



RIZVI EDUCATION SOCIETY'S
RIZVI COLLEGE OF EDUCATION

Affiliated to University of Mumbai NCTE Recognized Institute (Code No: 123005)

N.A.A.C Accreditation - 'B+' Grade (1st Cycle)

GOVIND PATIL MARG, KHAR DANDA, KHAR (W), MUMBAI - 400 052

Website: <http://bed.rizvi.edu.in> email: rizvi.college.education@bed.rizvi.edu.in

Date: 15th May, 2024

NOTICE

The first IQAC meeting for the academic year 2024-2025 will be conducted on the zoom platform on 22nd May, 2024 at 1:00 pm. All members of IQAC are expected to participate in the meeting.

Agenda of the Meeting

1. Sharing the Action Taken Report
2. Application for ITEP
3. Documentation of Lesson Plans
4. Status of Academic Bank of Credit (ABC)
5. Conducting Internal Audits
6. Institutional Best Practices
7. Any other concerns with the permission of the Chair.

Members of the IQAC

Designation in IQAC - RCoEd	Name of the Member
Chairperson	Dr. Spoty Karthik
Co-ordinator	Mrs. Nahida Mandviwala
Management Representative	Adv. (Mrs.) Rubina Akhtar Hasan Rizvi (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 SSC)
Industry Expert/ Industrialists	Fr. Laiju (Prin. St. Arnolds High School)
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



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Date: 22nd May, 2024

Minutes of the meeting held on 22nd May, 2024

The first meeting of the IQAC for the academic year 2024-25 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 2023-24. 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.

Domain	Action	Outcomes
Curriculum Transaction	Teachers implemented innovative ways of teaching and learning in classroom. From Co-operative learning, to the use of game based learning, innovative methods like Dilemma method, debates, insert learning, etc.	Effective Curriculum delivery
	OBA were introduced during mentoring sessions. Through these sessions the students gained an experience of how to write essay answers and prepare concept maps.	
	Prelims – As per the suggestion of the IQAC and NAAC Peer Team the college started with Preliminary Examination for Batch 2023-2025. The feedback was taken and it was found that the students benefitted through the prelims. This was further evident in their exam preparation where students agreed that prelims enabled them to study more effectively.	
	Assignment – English Language club assessed one of its assignment on R. K. Narayan through a literary fest titled – An ode to R K Narayan where students presented their critical review papers. The different paper read by the	



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	<p>students were graded by staff as well as students of the college.</p> <p>On 23rd April, 2024 a learning resource exhibition was organised where the SY student Teachers displayed their learning resources which they prepared in the pedagogy subject. The competition was judged by the respective subject teacher's teachings in different schools across Mumbai.</p> <p>Students were encouraged to use the library for preparing their notes, presentations, etc. The librarian conducted orientations for students on resources in library, N-List as an e-resource, etc. The process of library digitalization using E-Granthalaya software has been initiated. At present it is in the initial stage of installation. Data entry will start October 2024.</p>	
<p>NEP Preparedness</p>	<p>NEP implementation cell and Inclusive Education Cell was started under which various activities were conducted in accordance with NEP 2020. Various session were conducted like, Workshop on NEP effect on education by Ms. Sushma Nair, workshop on Braille and sign Language, workshop on Individualised Education Program by Dr. Reshma Rodrigues, Inclusive Art Show, etc. NEP sensitization programs were attended by faculty members through various FDP's, workshops, etc.</p>	<p>Educate faculty members & students enabling them to design and deliver education that aligns with NEP 2020 goals.</p>
<p>Community Engagement</p>	<p>The college undertook the initiative to send B.Ed trainees to conduct their community work in a rural school in Ambatha a small village near Nashik from 16th November to 21st November 2023. The novice teachers taught 10th grade under privileged students of Prbhodhan Vidyalaya and created awareness amongst rural women of Ambatha about hygiene and various medical facilities.</p> <p>Suicidal Ideation lecture was organised under the Guidance and Counselling cell in collaboration with Pillai College. Online zoom sessions were organised on 11th and 12th of</p>	<p>Sensitize students on social issues and ways to bring about a change.</p>



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	<p>January, 2024. Ms. Dhanashree Karandikar, conducted the session on suicide prevention delving into the root causes of suicide and explore effective prevention methods.</p>	
	<p>The Women Development Cell of RCoEd and Rizvi College of Arts, Science and Commerce marked International Women's day by organizing a talk on Women's Menstrual Hygiene and personality Development for girls of age 18-25 years. The program was organised in association with Brand Konnect</p>	
	<p>During March and April 2024, the Inclusive Education Cell and Guidance and counselling cell marked the World Autism Day through special assemblies and awareness program being conducted in the college and practice teaching schools</p>	
	<p>The Electoral Literacy Cell was inaugurated where students actively participated in the "Mera Pehla Vote - Desh Ke Liye" campaign, aimed at instilling a sense of civic duty, particularly among first-time voters. Further under the cell the SY students of Rizvi College of Education worked along with St. Joseph Education and medical relief Society and Youth Centre of ADB and conducted an awareness program through activities like public awareness campaigns, door-to-door campaigns, setting up of mobile registration units, etc.</p>	
	<p>On 14th December 2023, Energy Conservation Day was celebrated. The student-teachers led the charge by taking a solemn pledge and taking part in slogan writing competition. In collaboration with Project Mumbai -Jalosh 22 the environment cell had organised a beach cleanliness drive on 20th January 2024. Further on January 17, 2024, the college Environment Cell and Help Yourself Foundation organised E-waste Collection Drive o to promote environmental sustainability by responsibly disposing of electronic waste (E-waste). The students collected e-waste from their practice teaching schools.</p>	



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Dissemination of Knowledge through	As a part of the MOU signed with Rizvi College of Arts Science and Commerce, the IQAC of RCoEd organised a one day online FDP titled "Orientation on Mapping of PO-PSO-CO for Outcome Based Education in B. Ed Program" on 09 th May 2024. The workshop was open for faculty member across various teacher education institutions across the state.	Empowering faculty members with the process of preparing SSR
	The Research Cell of the college organised 'Action Research Proposal Presentation' session on 19 th and 20 th April, 2024. The session was enriching where students got constructive feedback on improvising their research.	
	Conducted CPD workshops and online training for teaching and non-teaching staff focusing on skill enhancement and professional growth. The college research Cell organised a Faculty Development Programme (FDP) on "Data Analytics with MS Excel" on the 16 th of May, 2024.	
Technology Integration	Students were encouraged to prepare their video recorded sessions on 21 st Century Skills as a part of their action research	Preparing technologically empowered teachers
	Coursera courses were undertaken and successfully completed by students and faculty members	
	The college research Cell in collaboration with Rizvi College of Engineering organised a workshop on "Data Analytics with MS Excel" on the 16 th of May, 2024 where students were taught how the Excel can support in in their action research data analysis.	
Training	The College organised a Creative Conclave in collaboration with Pidilite industries on March 23, 2024, for FY B.Ed students. The workshop, emphasized the importance of teaching aids in creating impactful learning environments.	Preparing industry ready teachers
	The students of SY successfully completed the STEAM Education using story telling value added course.	
	The students of SY and FY successfully attended and completed the value added course titled Enhancing	



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	<p>Teachers Proficiency in English Communication –ETPEC. Students who completed the course were given certificate of completion.</p> <p>The students of SY and FY successfully attended and completed the value added course titled Yoga for Wellness and certificate of completion was provided.</p>	
Placement	<p>Before the placement drive the college placement cell 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 placement drive was successfully conducted, around 10 educational institutions participated in the drive. The students are slowly receiving calls for further rounds of interviews.</p> <p>The students successfully completed the value added course titled Soft Skills & Interview Preparation Training for Teachers.</p>	Honing the soft skills of teachers
Clubs	<p>The history club of the college organised a series of assemblies on days of historical importance. Further virtual tours to museums were organised by the students of History club through December 2023 – March 2024.</p> <p>The English Language Club organised the event titled, “Whispers of the Muse” to mark the Poetry And Creative Minds Day on 19th April, 2024, a day dedicated to honouring the beauty and power of poetry in all its forms. Further to mark world English Language day the club organised the event titled Lingua Fiesta: Revelling in the Splendour of English on 25th April, 2024.</p>	Pre-service teachers deepen their content knowledge and stay updated with the latest developments in their field
Submission of AQAR	The college successfully submitted AQAR for the academic year 2022-2023 on 15 th May 2024.	



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Alumni Engagement	The alumni of RCoEd were invited as resource persons for conducting various sessions – Ms. Dhanashree Karindikar conducted a session on Suicidal Ideation, Mr. Ashwin Jadhav conducted a talk on Overcoming Classroom Management Challenges, etc. The learning resource competition was judged by the alumni working across different school in Mumbai.	Strengthening the Alumni Network and Leveraging Expertise and Experience, Providing Real-world Insights
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Following the presentation of the Action taken Report, below mentioned decisions were made.

Agenda 2 Application for ITEP –

The Principal shared that NAAC accreditation of both Rizvi College of Arts, Science and Commerce and Rizvi College of Education was successfully conducted. And thus the degree college is permitted to apply for the fourth phase of ITEP since it runs multidisciplinary courses. It was decided that the college will have to wait for clarity and may apply for the fifth phase.

Agenda 3: Documentation of Lesson Plans-

The faculty informed that they have been maintaining records pertaining to academics as well as activities under various cells. These records are systematically documented and its detailed report are signed by the Principal as well the coordinator. The Hon. Director asked if teacher's lesson plans are prepared, to which Dr. Arya agreed. It was decided that all lesson plans prepared by teachers have to be maintained in a separate file according to the courses.

Agenda 4: Status of Academic Bank of Credit (ABC) –

The Principal informed that the process was initiated in December 2023 and the registration process is not yet completed. It was informed that by end of May registrations of SY and FY students will be completed.



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Agenda 5: Conducting Internal Audits -

It was further informed that in order to enhance the educational quality the college must conduct internal administration and academic audits. The committee agreed and it was decided that academic audit work will be taken up immediately for the last two years.

Agenda 6: Institutional Best Practices –

The Principal informed that during the year 2023-2024 many quality initiative were undertaken. As a part of institutional best practices the Inclusive Education Cell conducted a series of activities. It was agreed that these could be considered as innovative educational practices for 2023-2024

Since there were no other concerns the meeting ended with the thanks to the Chair.

Dr. Spoty Karthik
Principal I/c



Mrs. Nahida Mandviwala
IQAC Coordinator



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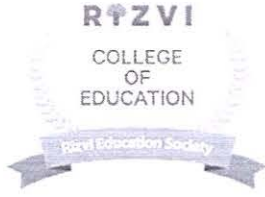
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The following members were present for the meeting

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 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, Khar	
Industry Expert/ Industrialists	Fr. Laiju Varkey Principal, St. Arnolds High School, Andheri	
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 SY.B.Ed Student-Teacher	



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Date: 03rd July, 2024

All staff members should be present for the meeting at 3:30 pm on 04th July 2024.

AGENDA FOR THE AQAR MEETING TO BE HELD ON 04.07.2024

Agenda

1. AQAR Guideline for 2023-2024
2. AQAR Criterion Distribution
3. Deciding Monthly Updates of AQAR
4. Any other matter of concern

Dr. Spoty Karthik
Principal I/c



Mrs. Nahida Mandviwala
Staff In-Charge

Sr.no	Name of Staff Member	Signature
1.	Dr. Gyanprakash Arya	
2.	Mrs. Nahida Mandviwala (IQAC Coordinator)	
3.	Dr. Priyanka Pandey (Assistant IQAC Coordinator)	
4.	Ms. Jyoti Bhatia	
5.	Dr. Shweta Srivastava	
6.	Mrs. Hemangi Joglekar	
7.	Mr. Aashish Nijap	



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MEETING MINUTES

Date: 04.07.2024

Time: 3:45 pm

Place: Staffroom

A staff meeting was called on 04th July, 2024. Dr. Spoty Karthik (Principal I/c), Mrs. Nahida Mandviwala, Ms. Jyoti Bhatia, Dr. Shweta Srivastava, Mrs. Hemangi Joglekar & Mr. Aashish Nijap attended the meeting.

The following decisions were made:

1. AQAR Guideline for 2023-2024

Mrs. Nahida Mandviwala the IQAC coordinator informed all present in the meetong that the AQAR for 2023-2024 has to be submitted before 31st of December 2024. It was informed that under Yearly Status Report - Part B of AQAR preparation all have to work together and complete it. All were informed that the AQAR is now open. Further it was informed that the format is the same as the previous year and the binary system hasn't yet be incorporated. Thus all staff members can start working towards AQAR report compilations accordingly. It was agreed that by 31st October 2024 the AQAR for 2023-2024 has to be submitted.

2. AQAR Criterion Distribution

The AQAR for the Academic Year 2023-2024 requires a lot of information. Accordingly each faculty was assigned different duties

- Yearly Status Report - Part A & Summary - Dr. Spoty Karthik & Mr. Aashish Nijap
- Yearly Status Report - Extended Profile - Dr. Spoty Karthik & Mr. Aashish Nijap
- **Part B**



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- ✓ Criterion I - Curricular Aspects – Dr. Spoty Karthik
- ✓ Criterion II - Teaching-Learning and Evaluation – Dr. Arya (Dr. Pandey will only complete 2.2 and Ms. Bhatia 2.3)
- ✓ Criterion III - Research and Outreach Activities – Dr. Priyanka Pandey
- ✓ Criterion IV - Infrastructure and Learning Resources – Mrs. Hemangi Joglekar
- ✓ Criterion V - Student Support and Progression – Ms. Jyoti Bhatia
- ✓ Criterion VI - Governance, Leadership and Management – Mrs. Nahida Mandviwala
- ✓ Criterion VII - Institutional Values and Best Practices – Dr. Shweta Srivastava

3. Deciding Monthly Updates of AQAR


It was agreed that every month staff will complete a part of the AQAR work allotted to them and present the same on the 05th of every month. This would ensure that the report prepared is without any errors. It was decided

Since there were no other concerns the meeting ended with thanks to the chair.


Dr. Spoty Karthik

Principal I/C




Mrs. Nahida Mandviwala
Coordinator



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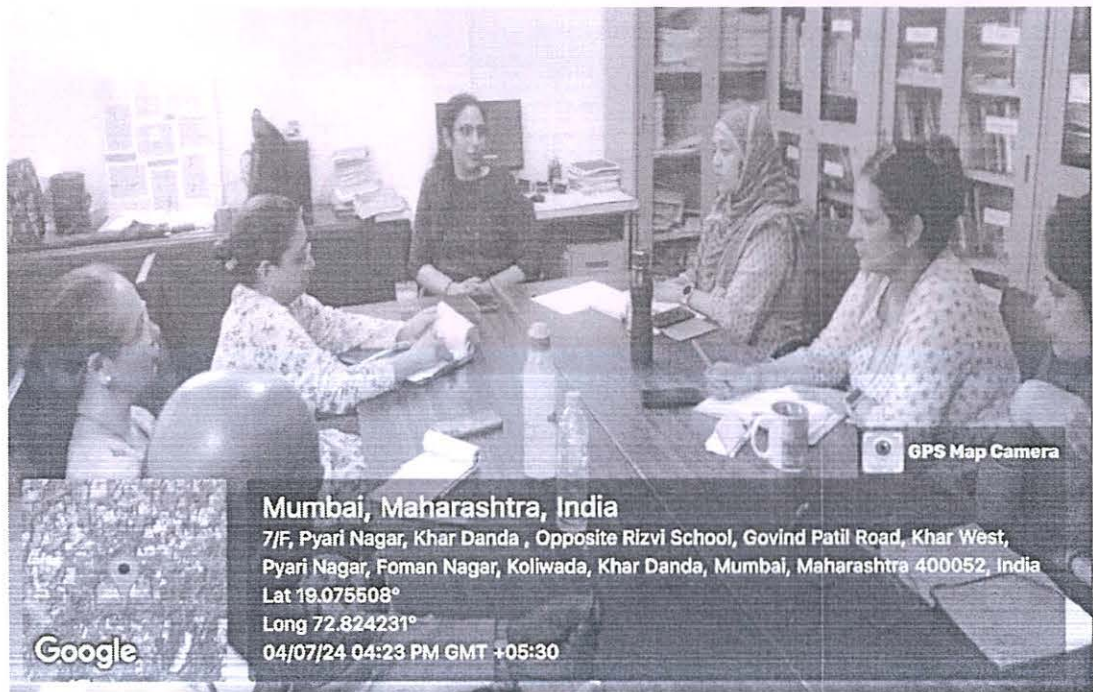
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Members present for the meeting on 04.07.2024

Members	Signature
Dr. Spoty Karthik (Chairperson)	
Mrs. Nahida Mandviwala (Coordinator)	
Dr. Priyanka Pandey (Assistant IQAC Coordinator)	
Ms. Jyoti Bhatia	
Dr. Shweta Srivastava	
Mrs. Hemangi Joglekar (Librarian)	
Mr. Aashish Nijap (Administrative Staff)	

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Reconstitution of the IQAC – Minutes of the Meeting

An online meeting was conducted on August 24th 2024 and the IQAC was reconstituted by nomination of the members for the Academic Year 2024-2025

After the aforesaid members were nominated, it was decided that the second IQAC meeting for the academic year 2024-25 will be held on 21st November, 2024.

Designation in IQAC - RCoEd	Name of the Member
Chairperson	Mrs. Nahida Mandviwala (Ic. Principal)
Co-ordinator	Dr. Priyanka Pandey (Asst. Prof, RCoEd)
Management Representative	Adv. (Mrs.) Rubina Akhtar Hasan Rizvi (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
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Nominee from Alumni	Sr. Althiya Arulraj
Member	Dr. Gyanprakash Arya (Asst. Prof, RCoEd)
Member	Ms. Jyoti Bhatia (Asst. Prof, RCoEd)
Member	Ms. Hemangi Joglekar (Librarian)
Administrative Official	Mr. Aashish Nijap (Admin Staff, RCoEd)
Student Representative	Ms. Misbah Shaikh

Mrs. Nahida Mandviwala
Principal I/c



Dr. Priyanka Pandey
IQAC Co-ordinator



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Date: 18th November, 2024

NOTICE

The second IQAC meeting for the academic year 2024-2025 will be conducted on the zoom platform on 21st November, 2024 at 2:00 pm. All members of IQAC are expected to participate in the meeting.

Agenda of the Meeting

1. Sharing the Action Taken Report
2. Performance Review of Batch 2023-2025
3. Preparing Students for the Teaching Profession
4. Community Work Centers
5. Introduction of new Value Added Course
6. Staff Enrichment and Professional Development
7. Organise workshop/seminar/conference
8. Any other concerns with the permission of the Chair.

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Date: 21st November, 2024

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Agenda 1. Sharing the Action Taken Report

The report highlighted the various activities conducted in the first half of the academic year 2024-2025. The college successfully conducted lectures and organised various activities and events in the first half.

The IQAC Co-coordinator Dr. Priyanka Pandey further shared the Action Taken Report in the beginning of the meeting.

Domain	Action	Outcomes
Curriculum Transaction	Preliminary Examination were successfully conducted for the batch 2023-2025 for their Semester 2 preparation. Detailed feedback was given to students after paper correction. Students who needed more help were identified and were encouraged to attend special remedial sessions where the faculty members cleared their doubts and explained how to write the impactful answers.	Effective Curriculum delivery
	The ICT cell organised a session on Action Research Proposal Reading session in order to ensure that students prepare their Action Research topics, aims, objective, hypothesis correctly and accordingly ca enabled the	
	Mentoring groups were created to ensure that students get personalised attention in any areas of difficulty faced in academics. Time to time the college also scheduled Open book assignments to ensure that students prepare their own answers on the basis of lectures attended and using the referencing books form the college library.	
	ABC account was successfully created and/or updated for the Batch 2024-2026.	
	As a part of assignment submission faculty organised visits, events, etc to help conduct the task more effectively.	



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	Further, in order to ensure that students get better grades in their assignments staff have been guided to create rubrics so that students get clarity on what is expected by the student while writing as assignment.	
	Innovative methods of teaching were adopted by the faculty members namely, socratic method, Gamified learning, infographic method, cooperative learning, concept mapping, etc.	
NEP Preparedness	Various programs like yoga sessions and special assemblies were organised and staff were encourage to attend training programs and workshops on NEP2020. The aim was to create awareness amongst staff and students about the provision in NEP 2020 and thereby effectively plan activities promoting vision of NEP 2020.	Educate faculty members & students enabling them to design and deliver education that aligns with NEP 2020 goals.
Community Engagement	<p>The college ICT Cell and Social Science cell organised the 7th Edition of Inter College & Inter School Digital Poster Making Competition themed "Viksit Bharat" on the occasion of 78th Independence Day celebration in the month of August 2024</p> <p>The Environment Cell organised a plastic collection drive titled "Green Guardian" in the month of July – August 2024. The student-teachers of RCoEd conducted this activity in their practice teaching school during their Semester II internship. Each school collected 80-90 kgs of plastic waste. The same was handed over to MESCO for recycling of plastic waste.</p> <p>The Guidance & Counselling cell organised a self defence workshop titled "Empowering Girls, Empowering Minds – Mental Fitness Matters, for the 11th and 12th-grade girls from Awami Junior College of Arts and Commerce on 23rd October 2024. The event was organised to commemorate World Mental Health Awareness Day by focusing on the metal health and well being of girl students.</p> <p>Food box distribution – Cancer patients were provided food boxes containing fruits, biscuits and milk at TATA Memorial Hospital.</p>	Sensitize students on social issues and ways to bring about a change.



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	Voters awareness Campaign was organised on 22 nd – 23 Oct 2024 by the Electoral Literacy Club. Students participated in a poster competition, further the club had also set up a voter ID registration counter for students who did not have a voters id.	
Dissemination of Knowledge through	As a part of the MOU signed with Rizvi College of Arts Science and Commerce, Awami Jr. College and TSCER the IQAC an Online FDP titled “Workshop on Creating MOOC” on 25 th July 2024. The workshop was conducted by Dr. Agnes D’Costa Associate Professor, Pushpanjali College of Education. 24 educators across different institutions attended the session.	Empowering faculty members with the process of preparing SSR Empowering the alumni
	Successfully conduction of CTET preparation course was held in from March 2024- June 2024 for the batch 2022-2024. The exam was held of 07 th July 2024 and 3 students of batch 2022-2024 appeared for CTET and cleared the exam. For the present academic year ‘Cracking the CTET Exam’ course too commenced in the month of September 2024. This year the sessions are being conducted in the blended mode and is open not only for the SY Batch 2023-2025 but also for the alumni of RCoEd.	
	On 24th August 2024, Electoral Literacy Club coordinators oriented students about the Prime Minister’s Mahji Ladki Behna Scheme, guiding deserving students on form-filling and encouraging others to assist their house helps in applying.	
Technology Integration Training	As an innovative try out the students teachers were taught to prepare the year plan – blue print using excel. They were introduced to Excel formulas and commands to simplify their calculations and streamline their work efficiently.	Preparing technologically empowered teachers
	Students were trained on creating impactful videos, reels, creative an flyers. There were trained on how to maintain the google drive with pictures of events conducted on daily	Preparing industry ready teachers



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	<p>basis. Further they were trained on how to update and maintain the college website and social media pages.</p> <p>Students were trained in the preparing lesson plan using Co-operative techniques and STEAM based approach. The same was successfully implemented by the students in their practice teaching schools.</p>	
Clubs	<p>The various club of the college conducted activities like visit to IDBI Bank as a the training of Economic and Commerce Pedagogy training, the science and math club organised screening of documentaries and special assemblies whereas the Language Club organised special assemblies on prominent Indian writers of different languages</p> <p>The college Library Committee celebrated birth anniversary of Dr. APJ Abdul Kalam titled 'Dream Through Books Day' on 15/10/2024 honouring Dr. Kalam's birth anniversary focusing on importance of reading along with his strong connection to students and belief in the power of dreams.</p>	Pre-service teachers deepen their content knowledge and stay updated with the latest developments in their field
Staff Enrichment	Faculty members were encourage to work towards their professional development. In the past six months 5 faculty members had registered and completed various FDP's, refresher/orientation/short term courses and submitted their certificate copies as well.	
Alumni Engagement	The college organised an alumni meet on 13 th July 2024 for the batch 2022-2024. The Convocation ceremony was organised on 27 th July 2024 for the batches 2020-2022 and 2021-2023. Further alumni of the college were invited as external referee for action research viva.	Strengthening the Alumni Network and Leveraging Expertise and Experience. Providing Real-world Insights



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

Agenda 2 - Performance Review of Batch 2023-2025 – The committee asked about the performance of Batch 2023-2025 in their Semester I and II University Examination. Dr. Arya apprised the committee that in Semester I all students had cleared the exam with CGPI above 6.25. However one student had failed in Semester II as she hadn't appeared for the University exam. It was suggested by the Director that the college should have detailed orientation session with students on how to write answers while appearing for the University exam. Dr Francis pointed that in order to ensure better grades this session should be conducted before the students appear for the preliminary examination. This was approved by all and agreed that this will help the college get better results.

Agenda 3: Preparing Students for the Teaching Profession

It was appreciated that the college has consistently worked to provide students with placement opportunities and organized various sessions to prepare them for the industry. The committee suggested that students be oriented about the different educational boards, with the placement cell organizing relevant sessions on the topic. Additionally, it was recommended that students be encouraged to read the NCFSE 2023 document and participate in open classroom discussions to deepen their understanding and readiness for the teaching profession. The committee encouraged faculty members to develop MOOC content for any one unit from their respective courses. Furthermore, the college was urged to promote student enrollment in online courses via Swayam or other relevant platforms to strengthen their Academic Bank of Credits (ABC).

Agenda 4: Community Work Centers

It was discussed that the college should identify 2-3 suitable centers for community work, in line with the vision of NEP 2020. The need for engaging in discussions with these centers and establishing long-term collaborations, with a duration of at least 2-3 years, was emphasized. It was



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also suggested that the college formalize these partnerships through the signing of Memoranda of Understanding (MoUs) with the selected centers.

Agenda 5: Introduction of New Value-Added Course

It was suggested that the college introduce a new value-added course. The Principal informed that Ms. Jyoti Bhatia has been encouraged to design a course on 21st Century Skills. To ensure the course is impactful, she has conducted a small pilot study and will soon begin working on the full course development.

Agenda 6: Staff Enrichment and Professional Development

The committee expressed satisfaction with the faculty development initiatives undertaken by the college to support the professional growth of 90% of the staff. However, they strongly recommended that each faculty member complete at least one certificate course (such as a short-term course, refresher course, FDP, or any similar program) in an academic year. Additionally, the committee emphasized the importance of faculty presenting papers at conferences, attending conferences, and publishing their work in reputable journals to further enhance professional growth and contribute to academic advancement.

Agenda 7: Organise workshop/seminar/conference

The committee emphasized the importance of organizing large-scale workshops, seminars, or conferences that engage both student teachers and teacher educators from various teacher education institutions. It was recommended that the college take proactive steps to facilitate such events, fostering collaboration, knowledge exchange, and professional growth within the education community.


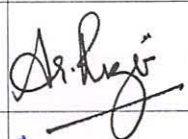

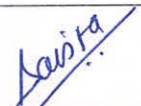
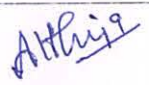




Since there were no other concerns the meeting ended with the thanks to the Chair.

Mrs. Nahida Mandviwala
Principal I/c



Dr. Priyanka Pandey
IQAC Coordinator

The following members were present for the meeting

Designation in IQAC - RCoEd	Name of the Member	Signature
Chairperson	Mrs. Nahida Mandviwala Principal Ic., Rizvi College of Education	
Management Representative	Adv. (Mrs.) Rubina Akhtar Hasan Rizvi Director, Rizvi Education Society	
Co-ordinator	Dr. Priyanka Pandey 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, Khar	
Industry Expert/ Industrialists	Fr. Laiju Varkey Principal, St. Arnolds High School, Andheri	
Nominee from Alumni	Sr. Althiya Arulraj	
Member (Teachers)	Dr. Gyanprakash Arya Asst. Prof., Rizvi College of Education	
	Ms. Jyoti Bhatia Asst. Prof., Rizvi College of Education	
	Ms. Hemangi Joglekar Librarian, Ms. Hemangi Joglekar (Librarian)	
Administrative Official	Mr. Aashish Nijap Administrative Staff, RCoEd	
Student Representative	Ms. Misbah Shaikh SY.B.Ed Student-Teacher	