



RES's RIZVI COLLEGE OF EDUCATION

COURSE WISE DUTY ALLOCATION Academic Year 2023-2024 (November 2023 Onwards)

SEM	COURSES & FACULTY				SIGNATURE	
SEM I	CC-1 CHILDHOOD & GROWING UP (SK & PP)	CC-2 KNOWLEDGE & CURRICULUM (NM & GA)	IC-1 GENDER, SCHOOL & SOCIETY (SS)	AB-1 ICT IN EDUCATION (JB)	1. <i>[Signature]</i> 2. <i>[Signature]</i> 3. <i>[Signature]</i>	4. <i>[Signature]</i> 5. <i>[Signature]</i> 6. <i>[Signature]</i>
SEM II	CC-3 LEARNING & TEACHING (PP & JB)	EC-1 PEDAGOGY-COMMERCE (SS) PEDAGOGY-ECONOMICS (PP) PEDAGOGY-ENGLISH (NM) PEDAGOGY-MATH (JB) PEDAGOGY-SCIENCE (SK) PEDAGOGY-HISTORY (GA)	IC-2 EDUCATIONAL MANAGEMENT (NM & GA)		1. <i>[Signature]</i> 2. <i>[Signature]</i> 3. <i>[Signature]</i>	4. <i>[Signature]</i> 5. <i>[Signature]</i> 6. <i>[Signature]</i>
SEM III	CC-4 ASSESSMENT FOR LEARNING (JB & SS)	EC-2 PEDAGOGY-COMMERCE (SS) PEDAGOGY-ECONOMICS (PP) PEDAGOGY-ENGLISH (NM) PEDAGOGY-MATH (JB) PEDAGOGY-SCIENCE (SK) PEDAGOGY-HISTORY (GA)	IC-3 LANGUAGE ACROSS CURRICULUM (GA & NM)		1. <i>[Signature]</i> 2. <i>[Signature]</i> 3. <i>[Signature]</i>	4. <i>[Signature]</i> 5. <i>[Signature]</i> 6. <i>[Signature]</i>
SEM IV	CC-5 CONTEMPORARY INDIA & EDUCATION (GA & SS)	EC-3 GUIDANCE & COUNSELLING (PP) ENVIRONMENT EDUCATION	IC-4 CREATING INCLUSIVE SCHOOL (JB)	AB-2 READING & REFLECTING ON TEXTS (NM)	1. <i>[Signature]</i> 2. <i>[Signature]</i> 3. <i>[Signature]</i>	4. <i>[Signature]</i> 5. <i>[Signature]</i> 6. <i>[Signature]</i>

Please sign and accept the duties

[Signature]
25/10/2023
Dr. Spoty Karthik
Principal I/c





RES's Rizvi College of Education
Teacher's Duties 2023-24
November 2023 to May 2024

Sr. No.	Title	Teacher/s In Charge	Signature
1.	Admission Committee	Dr. Spoty Karthik Mrs. Nahida Mandviwala Mr. Ashish Nijap	
2.	Practice Teaching Committee	Dr. Gyanprakash Arya Dr. Priyanka Pandey	
3.	Examination & Internal Assessment Committee	Dr. Spoty Karthik Dr. Gyanprakash Arya Mrs. Nahida Mandviwala	
4.	Attendance FY & SY Preparing Attendance record and defaulter list every month end	Dr. Priyanka Pandey	
5.	Assembly	Dr. Priyanka Pandey Dr. Shweta Srivastava	
6.	Time table & Academic Calendar	Dr. Spoty Karthik	
7.	Student Council & Co-curricular activities	Dr. Priyanka Pandey Ms. Jyoti Bhatia	
8.	Alumni Association	Dr. Gyanprakash Arya Mrs. Hemangi Joglekar	
9.	Community Work & Extension	Dr. Gyanprakash Arya	
10.	Website Updating	Mrs. Nahida Mandviwala Mrs. Hemangi Joglekar	
11.	Placement Cell	Mrs. Nahida Mandviwala Mrs. Hemangi Joglekar Mrs. Shweta Srivastava	
12.	Research Cell	Dr. Priyanka Pandey Dr. Spoty Karthik	
13.	Guidance and Counseling Cell	Dr. Spoty Karthik Dr. Priyanka Pandey	



Sr. No.	Title	Teacher/s In Charge	Signature
14.	Women Development Cell	Mrs. Nahida Mandviwala Mrs. Shweta Srivastava	
15.	Environment Awareness Cell	Mrs. Nahida Mandviwala Ms. Jyoti Bhatia	 Bhatia.
16.	Grievance Redressal Cell	Mrs. Nahida Mandviwala Mrs. Hemangi Joglekar	 Hoglekar
17.	Sports Committee	Dr. Gyanprakash Arya	
18.	Annual Report	Dr. Priyanka Pandey Ms. Jyoti Bhatia	 Bhatia.
19.	Orientation and Model Lesson on Co-Teaching	Dr. Spoty Karthik Dr. Priyanka Pandey Dr. Gyanprakash Arya	 Pandey Arya
20.	Orientation and Model Lesson on Theme Based Teaching	Mrs. Nahida Mandviwala Ms. Jyoti Bhatia	 Bhatia.
21.	Orientation of TET	Ms. Jyoti Bhatia	 Bhatia.
22.	Workshop on Resume Preparation and Interview Skills	Ms. Jyoti Bhatia	 Bhatia.
23.	Workshop on Soft skills and personality Development	Ms. Jyoti Bhatia	 Bhatia.
24.	Staff Meeting Report In charge	Mrs. Nahida Mandviwala	
25.	Creative & Social Media	Ms. Jyoti Bhatia	 Bhatia.
26.	Brochure Designing	Concerned Faculty	
27.	APTIS & Enhancing Teachers Proficiency in English Communication	Mrs. Nahida Mandviwala	
28.	STEM Course	Dr. Spoty Karthik	
29.	Newsletter & Magazine	Mrs. Nahida Mandviwala Ms. Jyoti Bhatia	 Bhatia.
30.	Publications	Dr. Priyanka Pandey Mrs. Hemangi Joglekar	 Hoglekar
31.	Maintenance of Bulletin boards	Dr. Shweta Srivastava	
32.	Promethean Boards 502-504	Dr. Gyanprakash Arya	
33.	IQAC	Mrs. Nahida Mandviwala Dr. Priyanka Pandey	 Pandey
34.	4 Years Integrated B.Ed. Committee	Dr. Spoty Karthik Mrs. Nahida Mandviwala	 Mandviwala
35.	Library Committee	Dr. Spoty Karthik Mrs. Hemangi Joglekar	 Hoglekar



Sr. No.	Title	Teacher/s In Charge	Signature
		Mr. Pandurang Bodade	<i>Bodade</i>
36.	Yoga Course	Dr. Gyanprakash Arya Dr. Priyanka Pandey	<i>[Signature]</i>
37.	Translation (Bi-lingual)	Mrs. Hemangi Joglekar	<i>[Signature]</i>

All are requested to read and accept the duties by signing on the document.

[Signature]
28/10/2023
Dr. Spoty Karthik
Principal I/c

