

Allotment of Subjects: 2020-21

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 Dr. Gyanprakash Arya
E.C.2: Pedagogy of School Subjects					
C.C.2: Knowledge and Curriculum	100	Dr. Gyanprakash Arya Mrs. Nahida Mandviwala	English History Mathematics Science Economics Commerce Hindi	100	Mrs. Nahida Mandviwala Dr. Priyanka Pandey Dr. Gyanprakash Arya Mrs. Spoty Karthik Ms. Surekha Chidambaranath Ms. Surekha Chidambaranath Dr. Gyanprakash Arya
I.C.1: Gender School and Society	100	Mrs. Spoty Karthik Dr. Priyanka Pandey Ms. Surekha Chidambaranath			
A.C.1: Critical Understanding of ICT	50	Ms. Surekha Chidambaranath	I.C.3: Language Across Curriculum	100	Mrs. Nahida Mandviwala Dr. Gyanprakash Arya Ms. Surekha Chidambaranath
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	Dr. Gyanprakash Arya	b. Theme Based (2*10)	20	Mrs. Nahida Mandviwala (Orientation) Ms. Surekha Chidambaranath (Demo)
b. Participation of Co-Curricular Activities in College	30	Dr. Priyanka Pandey Ms. Surekha Chidambaranath	c. Co-Teaching (3*10)	30	Mrs. Spoty Karthik (Orientation) 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
Total	400		Total	500	

Allotment of Subjects: 2020-21

Semester II	Marks	Taught by	Semester IV	Marks	Taught by
C.C.3: Learning and Teaching	100	Mrs. Spoty Karthik Dr. Priyanka Pandey	C.C.5: Contemporary India and Education	100	Dr. Gyanprakash Arya
E.C.1: Pedagogy of School Subjects			E.C.3: Special Fields		
English History Mathematic Science Economics Commerce Hindi	100	Mrs. Nahida Mandviwala Dr. Priyanka Pandey Dr. Gyanprakash Arya Mrs. Spoty Karthik Ms. Surekha C. Ms. Surekha C. Dr. Gyanprakash Arya	Guidance and Counseling	100	Dr. Priyanka Pandey
			Environmental Education		Ms. Surekha C.
			I.C.4: Creating Inclusive School1	100	Mrs. Spoty Karthik
I.C.2: Educational Management	100	Dr. Gyanprakash Arya Mrs. Nahida Mandviwala Ms. Surekha C.	A.B.2: Reading and Reflecting on Texts	50	Mrs. Nahida Mandviwala
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	Dr. Gyanprakash Arya
b. Observation of Lessons given by Peers (5*4)	20	School In charge	b. Learning Resources	10	Dr. Priyanka Pandey
			c. Action Research	25	Dr. Priyanka Pandey
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
A.C. To be carried out by all staff throughout the 4 semesters					
Total	400		Total	500	

Please acknowledge the duties by giving your signature below

Sr.no	Name of Staff Member	Signature
1.	Mrs. Nahida Mandviwala	
2.	Mrs. Spoty Karthik	
3.	Dr. Gyanprakash Arya	
4.	Dr. Priyanka Pandey	
5.	Ms. Surekha Chidambaranath	

Rizvi College of Education
Teacher's Duties 2020-21

Sr. No.	Title	Teacher/s In Charge	Signature
1.	Practice Teaching	Dr. Gyanprakash Arya Dr. Priyanka Pandey	
2.	Examination	Dr. Gyanprakash Arya Mrs. Nahida Mandviwala Mrs. Spoty Karthik	
3.	Attendance FY & SY Preparing Attendance record and defaulter list every month end	Ms. Surekha Chidambaranath	
4.	Assembly	Dr. Priyanka Pandey	
5.	Time table & Academic Calendar	Mrs. Spoty Karthik	
6.	Student Council	Dr. Priyanka Pandey Ms. Surekha Chidambaranath	
7.	Past Students' Association	Dr. Gyanprakash Arya	
8.	Community Work & Extension	Dr. Gyanprakash Arya	
9.	Website Updating	Ms. Surekha Chidambaranath	
10.	Placement Cell	Mrs. Spoty Karthik Ms. Surekha Chidambaranath Dr. Priyanka Pandey	
11.	Research Cell	Dr. Priyanka Pandey Dr. Gyanprakash Arya	
12.	Guidance and Counseling Cell	Dr. Priyanka Pandey Mrs. Spoty Karthik	
13.	Women Development Cell	Mrs. Spoty Karthik Mrs. Nahida Mandviwala	
14.	Environment Awareness Cell	Mrs. Spoty Karthik Mrs. Nahida Mandviwala	
15.	Grievance Redressal Cell (Student Council)	Mrs. Nahida Mandviwala Dr. Gyanprakash Arya	
16.	Sports Committee	Dr. Gyanprakash Arya	
17.	Essay and Class Test	Dr. Gyanprakash Arya	
18.	Content Test	Ms. Surekha Chidambaranath	
19.	Co-Curricular Activities (Student Council) & Annual Report	Dr. Priyanka Pandey Ms. Surekha Chidambaranath	
20.	Orientation and Model Lesson on Co-Teaching	Mrs. Spoty Karthik Dr. Priyanka Pandey	

Sr. No.	Title	Teacher/s In Charge	Signature
21.	Orientation and Model Lesson on Theme Based Teaching	Mrs. Nahida Mandviwala Ms. Surekha Chidambaranath	
22.	Orientation of TET	Ms. Surekha Chidambaranath	
23.	Workshop on Resume Preparation and Interview Skills	Ms. Surekha Chidambaranath	
24.	Workshop on soft skills and personality Development	Ms. Surekha Chidambaranath	
25.	Meeting Report In charge	Mrs. Spoty Karthik	
26.	News Letter In Charge	Ms. Surekha Chidambaranath	
27.	Magazine Editors	Mrs. Nahida Mandviwala Ms. Surekha Chidambaranath	
28.	Certificate Designing and Printing In Charge	Ms. Surekha Chidambaranath	
29.	Boucher Designing	Ms. Surekha Chidambaranath	
30.	APTIS & Enhancing Teachers Proficiency in English Communication	Mrs. Nahida Mandviwala Ms. Surekha Chidambaranath	
31.	STEM	Mrs. Spoty Karthik	
32.	Course on Learning Disabilities	Dr. Priyanka Pandey	
33.	TEFL Teaching of English as a foreign language	Mrs. Spoty Karthik Mrs. Nahida Mandviwala	
34.	Course on Honing Math Skills	Dr. Gyanprakash Arya	
35.	Maintenance of Bulletin boards	Dr. Priyanka Pandey Ms. Surekha Chidambaranath	
36.	Promethean Boards 502-504	Dr. Gyanprakash Arya Ms. Surekha Chidambaranath (File given to SC – 02 nd Dec,2021)	
37.	IQAC	Mrs. Spoty Karthik Mrs. Nahida Mandviwala Dr. Gyanprakash Arya	
38.	4 Years Integrated B.Ed. Committee	Mrs. Nahida Mandviwala Dr. Gyanprakash Arya Mrs. Spoty Karthik	