



Sadhana Education Society's

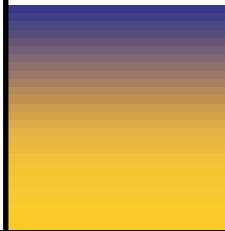
SMT. KAPILA KHANDVALA COLLEGE OF EDUCATION

# Prospectus

TEACHING



EMPOWERING



LEARNING



LEADING



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Sadhana Education Society's  
**SMT. KAPILA KHANDVALA COLLEGE OF EDUCATION**

## *College Infrastructure*



**LIBRARY**



**MULTI-PURPOSE  
HALL**



**LANGUAGE LAB**



**COMPUTER LAB**



**ELEVATOR SYSTEM**



**Ph.D. ROOM**



**CONFERENCE ROOM**



**SOLAR PANELS**



**OPEN TERRACE**

**Sadhana Education Society's**  
**Smt. Kapila Khandvala College of Education**

**A BRIEF HISTORY OF THE INSTITUTION**

The Institution was established in the 60's by eminent educationists and social workers who joined hands to set up an educational Society under the banner name of 'Sadhana Education Society.'

In June 1962, this College of Education was established and came to be known as the 'Sadhana School of Educational Research and Training'. In 1977, it was renamed as 'Smt. Kapila Khandvala College of Education ' to honor and commemorate the memory of Smt. Kapila Khandvala, an eminent personality in the field of Education, whose pioneering efforts helped to establish this institution.

" It is better to light a Candle than to curse the darkness" was the motto of the founders Shri Vishnuprasad Desai, the then Mayor of Bombay, Shri C. M. Trivedi, Smt. Kapila Khandvala and Dr. Madhuri Shah, whose sincerity of purpose propelled them to work relentlessly towards the cause of Education in the face of odds did not deter them from working towards the cause of education.

Later, philanthropists, industrialists, business magnates and social Workers, to name a few, Shri Jayant Dalal, Shri C. L. Raheja and Shri Hans Bhugra became the invisible pillars on which the Sadhana Education Society flourished, expanded and developed in the three faculties of Arts, Commerce and Education.

The institution has the privilege of being led by eminent educationists like Smt. Kapilaben Khandvala, Smt. Madhuriben Shah and Dr. Jyotiben Trivedi, Ex- Vice Chancellor of S.N.D.T. University - all known for their commitment and conviction to the cause of teacher education. Very able and dedicated Principals have served as leaders since its inception.

## **VISION**

To be a premier institution that offers distinctive teacher education to develop humane and progressive professionals.

## **MISSION**

To nurture teacher professionals with positive attitudes and values, who excel in teaching-learning and research and serve as catalysts to create a just and caring society.

## **COURSES OFFERED**

The Institution is affiliated to the University of Mumbai, having Gujarati Linguistic Minority Status.

*The institution offers the following courses in Education.*

- B.ED 2 years Full time degree course affiliated to University of Mumbai
- Ph.d in Education, affiliated to University of Mumbai
- M.A in Education (Study centre for IDOL, University of Mumbai)

## **FACULTY MEMBERS**

The institution has a very able and stable staff structure. We are indeed proud that we have a legacy of very able teacher-educators who led the way in the earlier days. At present, we have faculty members who are specialized in their subjects and are recognized by the outside academic world for their areas of expertise and often invited as resource persons to workshops and seminars both at national and international levels. Several faculty members are doctorates in the field of education.

## **NON-TEACHING STAFF**

The institution has an able administrative office staff and support staff who have been associated with the institution for long years. Their contribution is the core strength of the college.

## **STUDENTS**

The Institution has distinguished alumni who have been placed in leadership positions in India and abroad and several of them have notable achievements. The rigorous training received by the students has created opportunities for them to be placed in the best of institutions.

Our students are appreciated as multi-skilled teachers with certain enduring value systems and a Smt. Kapila Khandvala Institution of Education certified teacher is much valued and preferred in the job market.

## **INFRASTRUCTURE**

The institution has more than 50 years of experience in teacher education and has excellent infrastructure developed over the years.

- Wi fi enabled campus
- Well-equipped Psychological Laboratory
- Teaching Aid Rooms
- Well equipped seminar/lecture hall
- Information and Communication Technology Cell (ICT)
- Updated Library
- Well equipped computer lab
- Well equipped language lab
- Research room
- Conference room
- Subject rooms
- Math Laboratory
- Terrace garden
- Gymnasium
- Sports room
- Smart Classrooms

Some of these are described in detail below:

### *The Library*

The college library is spacious with the seating capacity of 75 students and separate reading room for the teachers and Ph.D. scholars. The college library is well-equipped with books, periodicals, newspapers, research based journals, subject based journals, popular magazines, peer reviewed journals and exhaustive CD-ROM collection. Apart from these print journals library also provides access to e-journals. It is enriched periodically with the addition of the latest publications in the field of education and allied subjects. The library also has a digital repository.

### *The Psychology Laboratory*

The Psychology Laboratory is well equipped with valuable collection of psychological and educational tests and apparatus. Several paper pencil tests that are now popular are also included in the lab. Some of the psychological tests are specifically for teacher profiling such as Teacher aptitude tests and personality tests.

### *Teaching Aids*

The Institution is well known for its teaching aid room that operates like a library where students borrow varied teaching aids, like different chemicals for demonstration, apparatus, charts, models etc. The increasing need to use effective teaching aids and instructional material has resulted in separate Math Lab, Social science room and Language room.

### *Language Laboratory*

The college has a well set language laboratory with computers and required software for English language learning. A qualified trainer is available to assist students in learning the language.

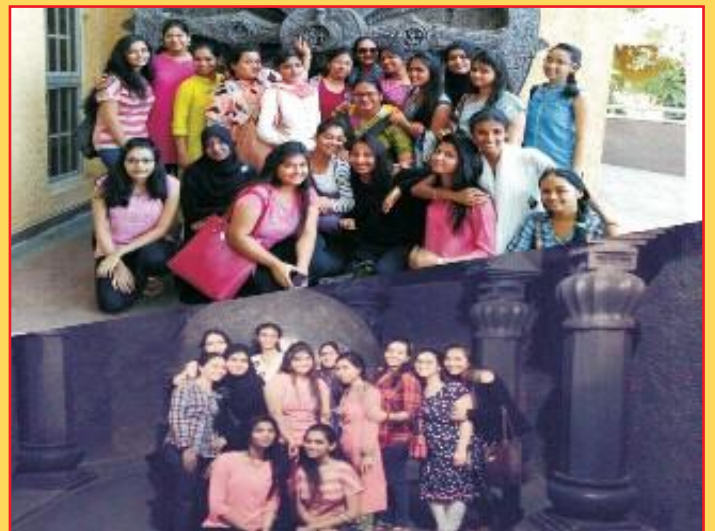
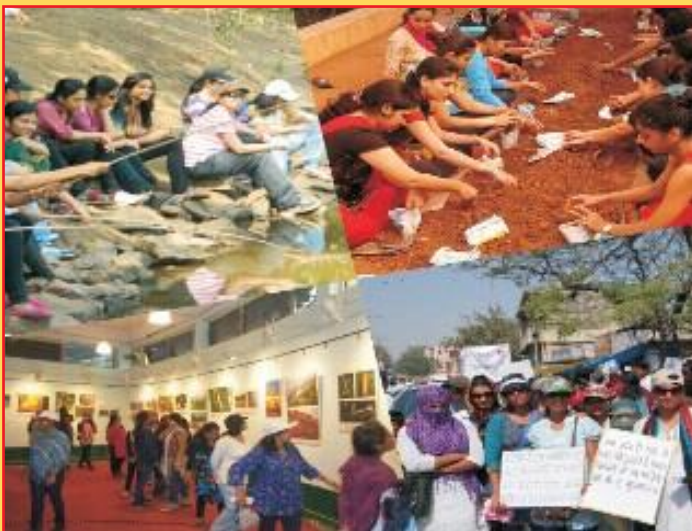
## **THE STUDENT COUNCIL**

The Student Council is an important body that serves as a platform to train student teachers for leadership, initiative and responsibility. Student teachers contest elections to become members of the council. The student council organizes several co-curricular and extra-curricular activities for all students to participate based on his or her interest and inclination.

## **NIRANTAR — THE ALUMNI ASSOCIATION**

Nirantar is a registered alumni of the institution. Nirantar aims to strengthen the bonds between alumni and the institution. The alumni is involved in supporting the current batches of student trainees in various ways like Lesson demonstrations, video lessons, academic programs, cultural programs, support during internships, and sharing specific skills through workshops. Nirantar also runs a book bank and gives prizes for the meritorious students.







## **CO-CURRICULAR ACTIVITIES**

In order to broaden the perspective of the students and provide enriching experiences, the institution organizes a number of co-curricular activities:

### **1) Yoga Training**

Experienced resource persons are invited to provide Yoga training to all the students to ensure a healthy mind in a healthy body. It is a short certificate course. It is an additional learning for our students. The Yoga training is also extended to the non teaching and support staff of the entire campus.

### **2) First-Aid Program**

A Basic First Respondent Training program is conducted for all students by the Disaster Management Cell, Brihanmumbai Municipal Corporation, where the students are given hands-on training in administering First-Aid. This equips the students in handling medical emergencies.

### **3) Community Work**

Community work is a part of the curriculum. The Institution collaborates with several different organizations to place students in varied environments like working with the underprivileged sections of the society, with the mentally and physically challenged children, with environment centers for tree plantation, old age homes etc. The whole experience is designed to sensitive students to the needs of society and the role of the teacher towards disadvantaged sections of the society.

### **4) Visits**

In order to make learning experiential and fun and to learn from nature and environment a number of visits are arranged to places of Educational importance like the Homi Bhabha Centre for Science Education, Nehru Centre, Nehru Planetarium and the Chatrapati Shivaji Museum, the Numismatics museum. Nature trails, a visit to a ecological centre like Saguna Baug at Neral. Our outdoor visits are an integral part of the teacher education program. A week long educational visit to outside the city of Mumbai is a regular feature of the institution.

## **5) Cultural Programs**

The institution promotes cultural engagement for students through the student council programs. Variety of programs and competitions (in house as well as intercollegiate) are organized and student participation is encouraged.

## **INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)**

The institution has an excellent computer laboratory with a LAN System & Internet connection. The institution has also installed Moodle a learning management system that encourages students to learn independently. Training in CAI's, Geogebra, NetLogo, Google earth is a key feature in the training inputs for students for ICT. The focus is on ensuring that the students use ICT effectively in their teaching career.

## **ACTION RESEARCH PROJECTS**

At KKCE, the faculty encourages the students to undertake meaningful educational projects based on action research. Several social focus projects are initiated in the area of health education like anti-addiction program, sanitation. Other areas for action research are co-teaching for inclusion, appreciation of the indigenous culture like Indian games, heritage of India, role of media in education, Evaluative projects etc.

## **STUDENT SUPPORT**

- Placement services
- Counseling services
- Language laboratory services
- Women's Cell
- Grievance Redressal Cell

## **Student Placement Service**

Placement service is a very important service the institution provides. Campus interviews are organized for the students every year around December/January at the institution. Several reputed schools in Mumbai avail of our service. The institution also invites NGOs and corporate looking for content writers and developers. Principals and teachers have greatly appreciated the efficiency and organization of this service. As an additional service, students are trained for CV writing and facing the interview.

### **Counseling Cell**

The Institution has a counseling cell in which we render services of personal counseling and group counseling. The cell has a qualified professional counselor who helps to run our counseling programs as service for students. Regular workshops on mental health, stress management, counseling skills are conducted as a part of the cell's activities. Personality Testing and profiling for students are also a part of the cell activities.

### **Women's Cell**

Women's cell of the institution aims at creating awareness and understanding about women issues, gender discrimination and sexual harassment. The cell organizes awareness activities and women's welfare workshops, lectures to sensitize student teachers towards gender issues. The cell is also responsible for resolving women related grievances.

### **Grievance Redressal Cell**

Students Grievance Redressal Cell is constituted for redressal of the grievances of B. Ed. students during the academic year. The cell consists of faculty and student representatives. A Staff Grievance Redressal mechanism has also been established.

### **RESEARCH CELL**

Shodh Sadhana, the research cell at the institution endeavors to encourage activities that can help to develop a research oriented outlook. The cell organizes several paper reading sessions where research scholars are invited to share their learning. Study circle is another initiative that encourages reading and sharing among professionals to develop together as a thinking community. Shodh Sadhana also publishes an annual newsletter that highlights research based abstracts and articles.

## **HIGHLIGHTS OF THE COLLEGE**

- **Location**

The institution is located in the western suburbs very close to the Juhu Beach in Mumbai.

- **Solar Energy**

Installation of Solar Power panels in the institution was one major step forward towards sustainable environment related practices.

- **Technology enabled classrooms**

All the classrooms have technological support like LCD projectors, internet connection and Smart Boards.

- **CCTV Cameras**

To ensure safety and security of the people in institution, CCTV cameras are installed in the campus.

- **Inclusive environment**

The institution is deeply committed to developing individuals who are democratic and inclusive. The ethos of the institution has always recognized the worth of every individual and provides an environment to bring out each one's potential.

- **Language support**

The institution offers specialized English language communication course through its well equipped language laboratory with a dedicated staff. Students who are identified as weak in the English language are coached to better their language and communication skills. This facility is also extended to the members of the community.

- **Book Bank**

Book Bank is one of the specialized services provided by the college library. This service helps students to have few books as personal copies for the whole academic year.

- **Seminars and Workshops**

The hallmark of the college is to organize relevant and interesting guest lectures, seminars and workshops to keep ourselves and our student-teachers abreast with latest developments in the field of education.

Some of the interesting themes include Gender Issues, Inclusion, Learning Disabilities, Street Plays, Mobile Film Making, Human rights, Developing Radio Lessons, Leadership, Well being and many more. An annual major seminar or workshop on relevant educational themes is a regular feature of the college.

- **International exposure**

The institution has a legacy of promoting international linkages. Currently the institution has collaborated with iEARN, an international organization to provide student teachers an experience to conduct action research with iEARN projects and collaborate online with educators around the world.

- **Value added courses**

We provide our student - teachers with additional short value addition courses that enhances a teacher's professional life such as Yoga , First — Aid, the BMC First Level Responder training program, Calligraphy, Counseling skills, Graphology, Dance, Music, Warli painting, Training for Instructional Material, Solid Waste Management Training.

- **Collaboration**

The institution believes in collaborating with several organisations of varied working kinds working in different spaces. For instance, Radio MUST — community radio station of Mumbai University, The Blind and the Elephant — a theatre group focusing on education, Dept. of Special Education, SNDT University, International Education Resource Network (iEARN), Observer Research Foundation (ORF), Tata Institute of Social Sciences (TISS), Child in Progress (CHIP), SVKM group of schools and several NGO's and schools. The experience with these organizations gives our students a wide perspective and exposure to the different aspects of education.

- **Innovative teaching**

The faculty is well versed in different teaching methods. Participatory and constructivist approaches are emphasized with ICT integration. Learning at KKCE is an enriching and enjoyable experience.

## **Code of Conduct**

- The students should carry their valid identity cards in the college premises.
- Attendance is compulsory as per university regulations for all theory and practical components.
- Students are required to be regular and punctual in attending all the mandatory theory classes, practicals and practicum of the Course.
- Continuous evaluation of the students is done by conducting exams, Tests, assignments, essays etc. regularly for internal assessment carried out. Semester marks are calculated on the basis of the rules and the regulations of the University of Mumbai. Suitable disciplinary action will be taken against on students absenting from these assessments without prior permission.
- During class the use of mobile phone is prohibited.
- Students are expected to keep the classrooms and the campus clean and tidy.
- Care should be exercised in handling the property of the institution. Any damage caused will entail disciplinary action/ fine.
- Students are advised to switch off the fans and lights when they leave the classroom.
- Students are expected to read the notice put up on the notice board regularly to be better informed.
- During library hours students should maintain silence, use the library resources responsibly and follow the rules of the library.
- Students should take care of their belongings. The institution will not be responsible for any incurred losses.
- Ragging in any form is strictly prohibited. If any information is received about any student involved in any form of ragging he or she may be expelled/ dismissed from the institution.
- Students are expected to adhere to a decent dress code in the campus and during field work.

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## IMPORTANT INSTRUCTIONS

1. The College is permanently affiliated to the University of Mumbai
2. The College holds the status of Gujarati Linguistic Minority
3. For Gujarati Minority Quota Admission the candidates are required to submit one set of self attested photocopies of the following documents:
  - a. CET application form receipt
  - b. Marksheets of all three years of Degree certificate/ passing certificate
  - c. In case of Post Graduate students, Mark sheets of two years of Post Graduate Degree & Degree certificate/ passing certificate
4. The candidates are required to submit the following documents in original along with one set of self attested photocopies at the time of admission:
  - a. CET Score sheet
  - b. CET Admit Card
  - c. Admission letter (for students admitted through centralized admission procedure)
  - d. Marksheets of all three years of Degree and Degree certificate
  - e. Marksheets of two years of Post Graduation Degree and Degree certificate (for post Graduate students)
  - f. Marriage certificate (for married ladies) and Gazette paper (in case of change of name)
  - g. Caste certificate along with validity certificate (for SC/ST/SBC/DT/VJ/NT candidates)
  - h. Creamy layer and Non-Creamy layer certificate (for OBC students)
  - i. Certificates of any course/diploma completed or additional qualification acquired.
  - j. N.S.S./ N.C.C. certificate
  - k. Certificates for achievements in sports
  - l. Transference certificate (for students from University of Mumbai)
  - m. Candidates other than University of Mumbai must submit Provisional Statement of Eligibility, Migration Certificate, Verification of Marksheets and Degree Certificates from the previous University attended by the candidates.

**For students admitted under Gujarati Linguistic Minority Quota**

  - n. Affidavit declaring mother tongue as Gujarati (on Rs. 100/- Legal Stamp Paper)

5. Admissions are governed by “Rules and Information Brochure” issued by Centralized Admission Process Committee, Govt. of Maharashtra.
6. Fees will be charged as per the Govt. norms, which is subject to change from time to time. The refund of the fees will be as per the prevailing University rules. (Stationery, Study Material and other activities fees will be charged extra)
7. Fee concessions available at College:  
Freeship and scholarship as per Government Rules & Regulations for SC/ST/VJ/DT/NT/SBC & OBC students.
8. Sponsored Prizes
  - Shri C.M.Trivedi prize for securing highest marks in the college.
  - Smt. Kapila Khandvala College of Education - Past Students' Association prize for standing first in college.
  - Smt. Kapila Khandvala Memorial prize for securing highest marks in Educational Management.
  - Smt. Rajadhyaksha Memorial prize for highest marks in English Method.
  - Smt. Nalini J. Trivedi Memorial prize for securing highest marks in English - History Method.
  - Dr. K.S.Vakil Memorial prize for securing highest marks in History Method.
  - Shri Subramanian Memorial prize for securing highest marks in Maths Method.
  - Shri D.B.Vora prize for 1<sup>st</sup> rank in B.Ed.
  - KKCE's Alumni Association NIRANTAR sponsored prize for securing highest marks in Economics/Commerce Method
9. Terms, Vacations and Holidays, Courses and Examinations will be as per the University Rules.
10. The decision of the Principal in the matter of breach of any Rules or Discipline shall be final and binding on the students.







## B.Ed. CURRICULUM FRAMEWORK

With effect from Academic Year 2017 – 2018

### SEMESTER 1

Courses	Credits	External Marks	Internal Marks	Total Marks
Core Course 1 Childhood and Growing up	6	60	40	100
Core Course 2 Knowledge and Curriculum	6	60	40	100
Interdisciplinary Course 1 Gender, School and Society	6	60	40	100
Ability Course 1 Critical Understanding of ICT	3	----	50	50
Project Based Course 1	3	----	50	50
<b>Total</b>	<b>24</b>	<b>180</b>	<b>220</b>	<b>400</b>

### SEMESTER 2

Courses	Credits	External Marks	Internal Marks	Total Marks
Core Course 3 Learning and Teaching	6	60	40	100
Elective Course 1 Pedagogy of School Subject 1	6	60	40	100
Interdisciplinary Course 2 Educational Management	6	60	40	100
Project Based Course 2	6	----	100	100
<b>Total</b>	<b>24</b>	<b>180</b>	<b>220</b>	<b>400</b>

### SEMESTER 3

Courses	Credits	External Marks	Internal Marks	Total Marks
Core Course 4 Assessment for Learning	6	60	40	100
Elective Course 2 Pedagogy of School Subject 2 /Peace Education/ Education for Rural Development (Any one)	6	60	40	100
Interdisciplinary Course 3 Language Across the Curriculum	6	60	40	100
Project Based Course 3	12	----	200	200
<b>Total</b>	<b>30</b>	<b>180</b>	<b>320</b>	<b>500</b>

### SEMESTER 4

Courses	Credits	External Marks	Internal Marks	Total Marks
Core Course 5 Contemporary India and Education	6	60	40	100
Elective Course 3: Special Field Action Research/ Guidance and Counseling/ Environmental Education(any one)	6	60	40	100
Interdisciplinary Courses 4 Creating an Inclusive School	6	60	40	100
Ability Course 2 Reading and Reflecting on Texts	3	----	50	50
Project Based Course 4	9	---	150	150
Any one Audit Course(Understanding the Self, Drama and Art in Education) will be opted by student in Semester 1 and Certified in Semester 4	3	---	----	---
<b>Total Credits</b>	<b>33</b>	<b>180</b>	<b>320</b>	<b>500</b>



*Education is a key to success in life and teachers make a lasting impact **on the** lives of their **students***

Solomon Ortiz

