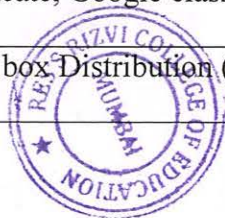




**Rizvi Education Society's
Rizvi College of Education
ACADEMIC YEAR 2024-25**

ACTIVITY PLANNER – December 2024 -February 2025

PORFOLIO	ACTIVITY	DATE	REPORT SUBMISSION	IN-CHARGE	Staff SIGN	Prin Sign Report Submitted
Electoral Literacy Club (ELC)	Report on the Special Assembly on Human Rights	24 th Dec 2024	SS	SS		
Women Development	Assembly NCTE Nayi Chetna 3.0 Campaign Gender Based Violence – Pledge & Film Screening	21 Dec 2024	SS	SS		
	Talk on Financial Empowerment of Women	14 Dec 2024	SS	SS		
	Workshop gender based violence /Awareness program on safe learning spaces/	Jan 2025	SS	SS		
	Report to be Submitted to NCTE	Jan 2025	SS	SS		? Gail print
Environment Cell	Movie screening 05 th Dec	Dec 2024	JB	JB		
	Seed Collection	Feb 2025	JB	JB		
Community Work	Semester 1 – PBC detailed report and file submission (Notice, Letters, mark list, MOU, report, students attendance sheet, staff visit schedule, students certificate, Google classroom submission, etc)	15 th Feb 2025	GA	GA		
	SRMCAM 2024 – Food box Distribution (Tata, etc),	Dec 2024	GA	GA		



	Medical Camp and Tshirt Distribution (Feb 2025)	Feb 2025	GA	GA	<i>P</i>	
ICT Cell	Administration of Unit Test on Excel	Dec 2024	JB	JB	<i>J</i>	
Publication (ICT Cell)	Newsletter	Feb 2025	JB	JB	<i>J</i>	
Language Club	R K Narayan – Through the Reviewers Lens	01 st Dec 2024	NM	NM	<i>JS</i>	<i>Kalwadi</i>
	Assembly – The Eloquence of Expression	11 th Dec 2024	NM	NM	<i>JS</i>	<i>Kalwadi</i>
	Orientation of Language Club	01 st Dec 2024	NM	NM	<i>JS</i>	<i>Kalwadi</i>
	Regional Booth Presentation - Language-Culture and Us: A Regional Fiesta	16 th Dec 2024	GA	NM	<i>P</i>	
	Assembly – Language and Culture	16 th Dec 2024	GA	NM	<i>P</i>	
Sports	Indoor and Outdoor sports day	Feb 2025	GA	GA	<i>P</i>	
Internal Examination	Essay Test. Class test Sem 1 and Sem 3 File Submission with Marks	24 th Feb 2024	SS	SS	<i>A</i>	<i>JS</i>
Placement Cell	Value Added Course – Soft Skills	02 nd Jan 2025	JB	HJ	<i>M</i>	
	CV Correction & Mock Interview	25 th Feb 2025	<i>HJ / JB</i>	HJ	<i>M</i>	
	Placement Drive	25 th Feb 2025	<i>HJ</i>	HJ	<i>M</i>	<i>Kalwadi</i>
	CTET Course	Jan 2025	JB	HJ	<i>J</i>	
Linkage & Collaboration/ Guest Lecture	Alumni Talk 1- Charles Talk	16 th Jan 2025	HJ	HJ/GA	<i>M</i>	<i>Kalwadi</i>
Assembly Reports	A 2 page report on how assembly is conducted in RCoEd and list of assemblies conducted from Dec – Feb 2025 with 1-2 samples of best assemblies conducted	Feb 2025	SS	SS	<i>A</i>	<i>JS</i>



Cultural event	Christmas Celebration, Makar Sankranti, Lohri	Jan 2025	JB	JB	<i>JB</i>	
National Priority	Republic Day Celebration	Feb 2025	JB	JB	<i>JB</i>	
Staff Progression	Drive (GA(HJ)/STC, NM(Refresher) JB (KK) – Ensure they have sent certificate of completion on drive https://drive.google.com/drive/folders/1iQyTnVvpmPQBqDNmULmumWKIXDwaunyD?usp=drive_link))		-	HJ	<i>HJ</i>	
Mentoring	2 page report of how the mentoring is done at RCoEd. The list of various groups that were created from June 2024-Feb 2025. 5 lines on each group with notice and 1-2 geotagged images as evidences – Essential part of AQAR C2	Feb 2025	GA	GA	<i>GA</i>	
Classroom Ready Research & Dev Cell	Microteaching Report (all 6 skills and Integration of skills), Maxims, Core Element, Life skills, values, lesson planning and objectives and specification etc	Feb 2025 – March 2025	SS	SS	<i>SS</i>	Value Max- Obj 1 per pending
	Creative Educator Series 1	Jan 2025	JB	SS	<i>JB</i>	
	Creative Educator Series 2- Pidilite	Jan 2025	HJ	SS	<i>HJ</i>	<i>Value</i>
Lesson Plans for Courses	At least 2 Lesson plans in each Course taught (Sem 1 and Sem 3)	Feb 2025	All Staff			
Mentoring Reports	Mastering the Art of Exam Prep Sem1, Micro skills practice and training circles, report writing, etc	Dec - Feb 2025	GA	GA	<i>GA</i>	

Kindly plan your tasks according to the planner.

Nahida
Feb, 2025
Mrs. Nahida Mandviwala
Principal Ic.

