1. **PURPOSE:** To facilitate the process of updating School/ Department CiTeL E-Repository.
2. **SCOPE:** All the Schools, Departments and Sections of Anjuman-I-Islam's Kalsekar Technical Campus.
3. **RESPONSIBILITY:** All concerned members of constituted CiTeL.

1. DEFINITION: CiTeL Controller/ Coordinator: Respective School/ Department coordinator responsible to facilitate implementation of innovation in teaching and learning.

4. **ABBREVIATIONS:** AIKTC-Anjuman-I-Islam's Kalsekar Technical Campus, CiTeL-Centre for Innovative Teaching and Exuberant Learning.

6. **PROCEDURE**

   6.1. CiTeL School / departmental coordinators shall coordinate and collect information needed for creation of course playlist from faculty members of their respective School/ Department through course registration form (https://forms.gle/cS1NXMQ3ug9e8DgQ6).

   6.2. Based on information collected from course registration form, respective CiTeL School / departmental coordinators shall generate course play list collaboration link (Name of Course_Semester_Name of Course owner) on their respective School/ department e-learning YouTube Channel and email this link to respective course owners.

   6.3. Course owner shall add /edit e-content of their respective course by using course play list collaboration link. **Minimum 2 e-learning content** (preferably video content) shall be contributed to CiTeL E-Repository by each course owner in one semester.

   6.4. Based on number of E-content contributed by course owners CiTeL Coordinator shall recommend the name of deserving course owners for appreciation certificate under **Silver** (for more than 25 e-content contribution), **Gold** (for more than 50 e-content contribution) and **Diamond** (for more than 100 e-content contribution) per year.

   6.5. Respective CiTeL School / departmental coordinators shall monitor for quality content and also ensure proper sequence of course play list in the ascending order of semester.

7. **TARGET**

   7.1.1. CiTel shall release list of deserving course owners and statistics on e-learning repository at-least once in the semester.

8. **REFERENCES:**

   8.1   Office Order vide No. AIKTC/Admn/2023/40 dated 31/03/2023

9. **RECORDS**

   9.1   Minutes of Meetings conducted

   9.2   CiTel E-learning repository report

Center Controller   **Director**

1.   PURPOSE: To provide procedure for operation of Center for Innovative Teaching and Exuberant Learning.

2.   SCOPE: All the Schools, Departments and Sections of Anjuman-I-Islam's Kalsekar Technical Campus.

3.   RESPONSIBILITY: All concerned members of constituted CiTeL.

4.   DEFINITION: The purpose of this Centre is to implement innovative teaching pedagogies and technologies in teaching and learning process.

5.   ABBREVIATIONS: AIKTC-Anjuman-I-Islam's Kalsekar Technical Campus, CiTeL-Centre for Innovative Teaching and Exuberant Learning.

6.   PROCEDURE

6.1.   The Director forms the CiTeL committee which is responsible for smooth conduction of teacher training activities related to innovative pedagogies and tools used in teaching and learning.

6.2.   CiTeL shall identify relevant topic for the training/workshop/FDP/Conferences for faculty members in innovative pedagogies and tools used in teaching and learning.

6.3.   CiTeL shall plan, execute and prepare report of the activities conducted.

6.4.   CiTeL encourage faculty members in implementation of innovative pedagogies and tools in teaching and learning.

7.   TARGET

7.1.   CiTel shall conduct minimum 2 training/workshop/FDP/Conferences per semester.

8.   REFERENCES:

8.1 Office Order vide No. AIKTC/Admn/2023/40 dated 31/03/2023

9.   RECORDS

9.1   Minutes of Meetings conducted.

9.2   Reports of various programs, activities and events (CiTeL Format No. 01)

Center Controller   **Director**