSC School)	
Mrs. Spoty Karthik (IQAC Co-ordinator)	
Dr. Gyanprakash Arya (Teaching Staff)	
Dr. Priyanka Pandey (Teaching Staff)	
Mr. Ashish Nijap (Administrative Staff)	
Ms. Heena Qureshi (Alumni Member)	
Mr. Somnath Rao (Student Representative)	