

**Smt. Kapila Khandvala College of Education**  
**Santacruz (West)**  
**2020 - 21**

**Minutes of the IQAC (Internal) Meeting held on 23.07.2020**

An internal meeting of the IQAC was held on 23<sup>rd</sup> July, 2020 online to discuss the following agenda:

1. NAAC Updates
2. Any other business with the permission of the chair

**Members present**

Dr. Jayashree Inbaraj

Dr. Sunil Rajpurkar

Dr. Smita Gupta

Dr. Ruchi Mittal

Dr. Gauri Hardikar

Mr. Ravi Mishra

Dr. Sheetal Zalte

Ms. Deepali Sarode

Dr. Megha D'Souza

**Minutes of the meeting:**

**NAAC**

Dr. Jayashree Inbaraj suggested to decide the final date to upload NAAC documents. As per the new manual, NAAC considers the number of activities conducted under each criteria instead of qualitative description. . So scoring points is difficult. Low NAAC score less than 2.5 leads to reduction or withdrawal of funding. Therefore the coordinator/s need to talk to experts or experienced people to understand it better. The IQAC coordinators are expected to meet the Principal and discuss.

Dr. Sunil Rajpurkar was asked to send the initial draft of AQAR to the Principal for suggestions. Dr. Inbaraj also suggested to seek guidance from other experts in the fraternity on the subject of quality assurance. Dr. Gauri Hardikar and Dr. Sunil Rajpurkar were requested to share the PPT. related to NAAC processes from the seminar they attended recently.

IQAC external meeting was not conducted last year and got postponed due to Pandemic. It is still pending and should be scheduled at the earliest. POA for the year 20-21 is to be prepared for IQAC meeting. Dr. Gauri Hardikar said they would look at possible dates.

The faculty needs to think about the pandemic and plan activities for each criteria and write it in perspective plan. Few colleges have received the letter from NAAC mentioning that those colleges who were expected to have NAAC this year has been postponed by 3 months. No leverage is given by NAAC. So better to be prepared.

For continued funding and recognition the college needs to gear up. We need to be clear about where and what to get in order. Dr. Gauri Hardikar and Dr. Rajpurkar were asked to come up with a concrete and constructive plan.

The meeting ended with vote of thanks to the chair person.

**Smt. Kapila Khandvala College of Education**  
**Santacruz (West)**  
**2020 - 21**

**Minutes of the IQAC (Internal) Meeting held on 09.11.2020**

An internal meeting of the IQAC was held on 9<sup>th</sup> November, 2020 online to discuss the following agenda:

1. AQAR Updates
2. Any other business with the permission of the chair

**Members present**

Dr. Jayashree Inbaraj

Dr. Smita Gupta

Dr. Gauri Hardikar

Dr. Sheetal Zalte

Dr. Megha D'Souza

Dr. Sunil Rajpurkar

Dr. Ruchi Mittal

Mr. Ravi Mishra

Ms. Deepali Sarode

**Minutes of the meeting:**

Dr. Sunil Rajpurkar informed the committee members that two AQARs were submitted for the years 2017-18 and 2018-19 and currently the team is working on AQAR 2019-20. Dr. Jayashree Inbaraj shared that since we were not complying with NAAC till Oct. 2019, the institution had only internal meeting for which the minutes have to be finalised. IQAC meeting is overdue for the current year i.e. 2020-21. In August it was decided to conduct a meeting that was not being conducted yet. The minutes for the previous meeting to be finalised as early as possible. Since externals were not available for the last meeting, it should be reported as it is in the records. The meeting scheduled in March 2020 could not be held due to pandemic.

The Principal emphasized that these are the external standards that the institution needs to meet without any excuses. The date for the IQAC meeting has been finalised as 1<sup>st</sup> Dec. 2020.

The faculty members are working on their respective AQAR criteria but they expected role clarity if the work needs to be done beyond that.

Dr. Rajpurkar shared that AQAR for the year 2019-20 is to be submitted by 30<sup>th</sup> November. Two weeks would be required for reviewing and finalising the date.

The Principal urged for a professional behaviour from all the members under any circumstances and insisted that the faculty cannot miss out important meetings every time due to technical issues. She also shown concern over the matters when there was no intimation received in case of absence in another important meeting.

### **International Collaboration**

Dr. Inbaraj informed that she had a meeting with Dr. Rhonda from Gordon College, Israel regarding MOU. There was a little apprehension about assuming their faculty to be conducting workshops free of cost and wanted the faculty to be recognised for their efforts and time. So it was decided that any workshops, training etc. in the future would be organised on paid basis. They also wanted a meeting with management. The meeting could be organised soon.

Dr Smita Gupta shared that the students who are good in making lesson plans are required on 26<sup>th</sup>. The students would be making lesson plans for the faculty as well for themselves after receiving the training. They are expected to take up some issues and discuss considering two dimensions; space (moving from the local to national to international) and time dimension (tracing the issue backwards to today and to the future). These lessons will be implemented in the school to train the school students to think about future scenario.

It was decided that Dr. Inbaraj and Dr. Gupta will conduct a session to give a brief introduction to all the students regarding all the initiatives under collaboration so as to help them make their choices.

The meeting ended with vote of thanks to the chair person.

**Smt. Kapila Khandvala College of Education**  
**Santacruz (West)**  
**2020 - 21**

**Minutes of the IQAC (Internal) Meeting held on 08.04.2021**

An internal meeting of the IQAC was held on 8<sup>th</sup> April, 2021 online to discuss the following agenda:

1. Status on AQAR
2. Autonomy Expert Team Visit
3. Departmental Analysis for the Year 2020-21
4. Any other business with the permission of the chair

**Members present**

Dr. Jayashree Inbaraj

Dr. Gauri Hardikar

Dr. Sheetal Zalte

Dr. Megha D'Souza

Dr. Sunil Rajpurkar

Dr. Ruchi Mittal

Mr. Ravi Mishra

**Minutes of the meeting:**

The meeting began by reading out the agenda and inviting inputs from the faculty members on the same.

**Status on AQAR & NAAC**

Regarding the NAAC status, the Principal, Dr. Jayashree Inbaraj sought clarification from the IQAC about the period to be covered in the pending AQAR 2019-20. Dr. Hardikar confirmed that she spoke to NAAC personnel, and they had confirmed that we need to fill data till June 2019. Dr. Inbaraj urged that the AQAR work needs to be completed on priority as it has to be submitted by May 2021. April 26th, 2021, was set as the deadline for submission. She also reiterated that faculty involvement in checking the AQAR thoroughly is essential as many important details can be left out as Office staff may not realize its significance.

Some of the important points that emerged from the discussion:

- 1) Each criteria in the AQAR needs to be double checked by concerned faculty. Several questions in each criteria is related to office and sometimes the office might miss incorporating important points hence the faculty has to review and crosscheck data.
- 2) Unless AQAR 2019-20 is submitted, we cannot begin working on AQAR 2020-21, which is to be submitted perhaps before August 2021 latest. The challenge is that by rule, IQA should go before 45 days of our due date and 45 days after we need to send SSR. However, during the Pandemic, there could logically be an extension expected. At the moment, there is a notification, but it is not very clear. Dr. Inbaraj shared that the new format for AQAR is detailed and challenging to score points.
- 3) For work distribution purpose, having different IQAC coordinators for different years is alright, but what is lacking is one person accountable for visioning the whole process and follow ups, and overall accountability. At most institutions/ colleges, there is one clear cut person who takes responsibility to find out the next course of action. This aspect in our college definitely needs strengthening.
- 4) AQAR for the year 2020-21 also has to be ready soon after submission of AQAR 2019-20. Since Dr. Rajpurkar took over the responsibility of working over submission of earlier two AQARs, Dr. Hardikar was insisted to lead the work of AQAR 2020-21.

#### **Autonomy Expert Team Visit:**

Dr. Inbaraj shared that the autonomy proposal had been sent to the UGC and hence the letter of reply with visit details may reach us anytime soon. Dr. Bhole who has been guiding us advised the college to send a letter to NAAC saying we have applied for Autonomy which shall be done. She requested Dr. Sheetal Zalte to take the responsibility of preparing for autonomy expert team visit as her doctoral thesis was on the subject. A discussion on the number of board of studies to be presented during the Autonomy peer team visit ensued. Dr. Zalte said that once Dr. Gupta gets recovered, they will work this out together and report progress.

Presentations - The Principal emphasized that the presentation of BOS is the most critical part of the autonomy visit, followed by IQAC. There will be usual presentations like the Principal's presentation, BOS, Management, and IQAC presentations in that order. Dr. Hardikar said she is not in a position to commit to physically coming to the college for any presentation. Dr. Rajpurkar said he would, in that case, offer to do so provided he is supported in preparing the presentation by Dr. Hardikar.

The Principal said she understands that this year has been unusual and unprecedented due to the Pandemic, and our homes have become offices. There are other personal challenges too, but as professionals, we have to find efficient ways of working and prioritize college work as most important.

### **Departmental Analysis**

Due to lack of time, departmental feedback could not be completed in this meeting. So it was decided that the Principal will send the questions to the individual faculty. The faculty needs to fill the reflection, and analysis can be done in another meeting.

The meeting ended with a vote of thanks proposed to the chair person.

**Smt. Kapila Khandvala College of Education**  
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**Minutes of the IQAC (External) Meeting held on 03.12.2020 at 4.00 pm**

An online IQAC meeting was held on 3<sup>rd</sup> December, 2020 to discuss the following agenda:

1. Ratify the minutes of the IQAC meeting (Internal) held on 9<sup>th</sup> March, 2020.
2. Present action taken plan for POA for 2019-2020
3. Status on AQAR
4. Progress on Application for Autonomy
5. Highlights of achievement for 2020-21 year
6. Any other business with the permission of the chair

**Members present:**

- |                                     |                       |
|-------------------------------------|-----------------------|
| • Dr. Jayashree Inbaraj (Principal) | • Mr. Sharad Mehta    |
| • Dr. Gautam Gawli                  | • Dr. Sybil Thomas    |
| • Dr. Vandana Maheshwari            | • Dr. Smita Gupta     |
| • Dr. Gauri Hardikar                | • Ms. Sheetal Zalte   |
| • Ms. Megha D'souza                 | • Dr. Sunil Rajpurkar |
| • Ms. Deepali Sarode                | • Dr. Ruchi Mittal    |
| • Mr. Ravi Mishra                   | • Mr. Rajendra Jadhav |
| • Ms. Radha Kolhatkar               | • Mr. Viren Parmar    |

**Minutes of the meeting:**

The IQAC co-ordinator Dr. Gauri Hardikar invited the Principal Dr. Jayashree Inbaraj in the capacity of chairperson to welcome all members. This was followed by reading out of the agenda. Business for this meeting began as per the agenda.

1. Reading of minutes of internal meeting held on 9<sup>th</sup> March, 2020: The minutes were ratified unanimously.
2. Status of AQARs – Dr. Sunil Rajpurkar shared that so far AQAR for 2017-18 has been uploaded and acceptance has been received. He informed that the AQAR 2018-19 has also been uploaded but the acceptance is still to be received. Work is moving at a good pace on AQAR of 2019-20. Dr. Hardikar informed that the last date for submission of this AQAR is 31<sup>st</sup> December 2020.

Related to this, the discussion moved to understanding of the 4 AQARs that will be considered for the next NAAC cycle. The coordinator informed the members that 2016-17 AQAR sent to NAAC was returned by NAAC office. The discussion moved to NAAC website notifications where it says for a five year period an institution needs to necessarily



submit 4 AQARs. The coordinator said the faculty had decided we would submit 2017 to 2021 as the notification says 4 AQARS are required to be submitted in the 5 year period. So should the last year AQAR for 2020-21 be submitted by 31<sup>st</sup> Dec 2021 as they expect or even before that depending on when you complete the five year cycle.

3. **Autonomy** – The status of autonomy application was shared by Dr. Inbaraj. She shared that our Management is very supportive of the idea and they want us to apply at the earliest and are willing to support it in all ways. Dr. Inbaraj requested Dr. Sybil Thomas to share her views. Dr. Thomas' view was that it is no longer a choice. NEP does not visualize institutional dependency on Universities. Also with the kind of changes going on in the field of Teacher Education, it has to be done. It is also extremely important for good colleges like KKCE to stay relevant through autonomy and hence it would be better to do it as soon as is possible. She also highlighted the challenges of standalone teacher education colleges and the possibility of going multi-disciplinary once we are an autonomous institution. Dr. Gautam Gawli too agreed especially because of the limited programmes that stand alone colleges are running. His opinion was also that best practices can be developed if you have autonomy. Dr. Gawli appreciated the programmes run by KKCE and also the way they are run and therefore autonomy according to him should not be delayed. He also shared that a lot of Departments have been declared autonomous by the University. Dr. Inbaraj shared that the institutions is working on submitting the application for autonomy at the earliest.
4. **Action Taken Report on the POA of 2019-20 & 2020-21 (so far)** – The key achievements for each criteria was presented by respective staff member for both years. Some points of discussion on each criteria are give below:
  - a. Criterion 1 was shared by Dr. Gupta. Dr. Inbaraj added that the institution as a whole did a lot of work on the new NEP 2020. Dr. Hardikar added that we sent our recommendations for Semester 3 internship under pandemic/lockdown situations to University of Mumbai for consideration.
  - b. Criterion 2 was presented by Dr. Megha D'souza and the most prominent point's achievements were discussed. Dr. Inbaraj added that Gordon College faculty also observed and appreciated school lessons delivered by our students in MJD School during internship. The Internship department was appreciated for ensuring that all mandated requirements were met during the current academic year despite the pandemic challenge where the entire Sem III internship had to be re-imagined and re-strategized (especially with respect to technological diversity of the batch). The department shared their concern w.r.t. students wanting to give lessons in schools but only a limited number of schools open to having interns take lessons.
  - c. Criterion 3 was presented by Dr. Hardikar, and Dr. Gupta. Dr. Inbaraj apprised the members about development in collaboration with GACE. Dr. Smita Gupta added that Action Research possibilities were being explored in the three areas in which workshops have been conducted. Dr. Inbaraj also informed about GACE's keenness

on offering 2 courses which can be very relevant in today's time – on Developmental Psychology & Innovation and Entrepreneurship. Highlights pertaining to Extension Work in collaboration with IDF for 2019-20 & 2020-21 were then discussed by Dr. Gupta. Members appreciated the work done.

- d. Criterion 4 was presented by Mr. Ravi Mishra and Ms. Deepali Sarode. Ms. Deepali Sarode added that a lot of resources have been added on MOODLE like university papers etc.
- e. Highlights related to Criterion 5 were presented by Ms. Sheetal Zalte. The Greyquest scheme that has been offered this year is @ 2.5% pa interest rate was discussed. Dr. Gupta added that KKCE received an award from CENTA for consistently good performance of our students in their exams – 5 or more winners across the 5 editions of CENTA TPO. Dr. Gupta voiced her concern for placements for this year as schools haven't been recruiting. She asked for suggestions. Dr. Vandana Maheshwari opined that 48% for placements in 2019-2020 was a good number for pandemic and lockdown scenario. Dr. Thomas suggested encouraging students to make digital portfolios of their B. Ed. journey (using artefacts too) and send to schools. These can also be uploaded on college website. She added that these can be looked at not only as something to showcase but also as a reflective exercise for students. She suggested using mentors and mentoring for this exercise. She however cautioned against the use of free websites as that may be tricky.
- f. The highlights of Criteria 6 for both 2019-20 and 2020-21 were presented by Dr. Inbaraj. The empathetic role and support played by Management during the pandemic was the highlight in both years. The infrastructural repairs were also highlighted.

Presentation of the criteria was followed by discussion among the members. Dr. Gawli appreciated the efforts of the institution – especially appreciated the ground water recharge initiative. He emphasized on recording of outcomes for every programme that is being done and keeping records too. He said all crises bring challenges so since schools are running online maybe for placements a new approach of reaching prospective employers have to be thought of. He advised referring to Ministry of Education's Innovation Cell and aligning some of our existing programmes under the new NEP.

Dr. Maheshwari congratulated all staff for the efforts put in especially given the lockdown, without compromising on the ethos and standards of the institution. She reiterated to look for ways to showcase what we are doing. She also appreciated Dr. Thomas' idea of showcasing our work. She was highly appreciative of the Extension and Internship work carried out despite the challenges of online teaching.

Dr. Thomas too appreciated the effort and reiterated her advice to explore possibilities of showcasing and documenting all the work that has gone in this journey. She suggested looking beyond surveys to create inputs for the institution by showing the iterative cycle of linking things to each other. Like what do you do with the surveys conducted (feedback) and how does it lead to new practices. She also suggested uploading of video lessons created by students on website and sharing the links with internship schools. Students can be asked to improvise on

their lessons based on feedback and work with concerned faculty to ensure higher quality. She also suggested incentivizing students for this work which could be even considering this as an assignment submission. This idea was liked by all. She however added a word of caution with respect of considering licensing issues before doing that especially wrt pictures that students use and adding of appropriate references. Dr. Maheshwari added showcasing few, if not all, of student portfolios on website too.

Dr. Thomas then gave an exceptional idea for Community and Extension work. She suggested that each student can look at catering to the needs of few senior citizens near their homes. These needs could be about spending time with them, entertaining them or even helping them with their daily chores during pandemic. They can even look at catering to educational needs of 2 academically weak students.

The discussion also touched upon the aspect of Creative Commons. Ms. Sarode, our librarian added that we do have this option of Creative Commons available in MOODLE.

Dr. Inbaraj then requested Mr. Sharad Mehta, a trustee member to share few words. Mr Mehta requested the faculty members to go ahead with the application for Autonomy at the earliest. He appreciated the suggestions that came up in the course of the meeting. He said he was concerned about placement challenges and job challenges during the pandemic. The placement department shared that this was a problem all Education colleges were facing in this unique year. Constant communication is on WhatsApp wherein on job vacancies are posted. Placement department directs and guides students to communicate with the concerned school or organisation. Dr. Gawli said new ways of problem solving may be required for unprecedented situations like the pandemic.

Dr. Hardikar shared developments on NAAC AQAR format for 2020-2021 which is a different format as compared to the existing one.

With this, Dr Inbaraj thanked all external invitees and members of the staff present and closed the meeting. She added that we have a lot of ground to cover. We shall do our best.

**Criteria-wise Presentation of Key Highlights/Achievements for  
2019-20 & 2020-21 (ATR)**

**Criteria I Curricular Aspects:**

**Key Highlights for 2019 – 2020:**

- Regarding meeting BABEd course requirements in view of NCTE rejection: Work on Fixed deposits for endowment funds-completed. (transferred on joint names) Continuous follow up for approval of selected faculty from University of Mumbai is being done, we hope to get it soon.
- Decision regarding starting the M.ED course: After a lot of deliberations, for very valid and strong reasons it was decided to drop the idea of starting the M. Ed. course.
- New value added courses of RUSA: Two faculty members have received intensive training for starting the course on cyber security and we plan to start the course in next academic year.
- Organize FDP: Are being planned and a MOU with GACE has also been signed which will result in some FDPs.
- Enhanced use of LMS –Moodle & encourage faculty for online courses. Both faculty and students have used the same extensively all the more due to the pandemic and everything being done online. Almost all faculty members have completed short term online courses; online FDPs and our librarian completed a refresher course online too. In addition quite a few students have got certified for the SWAYAM courses.

**Key Highlights for 2020 – 2021:**

- Regarding BABEd course requirements: Approval of selected faculty from University of Mumbai has been received just 10 days back and now the appeal to NCTE for granting permission to start the course is being worked on.
- New value added courses of RUSA: Course on Cyber security will start from 6.12.2020. Course on Health & well being is being worked on.
- Organize FDP: FDP have started and 3 areas identified and initial w/shops for the same have been held in collaboration with GACE.
- Enhanced use of LMS –Moodle & encourage faculty for online courses: Both faculty members have used the same extensively. (all the more due to the pandemic and everything being done online) Almost all faculty members have completed short term online courses, online FDPs and librarian completed a refresher course online too and quite a few students have got certified for the SWAYAM courses too.
- Utilize the expertise of the stakeholders for quality improvement: With the entire curriculum transaction going online and the need to start training student teachers to teach online, inputs from schools was sought( through an online seminar) for understanding school needs and the internship program was planned accordingly.

## Criteria II Teaching, Learning and Evaluation

### Key Highlights for 2019- 2020:

- Use of ICT- use of Moodle in teaching, extensive use of moodle in evaluation, use of recorded lessons by students.
- Digital resources for technology enhanced learning (smart board training, Nlist, TPACK based lessons, SWAYAM courses)
- Alumni engagement (content enrichment, guest lectures, GLOBAL ITE reunion)
- Strengthened association with internship schools.
- Enhanced reflective practices
- Educational visits, club visits, Face to face as well as online club activities, virtual science exhibition
- Initiated collaboration with GACE (Guest lecture, interaction & exploration of research opportunities)
- Institutional repository

### Key Highlights for 2020- 2021

- Extensive use of ICT especially Moodle in teaching, learning and evaluation.
- Re-imagined School Internship programme (Understanding school expectations, students survey, preparatory sessions for online teaching, all types of lessons)
- Advanced alumni engagement
- Enhanced reflective practices
- Built up on partnership with GACE, Israel to up skill faculty and students capacities
- Adapted mentoring, tutorial and remedial programme in online mode
- Content enrichment, CET orientation, TET, guest lectures, workshops, yoga, Extension work, club activities organised in online mode.
- Strengthened library services (Nlist, SWAYAM, book exhibition, etc)
- Lead role by senior faculty in organizing university exams for the cluster for semester IV of batch 18- 20 and semester III of batch 19- 21.

## Criteria III Research, Innovation and Extension

- Collaboration with Gordon Academic College of Education (GACE), Israel
- Extension work with NGOs
- Sessions by international experts
  - Narrative Research by Dr. Galit Caduri (Israel)
  - Study Circle sessions by Dr. Gopal Midha (USA)

Year	Organization/Theme	Programs taken up
2019-20	Indian Development Foundation( IDF)	Student Leadership Program (SLP) for secondary schools students (underprivileged) by SY students. Cover of Compassion Program :( Empathy for under privileged) by FY students.
	Clean We Go	Sustainable Development : Sapling Making & Plantation for SY students

		So;id Waste Management ( Composting) & Seed Ball Making by SY students
	Mission Green Mumbai	Beach Cleaning by FY & SY students Ground Water Recharging Unit setting up by SY students.
2020-21	Sustainable Development	Eco Brick Making –Ongoing
	Compassion	Diwali Lamp & Lantern Making & Distribution
	SLP with IDF	Online session with schools
	Social Entrepreneurship, Swatchvata & Rural Engagement	Ventel Program has been signed for an programs are being implemented.

#### Criteria IV Infrastructure and Learning Resources:

##### Key Highlights for 2019 – 2020:

Physical facilities	Technical facilities	Library facilities
Infrastructure Maintenance	Windows and Microsoft license update	New Books added
Renovation of various infrastructure facilities	Upgradation of LMS Moodle	Print journals subscribed
1 Hp color printer + 1 Dell monitor + 2 keyboards + 1 small speaker	Website maintenance and social media presence (Instagram, Twitter & YouTube)	N-list resource renewed
Groundwater recharging system setup	Words worth software	As per N-LIST resources user report, KKCE is one of the top 10 user at National Level

#### Criteria V Student Support and Progression:

##### Key Highlights for 2019 - 2020

- Strengthen mentoring, counseling facility for students- mentoring-online/ phone calls, online individual/ group sessions
- Organize a health checkup of the students.- not feasible
- Strengthen the remedial programs-tutorials, individual support
- Make available financial support to economically weak students- installments
- Tap the potential of the alumni for mentoring- sessions by alumni members for current students
- Organize a value added program for content enrichment-graphology, cyber security
- TET training workshop
- Centa's teaching professional Olympiad

- Technical support- smart board training, apps, softwares
- Tutorials
- Language lab- words worth software training
- Counseling Cell- online individual/ group counseling sessions
- Placement cell
- PTM-
- CET orientation

**Key Highlights for 2020 – 2021:**

Area	Plan	Status
Financial assistance	Installments/any other provisions	Grey Quest
Technical assistance	Training by experts, Moodle support	Video lesson inputs, softwares/apps, test / assignment submission
ICT Trainings	Course on Cyber security training	Started 12 hour program
Counseling Cell	Supporting students as per their needs	Session conducted effective communication skills, stress management and mindfulness
Library/Study circle	Reading/referencing skills and resource orientation Discussion on various relevant area	Library session on variety of themes Session conducted on improvisation and how do we learn
International collaboration	Trainings	Initial workshops are completed (reflection, teaching future thinking, critical friend)
Women's Cell	Sessions on relevant themes	Webilogue on gender stereotypes and care economy, Cancer awareness, Publication planned

- Yoga training-completed
- CET orientation
- TET training workshop-completed
- Centa's teaching professional Olympiad
- Technical support- providing continuous training, apps, softwares
- Language lab- words worth software training-
- Counseling Cell- online individual/ group counseling sessions
- Placement cell-
- PTM-
- Library sessions

## Criteria VI Governance, Leadership and Management:

### Key highlights of 2019 – 2020:

Sr. No.	Initiative	Support from Management
1	Investment in infrastructure development for college Structural strengthening Better toilet facilities, girls common room.	Funding and Architectural expertise from K Raheja
2	Support and funding for Collaboration locally and globally IDF, and with Gordon Academic college of Israel MOU, meetings, visits of overseas faculty in sept 2019	Complete support to the idea. Financial funding for the visit.
3	Push for preparing for Autonomy Attending our expert meetings, pursuing in CDC meetings	In principle and in action the management is extremely supportive and encouraging the college to apply for autonomy. Commitment for initial financial support for the same.
4	Faculty professional development with TISS collaboration. Competency building commitment.	Being present in the meeting both at initial stage and the certification stage. Keen on upgrading faculty competencies to be relevant in today's times.

### Key Highlights for 2020 – 2021:

Sr. No.	Initiative	Support from Management
1	Professional development workshops with Israel experts in Nov 2021 and collaboration for offering their courses	Involvement in the meetings online even during the Pandemic. A progressive outlook with works shall not stop on any count is very clear in their approach. Easy access to the management members.
2	Enabled technological up gradation for entire campus in addition to a wi-fi enabled campus we have licensed Microsoft teams which we are able to use today in a	Commitment to technology and state of the art facilities for all their institutions.



	pandemic and it can be put on youtube.	
3	Protecting employees during COVID. In terms of job protection, health protocols. - Village Created a sense of security and wellbeing for all the teaching and non-teaching.	Humane approach during crisis which helped us to adapt better.
4	Internal audits quarterly on line this year to be safe for all.	

Effective roles Management has played – Advisory, Coordination, Regulatory Compliance, Monitoring & Funding

Principles of Governance followed:

- Transparent procedures
- Promote ethical and responsible decision making
- Recognize and manage risk
- Encourage enhanced performance
- Responsive
- Equitable and Inclusive

## **Criteria VII Institutional Values and Best Practices:**

**Key highlights of 2019 – 2020:**

### **1.1 – Institutional Values and Social Responsibilities**

***Gender Equity & Inclusion:*** Role plays and Collage competitions on gender issues were infused through curricular activities of the course Gender, School and Society.

Women Cell had a week long celebrations marking the celebration of International Women’s Day. Gender sensitization and women empowerment was underlined through variety of activities namely Quiz, Poetry Recitation, Movie Screening, Debate, etc.

A two day State level Seminar titled ‘Readjusting the Inclusion Lens – Transcending the Exclusion Mindset’ was organized for the teaching fraternity.

Workshop on understanding Special Needs in the Classroom was arranged for students.

***Promotion of Universal Values and Ethics:*** The MOU signed with Gordon Academic College of Education (GACE), Israel picked momentum as two faculty members from GACE visited KKCE in September 2019 with an objective of mutual familiarization and exchange of ideas on collaborations between the two institutions and two countries.

A guest lecture on 'Power of Words in Education' by Dr. Osnat Argaman and another on 'Inter Cultural Conflicts' by Dr. Galit Kaduri, GACE, Israel were organized for students, faculty members and local educational fraternity.

Workshop on 'Utilizing Elements of Performing Arts in Education' by Dr. Tushar Guha, Nrityanjali and a workshop on 'Drama in Education' by Mr. Gerish Khemani were organized for the students.

***Environmental Sustainability:*** As sustainability objective Ground Water Harvesting System and Waste Management Plant were set up in the campus with student and staff involvement and guidance from the experts.

***Institutional Social Responsibility (ISR):*** (Details covered under the Best Practices of the Institution.)

## **1.2 – Best Practices:**

### ***1. Social learning through community outreach:***

Global-ITE meeting was organized for the alumni of KKCE who were participants in this project almost two decades back. This was also attended by the pioneer of the idea Mr. Greig Whitehead. The members of the project reminisced their memories and shared educational experiences across the borders of our nation through this project.

Though an extensive Extension Work Programme planned throughout the year with various non-profit and non-government organizations, KKCE students worked with different groups such as underprivileged children, special children, old age homes and conducted remedial teaching, student leadership programs and computer literacy programs.

Students worked in collaboration with the NGO, Clean We Go and extended their services to create awareness of Solid Waste Management at various BMC schools.

Besides, they also engaged in sapling preparation at Manori center. Every student was given a sapling under the 'Each One Plant One' programme which they planted in the vicinity of their residences and have been nurturing them since then.

KKCE continued its association with the NGO India Development Foundation (IDF) and the S.Y. B. Ed. students conducted a Leadership Program, comprising of 8 sessions, where through a variety of activities they taught the importance of communication, moral values and how to be a leader, to a diverse group of under-privileged students.

Students also conducted English Language remedial classes for slum school students as part of IDF programme.

The department also networked with Mr. Subhajit Mukherjee of NGO 'Mission Green Mumbai' to set up a Rainwater Reserve Drum System on KKCE campus. Students got hands on training of the installation process and are now ambassadors to carry forward this project to their respective institutions.

Students were also engaged in Juhu Beach Clean Up activity to promote the 'Swachh Bharat Abhiyan'.

**2. Integrating ICT in Education:** LMS Moodle was extensively used for curriculum execution as well as for assessment.

Method Club activities were successfully planned and executed through LMS Moodle and web platforms.

**Key Highlights for 2020 - 2021:**

- Online engagement of the students to continue with extension activities during the pandemic.
- SUPW activities of making Decorative lamps, Diwali Lanterns in line with Mahatma Gandhi's Nai Talim values were organized.
- TET Training Workshop and Content Enrichment Sessions were organized using web platforms.
- Method Club activities were successfully planned and executed through LMS Moodle and web platforms.
- Extensive use of moodle for teaching-learning, assignments and examinations.
- Enriching inputs were given to student-teachers on digital resources of teaching-learning by organizing expert talks and workshops.
- Digital learning resources, video lessons prepared by the students were shared with internship schools.
- Professional development workshops for educators were organized as part of the MOU with GACE, Israel.