



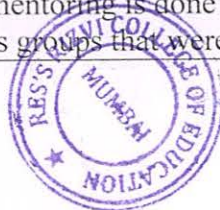
**Rizvi Education Society's
Rizvi College of Education
ACADEMIC YEAR 2024-25**

ACTIVITY PLANNER – March 2025 - May 2025

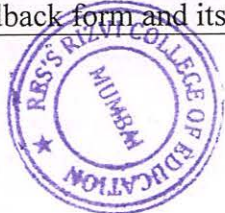
PORFOLIO	ACTIVITY	DATE	REPORT SUBMISSION	IN-CHARGE	Staff SIGN	Prin Sign Report Submitted
Women Development	International Women Day 2025		SS	SS	<i>JA</i>	<i>Report Muzna GA 5/25</i>
	Report on Felicitation of NGOs – IWD 2025		SS	SS	<i>JA</i>	
IEC	Understanding Disabilities by Dr. Jameel	April 2025	JB SS	JB	<i>JA</i>	<i>led</i>
	Report on UDL	March 2025	JB	JB	<i>JA</i>	
Equal Opportunities Cell	Constitution - Report	March 2025	NF	NF	<i>JA</i>	<i>led 14/5/25</i>
Community Work	PBC Semester IV –detailed report and file submission (Notice, Letters, mark list, MOU if any, report, students attendance sheet, staff visit schedule, students certificate, Google classroom submission, etc)	Feb – March 2025	GA	GA	<i>JA</i>	
ICT Cell	Mastery Series 2 Rubrics		JB	JB	<i>JA</i>	
	Mastery Series 3 Timetable		JB	JB	<i>JA</i>	
	Research with AI					



Publication (ICT Cell)	Newsletter (Dec 2024– Feb 2025)	March 2025	JB	JB	JB	
Science & Mathematics Club	Workshops – Workbook Creation	Feb 2025	JB	JB	JB	
	Homi Bhabha Centre For Science Education Competition – National Science Day	March 2025	JB	JB	JB	
Language Club	Assembly – World Poetry Day	April 2025	NM	NM	NM	NM
	Birth Anniversary of William Shakespeare	April 2025	NM	NM	NM	NM
Sports	Physiotherapy	April 2025	GA	GA	GA	
Internal Examination	Essay Test. Class test Sem 2 and Sem 4 File Submission with Marks	April 2025	SS	SS	SS	SS
Library Committee	Book Exhibition	March 2025	HJ	HJ	HJ	HJ
	NList Orientation (FY)	Feb 2025	HJ	HJ	HJ	HJ
Placement Cell	BEYOND THE DEGREE – SKILLS AS SSC SC. TR.	April 2025	HJ	HJ/JB	HJ JB	HJ JB
	Students placement data with appointment letters	May 2025	HJ/JB	HJ/JB	HJ	
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	SS	SS
Cultural event	Eid Celebration, Farewell, Annual Day	May 2025	JB	JB	JB	
National Priority Annual Report		May 2025	JB	JB	JB	
Staff Progression	Drive (GA(HJ)/STC, NM(Refresher) JB (KK) – Ensure they have sent certificate of completion on drive)		-	HJ	HJ	
Mentoring	2 page report of how the mentoring is done at RCoEd. The list of various groups that were	May 2025	GA	GA	GA	



	created from June 2024-Feb 2025. 5 lines on each group with notice and 1-2 geo-tagged images as evidences – Essential part of AQAR C2					X
Classroom Ready	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	AS	Ready
	Creative Educator Series 1	Jan 2025	JB	SS	AS	
	Creative Educator Series 2- Pidilite	Jan 2025	HJ	SS	Hi	Labels
	Creative Educator Series 3	March 2025	HJ	SS	Hi	
	Creative Educator Series 4 - Puppets	March 2025	HJ/SS	SS	AS	Labels
Res & Dev Cell	Workshops – Game based <i>Maths Science Club.</i>	April 2025	JB	GA/SS	P	
	Role Play Method	April 2025	SS	GA/SS	P	
	Inquiry Training Model	April 2025	GA	GA/SS	P	
	Concept Attainment Model	May 2025	NM	GA/SS	P	
	Learning Resource Competition	April 2025	JB	GA	P P	
	CC5 – Report on Unit taught through MOOC	March - April 2025	SS	SS	AS	
	Report on Learning of Musical Instrument	April 2025	GA	GA	P	
MOOC	TechConnect conducted through MOOC platform – Report, Name list of students registered, grading report, certificate copies, signature of students who completed course and recd certificate, feedback form and its analysis.	May 2025	NF	NF	P	



	CC5- Unit 5 conducted through MOOC platform – Report, feedback form filled by students and its analysis.					
Lesson Plans for Courses	Lesson plans for each Course taught (Sem 1 and Sem 3)	Feb 2025	All Staff			
Mentoring Reports	Sem 1 & 2 (24-26) and Sem 3& 4 (23-25)	March – May 2025	GA	GA		
Internship File Submission (Hardcopy)	Bandra Hindu Association - Sem 4	March 2025	NK			
	Awami Sem2 & 3	March 2025	NK			
	Bandra Crescent High School Sem 4	March 2025	JB			
	Rizvi Springfield High School Sem2 & 3	March 2025	JB			
	Rizvi Springfield High School Sem 4	March 2025	/SS			
	Bandra Hindu Association - Sem2 & 3	March 2025	SS			

Placement Career Progression MA. Anishah
 Kindly plan your tasks according to the planner.

April 2025

HJ

HJ

Hi

Nahida letter?

Nahida
 03rd May, 2025

Mrs. Nahida Mandviwala
 Principal Ic.

