



PIONEERING EDUCATION  
\* SINCE 1992 \*

# RAHUL COLLEGE OF EDUCATION

## (ENGLISH MEDIUM)

(B.Ed., N.C.T.E Recg. No. WRC/5-6/89/2006. Dtd. 27/09/2006 Code No. APW03437/123403, NCTE Revised Order F. No. WRC/APW03437/123403/2015/152873 Dated. 19 Sept. 2015, Affiliated to The University of Mumbai Aff/Recog. 1/1249 of Dtd. 28 Feb. 2007, Govt. of Maharashtra, B.Ed. 2006/(503/06) MASHI-1, Dtd. 7 Oct. 2006) (M.Ed. NCTE Recg. No. WRC/5-6/110/2008/46779, Dated 18/11/2008, Govt. of Maharashtra No. M.Ed. / 2008/(416/08) Mashi-2 Dated. 15/07/2009, AFFILIATION NO. PG/2/3172 OF 2009 Dated 21/08/2009)

228

REF. NO. : OW. RCE. 51.2022

DATE: 12.10.2022

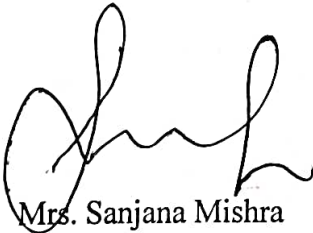
### Subject: Invitation to be a part of Internal Quality Assurance Cell Meeting

Dear Members,

On behalf of Rahul College of Education we extend an invitation to be a part of Internal Quality Assurance Cell Meeting of our college for the A.Y. 2022 – 2023 on 5<sup>th</sup> November, 2022 at RCOE Board Room, IQAC Meets to discuss various issues and suggestion related to the college's growth and welfare. Your cooperation will significantly aid our education group's qualitative development.

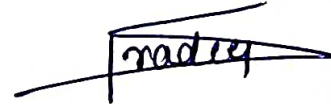
Hoping for a positive reply.

Thanking You,



Mrs. Sanjana Mishra

I/C Principal  
RAHUL COLLEGE OF EDUCATION  
Navghar Road, Bhayandar (E),  
Dist. Thane - 401 105,



Mr. Pradeep Shukla  
IQAC Coordinator

Managed by: Shree Rahul Education Society

C/o. Mother Mary's Jr. College, Navghar Road, Bhayandar (E), Thane 401105, Maharashtra.

☎ 022 - 28151122 / 33 ✉ rahul\_bed@rahuleducation.com ↗ www.rahul-edr.org



# RAHUL COLLEGE OF EDUCATION

(M.C.T.E. Regg. No. WRC/5-6/89/2006 Dtd. 27/09/2006 CODE NO.APW03437/123403) AFFILIATED TO UNIVERSITY OF MUMBAI AFF/RECOG.1/1248 OF 2007 Dtd.28 Feb.2007

## AGENDA

1. Discussion on curriculum enrichment and feedback system for AY 2022-23.
2. Initiatives for honoring student diversity, Assessment and evaluation process, competency and skill development.
3. Institutional preparedness for NEP 2020 (interdisciplinary and outcome based education)
4. Faculty empowerment strategies.
5. Initiatives for research, outreach activities, collaborations and linkages.
6. Discussion for the improvement of infrastructure and learning resources.
7. Strategies on student support and progression. Maximum participation of students and alumni in the activities.
8. Financial management and resource mobilization (Budget finalization).
9. Strategic plan for Institutional values, Best practices and distinctiveness.
10. Discussion on SWOC analysis and Academic, financial and green audit
11. Appraisal system and Its action plan.
12. Other initiatives of IQAC.

Mrs. Sanjana Mishra  
I/C Principal

I/C PRINCIPAL,  
RAHUL COLLEGE OF EDUCATION  
Navghar Road, Bhayandar (E),  
Dist. Thane - 401 105.



Mr. Pradeep Shukla  
IQAC Coordinator



# RAHUL COLLEGE OF EDUCATION (ENGLISH MEDIUM)

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Ref. No. : OW.55.2022.

Date : 05.11.2022

The Following member were present for the IQAC Meeting A.Y. 2022- 2023

Sr. No.	Name of the member	Designation	Signature
1.	Mr. Utsav Tiwari	COO (Management)	
2.	Ms. Sanjana Mishra	Chairperson ( I/C Principal)	
3.	Mr. Pradeep Shukla	IQAC Co-ordinator	
4.	Ms. Janhavi Naik	Administrative Officer	
5.	Mr. Yigal Banker	Teacher Coordinator	-
6.	Ms. Alka Jain	Teacher Coordinator	
7.	Ms. Dhanisha Benoy	Teacher Coordinator	
8.	Ms. Sarita Vishwakarma	Teacher Coordinator	
9.	Ms. Joyce Britto	Teacher Coordinator	
10.	Dr. Pooja Vaibhav Birwatkar	Educationist	
11.	Ms. Drishti Sharma	Nominee (Employer)	-
12.	Dr. Anju Arya	Nominee (Industrialist)	
13.	Ms. Aahuti Senapati	Nominee (Parent Representative)	-
14.	Ms. Uma Haritwal	GS (Student Council)	
15.	Mr. Vikash Tiwari	Alumni Representative	

Ms. Sanjana Mishra  
I/C Principal

I/C PRINCIPAL  
RAHUL COLLEGE OF EDUCATION  
Navghar Road, Bhayandar (E),  
Dist. Thane - 401 105.



Mr. Pradeep Shukla  
IQAC Coordinator

Managed by : **Shree Rahul Education Society**

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REF.OW.RCE.57-2022

DATE: 23.11.2022

### MINUTES OF MEETING & ACTION PLAN

The Internal Quality Assurance Cell Meeting was held on 5<sup>th</sup> November, 2022 in the Rahul College of Education Boardroom at 2:00 pm.

The following members were present.

Sr No.	Name of the members	Introduction of the Member
1	Mr. Utsav Tiwari	COO (Management)
2	Mrs. Sanjana Mishra	I/C Principal
3	Dr. Anju Arya	Industrialist
4	Dr. Pooja Birwatkar	Educationist
5	Mr. Pradeep Shukla	IQAC Coordinator
6	Mrs. Janhavi Naik	Administrator
7	Mrs. Joyce Britto	Asst. Professor
8	Mrs. Alka Jain	Asst. Professor
9	Mrs. Dhanisha Benoy	Asst. Professor
10	Ms. Sarita Vishwakarma	Asst. Professor
11	Mr. Vikash Tiwari	Alumni Representative
12	Ms. Uma Haritwal	GS (Student Council)



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## **Introduction**

Ms. Sanjana Mishra I/C Principal Greeted everyone and Introduced the members present in the meeting.

### **AG 01:**

Discussion on curriculum enrichment and feedback system for AY 2022-23.

### **Points of Discussion:**

**POD 1:** Curriculum Overview

**POD 2:** Workload Distribution

**POD 3:** Feedback from stakeholders

**POD 4:** Academic Calendar

**POD 5:** Co- curricular Activities

**POD 6:** Mapping of CLO & PLO

### **Details of Discussion**

**DOD 1:** IQAC coordinator informed that an Institutional level meeting will be held on 3<sup>rd</sup> December, 2022 where the following points will be discussed & finalized regarding Curriculum overview, workload distribution, feedback form format from stakeholders on curriculum, list of Co- curricular & curricular activities based on gap analysis.

**DOD 2:** Even Faculty members have already started with the process of teaching plans for mapping the PLO & CLO.

**DOD 3:** Tentative Academic Calendar has been framed and after finalizing all the events and activities, necessary changes will be done in the academic calendar and finalization of the same will be done in the institutional meeting.

**DOD 4:** Even Formats were shown for the above mentioned activities.

**DOD 5:** Mr. Utsav Tiwari COO Rahul Education also spoke about the feedback system which has been implemented at various stages in the teaching learning process. Even Dr. Pooja Birwatkar Educationist suggested that every teacher should maintain their individual log book where teachers should reflect their teaching process in terms of attainment of courses & program



objectives as well as areas of improvement. Simultaneously teachers should take reflection students regarding their learning experiences and areas of focus.

### **AG 02:**

Initiatives for honoring student diversity, Assessment and evaluation process, Competency and skill development.

### **Points of Discussion:**

**POD 1:** Offering Internship in CBSE, ICSE & IGCSE Board Schools.

**POD 2:** Focusing on Reflective practices during internship & Community work.

**POD 3:** Activity Based Assignment & Task.

**POD 4:** Formative Assessment Class test, Open Book test & Essay test in each semester.

**POD 5:** Summative Assessment Semester End Examination.

### **Details of Discussion**

**DOD 1:** The IQAC Coordinator informed the members that from A.Y. 2022 -2023 Preventive measures will be planned to cater the diverse learners by considering their performances in various curricular & co-curricular activities.

**DOD 2:** Offering Internship at CBSE, ICSE & IGCSE Boards School to meet the necessary demands and match the current trends of the industry also to educate pupil teachers about the various international curriculum for their professional development.

**DOD 3:** During internship pupil teachers are asked to reflect on their training experiences & their learning outcome.

**DOD 4:** Even college focuses on Formative and Summative assessment based on the guidelines provided by the University of Mumbai.

**DOD 5:** Suggestions were given by Dr. Pooja Birwatkar Educationist on Assessment pattern where she gave an idea to shift from pen & paper test to more practical, creative, Innovative and Research based assessment i.e., organize an exhibition on development of teaching-learning models and having various communicative sessions like Ted Talks & Cultural activities.

**DOD 6:** She also suggested a few cooperative learning strategies like Think- pair- share, Card system (a group activity where class will be coded with three colors yellow, red and green as per their level of learning) OR Grouping class into 'A', 'B', 'C'.



DOD 7: Adding enrichment programs to overcome those gaps of learning.

DOD 8: Mr. Utsav Tiwari COO, spoke about AfL (Assessment for Learning) where a teacher will observe the pupil and will provide remedial for the same through enrichment program.

### **AG 03:**

Institutional preparedness for NEP 2020 (interdisciplinary and outcome based education)

### **Points of Discussion:**

**POD 1:** Instilling Multi- perspective culture in teaching practices. (Allied Staff from RIS Sister Concerns and other School Leaders or teachers from the educational fraternity )

**POD 2:** Engaging students into an interdisciplinary mode of learning.

**POD 3:** Mandating Students to work on Research Articles.

**POD 4:** Experts Talk for holistic development of students.

### **Details of Discussion**

**DOD 1:** IQAC Coordinator informed the members about the various initiatives taken by the college towards NEP 2020.

**DOD 2:** Rahul College of Education has collaborated with RIS Sister Concerns and Higher education institutions by having allied staff taking subjects of B.Ed. Curriculum to have a multi-perspective approach.

**DOD 3:** Also students have been engaged on e- learning modules through swayam local chapters, National Digital Library of India, DIKSHA asking students to do certificate courses in which management will contribute for the charges for examination.

**DOD 4:** Promoting Research Practices among students by engaging them in seminars and workshops through the Research & Development Cell of College.

**DOD 5:** Inviting research experts from the industries for the same.

**DOD 6:** Dr. Pooja Birwatkar suggested activities like reading and reviewing Research Articles which are available online on various research based platforms like Shodhganga etc for their understanding and development of knowledge regarding research.

**DOD 7:** Even College is promoting News Letter Writing among students based on various themes which will be published in College Journal or Magazine.

**DOD 8:** College had even organized Expert talks for holistic development of pupil teachers. Eg. Session by Dr. RadhaKrishnan Pillai - Leadership & Chanakya Niti.



**AG 04:**

Faculty empowerment strategies.

**Points of Discussion:**

**POD 1:** Involving Faculties into Research Culture

**POD 2:** FDP regarding teaching methodology and practices.

**POD 3:** Participating in National & International Seminar or conferences.

**Details of Discussion**

**DOD 1:** IQAC Coordinator also informed about the various strategies for Faculty development program where Teachers are asked to compulsorily work on research articles at least one article per semester which should be getting published in UGC Care journals.

**DOD 2:** Also promoting teachers to write a newsletter to develop and polish the essential skills for professional development. Even attending national and international conferences and seminars.

**DOD 3:** Dr. Pooja Birwatkar, Educationist suggested few innovative points to enhance the potential of Faculty by having In House Publication, also E- portfolio at institutional level, writing articles and getting it published in Azim Premji Teacher Plus.

**DOD 4:** Enrolling teachers into short certificate courses for professional development.

**DOD 5:** To work on Design Thinking for enhancing the teaching learning experiences.

**AG 05:**

Initiatives for research, outreach activities, collaborations and linkages.

**Points of Discussion:**

**POD 1:** Collaboration with IDF & DLLE

**POD 2:** Establishment of Centre of Excellence with Orange Slate





**POD 3:** Outreach activities like Field Trip & Campaigns.

### Details of Discussion

- DOD 1:** The IQAC Coordinator informed the members about the collaborations and linkages of College with various Social Institutes such as IDF (Indian Development Fund) in which student teachers will undergo various seminars and workshops which will enhance their necessary skills like global skills, regional skills and local skills.
- DOD 2:** A session was organized under the IDF based on creating leaders among the students. Also, the College has signed an MOU with DLLE (Department of Life Long Learning & Extension) in which students have to undergo rigorous practical work and exchange programs in society to develop the social skills and to foster the change in citizens.
- DOD 3:** College has selected **Anapurna Yojna** which will be done by Second Year students in Semester 3 and students will be awarded with grace marks in semester 4.
- DOD 4:** Also, the College has organized various field trips and campaigns for students to achieve the learning outcome for their overall development. E.g. Heritage Visit (Walk the fort) in association with Architecture College of Rahul Education).
- DOD 5:** Even College has collaborated with Orange Slates and has formed "Shree L.R. Tiwari Centre of Excellence - Powered by OrangeSlates" where in pupil teachers have to do two certificate courses offered by orange slates compulsorily each semester of their course.
- DOD 6:** Also, Mr. Utsav Tiwari COO, Rahul Education suggested to expand the linkages by reaching out to Homi Bhabha & Tata Institute of Social Science.
- DOD 7:** Even college will be having a Students Led Conference.
- DOD 8:** Dr. Pooja Birwatkar Educationist, Suggested to have linkages with various Schools who look after the Curriculum development like Podar, VIBGYOR, Singhanian, and Oberoi International School. Reaching out with NGOs and trusts who are into the education field such as Akanksha Foundation, Teach for India, Pratham etc.



**AG 06:**

Discussion for the improvement of infrastructure and learning resources.

**Points of Discussion:**

POD 1: Method rooms

POD 2: ICT Tools

POD 3: E-learning resources (Digital Library- NDLI)

**Details of Discussion**

DOD 1: On behalf of Rahul College of Education, IQAC Coordinator placed the proposal to the management for improvement of infrastructure and learning resources.

DOD 2: Having Method rooms based on pedagogy subjects.

DOD 3: Expansion of ICT Tools and informed about the registration with NDLI.

**AG 07:**

Strategies on student support and progression. Maximum participation of students and alumni in the activities.

**Points of Discussion:**

POD 1: Planning & Execution of Baseline test

POD 2: Session by Alumni on Current trends & Avenues of development in industry.

POD 3: Workshop on Lesson Plan & Demo by Alumni.

**Details of Discussion**

DOD 1: The IQAC Coordinator informed the members about the students and alumni activities which are under process such as Registration of Alumni Association, planning to involve alumni into academic activities by inviting them for conducting sessions on writing of lesson plans as per the needs and requirements of the industries.

DOD 2: Also engaging alumni with students through competition also alumni will present a demo session for student's learners to develop their required skills to be a good teacher.

DOD 3: Also to start with the alumni fund.



**AG 08:**

Financial management and resource mobilization (Budget finalization).

**Point of Discussion:**

**POD 1:** Planning & Execution of Activity wise Budget

**Details of Discussion**

**DOD 1:** The IQAC Coordinator informed the members that all the committee heads have been asked to submit their requirements to the I/C Principal, RCOE and it will be presented to the Management for approval which will be finalized in the College Development Committee Meeting.

**AG 09:**

Strategic plan for Institutional values, Best practices and distinctiveness Promoting Institutional Values (Multiculturalism, Team Spirit, Scientific Temper, Eco-consciousness, Lifelong learning)

**Points of Discussion:**

**POD 1:** Best Practices

1. Walk the Fort (Heritage Visit)
2. Gallery Walk (Sustainable Development Goals)

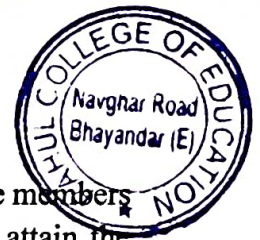
**POD 2:** E- Symposium (Konnekt 2k22)

**POD 3:** Distinctiveness

1. Saarathi- Educational Clinic
2. Rupantaran4ME
3. Adhitha

**Details of Discussion**

**DOD 1:** The IQAC Coordinator informed the members about the best practices and distinctiveness which the college has finalized and will be done on a continuous basis each year.



**DOD 2:** Also, objectives and learning outcomes have been shared in meeting with the members regarding each best practices and distinctiveness which will enable the college to attain the institutional values.

**DOD 3:** Mr. Utsav Tiwari COO, Rahul Education also extended his views on Best Practices & Distinctiveness and its benefits for the students and teachers.

**DOD 4:** Dr. Pooja Birwatkar, Educationist shared some changes with reference to the title of Best Practices such as instead of Walk the fort (heritage visit) change it to Cultural heritage (Walk the fort) and Gallery walk to Sustainable development goals (Gallery Walk).

#### **AG 10:**

##### **Points of Discussion**

**POD 1:** Discussion on SWOC analysis and Academic, financial and green audit.

##### **Details of Discussion**

**DOD 1:** The IQAC Coordinator presented the SWOC of Rahul College of Education to the members. Also showed the formats for the Financial Audit.

**DOD 2:** Ms. Pooja Birwatkar, Educationist gave few suggestions on Green Audit and reaching out to the agencies who are certified auditors.

#### **AG 11:**

##### **Points of Discussion:**

**POD 1:** Appraisal system and Its action plan.

##### **Details of Discussion**

**DOD 1:** The IQAC Coordinator informed the members about the Employees appraisal system which will gauge the performance of the employees on various parameters such as **Departmental Role, Institutional Responsibilities & Research activities.**

**DOD 2:** Format for the same has been presented to members in meetings.



**AG 12:**

**Point of Discussion:**

**POD 1:** Other initiatives of IQAC.

**Details of Discussion**

Here, the IQAC Coordinator shared the other initiatives by the Rahul College of Education for enhancing the quality of various domains academic & non- academic.

**DOD 1:** Strategies planning for effective curriculum delivery.

**DOD 2:** Introduction of new Certificate courses to bridge the gap and to hone the skills.

**DOD 3:** Special focus on Experiential/ Participative Learning.

**DOD 4:** Planning for research funding.

**DOD 5:** Newsletter Articles by teachers & students

**DOD 6:** Promotion of scholarship Scheme.

**DOD 7:** Consultancy

**DOD 8:** Library Automation & Enrichment of its resources.

**DOD 9:** Evaluation of attainment of PLO & CLO unit wise.

**DOD 10:** Capability enhancement initiative.

**DOD 11:** Maintaining Higher Education and placement data.

❖ **Date for the next meeting**

After discussion with the management the next date for the meeting will be communicated to all the members through email.

The meeting ended with a formal vote of thanks by I/C Principal Rahul College of Education.

**Prepared by  
Mr. Pradeep Shukla  
IQAC Coordinator**

**Confirmed & Verified by  
Mrs. Sanjana Mishra  
I/C Principal**

**Approved by  
Mr. Utsav Tiwari  
COO, Rahul Education**