




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


**Reconstitution of the IQAC – Minutes of the Meeting**

An online meeting was conducted on April 24<sup>th</sup> 2023 and the IQAC was reconstituted by nomination of the members for the academic year 2023-2024

<b>Designation in IQAC - RCoEd</b>	<b>Name of the Member</b>
Chairperson	Dr. Spoty Karthik (Ic. Principal)
Management Representative	Adv. Mrs. Rubina Akhtar Hasan Rizvi (Hon. Director, Rizvi Education Society)
External Expert	Dr. Reni Francis (Prin. Pillai College of Education and Research, Chembur)
Employers	Mrs. Savita Karkera Prin. Rizvi Springfield High School
Industry Expert/ Industrialists	Fr. Laiju (Prin. St. Arnolds High School)
Co-ordinator	Mrs. Nahida Mandviwala (Asst. Prof, RCoEd)
Nominee from Alumni	Ms. Deepika Lobo Lecturer – Assistant Teacher, Dept. of Psychology, St. Andrew's College of Arts, Science & Commerce, Bandra, Mumbai
Member	Dr. Gyanprakash Arya (Asst. Prof, RCoEd)
Member	Dr. Priyanka Pandey (Asst. Prof, RCoEd)
Administrative Official	Mr. Aashish Nijap (Admin Staff, RCoEd)
Student Representative	Sr. Althiya Arulraj

After the aforesaid members were nominated, it was decided that the first IQAC meeting for the academic year 2023-24 will be held on 02<sup>nd</sup> May, 2023.

  
Dr. Spoty Karthik  
Principal I/c

  
Mrs. Nahida Mandviwala  
IQAC Co-ordinator



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Date: 24<sup>th</sup> April, 2023

**NOTICE**


The first IQAC meeting for the academic year 2023-2024 will be conducted in the online mode 02<sup>nd</sup> May, 2023 at 3:30 pm. All members of IQAC are expected to participate in the meeting.

**Agenda of the Meeting**

1. Sharing the Action Taken Report
2. Deliberate on ways to increase Alumni engagement
3. Preparation and submission of the Self Study Report (SSR) as per the guidelines and parameters of NAAC.
4. Conducting Internal Audits
5. Encourage students to engage in community service
6. Any other concerns with the permission of the Chair.

**Members of the IQAC**

<b>Designation in IQAC - RCoEd</b>	<b>Name of the Member</b>
Chairperson	Dr. Spoty Karthik
Management Representative	Dr. Alkama Faqih
External Expert	Dr. Reni Francis (Prin. Pillai College of Education and Research, Chembur)
Employers	Mrs. Savita Karkera (Prin. Rizvi Springfield High School SSC)
Industry Expert/ Industrialists	Fr. Laiju (Prin. St. Arnolds High School)
Co-ordinator	Mrs. Nahida Mandviwala (Asst. Prof, RCoEd)
Nominee from Alumni	Ms. Deepika Lobo
Member Teachers	Dr. Gyanprakash Arya Dr. Priyanka Pandey
Administrative Official	Mr. Aashish Nijap
Student Representative	Sr. Althiya Arulraj

  
Dr. Spoty Karthik  
Principal I/c

  
Mrs. Nahida Mandviwala  
IQAC Coordinator



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

Date: 02<sup>nd</sup> May, 2023

**Minutes of the meeting held on 02<sup>nd</sup> May, 2023**

The first 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 2022-23. The college successfully conducted lectures and organised various activities and events in the second half.

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

<b>Domain</b>	<b>Action</b>	<b>Outcomes</b>
Curriculum Transaction	Learning resource exhibition was organised for the students on 21 <sup>st</sup> March 2023. Second year Students of displayed their working models before the judges and the best Learning resources were awarded.	Effective Curriculum delivery
	The college further signed an MOU with Rizvi College of Arts, Science and Commerce. Where the college has shared their library books as well as N-List membership. The college students were registered on N-List through their institutional email id in order to access N-List resources.	
Community Engagement	The students were encouraged to prepare a street play on various social issues like women empowerment, ban on tobacco, etc. The same were performed by the FY B.Ed students on Carter Road Bandra.	Sensitize students on social issues and ways to bring about a change.
Dissemination of Knowledge through linkages	The IQAC of RCoEd and Thakur Shyamnarayan College of Education and Research jointly organised a National Level webinar on "NAAC Guidelines for SSR Submission" on 3 <sup>rd</sup> April, 2023. More than 75 participants from different states of India attended the session.	Empowering faculty members with the process of preparing SSR

Technology Integration	<p>The college successfully started the TechConnect Value added course for FY and SY students of the college. The course is being conducted through Google classroom and is self paced.</p> <p>The college also organised a session on e-book creator in collaboration with UpEducators ( a Google Education Partner in India) where Ms. Sonam the resource person gave hands on training on how our student-teachers can create interactive and engaging E-book using Microsoft One Note and how to prepare PowerPoint Recorded.</p> <p>The college trains students to design creatives to promote an event. The same are uploaded on the social media handles of the institution. The college organised a session on how to design attractive creatives with the First year students on 27<sup>th</sup> January, 2023</p>	Preparing technologically empowered teachers
Training	<p>The Women Development Cell of Rizvi College of Education made an effort to help the novice teachers attain financial literacy by organizing an Investor Awareness Program in association with BIAP on 24<sup>th</sup> February, 2023. Dr. Arti Modi the resource person showed how students can make investments and attain financial independence.</p> <p>In order to train students in preparing effective teaching aids the FY and SY student teacher were provided an opportunity to learn how to prepare aids from scratch. A workshop on the same was organised in association with Pidilite on 21<sup>st</sup> march 2023.</p> <p>On the occasion of English Language Day, the English Language Club celebrated the life and works of William Shakespeare. The FY students organised the exhibition of few most prominent works of William Shakespeare.</p> <p>The college had organised sessions of the basic of French language by Ms. Christina Gonsalves second year student teacher of the college.</p>	Preparing industry ready teachers
Placement	<p>Before the placement drive the college had conducted interview preparation sessions with the second year student teachers. Further mock interviews too were conducted in order to prepare students.</p> <p>The college organised a soft skills training session for the Second year students of the college.</p>	Honing the soft skills of teachers
	The history club of the college organised a poster making competition on the occasion of Constitution day	

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

**Agenda 2:** Deliberate on ways to increase Alumni engagement

The committee suggested that an alumni meeting can be organised where alumnae can discuss ways they can help the college excel in ways of effective training of novice teachers. It was further stated that the alumni members working in school can be contacted for placement drives.

**Agenda 3:** Preparation and submission of the Self Study Report (SSR) as per the guidelines and parameters of NAAC

The principal informed that the college has filled the IQA and has started preparing its Quality indicator framework. The committee encouraged the college staff to take up the task and fill the SSR on priority basis.

**Agenda 4:** Conducting Internal Audits

It was further informed that the college must conduct internal administration and academic audits.

**Agenda 5:** Encourage students to engage in community

It was further informed that the college sensitize students towards the problems faced by students in society. Thus students can be encouraged to help cancer patients, sensitize people about mental health issues, etc. It was stressed that the college must conduct these activities not only for students in educational institution but should try to create awareness amongst the general public as well.

Any other concerns with the permission of the Chair

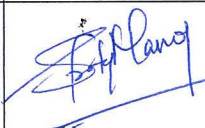
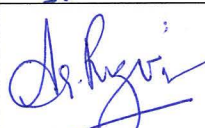
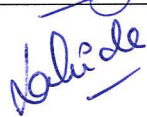

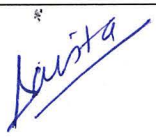







Dr. Spoty Karthik  
Principal I/c



Mrs. Nahida Mandviwala  
IQAC Coordinator

The following members were present for the meeting

Designation in IQAC - RCoEd	Name of the Member	Signature
Chairperson	Dr. Spoty Karthik Principal Ic. Rizvi College of Education	
Management Representative	Adv. Mrs. Rubina Akhtar Hasan Rizvi Hon. Director, Rizvi Education Society	
Co-ordinator	Mrs. Nahida Mandviwala Asst. Prof., Rizvi College of Education	
External Expert	Dr. Reni Francis Principal, Pillai College of Education and Research, Chembur	
Employers	Mrs. Savita Karkera Principal, Rizvi Springfield High School SSC, Bandra	
Nominee from Alumni	Ms. Deepika Lobo Lecturer, St. Andrews College, Bandra	
Member (Teachers)	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	Sr. Althiya Arulraj FY.B.Ed Student-Teacher	

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