

CRITERIA 6

6.5.3 Average number of quality initiatives taken by IQAC or any other mechanism for promoting quality culture during the last five years.



Average number of quality initiatives taken by IQAC or any other mechanism for promoting quality culture during the last five years.

Number of quality initiatives taken by IQAC or any other mechanism for promoting quality during the last five years.

Year	2017-18	2018-19	2019-20	2020-21	2021-22	Total
Number of quality initiatives taken by IQAC /any other mechanism	0	0	0	0	40	40

Average number = Total number of quality initiatives taken by IQAC or any other mechanism during the last five years

5

$$= \frac{40}{5}$$

$$= 8$$




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Summary of IQAC Meetings held in A.Y.2021-22

Sr. No.	IQAC meeting	Agenda
1	17-6-2021 Place – Principal's office	<ol style="list-style-type: none"> 1. Preparation for Assessment and Accreditation by NAAC 2. Admission Process 3. Academic Calendar and Discussion 4. Discussion on Academic programmes 5. Planning for practice schools for students 6. In house practice for academic planning 7. Value added courses to offer 8. Action plan for students to familiarizes in school 9. Feedback collection and discussion 10. Feedback of stake holders activities
2	15-8-2021 Place – Principal's office	<ol style="list-style-type: none"> 1. MOUs with Institutes, Establishment and Interaction 2. Status of value- added courses 3. Self-study courses for students 4. Activities to support students to acquire knowledge, skills, values and attributes 5. Learning needs of students and levels of readiness for professional education 6. Discussion on student's diversities 7. Faculty development programmes 8. Research, Innovation and Extension Activity 9. Planning for Academic Audit 10. Alumni association activities
3	1-1-2022 Place – Principal's office	<ol style="list-style-type: none"> 1. Career guidance for students 2. Community activities review 3. Practice school review 4. Infrastructure improvement 5. Publication and proceeding 6. Functional MOUs initiative 7. Preparation for Academic Audit 8. Execution of extension activities 9. Evaluation Process 10. Alumni
4	14-4-2022 Place – Principal's office	<ol style="list-style-type: none"> 1. IQA preparation 2. SSR discussion 3. Profile of college to get ready 4. Problems and discussion on practice school 5. Review of SWOC analysis 6. ATR discussion on feedback 7. Alumni and parent's meetings 8. Evaluation system discussion 9. Perspective plan of Institute 10. ISO Standardization



Contribution/Initiative by IQAC

The contribution of IQAC can be presented as below-

- A. IQAC Meeting – It held on 17-6-2021. In this meeting. In this meeting in presence of all the distinct delegates the quality of appraisal were discussed and followed by implementation in due period of time.
- B. The quality initiatives discussed and initiated by IQAC are as –1. Preparation for Assessment and Accreditation by NAAC, 2. Admission Process,3. Academic Calendar and Discussion, 4. Discussion on Academic programmes
- C. The next meeting of academic year 2021-22 was held on Independence- day i.e. on 15- 08- 2021. The IQAC initiatives, thoughts promoted are -1. MOUs with Institutes, Establishment and Interactions, 2. Status of value- added courses, 3. Activities to support students to acquire knowledge, skills, values and attributes and 4.to initiate Self-study courses for students
- D. The third meeting of IQAC was held on First day of year 2022 i.e. on 1-1-2022. The quality initiatives discussed and implemented by IQAC are as-1. Career guidance for students, 2. Community activities review, 3. Practice school review, 4. Infrastructure improvement, and 5. Publication and proceeding.
- E. The fourth meeting for quality enhancement in TEI was held on 14-04-2022. IQAC discussion were as-1. IIQA preparation, 2. SSR- self -study Report preparation - manual discussion, 3. Profile of college to get ready, 4. Discussion about practice school problems and resolution.

The IQAC is apex body in TEI which leads with full potential to execute decision for quality assurance. IQAC as the name suggests is Internal Quality Assurance Cell.




EVIDENCES




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(a) In house planning and/or reviewing curriculum



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d. A COPY OF THE PROGRAMME OF ACTION FOR IN-HOUSE CURRICULUM PLANNED AND ADOPTED DURING THE LAST COMPLETED ACADEMIC YEAR

Efforts at TEI for in-house practice of planning and reviewing of curriculum are as below.

1. Academic Calendar of the Institute
2. Teaching Plan of Teachers for 2021-22
3. Teaching plan of F.Y. B.Ed. - I & II Semester
4. Teaching plan of S.Y. B.Ed. - III & IV Semester
5. Time Table of entire B.Ed. programme
6. Time Table of each class
7. Attendance sheet of students
8. Documents showing examination schedule for all semesters
9. Plan for mid-course correction-evaluation schedule
10. Use of Library for Curriculum delivery
11. Use of ICT Classrooms for Curriculum delivery
12. Advance learners, slow learners list for plan to reach curriculum to every student
13. Communication of decisions to all stakeholders

In-House practice of planning


a. **Procedure**
For the very purpose, faculty at TEI under the guidance and chair of Honourable Principal madam carried out the meetings.

In this process, the students and alumni were also invited.

The meeting was carried out at the beginning of each term of the Academic Year. Annually two meetings were carried out.

In these meetings-

1. Academic Calendar of the Institute
2. Teaching Plan of Teachers for 2021-22
3. Teaching plan of F.Y. B.Ed. - I & II Semester
4. Teaching plan of S.Y. B.Ed. - III & IV Semester
5. Time Table of entire B.Ed. programme
6. Time Table of each class
7. Attendance sheet of students
8. Documents showing examination schedule for all semesters
9. Plan for mid-course correction-evaluation schedule
10. Use of Library for Curriculum delivery



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11. Use of ICT Classrooms for Curriculum delivery
12. Advance learner, slow learners list for plan to rich curriculum to every student
13. Communication of decisions to all stakeholders-

aspects are discussed.

In the Academic Year 2021-22, the two meetings were carried out. One meeting was carried out on 15th June, 2021 for terms 1 and 3. Similarly the meeting was carried out on 30th October, 2021 for terms 2 and 4.

The meeting was a regular practice in-house practice. It is for planning, reviewing and revising the curriculum. It also tried to adapt to incorporate the local context.

b. Kinds of activities in procedure

The kinds of activities that are carried out in the meeting are-

1. Academic Calendar of the Institute
2. Teaching Plan of Teachers for 2021-22
3. Teaching plan of F.Y. B.Ed.- I & II Semester
4. Teaching plan of S.Y. B.Ed. - III & IV Semester
5. Time Table of entire B.Ed. programme
6. Time Table of each class
7. Attendance sheet of students
8. Documents showing examination schedule for all semesters
9. Plan for mid-course correction-evaluation schedule
10. Use of Library for Curriculum delivery
11. Use of ICT Classrooms for Curriculum delivery
12. Advance learner, slow learners list for plan to rich curriculum to every student
13. Communication of decisions to all stakeholders

c. Communication of decisions to all concerned

The decisions were communicated to students, teachers and the HEI head.

The students, teachers and Head are the part of meeting, part of committee so ultimately, they get to know the decisions.

The students in general are not known to the decisions. The decision made was communicated to students in large for the smooth academic function by notices, mobile, WhatsApp groups as well as website.



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d. **Kinds of issues discussed**

The following aspects were discussed in the meeting-

- A. Plan developed for the 2021-22 Academic Year
- B. Plan for mid-course correction for 2021-22
- C. Details of-
 - 1. Academic Calendar of the Institute
 - 2. Teaching Plan of Teachers for 2021-22
 - 3. Teaching plan of F.Y. B.Ed. - I & II Semester
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 - 5. Time Table of entire B.Ed. programme
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(b) In house adopting curriculum to local context

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NOTICE

Notice for meeting for In-House practice planning for Academic Year 2021-22

Date: 10-06-21


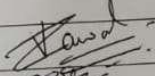
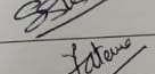
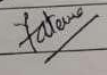
There will be meeting/s for House practice planning for the year 2021-22


Schedule

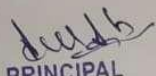
Sr. No.	Date	Meeting for	Venue	Timing
1	15 th June, 2021	Sem I & Sem II	Administration Hall (Principal's office)	11:00 AM To 1:00 PM
2	10 th Oct, 2021	Sem III & Sem IV	Administration Hall (Principal's office)	11:00 AM To 1:00 PM

Agenda for meeting:

1. House practice of planning
2. Reviewing of curriculum
3. Revising of curriculum
4. Academic calendar preparation
5. Academic duties distributed
6. Discussion on any local issue

Committee:	Signature
Principal- Mrs. Sunita Thakur	
Teachers-	
1. Mr. Vikas Rawal	
2. Mrs. Sanjukta Kargutkar	
3. Mrs. Fatema Siamwalla	




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Student members-	
1. Avina Suthar	<i>Avina</i>
2. Afroz Dehlvi	<i>Afroz</i>
3. Simran Saini	<i>Simran</i>
4. Niti Ghaiye	<i>Niti</i>
Alumni- Signature	
1. Arunima Roy	
2. Rajeshwari Ashar	<i>Rajeshwari</i>



[Signature]
Principal
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(c) In house discussion on the PLOs and CLOs while planning institutional curriculum

PROGRAMME LEARNING OUTCOMES (PLOs) OF THE B.ED TWO YEAR CBCS PROGRAMME

After completion of the B.Ed. program, the student teacher will

1. Acquire conceptual understanding of the teaching learning process and its varied facets
2. Apply knowledge of various aspects of learner psychology for planning effective learning experiences
3. Develop skills required for effective classroom communication
4. Develop a conceptual understanding about issues related to education with respect to local, national and global context
5. Apply constructivist and cooperative learning principles for effective teaching-learning process
6. Deploy strategies to create an inclusive school
7. Use information and communication technology for enhancing learning teaching process
8. Use drama and art for development of holistic personality
9. Acquire an understanding of new trends in education
10. Demonstrate academic integrity and professional ethics suitable to the vocation of teaching
11. Develop research skills essential to build a dynamic classroom atmosphere



(d) Orientation programme for teachers

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RAVAL NAGAR, MIRAROAD (EAST) – 401107

Academic Year 2021-22

REPORT OF TEACHER ORIENTATION

DAY& DATE: Friday 24th September 2021

TIME: 1:30 to 2:30 pm

VENUE: B.Ed Staffroom

TOPIC: S.Y.B.Ed.Sem-III Orientation

Report

Teachers were oriented about subject allocation by Principal Mrs. Sunita Thakur on the commencement of Semester III.
Discussion about class tests, Assignments and Timelines for assignment submission was done well in advance.
Teachers were also oriented about the Teacher -in-charge of Practice Teaching groups.




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(e) Self-study courses for students to keep themselves updated professionally

FACILITIES IN THE LIBRARY

Gandhian Philosophy

LAST UPDATED ON OCTOBER 2, 2022 BY CLEARIAS TEAM



ClearIAS.com

Mahatma Gandhi in India is considered the Father of the Nation. Gandhiji's life was his lesson. Read to know more about Gandhian philosophies.

[Mohandas Karamchand Gandhi](#), popularly known as Mahatma Gandhi was a

Table of Contents

1. What is Gandhian philosophy?
2. Roots of Gandhian Philosophy
3. Important Gandhian Philosophies
 - 3.1. 1. Truth and Non Violence
 - 3.1.1. Gandhi's opinion on the Non-violent Way
 - 3.2. 2. Satyagraha
 - 3.3. 3. Sarvodaya
 - 3.3.1. Objects of the Sarvodaya Movement
 - 3.3.2. Principles of the Sarvodaya
 - 3.4. 4. Swadeshi
 - 3.4.1. The message of the Charkha
 - 3.5. 5. Trusteeship
4. The relevance of Gandhian Philosophy in Modern Times
 - 4.1. Economics
 - 4.2. Environment
 - 4.3. Administration
 - 4.4. International
5. Seven Social Sins by Mahatma Gandhi

What is Gandhian philosophy?

Gandhian Philosophy is the religious and social ideas adopted and developed by Mahatma Gandhi.

Roots of Gandhian Philosophy

Gandhi was born in India in 1869. From 1893 to 1914 he lived in South Africa. Later, he emerged as the face of [Indian freedom movement](#).

The base of Gandhian philosophy is the spiritual or religious component. He was a firm believer in God.

He was also a believer in humanity.

He believed that human nature is good. He considered all people are capable of moral development.

Gandhiji developed these ideologies from various inspirational sources such as Bhagavad Geeta, Jainism, Buddhism, Bible, Gopal Krishna Gokhale, Tolstoy, and John Ruskin among others.

Leo Tolstoy's book ["The Kingdom of God is within you"](#) had a deep influence on Mahatma Gandhi. The same was the case with John Ruskin's 'Unto This Last'.

Gandhiji paraphrased Ruskin's book 'Unto This Last' as 'Sarvodaya', which meant the upliftment of all.

The relevance of Gandhian Philosophy in Modern Times

Economics

Make in India is a manifestation of Gandhi's ideals of self-sufficiency.

Gandhi's philosophy of inclusive growth is fundamental to the building of a resurgent rural India.

He believed in "production by the masses" rather than in mass production, a distinctive feature of the industrial revolution.

Environment

Gandhi warned the country of unrestricted industrialism and exploitation of nature for human greed.

The results of not adhering to Gandhian environmentalism are serious environmental damage and non-sustainable development.


Administration

The Gandhian Philosophy provided to students by library of HEI and made available to the all staff and students.





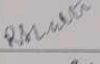
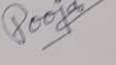

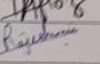
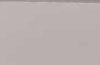
2. Share Information with colleagues and with other institutions on policies and regulations

(a) Educational curriculum planning with social stakeholders like Practicing schools, Employers, Experts and Alumni



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MINUTES OF THE MEETING FOR IN-HOUSE CURRICULUM PLANNING HELD ON 30TH JUNE, 2021

1. List of members present for meeting

Sr. No.	Designation	Name and Address	Signature
1	Head/ Principal of Institution	Mrs. Sunita Thakur, Vasal (West)	
2	Faculty of the Institution	Mrs. Fatema Siamwalla, Vasal (West)	
3	Member of Practice Teaching School	Mr. Rajani Sudhakar Zalte, St. Anthony High School, Mira Road (East)	
4	Employer	Mrs. Pooja Manik, Shantinagar High School, Mira Road (East)	
5	Experts- Principal of B.Ed. college	Mrs. Nitisha Jha, Nirmala Memorial Foundation College of Education, Kandivali (East)	
6	Student of host college	Ms. Afroz Dehvi, Mira Road (East)	
7	Alumni of host college	Ms. Rajeshwari Ashar, Mira Road (East)	

2. Discussion on Academic Calendar of the Institute
3. Discussion on Teaching Plan of Teachers for 2021-22
4. Discussion on Teaching plan of F.Y. B.Ed.- I & II Semester
5. Discussion on Teaching plan of S.Y. B.Ed. - III & IV Semester
6. Discussion on Time Table of entire B.Ed. programme
7. Discussion on Time Table of each class
8. Discussion on Attendance sheet of students
9. Discussion on Documents showing examination schedule for all semesters
10. Discussion on Plan for mid-course correction-evaluation schedule
11. Discussion on Use of Library for Curriculum delivery
12. Discussion on Use of ICT Classrooms for Curriculum delivery
13. Discussion on Advance learner, slow learners list for plan to rich curriculum to every student
14. Discussion on Communication of decisions to all stakeholders


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a. LIST OF PERSONS WHO PARTICIPATED IN THE PROCESS OF IN-HOUSE CURRICULUM PLANNING

Sr. No.	Designation	Name and Address
1	Head/ Principal of Institution	Mrs. Sunita Thakur, Vasai (West)
2	Faculty of the Institution	Mrs. Fatema Siamwalla, Vasai (West)
3	Member of Practice Teaching School	Mr. Rajani Sudhakar Zalte, St. Anthony High School, Mira Road (East)
4	Employer	Mrs. Pooja Manik, Shantinagar High School, Mira Road (East)
5	Experts- Principal of B.Ed. college	Mrs. Nitisha Jha, Nirmala Memorial Foundation College of Education, Kandivali (East)
6	Student of host college	Ms. Afroz Dehlvi, Mira Road (East)
7	Alumni of host college	Ms. Rajeshwari Ashar, Mira Road (East)




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(b) Share information through Value-Added courses

LIST OF 14 VALUE-ADDED COURSES

Sr. No.	Name of 14 Value-Added Courses
1.	An Introduction To Indian Literary Theory (NPTEL)
2.	Ancient Indian Management (AICTE)
3.	Body Language: Key To Professional Success (IIT , Roorkee)
4.	Soft Skill Development (IIT, Kharagpur and NPTEL)
5.	Research Methodology (National Law University, Delhi)
6.	The Science of Happiness and Wellbeing (IIT, Kharagpur and NPTEL)
7.	Yoga and Positive Psychology For Managing Career and Life (IIT, Bombay and NPTEL)
8.	Mind Education (International Youth Fellowship, AICTE and NPTEL)
9.	Privacy and Security in Online Social Media (IIT, Delhi and NPTEL)
10.	Public Speaking (IIT, Kharagpur and NPTEL)
11.	Right to Information and Good Governance (National Law School of India University and NPTEL)
12.	Science, Technology and Society (IIT, Guwahati and NPTEL)
13.	Strategic Communication for Sustainable Development(IIT, Kharagpur and NPTEL)
14.	Stress Management(IIT, Kharagpur and NPTEL)



Flyer of Value-Added Courses

Shri L. P. Raval College Of Education And Research

Address: Raval nagar, MiraRoad (East)

Value -Added Certificate Course SWAYAM MOOC

Information Brochure 2021 - 22

Topic: An Introduction To Indian Literary Theory

Resource Person: Asst. Professor Mrs. FATEMA SIAMWALLA

Mode: Online Lecture Basis

Method: ICT

Schedule: 20th August 2021 – 20th October 2021

Time: 9 am to 10 am

Duration: 30 Hrs

For: F. Y. B. Ed. Semester I Students

Nature: Mandatory as Course Work

***E-certificate will be provided to all the participants**

Attendance is compulsory

Asst. Professor Mrs. FATEMA SIAMWALLA
Name of Resource Person

Mrs. SUNITA THAKUR
Principal (I/C)








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(c) Faculty Development Programme

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FLYER OF NATIONAL CONFERENCE

 Shri L. P. Raval College of Education and Research Raval Nagar, Near New Post Office, Mira Road (E), 401107 IQAC and Research Committee of LPRCER In Association with LN College, Borivali (E) Organizes National Conference On Role of Recent Trends in Changing the Scenario of Current Education System Tuesday, 15 th June, 2021		 LN College Near General Kariappa Bridge, 89 FM Cariappa Flyover, Rajendra Nagar, Borivali (E)	
Keynote Speaker		Chief Guest	
			
<i>Dr. Shoaib Mohammed</i> Assistant Professor Vidya Vikas College of Arts, Science, Commerce, B.M.M. & B.M.S.		<i>Prof. Sanyogita Morarji</i> Principal (I/C) BuntsSanghasRamantah Payyade College of Hospitality Management Studies	
Theme:			
➤ Role of Recent Trends in Changing the Scenario of Current Education System			
Subthemes:			
➤ Role of Technology in Education system			
➤ Current Trends in Education System			
➤ Application of Modern Technology in the Context of Today's Education System			
➤ Newer Developments in Indian Educational Array			
➤ Impact of Contemporary Education Trends and its Challenges			
		Registration link and details	
Registration for Participants		Registration for Paper Submission	
Last date: 14 th June, 2021		Last date: 25 th April, 2021	
Send an email with details on Principal's Email ID for Registration		For submission send full paper on the Principal's Email ID.	
Principal's email ID: lpravalbedcollege@yahoo.in Paper Publication Charges: Rs.700/-			
Payment Details: Beneficiary Name: Shri Laxmandas Pitamberdas Raval Education Trust			
Bank name:		Axis Bank Ltd.	
Savings A/C No.:		573010100000657	
IFSC Code :		UTIB0000573	
Branch :		Mira Road	
➤ Call for Paper Research Paper Articles should start with the title in bold with font size 14 followed by author's name with salutation and email of the corresponding author. Text should be in Times new Roman with font size 12 in normal and reference should be in alphabetical order.			
➤ Important dates:			
✓ Registration and paper submission last date: 25 th April, 2021			
✓ Presentation submission: 30 th April, 2021			
✓ Conference date: 15 th June, 2021			
✓ E- Certificate will be provided to all registered participants and winners after submission of feedback forms.			
All accepted papers will be published in UGC approved peer reviewed international journal with ISSN number & 6+ impact factor.			
Organising Committee:			
1. Mrs. Lizy Jose Secretary Shri L. P. Raval College of Education and Research, MiraRoad(E)			
2. Mr. Utsav Veera Chairman L. N College, Borivali			




PRINCIPAL
SHRI L. P. RAVAL COLLEGE OF
EDUCATION & RESEARCH
Raval Nagar, Mira Road (E).

Shri L. P. Raval College of Education and Research, MiraRoad (East)

FLYER OF RESEARCH ORIENTATION- FDP

**RESEARCH ORIENTATION
FACULTY DEVELOPMENT PROGRAMME**

Shri L. P. Raval College of Education and Research, Mira Road (E)	Nirmala Memorial Foundation College of Education, Kandivali (E)
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Jointly organizes
FDP on Research in Academics (10th March to 14th March, 2022)

RESOURCE PERSON

	Organizer of 14 National and International Conferences Qualifications: M. Sc., MBA, Ph.D.
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DR. GIRISH PHULASE
Principal
Ajayashree Jain Jagdiz College,
Muzal Janjira, Raigarh, Maharashtra

SCHEDULE

Sr. No.	Date	Time	Mode	Topic	Resource Speaker
1	10-3-22	3:00-5:00 PM	Online	Significance of Research in Academics	Dr. Girish Phulase Principal- All College
2	10-3-22	3:00-5:00 PM	Online	Basics of Research	Dr. Girish Phulase Principal- All College
3	10-3-22	3:00-5:00 PM	Online	Research methodology	Dr. Girish Phulase Principal- All College
4	10-3-22	5:00-9:00 PM	Online	Presentation of Research- Review content	Dr. Girish Phulase Principal- All College
5	10-3-22	3:00-5:00 PM	Online	Publication of Research paper Review paper	Dr. Girish Phulase Principal- All College


ORGANIZERS

 Principal MRS. GAJITA THAKUR Shri L.P. Raval Col. Of Edu. And Res., Mira Road (E)	 Principal DR. NISHA JHA Nirmal Memorial Foundation Col. Of Edu., Kandivali (E)
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(d) Share information about the diversities in school system in Indian as well as an international and comparative perspective

FLYER 1



Shri L.P. Raval College Of Education And Research,
Education ,MiraRoadEast)



Nirmala Memorial Foundation
Nirmala Memorial Foundation College of
Education , Kandivali(East)

Student Development Programme 1(SDP-1)

1st Sept 2021 to 4th Sept 2021

Topic : TO LEARN SCHOOL SYSTEM IN INDIA

MODE: ONLINE
TIME: 6.00 pm to 7.00 pm

Schedule –

Sr. No.	Resource Personalities	Topic
1	Asst. Prof. Sanjukta Kargutkar Shri L. P. Raval College Of Education And Research , Raval nagar, Mira road (East)	History of Modern School System in India and Maharashtra
2	Asst. Prof. Navita Suhas Sood Nirmala Memorial Foundation College of Education, Kandivali (East)	Concept of School Development in Maharashtra
3	Asst. Prof. Vikas Rawal Shri L. P. Raval College Of Education And Research , Raval nagar, Mira road (East)	The Education System in India – GNU- Prefect- Free Software Foundation
4	Asst. Prof. Sweety Singh Nirmala Memorial Foundation College of Education, Kandivali (East)	Role of Teacher in School Development and School Management

❖ *It is mandatory for each student and staff to attend the programme.*
❖ *Teacher should note the attendance.*




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Raval Nagar, Mira Road (E).

FLYER 2



Shri L.P. Raval College Of Education And Research,
MiraRoad(East)



Royal College of Education and research For Women
,MiraRoad(East)

Student Development Programme 2 (SDP-2)

1st Nov 2021 to 4th Nov 2021

Topic : TO LEARN INTERNATIONAL SCHOOL SYSTEM

MODE: ONLINE

TIME: 6.00 pm to 7.00 pm

Schedule –

Sr. No.	Resource Personalities	Topic
1	Asst. Prof. Fatema Siamwalla Shri L. P. Raval College Of Education And Research, Raval nagar, MiraRoad (East)	What is International school system?
2	Asst. Prof. Sonal Chavan Royal College of Education and research For Women, MiraRoad (East)	Difference between Public schools and International Schools
3	Asst. Prof. Sujata Tripathi Shri L. P. Raval College Of Education And Research ,Raval nagar, MiraRoad (East)	Academic systems of International schools
4	Asst. Prof. Smriti Sood Royal College of Education and research For Women, MiraRoad (East)	Adoption of good Managerial practices from International schools to normal schools

- ❖ *It is mandatory for each student and staff to attend the programme.*
- ❖ *Teacher should note the attendance.*




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