

Allotment of Subjects: 2018-19

Semester I	Marks	Taught by	Semester III	Marks	Taught by
C.C.1: Childhood and Growing Up	100	Mrs. Spoty Karthik Dr. Priyanka Pandey	C.C.4 Assessment and Learning	100	Mrs. Spoty Karthik Dr. Priyanka Pandey Mrs. Pooja M M
C.C.2: Knowledge and Curriculum	100	Dr. Gyanprakash Arya Mrs. Nahida Mandviwala	E.C.2: Pedagogy of School Subjects		
I.C.1: Gender School and Society	100	Dr. Radhika Vakharia Dr. Rakhi Sawlane	English History Mathematics Science Commerce Economics Hindi	100	Mrs. Nahida Mandviwala Dr. Priyanka Pandey Mrs. Pooja M Mrs. Spoty Karthik Dr. Radhika Vakharia Dr. Rakhi Sawlane Dr. Gyanprakash Arya
A.C.1: Critical Understanding of ICT	50	Mrs. Pooja M M	I.C.3: Language Across Curriculum	100	Mrs. Nahida Mandviwala Dr. Radhika Vakharia Dr. Rakhi Sawlane
Project Based Course 1- (50 marks)			Project Based Course 3 - (200 marks)		
			Internship (11 Weeks)		Dr. Priyanka Pandey Dr. Gyanprakash Arya
			a. Lessons (10*10)	100	Lesson Guiding Teachers
a. Community Work (1 week)	20	Mrs. Spoty Karthik Mrs. Nahida Mandviwala	b. Theme Based(2*10)	20`	Mrs. Nahida Mandviwala (Orientation) Dr. Rakhi Sawlane (Demo)
b. Participation of Co-Curricular Activities in College	30	Mrs. Nahida Mandviwala Mrs. Pooja M M Dr. Rakhi Sawlane	c. Co-Teaching (3*10)	30	Mrs. Spoty Karthik (Orientation) Mrs. Pooja M M (Demo) Dr. Priyanka Pandey (Demo)
		} Student Council			
			d. Administration of Unit test	20	Mrs. Nahida Mandviwala Mrs. Spoty Karthik
			e. Reflective Journal on Internship Activities	30	School In charge of respective Schools
Total	400		Total	500	

Allotment of Subjects: 2018-19

Semester II	Marks	Taught by	Semester IV	Marks	Taught by
C.C.3: Learning and Teaching	100	Mrs. Spoty Karthik Dr. Priyanka Pandey Dr. Rakhi Sawlane	C.C.5: Contemporary India and Education	100	Dr. Gyanprakash Arya Dr. Rakhi Sawlane
E.C.1: Pedagogy of School Subjects			E.C.3: Special Fields		
English History Mathematics Science Commerce Economics Hindi	100	Mrs. Nahida Mandviwala Dr. Priyanka Pandey Mrs. Pooja M M Mrs. Spoty Karthik Dr. Radhika Vakharia Dr. Rakhi Sawlane Dr. Gyanprakash Arya	Guidance and Counseling Environmental Education	100	Dr. Priyanka Pandey Mrs. Pooja M M
I.C.2: Educational Management	100	Mrs. Pooja M M Mrs. Nahida Mandviwala Dr. Radhika Vakharia	I.C.4: Creating Inclusive School	100	Mrs. Spoty Karthik Dr. Radhika Vakharia
Project Based Course 2 - (100 marks)			Project Based Course 4 - (150 marks)		
Internship (3 weeks)		Dr. Priyanka Pandey Dr. Gyanprakash Arya	Internship (5 weeks)		Dr. Priyanka Pandey Dr. Gyanprakash Arya
a. Observation of school activities (3*5)	15	School In charge	a. Community Work	20	Mrs. Spoty Karthik Mrs. Nahida Mandviwala
b. Observation of Lessons given by Peers (5*4)	20	School In charge	b. Learning Resources	10	Dr. Priyanka Pandey Dr. Rakhi Sawlane
c. Shadowing of School teachers 5 lessons (5*3)	15	School In charge	c. Action Research	25	Mrs. Pooja M M Dr. Priyanka Pandey Dr. Rakhi Sawlane
d. 5 practice teaching lessons (5*10)	50	School In charge	d. Lessons (5*10)	50	Respective Teachers
			e. Reflective Journal on Internship	20	Respective Teachers
			f. Co-teaching with Peers (5*5)	25	Respective Teachers
A.C. To be carried out by all staff throughout the 4 semesters					
Total	400		Total	500	

Rizvi College of Education
Teacher's Duties 2018-19

Sr. No.	Title	Teacher/s In Charge	Signature
1.	Practice Teaching	Dr. Gyanprakash Arya Dr. Priyanka Pandey	
2.	Examination	Dr. Gyanprakash Arya Dr. Radhika Vakharia Mrs. Spoty Karthik (IT Co-ord)	
3.	Attendance	Dr. Priyanka Pandey	
4.	Time table / Academic Calendar	Mrs. Spoty Karthik Dr. Rakhi Sawlane	
5.	Student Council	Mrs. Nahida Mandviwala Dr. Rakhi Sawlane Mrs. Pooja M M	
6.	Past Students' Association	Dr. Gyanprakash Arya Dr. Radhika Vakharia Mrs. Nahida Mandviwala	
7.	Community Work & Extension	Mrs. Spoty Karthik Mrs. Nahida Mandviwala	
8.	Website Updating	Dr. Radhika Vakharia Mrs. Pooja M M	
9.	Placement Cell	Mrs. Pooja M M Mrs. Spoty Karthik	
10.	Research Cell	Dr. Priyanka Pandey Dr. Rakhi Sawlane Mrs. Pooja M M	
11.	Guidance and Counseling Cell	Dr. Priyanka Pandey Mrs. Spoty Karthik	
12.	Women Development Cell	Mrs. Spoty Karthik Mrs. Nahida Mandviwala	
13.	Environment Awareness Cell	Mrs. Spoty Karthik Mrs. Nahida Mandviwala	
14.	Grievance Redressal Cell (Student Council)	Mrs. Nahida Mandviwala Dr. Rakhi Sawlane Mrs. Pooja M M	
15.	Sports Committee	Dr. Gyanprakash Arya	
16.	Essay and Class Test	Dr. Radhika Vakharia	
17.	Content Test	Dr. Rakhi Sawlane	
18.	Co-Curricular Activities (Student Council)	Mrs. Nahida Mandviwala Dr. Rakhi Sawlane Mrs. Pooja M M	

19.	Orientation and Model Lesson on Co-Teaching	Mrs. Spoty Karthik Mrs. Pooja M M Dr. Priyanka Pandey	
20.	Orientation and Model Lesson on Theme Based Teaching	Mrs. Nahida Mandviwala Dr. Rakhi Sawlane	
21.	Orientation of TET	Mrs. Pooja M M	
22.	Workshop on Resume Preparation and Interview Skills	Mrs. Pooja M M	
23.	Meeting Report In charge	Mrs. Spoty Karthik	
24.	News Letter In Charge	Dr. Radhika Vakharia Mrs. Pooja M M	
25.	Magazine Editors	Dr. Radhika Vakharia Mrs. Nahida Mandviwala	
26.	Certificate In Charge	Mrs. Pooja M M	
27.	APTIS	Mrs. Nahida Mandviwala	
28.	IQAC	Dr. Radhika Vakharia Mrs. Nahida Mandviwala	