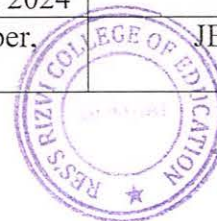




**Rizvi Education Society's  
Rizvi College of Education  
ACADEMIC YEAR 2024-25**

**ACTIVITY PLANNER – September-November 2024**

PORFOLIO	ACTIVITY	DATE	REPORT SUBMISSION	IN-CHARGE	Staff SIGN	Prin Sign Report Submitted
Electoral Literacy Club (ELC)	Report on Majhi Ladki Bahen – Awareness Prog	03 <sup>rd</sup> October 2024	SS	GA & SS		
	Voter Awareness Program	25 <sup>th</sup> October, 2024	SS	GA & SS		
Women Development	Street Play	11 <sup>th</sup> December, 2024	SS	SS		
Environment Cell	Waste (Plastic) Collection, QR Code for Dustbins	25 <sup>th</sup> November, 2024	JB	JB		
Guidance & Counselling Cell	Mental Health Awareness Drive (Internship + Awami)	25 <sup>th</sup> November, 2024	PP	PP		
Community Work	Food Box distribution TATA hospital	18 <sup>th</sup> November, 2024	PP	GA		
	Self Defence Reel Making	25 <sup>th</sup> October, 2024	JB	GA		
	Report on Marathon	06 <sup>th</sup> December, 2024	GA	GA		
ICT Cell	Google Sheets – Administration of Unit Test	01 <sup>st</sup> October, 2024	JB	JB		
Publication (ICT Cell)	Newsletter June 2024 to August 2024	22 <sup>nd</sup> October, 2024	JB	JB		
	Newsletter Sept 2024 to November 2024	05 <sup>th</sup> December, 2024				
Science & Mathematics Club	Documentation and Report of National Space Day	27 <sup>th</sup> September, 2024	JB	JB		



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Social Science Club	Report on Bank Visit and Minutes of Meeting, Assembly Report	22 <sup>nd</sup> October, 2024	PP	PP&SS		
Internal Examination	File submission of Essay Test with marks, Assignments Mark Submission Semester 3	30 <sup>th</sup> November, 2024	SS	SS		
Admission Committee	Semester 1 Content Test and Aptitude Test File Submission	17 <sup>th</sup> October, 2024	GA	GA		
	Subject List, Interview Marks and Short Report	17 <sup>th</sup> October, 2024	GA	GA		
	Teacher Orientation Report & File Submission	17 <sup>th</sup> October, 2024	PP	PP		
	Semester - Induction and Orientation Report	25 <sup>th</sup> October, 2024	PP	PP		
Library Committee	Report on Dream Through Books Day	18 <sup>th</sup> November 2024	HJ	HJ		✓
Linkage & Collaboration/Guest Lecture	MOU signed with Mesco, MESCO – Env Partner - SRMCAM		JB	JB		
Anti-Ragging and Anti Sexual Harassment Cell	Report on the Ice-breaker between SY & FY through team building activities		JB			
Assembly Reports	Excel Sheet with assembly details and a short report on assemblies conducted from Sept-Nov 2024	05 <sup>th</sup> December 2024	SS	SS		
Cultural event	Reports on Teachers Day, Eid-E-Milad, Guru Poornima, Ganesh Chaturti, Navratri, Diwali, Fresher's Party, Student Council Election etc	05 <sup>th</sup> December 2024	PP	PP/JB		
Staff Progression	Drive (JB, NM, SS – Ensure they have sent certificate of completion on drive)		-	PP		

Kindly plan your tasks according to the planner.

**Mrs. Nahida Mandviwala**  
Principal Ic.

