

**Allotment of Subjects: 2019-20**

Semester I	Marks	Taught by	Semester III	Marks	Taught by
<b>C.C.1: Childhood and Growing Up</b>	100	Mrs. Spoty Karthik Dr. Priyanka Pandey	<b>C.C.4 Assessment and Learning</b>	100	Mrs. Spoty Karthik Dr. Priyanka Pandey Mrs. .Neha Sharma
<b>E.C.2: Pedagogy of School Subjects</b>					
<b>C.C.2: Knowledge and Curriculum</b>	100	Dr. Gyanprakash Arya Mrs. Nahida Mandviwala	English History Mathematics Science Economics Commerce Hindi	100	Mrs. Nahida Mandviwala Dr. Priyanka Pandey Dr. Rakhi Sawlani Mrs. Spoty Karthik Mrs. Neha Sharma Dr. Radhika Vakharia Dr. Gyanprakash Arya
<b>I.C.1: Gender School and Society</b>	100	Dr. Radhika Vakharia Dr. Rakhi Sawlani			
<b>A.C.1: Critical Understanding of ICT</b>	50	Mrs. Neha Sharma	<b>I.C.3: Language Across Curriculum</b>	100	Mrs. Nahida Mandviwala Dr. Radhika Vakharia Dr. Rakhi Sawlani
<b>Project Based Course 1- (50 marks)</b>			<b>Project Based Course 3 - (200 marks)</b>		
			<b>Internship (11 Weeks)</b>		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 Sawlani (Demo)
b. Participation of Co-Curricular Activities in College	30	Mrs. Nahida Mandviwala Dr. Rakhi Sawlani Mrs. Neha Sharma	c. Co-Teaching (3*10)	30	Mrs. Spoty Karthik (Orientation) Mrs. Neha Sharma (Demo) Dr. Priyanka Pandey (Demo)
			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
<b>Total</b>	<b>400</b>		<b>Total</b>	<b>500</b>	

**Allotment of Subjects: 2019-20**

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

**Please acknowledge the duties by giving your signature below**

<b>Sr.no</b>	<b>Name of Staff Member</b>	<b>Signature</b>
1.	Dr. Gyanprakash Arya	
2.	Dr. Radhika Vakharia	
3.	Mrs. Spoty Karthik	
4.	Mrs. Nahida Mandviwala	
5.	Dr. Priyanka Pandey	
6.	Dr. Rakhi Sawlani	
7.	Mrs. Neha Sharma	

**Rizvi College of Education**  
**Teacher's Duties 2019-20**

Sr. No.	Title	Teacher/s In Charge	Signature
1.	Practice Teaching	Dr. Gyanprakash Arya Dr. Priyanka Pandey	
2.	Examination (University Exam)	Dr. Gyanprakash Arya Mrs. Spoty Karthik	
3.	Attendance and Assembly	Dr. Priyanka Pandey	
4.	Time table / Academic Calendar	Mrs. Spoty Karthik Dr. Rakhi Sawlani	
5.	Student Council	Mrs. Nahida Mandviwala Dr. Rakhi Sawlani Mrs. Neha Sharma	
6.	Past Students Association (Alumini)	Dr. Gyanprakash Arya Dr. Radhika Vakharia Mrs. Nahida Mandviwala	
7.	Community Work & Extension	Mrs. Spoty Karthik Mrs. Nahida Mandviwala	
8.	Website Updating	Mrs. Nahida Mandviwala Mrs. Neha Sharma	
9.	Placement Cell	Mrs. Spoty Karthik Mrs. Neha Sharma	
10.	Research Cell	Dr. Priyanka Pandey Dr. Rakhi Sawlani Dr. Radhika Vakharia	
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 cell	Mrs. Nahida Mandviwala Dr. Rakhi Sawlani	
15.	Sports Committee	Dr. Gyanprakash Arya Mr. Aashish Nijap	
16.	Essay and Class Test	Mrs. Neha Sharma Mr. Pandurang Bodade	
17.	Content Test	Dr. Rakhi Sawlani	
18.	Co-Curricular Activities (Student Council)	Mrs. Nahida Mandviwala Dr. Rakhi Sawlani Mrs. Neha Sharma	
	Annual Report	Dr. Rakhi Sawlani	

19.	Orientation and Model Lesson on Co-Teaching	Mrs. Spoty Karthik Dr. Priyanka Pandey Mrs. Neha Sharma	
20.	Orientation and Model Lesson on Theme Based Teaching	Mrs. Nahida Mandviwala Dr. Rakhi Sawlani	
21.	Orientation of TET	Mrs. Neha Sharma	
22.	Workshop on Resume Preparation and Interview Skills	Dr. Radhika Vakharia	
23.	Meeting Report In charge	Mrs. Spoty Karthik	
24.	News Letter In Charge	Dr. Radhika Vakharia Mrs. Neha Sharma	
25.	Magazine Editors	Dr. Radhika Vakharia Mrs. Nahida Mandviwala	
26.	Certificate In Charge	Mrs. Neha Sharma	
27.	APTIS	Mrs. Nahida Mandviwala	
28.	IQAC	Dr. Gyanprakash Arya Dr. Radhika Vakharia Mrs. Nahida Mandviwala	
29.	4 Years Integrated B.Ed. Committee	Dr. Gyanprakash Arya Dr. Radhika Vakharia Mrs. Spoty Karthik Mrs. Nahida Mandviwala Ms. Rehana Ansari	
30.	Reports and Documents Submission-Shikshan Shulkh Samitee, NCTE-Bhopal, Affiliation Dept., AISHE, DHE ,Statistic Dept. of University, Examination Department	Ms. Rehana Ansari	
31.	Filling and Submission of Examination forms and related work including supervision	Ms. Rehana Ansari Mr. Aashish Nijap	
32.	Handling fully accounts department till the finalization of Balance sheet and fees collection and receipt generation , making of Form-16	Ms. Rehana Ansari	
33.	Admission Process	Dr. Gyanprakash Arya Ms. Rehana Ansari Mr. Aashish Nijap	
34.	Recruitment Process	Ms. Rehana Ansari	
35.	Scholarship and Bank Loan	Ms. Rehana Ansari Mr. Aashish Nijap	
36.	LIC and other visits	Dr. Gyanprakash Arya Dr. Radhika Vakharia Ms. Rehana Ansari	
37.	Enrollment & Eligibility procedure	Ms. Rehana Ansari Mr. Aashish Nijap	
38.	Students work	Ms. Rehana Ansari Mr. Aashish Nijap	

39.	Making entries to school Muster	Ms. Rehana Ansari Mr. Aashish Nijap	
40.			

**Please acknowledge the duties by giving your signature below**

<b>Sr.no</b>	<b>Name of Staff Member</b>	<b>Signature</b>
1.	Dr. Gyanprakash Arya	
2.	Dr. Radhika Vakharia	
3.	Mrs. Spoty Karthik	
4.	Mrs. Nahida Mandviwala	
5.	Dr. Priyanka Pandey	
6.	Dr. Rakhi Sawlani	
7.	Mrs. Neha Sharma	
8.	Ms. Rehana Ansari	
9.	Mr. Aashish Nijap	
10.	Mr. Pandurang Bodade	
11.	Mr. Sanjay Nanekar	