



RIZVI EDUCATION SOCIETY'S
RIZVI COLLEGE OF EDUCATION

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

NAAC 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: 02nd May, 2025

NOTICE

The first IQAC meeting for the academic year 2025-2026 will be conducted on the zoom platform on 09th May, 2025 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. Integration of Digital and Skill-Based Learning Platforms
3. Strengthening of Alumni
4. NEP preparedness
5. Research and Development Initiatives
6. Community Work Initiatives
7. Any other concerns with the permission of the Chair.

Members of the IQAC

Designation in IQAC - RCoEd	Name of the Member
Chairperson	Mrs. Nahida Mandviwala (Ic. Principal)
Co-ordinator	Dr. Gyanprakash Arya (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
Industry Expert/ Industrialists	Ms. Fiona D'Souza Bai Avabai Framji Petit Girls' High School
Nominee from Alumni	Sr. Althiya Arulraj
Member	Dr. Shweta S. (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 (SYB.Ed)
	Ms. Alina Qureshi (FYB.Ed)

Mrs. Nahida Mandviwala
Principal I/c

Dr. Gyanprakash Arya
IQAC Co-ordinator



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Date: 09th May, 2025

Minutes of the meeting held on 21st November, 2024

Agenda 1. Sharing the Action Taken Report

The report highlighted the various activities conducted in the second half of the academic year 2024-25. The college successfully conducted lectures and organised various activities and events in the second half. The IQAC Co-coordinator Dr. Gyanprakash Arya further shared the Action Taken Report (Dec 2024 – May 2025) in the beginning of the meeting.

Domain	Action	Outcomes
Curriculum Transaction	In order to transact curriculum effectively faculty members conducted their course through Canvas. Dr. Shweta, as part of CC5 - Contemporary India and Education, successfully developed and delivered one unit through a LMS (Learning Management System). This initiative served as a demonstration model for integrating e-content into curriculum delivery.	Effective Curriculum delivery
	The faculty planned a few engaging lessons using N-LIST resources, enabling students to access quality e-books and journals. It enhanced research skills and encouraged independent, technology-based learning in the classroom.	
	In depth training on lesson delivery was conducted. The college trained FY & SY student teachers to deliver lessons using innovative methods like the Inquiry training model, Role play method, gamified learning, etc.	
	The faculty conducted lectures as well as mentoring sessions. Apart from class and essay test, prelims were conducted followed by detailed feedback provided to the students on areas of improvement. 99% students cleared the Semester I & III examination.	
	Post the preliminary examination a parent teacher meeting was organised to discuss the attendance and academic progress of students.	
	Faculty members created rubrics for assignments on the Google Classroom which enabled the students to understand how they can get excellent grades in their assignments.	
	Before the commencement of each semester teacher orientations were conducted and were clearly briefed about number of teaching periods and mentoring sessions allotted under each	



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	course. The teacher's workload was clearly outlined to ensure smooth academic functioning of the college.	
NEP Preparedness	Bhartiya Bhasha Utsav was celebrated from 09 th -11 th Dec, 2024 by RCoEd Language Club. The club organised various assemblies as well as an in-house competition title 'Regional Booth Presentation'. This exposure enabled the novice teachers to not only learn different languages but were able to understand its importance in tune with NEP 2020	Developed multilingual awareness, digital readiness, exposure to NEP-aligned school practices, and practical experience in inclusive education.
	The college has successfully registered all students on the ABC platform. The college offered a choice of SWAYAM courses that are compliant with ABC norms. All students enrolled in various SWAYAM courses.	
	The School Connect programme was conducted with Dr. Sheetal Zalte as she was assigned by the University to conduct these sessions as a bridge between the college and school changes which are in line with the new NEP. The college organised the program for Rizvi Springfield High School SSC and CBSE and the student teachers of RCoEd.	
	In order to focus on Inclusive and Holistic Education the college strengthen inclusive practices by training student-teachers in differentiated instruction and UDL (Universal Design for Learning). Further student teachers engaged in a 10-day visit to the ADAPT centres in Bandra and Chembur. They supported children with diverse disabilities through one-on-one interaction, classroom assistance, and by creating multisensory teaching aids tailored to specific needs.	
Community Engagement	NGO's working towards empowerment of women were awarded and felicitated by the management of Rizvi Education Society on the occasion of International Women Days 2025	Fostered social responsibility, empathy and inclusivity by engaging with community centers, learning with real-life community service.
	T-shirts were distributed amongst various NGO like Manav Kalyan Kandra Dahisar, Tata Memorial Hospital, Kalayan etc.	
	As part of their community work, student teachers engaged in a 10-day visit to the ADAPT centres in Bandra and Chembur. Actively participating in the day-to-day functioning of the centres, the student teachers contributed meaningfully to inclusive education and developed a deeper empathy for differently-abled learners.	



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	<p>FYB.Ed students actively engaged in community service at SHED Community Center and Parivartan Community Center. They conducted educational and awareness activities for children, women and other community members. The students provided academic support, organized recreational learning sessions, and spread awareness on hygiene, health, and social responsibility. Women were empowered through interactive discussions and skill-based training. The program successfully bridged classroom learning with real-life community engagement.</p>	
Dissemination of Knowledge through Technology Integration	<p>The Value Added Course titled TechConnect – Grooming the IT Skills of Novice Teachers was conducted this year through LMS using Canvas for a duration of three months. Designed as a self-paced program, the course aimed to familiarize student-teachers with various digital tools and platforms, enabling them to enhance both their professional and academic skills. A total of 10 students from S.Y.B.Ed and 21 students from F.Y.B.Ed registered for the course and successfully completed it, making it a valuable learning</p>	Preparing technologically empowered teachers
	<p>The college drafted the plan for conducting Research with AI workshop. The workshop has been postponed to 18th and 19th June 2025. Around 42 participants have registered for the workshop.</p>	
	<p>To hone the skills of prospective teachers Students attended various workshop like Year Plan and Administration of Unit Test, preparing timetable using excel formulas, workshop on workbook creation, creating rubrics for assessment</p>	
	<p>Digital tools like Insert learning, LMS like Canva, Google Classroom, was introduced during lecture delivery, value added courses, etc aimed at enhancing teaching learning process.</p>	
Training	<p>The college had submitted a formal request to establish a SWAYAM-NPTEL Local Chapter, and the request has been approved by the NPTEL.</p>	Enhanced teacher preparedness through SWAYAM-NPTEL integration, skill-based workshops, wellness
	<p>Financial Literacy awareness session was organised for the student teachers.</p>	
	<p>A Guest lecture was organised for students as well as alumni of the college on effective posture management for teachers and their spinal wellness by Dr. Vanjara practicing Physiotherapist at Sparsh 2.0 Clinic.</p>	
	<p>Lectures were organised on topics like teachings aids for visually impaired, UDL i.e. Universal Design for Learning, NEP School</p>	



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	<p>Connect, etc. where pre-service teachers got an exposure about various challenges and changes in school education.</p> <p>Musical Instrument Workshop were organised where students were provided training in playing musical instruments like keyboard and harmonium.</p> <p>Students Teachers were encouraged to conduct regular assemblies on national priority programmes like water conservation, human rights day, HIV Aids, energy conservation etc.</p> <p>Creative Educator series were organized to train pre-service teachers for school internship. Under these series various sessions were included like orientation to various microteaching skills, workshops on lesson planning, puppet making workshop, teaching aids preparation through Pidilite, exhibition of innovative teaching across various subjects, learning resource competitions, library reference book exhibition, etc.</p>	<p>sessions, creative pedagogy training, and civic engagement initiatives.</p>
Placement	<p>The Placement Cell conducted a Value Added Course (VAC) on Comprehensive Soft Skills & Interview Preparation for Teachers to enhance student teachers' communication, presentation, and professional readiness. The course aimed to equip them with essential skills for excelling in teaching interviews and workplace interactions.</p> <p>The Placement Cell organized a Placement Drive inviting reputed schools to recruit our student teachers and alumni. The drive saw active participation from multiple institutions and enthusiastic response from both current students and graduates.</p> <p>The placement cell and alumni cell of the college organised various lectures on creating awareness about the different boards in schools and the qualification a teacher must possess to bag jobs in these schools.</p> <p>CTET crash Course was effectively conducted in the blended mode where the present SY (2023-2025) and alumni of the college attended the same. And few alumni cleared the CTET examination held in Dec 2024.</p>	<p>Honing the soft skills of teachers</p>
Clubs	<p>Various Clubs, Committee and cells of the college organised events, assemblies etc to develop the skills of pre-service teachers. Further the in-charges also identified various competitions organised in different institutions not only Mumbai but other states as well.</p>	<p>Pre-service teachers deepen their content knowledge and stay updated</p>



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	Inclusive Education cell organised an Inclusive fashion show which enabled pre-service teachers to be empathetic towards the diverse needs of differently abled students, students also prepared multi-sensory tool kit which they submitted to the adapt centre.	with the latest developments in their field
Faculty Enrichment	Ms. Naziya Farooq successfully completed NEP Orientation and one week orientation course, Dr. Arya presented a paper in Oriental College of Education, Ms. Jyoti Bhatia completed a FIP, a FDP and two Short Term Courses. She also pursued an online course on Open Educational Resources, attended workshops, and delivered a workshop on Tech Savvy Teaching in Oriental College, Sanpada (Apr 2025). Dr. Shweta attended a Faculty Induction Program. And Mrs. Nahida attended 2 Short Term Courses.	Faculty enhanced professional competence through FDPs, research presentations, online courses, etc.
Students Enrichment	The students of RCOED were encouraged to participate in diverse inter-collegiate and national events, excelling in multiple domains. Samiksha Nair secured the First Runner-Up position in <i>Prakriti Bandhan – Poster Making</i> at S.D.T Kalani College , while Alina Qureshi won First Prize in <i>Verses ki Mehfil</i> at St. Xavier's Institute of Education . Juveriya Momin bagged First Prize in a <i>National Level Poster Making Competition</i> at Ponda Education Society, Goa , Ms. Samreen Shaikh won the first Prize in a contest organised by Homi Bhabha Centre for Science Education and Mizba Shaikh won Second Prize in the <i>Dr. Madhuri Shah Memorial Essay Competition</i> , reflecting the college's commitment to holistic student development.	Holistic student development through achievements in inter-collegiate and national competitions.
Alumni Engagement	Alumni were invited to deliver talks on diverse topics like Understanding disability and teachings aids for visually impaired, Key skills to succeed as an SSC school teacher, puppet making workshop, Understanding IGCSE and IB Curriculum, etc Alumni working in various educational institutions were invited as judges for various competitions like Regional Booth, learning resource competitions,	Strengthening the Alumni Network and Leveraging Expertise and Experience, Providing Real-world Insights
Submission of AQAR	The AQAR for 2023-2024 was successfully submitted on 15th January 2025.	



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Agenda: Integration of Digital and Skill-Based Learning Platforms

During the discussion on enhancing employability skills and digital fluency among student-teachers, the committee acknowledged the increasing relevance of blended learning and the need to align with NEP 2020 recommendations. The committee suggested that the college initiate the process to become an Authorized Learning Center (ALC) for MKCL's iLike Credit Courses. It was noted that these courses are aligned with 21st-century skills and can be integrated as credit-based enrichment or value-added courses. This move would support students in building their Academic Bank of Credits (ABC), help the college fulfill NAAC and NEP-aligned quality benchmarks, enhance faculty development through access to digital learning modules and also strengthen the college's institutional branding and outreach.

Agenda: Strengthening of Alumni – It was proposed to take steps to strengthen alumni engagement through digital platforms. This includes creating an online registration system to help alumni stay connected with the institution. A digital space may be used to share updates about college events, academic resources, and key highlights. Regular communication, such as newsletters, will help keep alumni informed. Alumni may also be invited to contribute through guest lectures or other forms of participation, fostering a stronger and more active relationship between the institution and its former students.

Agenda: NEP preparedness - NEP preparedness was also emphasized, with a proposal to organize a series of lectures to create awareness among the student teachers as well as the teaching community on NEP 2020 recommendations. Topics could include the National Curriculum Framework for School Education (NCFSE) 2023, encourage digital literacy workshops for both faculty and students to build comfort with emerging technologies (AI in



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education, AR/VR teaching tools), or any other programs organised under various cells, and ABC integration.

Agenda: Research and Development Initiatives - The committee suggested that the college can plan and apply for small-scale funding to support dissemination activities like the educational conferences, FDP, etc. It was suggested that a comprehensive Faculty Development Programme (FDP) spread over five days must be organized on themes such as revised NAAC guidelines, faculty empowerment, professional growth, and technology integration in pedagogy. As a part of continuous improvement, the college can organise a session on SWOC analysis where faculty members will conduct a SWOC analysis to identify gaps in teaching and learning practices. Faculty were encouraged to present and publish papers.

Agenda: Community Work Initiatives (DLLE) - As part of our Community Work Initiatives under DLLE, the focus for the coming term will be on two key projects: Environment Education (EEP) and Education for All (EFA). These projects align closely with the goals of teacher education, emphasizing community engagement, inclusive education, and environmental responsibility. Student teachers will carry out awareness campaigns and inclusive school support activities. Through these initiatives, they will not only contribute meaningfully to the community but also develop essential skills in communication, research, and reflective practice.

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

Mrs. Nahida Mandviwala
Principal I/c



Dr. Gyanprakash Arya
IQAC Co-ordinator