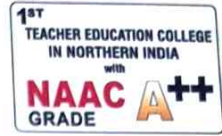




Estb. 1892

ਖ਼ਾਲਸਾ ਕਾਲਜ ਆਫ਼ ਐਜੂਕੇਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ  
**Khalsa College of Education, Amritsar**  
Under the aegis of Khalsa College Charitable Society



Ref. No. 2902/A

Dated 11/07/26

**Institutional Development Plan- IDP: 2025-2026**

**(100 days plan): 1.7.2025**

**1. Student Induction Programme - SIP (Orientation Programme) Schedule  
be prepared by Dean Student Council**

- Update ABC IDS & Digi locker
- Preparation of Time Table
- Programme/ Course - sessional work (Academic & co-academic calendar, assignments, Projects)
- CRs selection and responsibilities (Dean Student Council)
- Scholarships & Fee concessions (Govt, Institutional and NGO)
- Internship/ Pre-internship Programme, EPC
- NSS/ NCC/ RRC/ RC
- Nodal Officers: Anti Ragging, Anti-sexual Harassment,
- Departmental Societies, Clubs & committees
- Houses and Tutorial groups
- Cultural activities (youth festival)
- House tests and assessments
- Online/ SM accounts creation for reporting sessional activities
- Value added courses/ SECs
- Placement services, Competitive exam preparation

**2. Programme Coordinators Additional Tasks**

Respective Programme Coordinators to submit progress report after six months

- Planning semester activities calendar with dates and executing
- Unit Planning of the curriculum
- Preparing schedule and identify the differential needs of students at entry level. Chalking out plan for catering to such differential needs.
- Prefixed Timeline for dissertation, project files, internship files and regular follow-up
- Evaluation Rubric for Reports of Visits/ Excursions/ projects to be prepared and provided in advance to the students
- Promote MOOCs by assuring at least on course completion by each student during the programme

Address: Gate No.2, G.T. Road, Amritsar. ☎ 0183-5015600, 5063600

✉ kcegtroad@gmail.com 🌐 www.kceasr.org

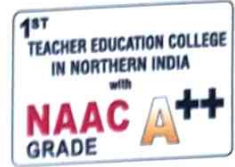
\* Recognized by NCTE & UGC under section 2 (F) and 12 (B)

\* Covered under Grant-in-Aid by Govt. of Punjab \* Permanently Affiliated with GNDU



ਖ਼ਾਲਸਾ ਕਾਲਜ ਆਫ਼ ਐਜੂਕੇਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ  
**Khalsa College of Education, Amritsar**

Under the aegis of Khalsa College Charitable Society



Ref. No.....

Dated.....

- Assuring students reporting of activities and project profile on SM account
- Arranging extension lectures/ workshops/ skill sessions for students on monthly bases
- Designing activities to involve free students during 2.00-3.30 pm eg peer tutoring, quality circles, peer workshops etc
- Arranging booster and remedial classes

### 3. Teacher Additional Tasks

- Recording content-based lectures (20% of the course contents)
- Recording lectures on social issues
- Recording motivational lectures
- Designing and developing MOOC based VACs, AECs, SECs
- Conducting Entry Level Test
- Mandatory use of the smart board/ projectors for classroom teaching and ensure the training and usage by the students also
- Pedagogy teachers to design innovative outcome-based projects (individual & group) for the students in addition to the curriculum of their course.
- Prepare and provide a list of topics for assignments (in advance) to be chosen by the students, provide the time line for the project with periodic reminders and assure time bound pin-pointed feedback
- Evaluation Rubric for assignments/ projects to be prepared and provided in advance to the students
- Choose an area of NEP for yourself to be an expert for FDPs

### 4. Internship Programme

Internship coordinator to assure the implementation

- Framing Learning Outcomes of the internship programme and sharing with the students, TE mentors and schools
- Demo lessons by alumni/ renowned teachers during Pre- internship programme
- At least alternate day visit to the schools by TE Mentors

Address : Gate No.2, G.T. Road, Amritsar. ☎ 0183-5015600, 5063600

✉ kcegtroad@gmail.com 🌐 www.kceasr.org

\* Recognized by NCTE & UGC under section 2 (F) and 12 (B)

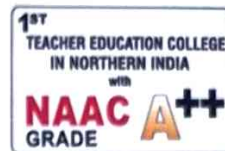
\* Covered under Grant-in-Aid by Govt. of Punjab \* Permanently Affiliated with GNDU



Estb. 1892

ਖ਼ਾਲਸਾ ਕਾਲਜ ਆਫ਼ ਐਜੂਕੇਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ  
**Khalsa College of Education, Amritsar**

Under the aegis of Khalsa College Charitable Society



Ref. No.....

Dated.....

- Day to day linkage of TE Mentor and the School Teacher Mentor/ Coordinator
- TE mentor and Pedagogy teacher to check the student files on regular bases and the students to visit the college once a week.
- Online daily attendance (Geo-tagged) of B.Ed. Students by TE Mentor
- Additional Project work in each TP school by student (group/ individual) viz slogan writing, Chart displays, office/ staffroom beautification, library maintenance, labs maintenance, tree plantation or any other with the consent of the school.
- Reporting the Internship projects (additional) on whatsapp by students to their respective supervisors
- Identification of strong and weak skills of every student in pre-internship by the Pedagogy teacher and to be certified
- Reimagining the internship and project files
- Submission of Geo-tag pics of teaching and attendance by internees
- Analysis of attendance and activities of internees by Supervisors.
- TP School annual report on the Internship Programme be obtained, analysed and recorded for next session
- More meaningful linkage between college- schools- community by arranging at least biannual TP school Principals/ coordinators meet
- Planning an additional internship in the CBSE schools for better exposure of the students. It is possible in the 4<sup>th</sup> Semester.
- Providing need-based volunteer teachers to the sister institutions.

### 5. Functioning of IQAC

- IQAC to plan at least one 7 - day FDP per semester
- Planning to apply for ITEP (4 years) Program
- Plan to celebrate various days of national and international importance
- Deciding a uniform pattern of writing the lesson Plans; Lesson Plans based on: IT, models, sports, Drama & Art, joyful/ play way, constructivist approach
- Innovative Pedagogies and the evaluation techniques
- Developing & Integrating the VACs, SECs, AECs into the programme curriculum

Address : Gate No.2, G.T. Road, Amritsar. ☎ 0183-5015600, 5063600

✉ kcegtroad@gmail.com 🌐 www.kceasr.org

\* Recognized by NCTE & UGC under section 2 (F) and 12 (B)

\* Covered under Grant-in-Aid by Govt. of Punjab \* Permanently Affiliated with GNDU



ਖ਼ਾਲਸਾ ਕਾਲਜ ਆਫ਼ ਐਜੂਕੇਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ  
**Khalsa College of Education, Amritsar**  
Under the aegis of Khalsa College Charitable Society



Ref. No.....

Dated.....

- Recent Changes by UGC viz IDP, IKS, POP, NHQEF, NSQF, NCFSE, NCFTE
- Value and ethics in HEIs
- CSR- Developing sustainable relationship with Industry and community
- Implementation status of NEP in School education with special reference to CBSE/ ISCE
- Implementation status of NEP in School education with special reference to state PSEB
- Implementation status of NEP in School education with special reference NCFSE and text books
- Implementation status of NEP in School education with special reference to 5+3+3+4 structure
- Implementation status of NEP in Higher education structure and governance

#### 6. Physical Infrastructure

- Installation of Lift in the college campus
- Construction of cabins in accounts office
- Purchase of new equipments for Technology Lab
- Repair, maintenance and white wash of the campus (college library)
- Maintenance of the laboratories, library and faculty rooms
- Maintaining and equipping the resource rooms
- Maintenance and repair of the equipment in computer and IT labs
- Maintenance and installation of LCD projectors in classrooms
- Signages, rules, instructions, guidelines, educational quotes display at relevant places
- Maintenance and stock verification of the store rooms
- Library data entry on the KCCS e-governance library module and activating all the fields of the module;
- Exploring the possibility of purchase of the journals through third party;
- Purchase of new text books and reference books

  
Principal (Offg.)  
Khalsa College of Education,  
Amritsar.

Address : Gate No.2, G.T. Road, Amritsar. ☎ 0183-5015600, 5063600

✉ kcegtroad@gmail.com 🌐 www.kceasr.org

\* Recognized by NCTE & UGC under section 2 (F) and 12 (B)

\* Covered under Grant-in-Aid by Govt. of Punjab \* Permanently Affiliated with GNDU