

**Smt. Kapila Khandvala College of Education**  
**Santacruz (West)**  
**2021 - 22**

**Minutes of the IQAC (External) Meeting held on 1<sup>st</sup> July 2021**

An online IQAC meeting was held on 1<sup>st</sup> July, 2021 to discuss the following agenda:

1. Status of AQAR Report
2. POA of the academic year 2021-2022
3. Status of Application for Autonomy
4. Any other business with the permission of the chair

**Members present:**

- Dr. Jayashree Inbaraj (Principal)
- Prof. Gautam Gawali
- Dr. Vandana Maheshwari
- Dr. Gauri Hardikar
- Dr. Megha D'souza
- Ms. Deepali Sarode
- Mr. Ravi Mishra
- Ms. Radha Kolhatkar
- Mr. Sharad Mehta
- Prof. Sybil Thomas
- Dr. Smita Gupta
- Dr. Sheetal Zalte
- Dr. Sunil Rajpurkar
- Dr. Ruchi Mittal
- Mr. Rajendra Jadhav
- 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 and open the meeting. This was followed by reading out of the agenda. Business for this meeting began as per the agenda, which was led by Dr. Sunil Rajpurkar.

1. Status of AQAR: Dr. Rajpurkar informed that the AQAR of 2018-2019 was uploaded already on the NAAC portal and that the AQAR of 2019-2020 is also nearly ready and will be uploaded in a day or two. He further informed that the AQAR of 2020-2021 is in a different format and work is still on in compiling it.
2. Any other business: Dr. Sheetal Zalte was inducted into the IQAC. Her name was proposed by Dr. Megha D'souza and seconded by Dr. Hardikar.
3. POA 2021-2022: Dr. Hardikar informed all that it is ready. Because of time constraints, only Criteria 2 and 3 will be presented and discussed.

Criteria 2: Dr. Hardikar read out the points which were building up on NEP 2020 and current nature of course which is all online. Dr. Sybil Thomas suggested rephrasing some sentences to use a different verb in place of 'continuing'. She also suggested having specific

statements with respect to new and evolving socio and economic situations. She also drew attention to changing nature of reflections, rubrics, objectives, methodologies as well as partnership with community agencies. For instance she suggested there could be partnership for MOOC courses or other online courses. Dr. Vandana Maheshwari suggested that words like participatory methods, etc. may be made more specific in the POA. While acknowledging Dr. Thomas' suggestions, Dr. Gautam Gawali spoke at length on the Blended Learning proposal of the UGC. According to him, when a teacher stands in front of a class and teaches, she/he teaches not only a lesson but also emotions and feelings. He urged all to take lead and communicate to UGC that at best Blended Learning can only follow a 80:20 ratio with 80% being teaching in the f2f mode.

Criteria 3: On this criterion, Dr. Gawali appreciated KKCE and its management for increased visibility due to its fieldwork practices. He suggested taking Life Skills training, which is also mentioned in the NEP 2020, to weaker sections of the society. Dr. Maheshwari added that incorporating these life skills in online lessons can be very important, especially for underprivileged children.

Dr. Thomas added that the Action Researches and Research based Projects carried out by the institution can be published for dissemination of new knowledge. Dr. Inbaraj mentioned that a Teachers' Handbook on Action Research was published. She also mentioned that Dr. Smita Gupta's doctoral research programme can be taken forward as it may be very relevant in today's pandemic hit world. However, such practices need to become a regular feature. She also talked about extension work with BCPT and IDF and the need to convert the learning from such experiences into practice, especially since it was much appreciated.

Dr. Thomas also added that knowledge base already exists in the form of Action Researches. She raised a question whether it was possible to convert all this tacit knowledge into explicit knowledge and feed it into education system? In the autonomous plans, these should convert into guiding principles. Dr. Inbaraj requested Dr. Thomas for a one day workshop to help all of us do this and look at things more holistically.

Dr. Thomas questioned if consultancy has increased due to the pandemic? Dr. Inbaraj said no, but that it has increased in terms of free services. Dr. Thomas suggested that such endeavours need to be showcased as also the changes you have adopted as an institution and as individuals to make a difference in the educational landscape.

Mr. Viren Parmar raised a point on NEP idea of Internship of school students. According to him, when students go for internships, they start questioning the learning taking place in schools. So teachers need to be prepared to handle such questions. Dr. Inbaraj suggested that these kind of questions can be pre-empted in lectures. Dr. Mittal suggested she can take a session on big picture learning for our student-teachers.

4. Autonomy: Dr. Inbaraj informed all that we have got a letter and asked Dr. Thomas on the kind of preparations that need to be done. Dr. Thomas suggested having a timeline for

everything – right from structural changes (the different bodies, their roles and value add to that), changes in content and curriculum framework for learning outcome based education. She informed all to be prepared with the proposed changes in the values and the justifications. Assessments need to given due attention even though we have to follow the University's CBSS. She mentioned that in the 40% be clear on what changes. Look for ways to cater to diversity through assessment practices. For eg. weightage to content and different skills. Some examples that were given were a Ted talk by a student, an anecdotal writing, artefacts, community work (everything that can be captured and verified). She added that NEP also provides for recognising things that students do in the community. Can allow imaginations to run wild and use this for audit courses. Dr. Inbaraj spoke of Exhibition method in Language Across Curriculum which can be converted into an assignment.

Dr. Maheshwari added that all the dreams that were so far tied can be freely discussed under autonomy. She suggested calling Dr. Thomas at each and every step as an evaluator. She spoke of KKCE's team spirit which needs to be maintained and wished us luck.

Dr. Hardikar requested Dr. Gawli to share feedback mechanisms in his university. But he was not seen. He had lost connectivity. She said we will check with him personally.

As a final thought, Dr. Thomas also suggested creating an open repository for all our resources for open access. Ms. Deepali Sarode agreed that this can be done.

The meeting ended with a formal vote of thanks by Dr. Rajpurkar.

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

**Action taken report on the minutes of IQAC meeting held on 1<sup>st</sup> July 2021**

<b>Point of discussion</b>	<b>Decision taken</b>	<b>Action taken</b>
Status of AQAR	AQAR of 2019-2020 nearly ready to upload AQAR of 2020-2021 has a new format	AQAR of 2019-2020 uploaded AQAR of 2020-2021 is almost ready. Date of submission extended to 31 <sup>st</sup> July 2022
POA 2022-2023	POA to be prepared based on the new perspective plan	POA for the year 2022-23 will be prepared department wise on the basis of new perspective plan.
Publication of action researches	Action researches done by the students should be published.	Online publication will be started from the academic year 2022-23
Autonomy	Have a timeline for everything – right from structural changes to changes in content and curriculum framework	Autonomy visit and inspection completed. Received Autonomy from the academic year 2021-22. Initial meetings of all the statutory bodies like Governing body, Academic Council, BOS, Board of Examination are conducted. Syllabus presented and approved. NAAC accreditation extension till 2026 received.
Open access to the institutional resources	Create an open repository for all our resources for open access	The librarian is on Maternity leave. This will begin after she resumes the duty.

Sadhana Education Society's  
**Smt. Kapila Khandvala College of Education (Autonomous)**  
**Internal Quality Assurance Cell (IQAC)**  
**2021-2022**

**Minutes of the IQAC (Internal) Meeting held on 16<sup>th</sup> September 2021**

**Agenda:**

1. To discuss admission
2. Autonomy: status and related planning
3. Restructuring of IQAC
4. Any other matter with the permission of the chair.

**Members present:**

- Dr. Jayashree Inbaraj (Principal)
- Dr. Gauri Hardikar (Faculty In-charge)
- Dr. Sheetal Zalte
- Dr. Megha D'souza
- Dr. Sunil Rajpurkar
- Dr. Ruchi Mittal
- Mr. Ravi Mishra

**Apologies:**

**Dr. Smita Gupta**

**Minutes of the meeting:**

**Admission**

The Principal informed the CET date to the committee members and raised concern over minority admissions. Dr. Zalte shared that the college could tap some good minority students through the CET orientation organized by the college. The committee discussed the ways of using college website effectively for admissions. Dr. Inbaraj stressed the need to have a payment gateway to track the payment of fees online.

**Decision:**

- To put up the notification and link for the minority form on the college.
- To make provision for payment gateway and upload the link of the same on the college website.

**Autonomy: status and related planning**

Dr. Jayashree Inbaraj congratulated all the faculty members on getting the letter from UGC conferring autonomous status to the college. She appreciated the support extended by Dr. Bhole

throughout the process. She informed the committee members that the required procedure is completed and the approval letter from the University is awaited.

She shared the suggestions given by the UGC expert committee in its visit report. The experts have appreciated the space, faculty strength, and utilization of funds and expressed their satisfaction with various stakeholders' interactions.

Dr. Inbaraj expressed the need for constituting various committees as a part of the structure of autonomous college. She also stated the need for additional staff for teaching as well as administration.

**Decision:** To constitute the statutory committees as per the requirement of autonomous college structure.

Dr. Inbaraj suggested that the college start few degree courses to expand the academic horizon and strengthen the financial position. Post discussion, the faculty members shortlisted few options and identified some experts who could be involved in the designing of these courses.

**Decision:** To explore the possibility and feasibility of these courses.

### **Restructuring of IQAC**

The Principal expressed the need for restructuring of IQAC and planning for autonomy. She advised the faculty in charge, Dr. Gauri Hardikar to take help from Ms. Kolhatkar for preparing AQAR for the year 2020-21. The deadline for submitting the AQAR is Nov. 2021, using the new format.

The discussion was conducted on restructuring IQAC. Since Dr. Hardikar is leaving, the Principal requested Dr. Zalte to take charge of the research criteria handled by Dr. Hardikar.

#### **Decision:**

- Dr. Sunil Rajpurkar will be responsible for AQAR 2020-21.
- Dr. Sheetal Zalte will take over as an IQAC Coordinator post-March.
- Dr. Zalte will take charge of Criteria III of AQAR in absence of Dr. Hardikar.

The meeting ended with the vote of thanks to the members.

**Sadhana Education Society's  
Smt. Kapila Khandvala College of Education (Autonomous)  
Internal Quality Assurance Cell (IQAC)**

**Action taken report on the minutes of IQAC meeting held on 16<sup>th</sup> September 2021**

<b>Point of discussion</b>	<b>Decision taken</b>	<b>Action taken</b>
Admission	<ul style="list-style-type: none"> <li>• To put up the notification and link for the minority form on the college.</li> <li>• To make provision for payment gateway and upload the link of the same on the college website.</li> </ul>	The links for the minority admission form and payment gateway uploaded on the college website.
Autonomy: status and related planning	<ul style="list-style-type: none"> <li>• To constitute the statutory committees as per the requirement of autonomous college structure.</li> <li>• To explore the possibility and feasibility of these courses.</li> </ul>	<p>Statutory bodies/ committees under autonomy had constituted.</p> <p>Consultation has started with the experts for the shortlisted courses.</p>
Restructuring of IQAC	<ul style="list-style-type: none"> <li>• Dr. Sunil Rajpurkar will be responsible for AQAR 2020-21</li> <li>• Dr. Sheetal Zalte will take over as an IQAC Coordinator post-March.</li> <li>• Dr. Zalte will take charge of Criteria III of AQAR in absence of Dr. Hardikar</li> </ul>	<p>Dr. Rajpurkar headed the AQAR 2020-21 work.</p> <p>Dr. Zalte started the Criteria III work.</p>

Sadhana Education Society's  
**Smt. Kapila Khandvala College of Education (Autonomous)**  
**Internal Quality Assurance Cell (IQAC)**

**Minutes of the IQAC (Internal) Meeting held on 29<sup>th</sup> January 2022**

**Agenda:**

1. Review department reallocation
2. Reopening in offline mode and Sem III exam modalities
3. Syllabus for FY batch under autonomy
4. Any other business with the permission of the chairperson

**Members Present:**

1. Dr. Jayashree Inbaraj (Chairperson)
2. Dr. Smita Gupta
3. Dr. Sheetal Zalte
4. Dr. Megha D'Souza
5. Dr. Sunil Rajpurkar
6. Dr. Ruchi Mittal
7. Mr. Ravi Mishra

**Minutes of the meeting**

**Review department reallocation**

Principal Dr. Jayashree Inbaraj informed members that due to the voluntary retirement of Dr. Hardikar, there is a need for restructuring the administrative and academic work distribution. Discussion continued on the same and based on the discussion following rearrangements in administrative work distribution were finalized for the new academic year.

**Decision:**

- To prepare and share the new administrative department distribution stating the following:
  - Dr. Sheetal Zalte will be the new IQAC Coordinator
  - Ms. Ravi Mishra will take charge of Students' Council
  - Examination Cell - Semester-end examination will be headed by Dr. Sunil Rajpurkar and Internal assessment will be handled by Dr. Ruchi Mittal and Dr. Megha Dsouza
  - Placements cell will be headed by Dr. Smita Gupta and Dr. Sheetal Zalte
  - Guest Lectures and Workshops will be managed by Dr. Megha D'Souza.



### **Reopening in offline mode and exam modalities of SEM III**

The faculty members carried out the discussion on reopening the college in face to face mode for the faculty members and the students.

#### **Decision:**

- To wait for a clear circular from the university and accordingly decide the mode of reopening.
- Faculty members to report to work in face to face mode on non-internship days.

Dr. Smita Gupta, updated the faculty members that she is waiting for the instructions from the Cluster head on exam modalities.

**Decision:** To wait for the instructions from the cluster head and plan the exams accordingly.

### **Syllabus printing for autonomous Batch**

Dr. Sunil Rajpurkar updated staff members regarding the progress of syllabus finalization for the FY batch under autonomy.

#### **Decision:**

- Faculty members will add Course outcomes (COs) and Graduate attributes to their respective courses and maintain the uniform format of the entire syllabus.
- Dr. Rajpurkar will finalize and print the syllabus copy.

The meeting ended with a vote of thanks proposed by the chairperson.

**Sadhana Education Society's  
Smt. Kapila Khandvala College of Education (Autonomous)  
Internal Quality Assurance Cell (IQAC)**

**Action taken report on the minutes of IQAC meeting held on 29<sup>th</sup> January 2022**

<b>Point of discussion</b>	<b>Decision taken</b>	<b>Action taken</b>
Review department reallocation	<ul style="list-style-type: none"> <li>To prepare and share the new administrative department distribution</li> </ul>	The new administrative department allocation was prepared and shared with the faculty members.
Reopening in offline mode and exam modalities of SEM III	<ul style="list-style-type: none"> <li>To wait for a clear circular from the university and accordingly decide the mode of reopening.</li> <li>Faculty members to report to work in face to face mode on non-internship days.</li> <li>To wait for the instructions from the cluster head and plan the exams accordingly.</li> </ul>	<p>As per the latest University and Government circulars reopening was planned.</p> <p>Faculty members started reporting to work on non-internship days.</p> <p>The Sem III exam work planned as per the instructions received from the cluster head and the University.</p>
<b>Syllabus printing for autonomous Batch</b>	<ul style="list-style-type: none"> <li>Faculty members will add Course outcomes (COs) and Graduate attributes to their respective courses and maintain the uniform format of the entire syllabus.</li> <li>Dr. Rajpurkar will finalize and print the syllabus copy.</li> </ul>	<p>The faculty members have added the course outcomes and graduate attributes to their respective courses and edited the document to maintain a uniform format.</p> <p>Dr. Rajpurkar will soon finalize it and send for printing.</p>

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

**2021-22**

**Minutes of the IQAC (External) Meeting held on 17<sup>th</sup> May 2022**

**Agenda:**

1. Welcome new committee members
2. Status update of Autonomy
3. Status of NAAC accreditation
4. Perspective plan discussion
5. Suggestions for a smooth quality assurance plan
6. Suggestions for Academic and Administrative Audit
7. Any other discussion with the permission of the chair

**Members Present:**

- Dr. Jayshree Inbaraj
- Dr. Khushpat Jain
- Dr. Sivamangai
- Mr. Rohit Bhat (Online)
- Ms. Rekha Pandey
- Ms. Kavita Sanghvi
- Ms. Pinky Tripathi
- Dr. Sheetal Zalte
- Dr. Megha D'souza
- Dr. Sunil Rajpurkar
- Dr. Ruchi Mittal

## **Minutes of the meeting**

Dr. Jayashree Inbaraj welcomed the new committee members

### **Status update of autonomy and NAAC accreditation**

Dr. Inbaraj informed the committee members about the status of autonomy. She said the college was granted autonomy on 7<sup>th</sup> September 2021 by UGC.

She further updated the committee about the minor syllabus changes done under autonomy in the first year, the formation of statutory committees under autonomy and the extension of NAAC grade for 5 years due to autonomy.

The Principal conveyed that Dr. Gauri Hardikar, the IQAC coordinator took Voluntary Retirement. So the committee proposed Dr. Sheetal Zalte's name as the new IQAC coordinator, to which the committee members agreed.

**Proposed by: Dr. Sunil Rajpurkar**

**Seconded by: Dr. Megha D'Souza**

### **Status of AQAR:**

Dr. Zalte communicated that the Annual Quality Assurance Report (AQAR) for the academic year 2019-20 has been uploaded on the NAAC website and AQAR 2020-21 is in progress.

### **Perspective Plan and Plan of Action (POA)**

The new perspective plan was shared with the members and it was informed that the POA is getting ready.

### **Publication of action research**

Research cell newsletter to be made a regular feature in an online mode. The librarian Ms. Deepali Sarode to initiate the process.

Dr. Inbaraj raised concern over the quality of action research done by the students and shared that the publication could be restricted to the faculty and few good action researches. Dr. Sivamangai suggested peer reviews to enhance the quality of action research. She suggested publishing the faculty work in good journals rather than publishing substandard research in-house.

Ms. Rekha Pandey inquired about the specific requirements related to the publication and Dr. Inbaraj responded more numbers would get more marks. Dr. Sivamangai stated that only publications in the journals listed in UGC CARE list are considered and the list is often revised. The Principal shared concern over fewer journals in the discipline of education. It was resolved that all faculty members will aim to publish in UGC care Journals.

### **Providing open access to institutional resources (Open repository)**

The library is fully digitized and the IQAC coordinator informed the members that after resuming her duties, the open access for the institutional resource would resume.

### **Curriculum**

Dr. Zalte shared that the feedback for the curriculum is obtained from the students but not from other stakeholders. She asked for more suggestions. Dr. Sivamangai shared that NAAC expects feedback from the students, parents, alumni, employers and teachers, at least from the 4 of

these. She suggested that the discussion on the curriculum during BOS could be considered as feedback.

- **Upgrading the curriculum as per Outcome Based Education (OBE)**

Dr. Inbaraj informed the committee members that the college has worked towards identifying graduate attributes, program outcomes and course outcomes and presented during the autonomy visit.

While responding to the query raised by Dr. D'souza about easing the whole process, Dr. Sivamangai suggested automation of the process. To answer another query by Dr. Mittal about keeping the outcome numbers in control, she suggested limiting the scope of the outcomes.

The discussion was carried out on OBE, such as planning bridge courses or remedial or differential assessments. Student-faculty ratio was one of the hurdles to implementing the credit system in a real sense. Ms. Kavita Sanghvi suggested using peer evaluation to overcome this.

- **Inclusive Education**

Ms. Rekha Pandey inquired whether the student teachers receive any training in inclusive education. Dr. Inbaraj and Dr. Zalte provided information on the college's efforts in this aspect, such as various training workshops and activities and preparation of sample IEP conducted under the course on inclusive education. The Principal shared the attempt where these aspects were included in the lesson plans. However since the data about the children with special needs is not available prior to the lessons it is not being utilised as intended. Ms. Pandey; opined that there is a need to bridge the gap between mainstream teachers and special educators. The approach towards these learners and sensitivity is essential. So this needs to be included in the training itself.

Dr. Sivamangai said that the college should consult the industry expert in the BOS for inputs related to the aspect of inclusion. These inputs need to be mapped for OBE. Dr. D'souza shared that the outcomes are identified for the field engagement part of the curriculum and mapping needs to be done for OBE.

Ms. Kavita Sanghavi shared that they have a special education department. Ms. Rekha Pandey offered to take a session on lesson planning where different strategies could be incorporated for the special learners.

- **Inclusion of Sustainable Development Goals (SDG)**

Dr. Sheetal Zalte shared with the committee that the college had recently organized an international workshop on SDGs and SDGs are included in the lesson plan format. Ms. Sanghvi shared a website with good, readymade lesson plans for teachers to incorporate SDGs in the classrooms.

### **Transfer of Course Credits**

Dr. Sivamangai enquired about the Swayam courses. Dr. Zalte informed that the College orients the student teachers to Swayam courses and that they must complete at least one course on Swayam. Dr. Sivamangai suggested selecting the relevant courses for giving credits.

Dr. Khushpat Jain informed the committee that all the students need to register for the academic credit bank and the college needs to fill in the credits of each student.

### **Optional courses:**

Dr. Zalte informed the members that since the employers prefer the combination of two pedagogies rather than other course combinations, we are offering limited choices. The Principal added that the college has a limited number of permanent faculty members and CHB

being not made available yet, so it becomes difficult to offer more choices. Dr. Jain suggested that the college can have MOUs with other institutions offering these courses as options/electives. He suggested developing data management system at the college level to manage the data effectively.

### **Student progression**

Dr. Jain shared that tracking the students' progress is very important for the college, even from the NAAC perspective. Dr. Zalte shared the challenges in tracking the students' progression and asked for suggestions. The committee members opined that someone should be responsible for calling and following up with students. Ms. Pinky Tripathi advised putting in more effort to mobilize alumni. Dr. D'souza shared that the get-together is being planned for the same purpose.

### **Teaching and learning**

The Principal said we are trying to move towards self-directed learning and asked for a few more ideas. Dr. Mittal raised a query regarding assessing the achievement of outcomes in the case of self-directed learning. Dr. Sivamangai replied that there are evaluation techniques like application-based problem-solving questions, discussion forums, etc. Different groups could be given different questions/ problems followed by interactive sessions like viva or group interaction. She mentioned the use of games for earning badges and leadership boards.

### **New courses and collaborations**

Dr. Inbaraj updated the Committee that the NCTE is not approving the B. A. B. Ed. program, which we had applied to, as we are a single-discipline college. To extend our courses, the college will soon offer a course on culture, literacy and new media in collaboration with TISS. This course is meant for teachers, young media professionals and content writers to enhance their skills. A leadership course is also under consideration.

Dr. Inbaraj further stated that the college has applied for digital badges in collaboration with Gordon College of Education, Israel. She mentioned the cyber security and positive education program offered by the college.

She informed the committee that the college is working on offering two courses with Israel, one on innovation, creativity and entrepreneurship and another on future thinking.

### **Revenue generation ideas**

Dr. Inbaraj asked for some revenue-generation ideas. The committee members suggested ideas like training courses for competitive exams. Dr. Jain suggested preparing projects and exploring CSR funding from various corporate houses. He suggested lending the space for some courses. Dr. Inbaraj voiced a concern about property damage, to which he replied saying the damage could be covered under the MoU. He also suggested that some people could be made incharge and provisions for their remuneration should be mentioned. Dr. Inbaraj enquired whether Ms. Pinky Tripathi would be interested in running her course to which she replied affirmatively.

### **Research**

The committee members suggested applying for funded research projects.

### **Outreach programs**

Dr. Inbaraj shared that the outreach programs offered by the college are very good. We work with Indian Development Foundation (IDF) and Bombay Community Public Trust (BCPT). Student teachers have trained students from underprivileged sections. We are planning to get our student teachers to create videos in their pedagogies and share those videos with the students from underprivileged sections/schools

### **Governance**

Dr. Inbaraj enquired about the strategic plan for every criterion. Dr. Sivamangai and Dr. Jain shared that the strategic plan is more action-oriented and the college needs to make it every year. The Principal requested the committee members to throw some light on policy documents required by NAAC. Dr. Jain clarified that if the policy document is in place, it will guide your action. Dr. Sivamangai added that the policy is not for the individual NAAC criteria but for overall institutional policy. E.g infrastructure- what is the purchase policy, usage policy, procurement policy etc. if the faculty members are given official email ids then what are the dos and don'ts etc. Recruitment policy etc.

### **Academic and Administrative Audit (AAA)**

Dr. Sivamangai shared that NAAC requires internal and external academic audit reports. The college can call other principals from the same jurisdiction for an internal audit. The college needs to work on the suggestions the internal audit committee gave before going for an external audit. While replying to a query raised for teaching, massive administrative work and audits to be completed by the limited number of faculty, Ms. Kavita Sanghvi suggested club meetings of different committees to save time and Dr. Sivamangai suggested automation for effective data management.

### **Best practice**

Best practices are to be sustained for a longer time. So the college should not have new best practices every year.

Dr. Jain suggested uploading a code of conduct on the college website and forming a committee. The committee is expected to conduct the workshops.

The school principals in the Committee unanimously believe the subject knowledge of the student-teachers is weak in general, especially if they do not have a degree in the subject they are teaching. They stressed the need for content enrichment programs and appropriate and effective use of formal language by the student teachers.

The meeting ended with a vote of thanks to the committee members.

**Sadhana Education Society's**

**Smt. Kapila Khandvala College of Education (Autonomous)**

**Action taken report for IQAC meeting on 17<sup>th</sup> May 2022**

<b>Points arising out of minutes</b>	<b>Action to be taken</b>	<b>Status</b>
<ul style="list-style-type: none"> <li>• AQAR 20-21</li> </ul>	AQAR 20-21 to be uploaded on the NAAC portal	Uploaded on 25 <sup>th</sup> November 2022
<ul style="list-style-type: none"> <li>• Plan Of Action (POA)</li> </ul>	POA to be prepared	POA is prepared
<ul style="list-style-type: none"> <li>• Open access to library resources</li> </ul>	Providing open access to institutional resources	<ul style="list-style-type: none"> <li>• Open access provided to the students (B.Ed., Ph. D.)and faculty-physical and online</li> <li>• Mastersoft LMS will be operational soon.</li> </ul>
<ul style="list-style-type: none"> <li>• Curriculum feedback</li> </ul>	Feedback to be obtained by various stakeholders.	<ul style="list-style-type: none"> <li>• Course feedbacks are taken regularly by the students.</li> <li>• Faculty feedback to be compiled</li> <li>• Feedback sheets will soon be sent to alumni and employers</li> </ul>
<ul style="list-style-type: none"> <li>• Outcome Based Education</li> </ul>	Mapping OBE for the B.Ed. Program	Work in progress. Discussions are conducted.
<ul style="list-style-type: none"> <li>• Inclusive education</li> </ul>	Session on inclusive education by Ms. Rekha Pandey	Planned in Sem IV. This session is relevant for Sem IV since there is a course on inclusion.
<ul style="list-style-type: none"> <li>• Credit transfer</li> </ul>	Selecting relevant Swayam courses for credit transfer	<ul style="list-style-type: none"> <li>• List of Swayam courses is ready.</li> <li>• Credit transfer policy is to be finalized</li> </ul>
<ul style="list-style-type: none"> <li>• Optional courses</li> </ul>	Signed MOUs for optional courses	Possibilities are explored for optional courses in Sem IV. Logistics are challenging.
<ul style="list-style-type: none"> <li>• New courses and collaboration</li> <li>• Revenue generation</li> </ul>	Offer new courses	<p><b>Israel</b></p> <ul style="list-style-type: none"> <li>• Course on 'Initiative, Innovation and Creativity' passed through all the statutory bodies. Will be launched soon.</li> <li>• Course on 'Future thinking' Budget needs to be reworked.</li> <li>• PRODIG project under ERASMUS program is awaited.</li> </ul> <p><b>TISS</b></p> <ul style="list-style-type: none"> <li>• Course titled 'Culture, literacy and new media' in collaboration with TISS (8 months certificate) is approved in the statutory bodies.</li> </ul>



		<p>Finances are being worked out. Marketing strategies are planned.</p> <p><b>KKCE</b></p> <ul style="list-style-type: none"> <li>• M. A. in Education (Ed. Leadership) work in progress.</li> </ul> <p><b>College Faculty</b></p> <ul style="list-style-type: none"> <li>• Positive education program completed successfully</li> <li>• Cyber security program is scheduled in Sem IV</li> </ul>
<ul style="list-style-type: none"> <li>• Funded Research Project</li> </ul>	Apply for funded research projects	UNICEF project on parenting adolescence approved (5 yrs in partnership, KKCE is executing body)
<ul style="list-style-type: none"> <li>• Governance</li> </ul>	Preparing policies	Infrastructural policy, recruitment policy, Prevention of sexual exploitation and Abuse (PSEA) are ready.
<ul style="list-style-type: none"> <li>• Academic and Administrative Audit</li> </ul>	Conducting Academic and Administrative Audit	AAA is planned after the completion of AQAR 21-22.

## **Criteria-wise Presentation of Key Highlights/Achievements for 2021-22(ATR)**

### **Criterion I Curricular Aspects:**

#### **Highlights**

- Significant concepts like Outcome Based Education (POs & LOs), and 21st century skills were integrated in curriculum, syllabus and transaction.
- Many aspects of the program were offered in Blended mode in line with UGC guidelines.
- The institution incorporated incremental redesigning of the curriculum to meet the needs of 21st century educator progressively as the syllabus for autonomy was being framed.
- Follow up done with NCTE for the Four-year B.A.B.Ed. Course.
- Positive Education Certificate course based on wellbeing was offered.
- The institution collaborated with GACE, Israel for value added certificate courses. Two courses are being reviewed.
- Feasibility of starting one year Certificate Course in ECCEd. was explored.
- Organized Continuing Professional Development Programs with national and international organizations: 1."Sutra - the golden principles of success in profession and life' 2. International webinar on "Education: Key to unlock sustainable developmental Goals" for faculty as well as students.

### **Criterion II Teaching-Learning and Evaluation**

#### **Highlights**

- Guest lecture cum workshop on 'Use of online Tools for teaching- learning' was organised to train students in integrating ICT in teaching- learning. All students developed Video and Radio lessons, Technology was used for lesson guidance, evaluations as well as teaching.
- Semester IV was transacted in the blended mode effectively.
- As a step towards implementing outcome based education, graduate attributes, program outcomes and course outcomes were identified and matched.
- The institution has identified the areas in which Higher Order Thinking Skills based practices for internal assessment could be introduced.
- Students were trained in reflections right from the beginning of school internship programme. In semester III & IV, they recorded their reflections in the journal on all the focus areas mentioned.
- Organized an International Webinar titled 'Education: The Key to Unlock Sustainable Development Goals.
- The workshops were organised on the various themes such as Dance and Music in Education, Drama in Education, Theatre in Education, to integrate art based education in the syllabi.
- Programmes were organised for strengthen partnership with existing international organizations and explore more possibilities. 1. Collaborated with Bombay Charitable

Public Trust for Community Work programme. 2. Organized a 3 day Value Educator Workshop in collaboration with Hema Foundation. 3. Two certificate courses in collaboration with GACE, Israel and one with TISS, Mumbai are in pipeline. 4. A virtual Series for Educators from India by the International School for Holocaust Studies, Israel was organized. 5. Existing collaboration with IDF was continued.

- Feedback from students and school is continued. Plans are in progress to take feedback from alumni and faculty.
- Participative, collaborative, experiential, constructivist and other innovative learning approaches in were integrated in the curriculum transaction in online as well as face-to-face mode.
- For holistic development of the students all kinds of experiences provided to students either in the online mode or face to face mode including club activities, sports, cultural celebrations, various workshops and guest sessions.
- Continued with existing reflective practices through reflections on lessons, course assignments, community work and action research.

### **Criterion III Research and Outreach Activities**

#### **Highlights**

- Selected peer reviewed research papers presented at the international webinar on SDGs were published in a journal with ISSN.
- Action researches were carried out on Global-ITE projects which involved learning resources for promotion of SDGs. The same were analysed and presented by the students at the annual international webinar.
- Applied for PRODIG project to promote digital transformation (DT) through Open Digital Badges (ODBs) under ERASMUS.
- The Academic Resilience Scale was administered and the data was collected.
- The faculty members were invited as resource people to conduct sessions in their areas of expertise.
- Underprivileged children from the schools identified by IDF were provided with online sessions for developing soft skills like leadership, Communication Skills, and also provided academic assistance. Collaborated with Bombay Charitable Public Trust (BCPT) to teach English language communication to underprivileged students.

### **Criterion IV Infrastructure and Learning Resources**

#### **Highlights**

- Learning material developed for theories of learning. Video clippings developed for integrating SDGs into curriculum.
- Linkages with local, national and international institutions were established for new courses.
- Increased bandwidth of MOODLE for sharing learning resources, to conduct internal tests, and for assignment submissions.

- Mastersoft MIS for administration of examination, result process, fees payment etc. LMS interface for students is in the process.
- The existing technological facilities are upgraded and new facilities were added like Lesson recorder, digital podium. Dedicated Infrastructure was assigned to the examination department along with all the required facilities. Mastersoft portal for examination was purchased. AMC contracts were renewed for infrastructural maintenance.

## **Criterion V Student Support and Progression**

### **Highlights**

- Counseling cell took personal and professional counseling sessions, personality test was conducted for all the students and the Counselor discussed the test results with all the students.
- Alumni Newsletter Published. The job vacancies were posted regularly in the alumni group. Alumni members were called as judges and resource persons for the sessions.
- Platforms like the college magazine and newsletter were provided to the students for sharing their experiences of pandemic.
- For providing different ways of supporting student employment NGOs were invited for the placements. Announcements regarding the UGC's academic job portal were done for the students who have completed their Post-Graduation.
- CET orientation sessions were conducted. Sessions were conducted for effective communication skills, Language lab training was conducted for the students.
- Separate library tab is maintained and regularly updated on the college website where the students can access the catalogues of all the resources available.
- Formal channels such as student council, Internal Complaints Committee, Grievance Cell were made available. Students mostly used student council and mentoring groups for sharing their concerns.

## **Criterion VI Governance, Leadership and Management**

### **Highlights**

- Management funds mobilized for infrastructure and technology up-gradation.
- All the activities were aligned with the vision and mission for academic autonomy.
- Infrastructure was upgraded for better research facilities. Applied for a collaborative project on open badges for ICT competency building under ERASMUS.
- Purchased Mastersoft portals for data management in various areas of functioning.
- Training on mindfulness was organised for office and support staff to build their competencies.
- Constituted new IQAC Committee with several heads of reputed schools to integrate fresh ideas for enhanced teacher education and school partnerships.
- Innovate and disseminate new ideas and pedagogies in education: International webinar on Integrating SDG's in education was conducted.

## Criterion VII Institutional Values and Best Practices

### Highlights

- The college collaborated with BCPT to teach English speaking skills to primary students of vernacular background. Collaboration with IDF on their flagship program 'Student Leadership & Extension Work' based on various life skills in different schools. Participation in the cover of compassion project of IDF at Vimala Centre.
- Various workshops were organised for creating gender sensitivity even during lockdown in online mode. Women Development Cell collaborated with Science & Language Clubs to execute relevant programs on gender sensitization. Curricular activities of the theory course 'Gender School & Society' too sensitized prospective teachers through multi-sensory, argumentative and reflective pedagogical strategies.
- Two faculty members completed the 3 credit course on inclusive education from TISS. Universal Design of Learning was an important component of the training.
- Organized an International Webinar on the theme "Education: Key to Unlock Sustainable Development Goals".
- Most of the activities and submissions were done online owing to the lockdown.

