



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

ACTIVITY PLANNER – MARCH 2026 -MAY 2026

Portfolio	Activity	Activity Conducted	Report Submission By
IQAC	Semester wise Curriculum Feedback & its Analysis	May 2026	Ms. Naziya F.
	Faculty Feedback and Appraisal	May 2026	Mrs. Nahida M.
	Internship related feedback & its Analysis	May 2026	Dr. Arya
Math & Sc Club	Action taken Report & File Submission (2025-2026)	June 2025 - May 2026	Dr. Arya
Language Club	World English Language Day	May 2026	Mrs. Nahida M.
	Action taken Report & File Submission (2025-2026)	June 2025 - May 2026	Mrs. Nahida M.
Social Science Club	Action taken Report & File Submission (2025-2026)	June 2025 - May 2026	Ms. Naziya F.
Environment Cell	Action taken Report & File Submission (2025-2026)	June 2025 - May 2026	Ms. Naziya F.
Women Dev Cell	Panel Discussion – Women's Day	March 2026	Dr. Madhuri B.
	Action taken Report & File Submission (2025-2026)	June 2025 - May 2026	Dr. Madhuri B.
Inclusive Education Cell	World Autism Awareness Day	April 2026	Dr. Madhuri B.
	Skit	April 2026	Dr. Madhuri B.
	Action taken Report & File Submission (2025-2026)	June 2025 - May 2026	Ms. Salma Memon
VAC	Yoga for Wellness (Report to be submitted in June 2026)	May- June 2026	Dr. Arya



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Library Committee	Making Envelops with old newspapers	March 2026	Ms. Hemangi J.
Student Council	Celebration (Eid, Farewell, Annual Day etc)	March - May 2026	Ms. Naziya F.
	Annual Report 2025-2026	June 2025 - May 2026	Ms. Naziya F.
	College Video	May 2026	Dr. Madhuri B.
	Student Participation in Intercollegiate Competitions	June 2025 - May 2026	Ms. Naziya F.
	Action Taken Report - Report on Various events planned June – May 2026	June 2025 - May 2026	Ms. Naziya F.
Internal Examination	Internal Marks Submission (Theory & Practicum) Sem IV	April 2026	Dr. Arya
	SY Sem 1 – 4 - B.Ed Practicum Sheets Signatures	Jan – April 2026	All Staff
Examination Cell	Convocation (Batch 2023-2025)	April 2026	Dr. Arya
	Sem 1 Result Analysis	April 2026	Dr. Arya
	OSM Papers assessed by Faculty Members	June 25 – May 26	Ms. Nahida M.
Guidance & Counselling Cell	Stress Awareness and Well-being Session	April 2026	Ms. Naziya F.
	Action Taken Report - Report on Various initiatives planned June – May 2026	June 25 – May 26	Ms. Naziya F.
RCoED Alumni Association	Alumni Meet Report & Meeting	April 2026	Dr. Arya
	Action Taken Report - Report on Various initiatives planned June – May 2026	June 25 – May 26	Dr. Arya
Electoral Literary Club	Voter Registration Drive	March 2026	Dr. Arya
	Activity on Census 2026	May 2026	Dr. Arya
	Action taken Report & File Submission (2025-2026)	June 25 – May 26	Dr. Arya



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Community Work/Outreach Activities	Donation Drive - SHED	April 2026	Ms. Naziya F
	Action taken Report & File Submission (2025-2026)	June 25 – May 26	Ms. Naziya F
ABC Cell	Self-Paced Courses – MKCL's iLike Credit Course	Sept – March	Mrs. Hemangi J
	Self-Paced Courses – Swayam	Jan – April	Ms. Naziya F
	Action taken Report & File Submission (2025-2026)	June 25- May 26	Ms. Salma Memon
Research & Dev Cell	Workshop on Audio Visual Aids “Effective Classroom Communication through AV Tools”	March 2026	Ms. Naziya F.
	TEACH SMART: LEARNING & TEACHING AID DISPLAY (HJ)	March 2026	Mrs. Hemangi J
	Learning Resource Competition	April 2026	Ms. Naziya F.
	Action Research Viva Voce	May2026	Dr. Arya
	Action taken Report & File Submission (2025-2026)	June 25 – May 26	Dr. Arya
ICT	Newsletter – Edition 3 – March 2026 (Designing, print, e-copy email and upload on website)	Dec – Feb 2026	Dr. Madhuri B.
	Newsletter – Edition 4 – June 2026 (Designing, print, e-copy email and upload on website)	March – May 2026	Dr. Madhuri B.
	Website Update	March – May 2026	Ms. Hemangi J.
NEP Preparedness	SUPW –Holistic and Multidisciplinary Education & Value-Based Education promoting SDG		Ms. Naziya F
	Action taken Report & File Submission (2025-2026)	June 25- May2026	Dr. Arya
Assembly Reports		June 25- May 26	Ms. Salma Memon
Placement Cell	Report – Alumni Placement Records (Batch 2023-2025)	April 2026	Mrs. Hemangi



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	Report –Placement Records of SY.B.Ed (Batch 2024-2026)	April 2026	Mrs. Hemangi
	Report on CTET Exam Results	April 2026	Mrs. Hemangi
	Action taken Report & File Submission (2025-2026)	May 2026	Mrs. Hemangi
Staff Progression			All staff

Kindly plan your tasks according to the planner.

Mrs. Nahida Mandviwala

