Smt. Kapila Khandvala College of Education

POA 2016-2017

Plan of Action	Achievements
Curricular Aspects	- Collaborations with national level organizations for workshops and seminars - Increase the scope of stakeholders feedback: continue with parent feedback, seek feedback from alumni - Increase collaborations with organizations for sustainable development - Continue with the Add-on certificate courses on Life Skills, Basic counseling, Yoga and other such courses for students - Organize workshop to enhance professional skills of the students - Encourage the use of OERs among faculty - Enhanced use of Moodle LMS for uploading of learning material for students under the new B.Ed curriculum and promote its use as a learning resource. - Use of English language lab for better communication for the current students - Continue extension of language lab services to the community through collaborations - Continue with the reflective practices for faculty and students - Conduct relevant workshops, seminars and guest lectures for enhanced understanding of the course - Use of innovative methods to transact curriculum - Conduct activities based on the theme of the year - Conduct orientation for school principals and supervisors about their role in school internship programme
Teaching Learning and Evaluation	- Admission process and student profile - Information dissemination online (updating of website) and through regional news papers - Update college events regularly on college website - Qualitative assessment of needs of the student before commencing teaching-learning - Improvement of Mentoring based on last year's student feedback - Training of staff and students in use of smartboards for enhancing teaching learning - Upgrading method rooms - Continue with the orientation for CET programme for A.Y. 2015-2016 - Encourage students to use the gymnasium - Encourage participatory, interactive and innovative methods of teaching (ICT, Co-teaching, ALM, etc.)

	• Encourage majority of students to utilize the services of language lab • Observing the year of Sustainable Development through assembies, workshops and guest lectures • Organise student activities pertaining to the theme of sustainable development • Student enrichment programmes through field visits and guest lectures • Organize staff development programmess • Continue with the set system of tutorials and remedial programme • Select practice teaching schools having inclusive practices and agree for mentorship model during internship • Encourage reflection during school internship and field learning • Develop structure/formats for reflection and orient the studenst for the same • Organize meaningful visits and excursions • Organise method club activities • Use of ICT to seek course and faculty feedback from students
Research Consultancy and Extension	• Continue paper reading sessions by experts • Conduct research training programs for students enrolled for Ph.D at KKCE • Continue provision of enhanced infrastructural facilities to research scholars of KKCE • Continue with study circle sessions • Encourage staff to apply to funding agencies for minor and major projects • Encourage faculty members enrolled for Ph.D to apply for FIP • Carry out the approved UGC major research to train school teachers for action research • Publish the 1st issue of ILLUMIND, a peer reviewed research journal of KKCE • Continue linkages with national and international level organizations like iEARN and establish new ones with theatre groups • Collaborate with organizations like ORF to organise workshops on sustainable development • Publication of yearly news letter as part of research cell activity • Continue with regular extension activities of the college • Continue to extend the language lab facility for school staff in the campus • Offer training programmes for in-service teachers in collaboration with Shree Vile Parle Kelavani Mandal • Provide consultancy to other educational institutions in areas of teaching and evaluation • Publish the abstract of outstanding action research projects • Organise street plays on social issues • Review of research and other articles by students

Infrastructure and Learning Resources	• Installation of elevator • Smat board training for staff and students • Air conditioners to be installed in rooms • Meet electricity requirements of the premised through solar energy generated by the solar plant • Installation of LED lights in the premises • Encourage use of gymnasium • Staff and students to be encouraged for extensive use of MOODLE LMS • Update the college website • Maintain the terrace for open air teaching-learning class • Upgrade method resource rooms, labs and sports room • Continue to encourage the staff to take up the UGC or University sponsored minor research projects • Optimum utilization of digital resources of library • Maintenance and upgradation of Computer lab
Student Support and Progression	• Provide notes to students • Continue with the established system of mentoring programme • Personality profiling of students in addition to the regular individual counselling sessions • Review processes followed by grievance cell • Orient the students to the functioning of Grievance Cell. Make it more visible. • Promote student participation in intercollegiate events • Encourage student participation in awareness campaigns, rallies and other such events • Conduct Value added courses, certificate courses for professional skill development • Organize workshops and seminars for enhancing students' knowledge and skill as teachers • Provision of infrastructural and ICT facilities for enhanced learning • Electing alumni core committee and increase their involvement in college activities • Screening movies on various educational themes • Organise tutorials to provide additional academic support to the students • Continue to maintain the average attendance of the students • Continue with the Book bank facility for students • Organizing co-curricular activities like Yoga, Sports, Cultural events, Community work for holisitic development of the students • Group insurance for the students
Governance and Leadership	• Continue the services of additional faculty to sustain work efficiency of the IQAC • Appeal parents during PTM to contribute towaards institutional development

	- Continue meaningful interaction with PTA and take their feedback - Conduct Alumni Meetings and explore ways to increase their involvement in the college - Continue with the internal audit by management - Apply for funding from varied agencies like UGC, ICSSE etc. to conduct various seminars and workshops - Collaborate with NGOs like Magic Bus for meaningful programmes on educational themes - Conduct workshops like Educational apps, theatre in education etc. for the staff - Conduct technology up gradation training programmes for students - Strengthen the Staff Grievance Cell - Enrolling students for Ph.D at KKCE - Encourage faculty to apply for guideship - Organize pre Ph.D programme for Ph.D students enrolled at KKCE - Install and upgrade facilities like elevtor, air conditioners, sound system and other such amenities - Promote sustainable practices on the campus - Encourage the faculty to go for various professional development programmes
Innovative Practices	- Conduct workshops on innovative themes relevant to teacher education - Seek formal feedback from parents in addition to regular feedback - Procure feedback from students using ICT for the course as well as faculty - Continue the Language lab programme 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 - Encourage effective use of infrastructure for e-learning through LMS - Make student reflections more meaningful - Involve all faculty members in key IQAC meetings - Conduct co-curricular activites to promote gender sensitization under Women's Cell - Share the recording of college project on 'co-teaching for inclusion with SNDT' during the teaching-learning process of the course Learning and Teaching