

**Smt. Kapila Khandvala College of Education's
Perspective Plan for the period 2011 – 2016**

Smt. Kapila Khandvala College of Education has prepared a perspective plan for the period 2011 – 2016. The NAAC criteria served as a guide to preparing this draft perspective plan. The IQAC, as a part of its internal quality assurance took up this initiative.

1. Curricular Aspects

The college follows the prescribed curriculum laid down by the University of Mumbai and hence doesn't have much say in review and development of the curriculum. However, faculty does participate in various syllabus committee meetings and subject committee meetings as a part of syllabus revision. We intend to encourage our faculty to participate whole heartedly in the process. Also, where ever there is space for flexibility and innovation, the college endeavours to contribute to better curricular practices. For the next five years, we propose the following:

- i) Revisit vision and mission statements.
- ii) To invite stakeholders to give their view on various issues related to teacher education like the Credit Based Semester System that the University has initiated for all undergraduate courses including teacher education. This will help the college; especially the faculty to adapt to the changes with a more positive attitude.
- iii) We propose to organize collaborative workshops and seminars with a view to enhance the teacher education curriculum in various areas like Curriculum Development, Environment, Information and Communication Technology, etc.
- iv) To expand the perspectives and experience of our students, to take them beyond the boundaries laid down by the prescribed curriculum and to enhance their professional skills, we propose to organize several short and interesting workshops, seminars and courses.
- v) Seeking feedback from stakeholders on the curricular aspects of the program is one of our clear cut goals for the coming five years
- vi) We propose to bring in flexibility in learning through the Learning Management System (Moodle) and training staff and students in using this for curriculum transaction.
- vii) To encourage publication of learning material, uploading support material on Moodle for the benefit of students.
- viii) To take initiative that bridges the gap between schools and teacher education colleges.
- ix) Training student-teachers for inclusive practices.

2. Teaching – Learning and Evaluation

Teaching, learning and evaluation are the three vital processes in a teacher education programme. For the next five years, we propose the following ideas:

- i. The college proposes to upgrade its existing website to enable aspiring participants to access admission related information, quality assurance and update of events from time to time.
- ii. We plan to reach out to more number of linguistic minority students we propose to increase our visibility through brochures, handouts, community centers and handouts in Gujarati language. This will help us fill up our minority seats with ease.
- iii. Organize orientation/training program for the Common Entrance Tests for B.Ed entrants.
- iv. We endeavour to strengthen our admission process and maintain its transparency and merit - based.
- v. The college is committed to catering to diverse needs of students. We propose setting up a state of art language laboratory, gymnasium and providing counseling services to our learners.
- vi. We also propose to strengthen our Tutorial and Remedial program to cater to students' needs.
- vii. We will strive to bring in innovative practices in practice teaching.
- viii. To plan for such experiences in practice teaching that will reiterate the importance of diverse needs of school students. We also propose to improvise our lesson plans in a way that student-teachers are sensitized and prepared for the diversities present in schools.
- ix. The college proposes to strengthen reflective practices among student teachers on their practice lessons and other learning on the field.
- x. We also plan to extend and strengthen the student-teachers' content knowledge and interest in their methods through club activities and content enrichment programs.
- xi. The college intends to motivate teacher educators to experiment with interactive, participatory and innovative practices in the transaction of curriculum.
- xii. We propose to bring in an element of novelty and flexibility in assessment and evaluation through small initiatives like peer assessments and ipsative assessments (self assessment – tracking own past performance).
- xiii. We propose to integrate ICT in curriculum transaction, the overall working of the institution and feedback mechanism. We also propose to have the entire campus wifi enabled, have a fully equipped computer lab with a lab technician.
- xiv. The college intends to begin use of ICT in assessment, evaluation processes and delivery of instruction.
- xv. The college plans to identify and implement good practices for enhanced teaching, learning and evaluation processes. We propose the following small steps:

- a. Provide co-teaching experience to students in as many courses in association with external experts.
- b. For every course, attempt should be made to transact one subunit through flipped classroom.
- c. Provide opportunities to students for field experiences related to the syllabus.
- d. For every course, one unit/subunit be assigned for self study. The instructional material for this will be made available in the library as well as in digital format. This unit should be evaluated.
- xvi. The college envisages enriched staff development programs for capacity building in varied areas.
- xvii. Strengthen evaluation of teachers through self appraisals and student feedback.
- xviii. To set up repository of institutional study materials.

3. Research Consultancy and Extension

We propose to strengthen the Shodh Sadhana Cell of the college in the following ways:

- a. Create interest in research by conducting interesting paper reading sessions by researchers.
- b. Provide a platform to research scholars to showcase as well as publish their research work.
- c. Initiate interesting best practices to encourage reading habits and critical thinking and sharing of ideas of educational/research significance.
- d. Invite experts to update teacher educators on emerging trends and significant issues pertaining to research.
- i. The college will make continuous efforts to obtain research grants from funding agencies like UGC, ICSSR, University, etc. by encouraging faculty to take up research projects both minor and major.
- ii. Encourage faculty to avail of FIP scheme for pursuing research.
- iii. Encourage faculty to engage in consultancy services pertaining to research.
- iv. Encourage faculty to extend their research expertise to train school teachers in conducting minor action researches.
- v. Enhance the infrastructural facilities like ICT, reading room, library, scanning facilities to research scholars of the college.
- vi. To explore opportunities for publishing an online research journal.
- vii. To recognize outstanding Action Research Projects and also publish the abstracts for dissemination. Provide the alumni a platform to share their researches with the current batches.
- viii. To establish linkages with reputed national and international organizations working in the area of education and research.
- ix. Identify possibilities for extension activities, some of which may be:

- a. Adopt a class/school within the vicinity for improved educational outcomes.
- b. Health check programmes for primary students and health education for parents.
- c. Conduct women education programs within the vicinity.
- d. Conduct English language enhancement programs for socially disadvantaged groups.
- e. Collaborate with NGOs working for women empowerment and socially disadvantaged groups.
- f. Disseminate information about career options to school students.
- g. Sensitizing general public about social issues through street plays, rallies, etc.

4. Infrastructure and Learning Resources

Being nearly a 50 year old institution, the college infrastructure is more or less in place. However, with the emergence of IT and newer requirements in teacher education, an overhaul of existing infrastructure is required. Hence we endeavour to carry out the following proposals:

- i) Providing lift facilities in the campus.
- ii) Procuring additional space.
- iii) Making the campus green by installing solar panels.
- iv) Sprucing up of the conference room.
- v) Repair and maintenance of the entire campus especially with reference to –
 - a. Toilet facilities for both boys and girls
 - b. Spruce up the girls and boys common rooms
 - c. Develop terrace as outdoor resource for learning
 - d. Develop method rooms as resource rooms, interactive language laboratory and mathematics laboratory
 - e. Upgrade the Psychology lab and ET cell
 - f. Create comfortable learning environment for students including smart boards and air conditioners.
 - g. Create comfortable working environment for the staff
 - h. Provision for safe and hygienic water facilities
 - i. Provision of parking facility
 - j. Developing of terrace garden
 - k. Provision of gymkhana and gymnasium facilities
 - l. Sound systems, Intercom facilities, etc.
 - m. Fire fighting facilities
- vi) Computerization of Library
- vii) CCTV installations in the campus
- viii) ICT resources –
 - a. Revamping the computer room including installation of new computers
 - b. Provide laptops to faculty

- c. Introduce learning management systems (moodle) in the college
- d. Revamping the college website
- e. Making the college campus wifi enabled.
- f. Digitization of library resources, Ph.D centre and Research Cell.
- g. Appoint a full time computer technician.

5. Student Support and Progression

- i. Commit to enhancing library resources and set up fully equipped resource rooms.
- ii. Streamline IT resources to help students with referencing during practice teaching.
- iii. Initiate Mentoring programs for student support.
- iv. Strengthen the placement cell involving more number of vernacular schools.
- v. Expand the Counseling Cell services.
- vi. Set up a Student Grievance Cell to help resolve student grievances.
- vii. Provide coaching for competitive exams like NET, SLET, B.Ed CET.
- viii. Identify students who can act as facilitators for peer support.
- ix. Provide opportunities for holistic development of the students through curricular and extra-curricular activities within the college and outside.
- x. Initiate several add on certificate programmes that can enhance students' skills or knowledge as a teacher.
- xi. Conduct workshops for professional development of students to increase their employability.
- xii. Provide support for inclusive practice lessons.
- xiii. Provide financial, academic and linguistic support to weak students.
- xiv. Engage college alumni in supporting students academically as well as co-curricular activities.
- xv. Most importantly, involve the alumni for golden jubilee activities and also provide services like library and computer lab to them.
- xvi. Encourage student-teachers to achieve 100% attendance to avoid gaps in their understanding that affects overall progress.
- xvii. Provide group insurance facility to the students.
- xviii. Catering to differently abled students through Remedial and Tutorial Program.
- xix. Increase the Women's Cell visibility and activities for empowerment of women.

6. Governance and Leadership

To make progress towards the long term goals of the institution, it is proposed to put a perspective plan in place.

- i) Human Resource – To encourage the staff to avail of FIP leave as well as to go for various professional development programmes. It is proposed to hire additional

- faculty to meet any staff shortage if it arises. Innovative ideas that can enhance teacher interest in collaborative learning will be implemented. To encourage research, minor and major projects to be taken up by faculty.
- ii) Extend facilities to staff like good spacious physical environment, personal laptops, smart boards, digital panels and wifi in the staff room.
 - iii) Strengthen the PTA and Alumni association of the college for increased communication with both the groups.
 - iv) Financial Management and Resource Mobilization – To set up a robust internal audit system for better financial management. More transparent practices to be put in place and strengthen the functioning of the purchase committee for optimum utilization of resources. The management and faculty together to plan a fund raising drive during the golden jubilee year. It is proposed to avail of maximum possible grants from various funding agencies like UGC, ICSSR, etc.
 - v) To make the website more dynamic for disseminating information to all stakeholders.
 - vi) To have an LMS and MIS in place to improvise functioning of the college.
 - vii) To set up a grievance cell.
 - viii) Expansion - To expand the number of seats for Ph.D registrations in the college and encourage faculty to apply for guide ship. Also plan to start more number of self financing courses.
 - ix) Sustainable Good Practices: To establish good rapport with Management and increase their involvement in the growth needs of the college.
 - x) Carry out departmental assessments through evaluative action research projects.
 - xi) Strengthen performance appraisal mechanism. Include SWOT analysis for quality upgradation.
 - xii) Provide facilities like soft loans (0 interest, equated instalments), picnics, team building approaches, recognition by management on special occasions like teacher's day, etc.
 - xiii) To maintain Management's non-interfering yet advisory and positive support.
 - xiv) To maintain college's minority status by ensuring a continuous enrolment of gujarati minority students.
 - xv) To initiate fund raising drive on the occasion of college golden jubilee in 2012.

7. Innovative Practices

- i) Strengthen IQAC and expand to bring in more stakeholders - management and student representatives. Have regular meetings. Share perspective plan with Management. It is proposed to involve all faculty members for key IQAC meetings.
- ii) It is proposed to conduct workshops on various issues related to Inclusion.
- iii) Work towards the installation of an LMS for self learning.
- iv) To provide diverse activities to sensitize students to learn about inclusion.

- v) It is proposed to provide for all needs of differently abled students.
- vi) Strengthen the Women's cell and promote gender sensitization through curricular and co-curricular activities.
- vii) Integrate the core values to improve student quality and contribute to national development.
- viii) To report good practices of various departments and share them in staff meetings.
- ix) To hold periodic review meetings and feedback sessions for sharing successes/failures.
- x) To improvise feedback mechanism from shareholders.