

Plan of Action for Academic Year 2015 – 2016
Year to promote Sustainable development

Criteria	Steps to take	Staff in-charge	Expected timeline
Curricular Aspects	Revisiting and finalization of vision mission statement	All staff	By the end of 1 st term
	Collaborations with national level organizations for workshops and seminars	SM, GH, SZ	Throughout the year
	Increase the scope of stakeholders feedback: continue with parent feedback, seek feedback from alumni	JI, SG, GH, MD	Sem I and Sem II
	Increase collaborations with organizations like ORF for sustainable development	All staff	Throughout the year
	Continue with the Add-on certificate courses on Life Skills, Basic counseling, Yoga and other such courses for students	SM, GH, RM	Sem I and Sem II
	Organize workshop to enhance professional skills of the students	SM, GH, SZ	Throughout the year
	Encourage the use of OERs among faculty	AD, DP	Throughout the year
	Enhanced use of Moodle LMS for uploading of learning material for students and promote its use as a learning resource.	All	Throughout the year
	Use of English language lab for better communication for the current students. Continue extension of language lab services to the community through collaborations	JI, RM, Deepa	Throughout the year
	Continue with the reflective practices for faculty and students	All	Throughout the year
Continue Peer assessment in CAI	AD, JI	Throughout the year	

	presentations		
	Conduct relevant workshops, seminars and guest lectures for enhanced understanding of the course.	JI, SM, GH, SZ, RM	Throughout the year
	Use of innovative methods to transact curriculum.	All	Throughout the year
	Correlate common threads through lectures, community outreach programmes and extension work.	All	Throughout the year
	Conduct activities based on the theme of the year	All	Throughout the year
	Orient students to observe various inclusive practices followed by the schools during internship	JI, SG, MD	Sem II
	Conduct orientation for school principals and supervisors about their role in school internship program.	SG, MD	End of Sem I
Teaching-Learning and Evaluation	Admission process and student profile Information dissemination online (Updating of website) and through regional news papers.	VM	August 2015
	Update college events regularly on college website	SZ, RM	Throughout the year
	Qualitative assessment of needs of the student before commencing teaching-learning.	JI	Beginning of the year
	Improvement of Mentoring based on last year's student feedback.	SZ	Throughout the year
	Training of staff and students in use of smart boards for enhancing teaching learning.	VM	Sem I
	Upgrading method rooms.	All faculty	December 2015
	Continue with the orientation for CET programme for A.Y. 2015 - 2016	RM	Sem I

Encourage students to use the gymnasium.	VM	Throughout the year
Encourage participatory, interactive and innovative methods of teaching (ICT, Co-teaching, ALM etc.)	All	Throughout the year
One unit to be assigned for self study (learning resources to be provided)	All	Sem II
Encourage majority of students to utilize the services of language lab.	Jl, RM	Throughout the year
Observing the year of Sustainable Development - through assemblies, workshops and guest lectures.	SM, GH, SZ, RM	Throughout the year
Organise student activities pertaining to the theme of sustainable development	All	Throughout the year
Student enrichment programmes through field visits and guest lectures	GH, RM	Throughout the year
Organize Staff Development Programmes	VM	Throughout the year
Continue with the set system of tutorial and Remedial Programme	SZ, RM	Sem I, Sem II
Select Practice teaching schools having inclusive practices and follow mentorship model during internship	SG, MD	Sem II
Encourage reflection during school internship and field learning	SG, MD	Sem II
Develop structure/formats for reflection and orient the students for the same	SG, MD	Sem I, Sem II
Organize meaningful visits and excursions	RM	Sem I, Sem II
Organize Method Club activities	All	Sem I, Sem II

	Use of ICT to seek course and faculty feedback from students	AD, JI	Sem I, Sem II
Research Consultancy and Extension	Continue paper reading sessions by experts	SM	1 per Semester
	Conduct research training programs for students enrolled for Ph. D. at KKCE	SM	Sem I, Sem II
	Continue provision of enhanced infrastructural facilities to research scholars of KKCE	VM	On a continuous basis
	Continue with study circle sessions	SM	1 per Semester
	Encourage staff to apply to funding agencies for minor and major projects	IQAC	As per funding agency guidelines
	Encourage faculty members enrolled for Ph. D. to apply for FIP	VM	As and when required
	Carry out the approved UGC major research to train school teachers for action research	JI, SG, SZ	Throughout the year
	Publish the 1 st issue of ILLUMIND, a peer reviewed research journal of KKCE	SM, GH	Year end
	Continue linkages with national and international level organizations like TISS, ORF, i EARN and establish new ones	IQAC	Throughout the year
	Collaborate with organizations like ORF to organise workshops on sustainable development.	JI	Throughout the year
	Publication of yearly news letter as part of research cell activity.	SM	IInd Semester
	Continue with the regular extension activities of the college	MD, SR	End of Ist Sem
Continue to extend the language lab facility for school staff in the campus	JI	As and when required	

	Offer training programs like on Action Research for in-service teachers, in collaboration with Shree Vile Parle Kelavani Mandal.	SG, JI, SZ	3 to 4 workshops during the year
	Provide consultancy to other educational institutions in areas of teaching and evaluation	All	As and When Planned
	Publish the abstracts of outstanding action research projects	JI	Sem II
	Organise street plays on social issues	MD, SR	Sem I, Sem II
	Review of research and other articles by students	DP	Sem I
Infrastructure and Learning Resources	Installation of elevator	VM	Year end
	Smart board training for staff and students	VM	By the end of Sem II
	Air conditioners to be installed in rooms	VM	As per requirement
	Meet electricity requirements of the premises through solar energy generated by the solar plant	VM, SG	Sem I
	Installation of LED lights in the premises	VM, SG	Sem I
	Encourage use of Gymnasium	VM, SM	Throughout the year
	Staff and students to be encouraged for extensive use of Moodle LMS.	AD, PM	Throughout the year
	Update the college website	SZ, RM, DP	Throughout the year
	Maintain the terrace for open air teaching- learning class.	VM, SM	Throughout the year
	Upgrade method resource rooms, labs and sports room	All	End of Sem I

	Continue to encourage the staff to take up the UGC or University sponsored Minor research projects	VM	Throughout the year
	Optimum utilization of digital resources of library	DP, PM	Throughout the year
	Maintenance and up gradation of Computer lab	AD, PM	Throughout the year
Student Support & Progression	Provide notes to students	DP	Throughout the year
	Continue with the established system of mentoring programme	SZ	Throughout the year
	Provide adequate placement opportunities for students and prepare them for placement. Invite more schools and colleges	SG, SR	February 2016
	Personality profiling of students in addition to the regular individual counseling sessions	Counselor	Ist Semester
	Review the process followed by grievance cell	AD, JI, SG	During the year
	Orient the students to the functioning of Grievance Cell. Make it more visible	AD, JI, SG	During the year
	Promote student participation in intercollegiate events	GH, SZ	During the year
	Encourage student participation in awareness campaigns, rallies and other such events	GH, SZ	Throughout the year
	Conduct Value added courses, certificate courses for professional skill development	RM	Sem I Diwali vacation or Sem II Jan.
	Organize workshops and seminars for enhancing students' knowledge and skill as teachers	SM, GH, SZ, RM	Throughout the year
Provision of infrastructural and ICT	VM, AD	Throughout the year	

	facilities for enhanced learning		
	Electing alumni core committee and increase their involvement in college activities	SG, GH, MD	Throughout the year
	Screening movies on various educational themes	AD, SM	Sem I/ Sem II
	Organise tutorials to provide additional academic support to the students	SZ, SR, RM	Sem I, Sem II
	Continue to maintain the average attendance of the students	MD, RM	Throughout the year
	Continue with the Book bank facility for students	DP	Throughout the year
	Organizing co-curricular activities like Yoga, Sports, Cultural events, Community work for holistic development of the students.	All	Throughout the year
	Group insurance for the students	VM, HK	Sem I
Governance and Leadership	Continue the services of additional faculty to sustain work efficiency of the IQAC.	VM	Throughout the year
	Appeal parents during PTM to contribute towards institutional development.	VM, JI,	Beginning of the year
	Continue meaningful interaction with PTA and take their feedback.	IQAC	Twice a year
	Conduct Alumni Meetings and explore ways to increase their involvement in the college.	Nirantar	Throughout the year
	Continue with the internal audit by management	VM, HK	Year end
	Apply for funding from varied agencies like UGC, ICSSR etc. to conduct various seminars and workshops.	ALL	Throughout the year

	Collaborate with NGOs like Magic bus for meaningful programmes on educational themes	SM, GH,SZ	Sem II
	Conduct workshops like Educational apps, theatre in education etc. for the staff	Jl,SM	Sem I, Sem II
	Conduct technology up gradation training programmes for students.	AD, PM	During the year
	Strengthen the staff Grievance Cell	VM, AD, JI	Throughout the year
	Conduct interviews of candidates interested in enrolling for Ph.D. at KKCE and declare the results.	VM, VD, JI, SM	Sem I
	Allot guides to the students enrolled for Ph.D. at KKCE	VM	Sem I
	Organize Pre. Ph. D. programme for Ph. D. students enrolled at KKCE	VM, SM	Sem II
	Encourage management to install and upgrade facilities like elevator, air conditioners, sound system and other such amenities	VM	Throughout the year
	Gear up to effectively implement the 2 year B.Ed. programme	All	Throughout the year
	Promote sustainable practices on the campus	All	Throughout the year
	Encourage the faculty to go for various professional development programmes.	VM	Throughout the year
Innovative Practices	Conduct workshops on innovative themes relevant to teacher education.	SM, GH, SZ	During the year
	Seek formal feedback from parents in addition to the regular feedbacks.	IQAC	Year end
	Procure feedback from students using ICT for the course as well as faculty.	IQAC	Throughout the year
	Continue the Language lab programme	VM, JI, RM	Throughout the year

	for the weaker students and extend the facility to school teachers.		
	Observe the year as year of sustainable development by conducting varied programmes throughout the year.	All	Throughout the year
	Encourage effective use of infrastructure for e-learning through LMS.	AD	Throughout the year
	Make student reflections more meaningful	JI, GH, RM	Throughout the year
	Involve all faculty members in key IQAC meetings	VM, JI	Twice a year
	Conduct co-curricular activities to promote gender sensitization under Women's Cell	AD	During the year.
	Shared the recording of college project on 'co-teaching for inclusion with SNTD' during the teaching- learning process of the course Learning & Teaching	JI	Sem II