



Institute of Language Teaching






Ref :

Date :

07/12/2022

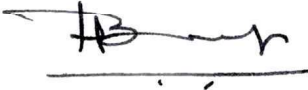
Meeting Notice

It is to put the notice of all staff that the academic council meeting will be held on 11/12/2022 at the Principal Office. The following members are supposed to be present.

- (1) Dr. Nehal Shingala 
- (2) Jyoti Tadvi 
- (3) Dipika Patel 
- (4) Dr. Smita Gadhvi 
- (5) Khushali Bhagde  Student Representative

Agenda of the Meeting

- (1) Minutes of the curriculum planning.
- (2) Action taken at the last meeting.
- (3) Result of Preliminary exams and feedback from faculties as well as students.
- (4) Any other issue raised by members.



Dr. NIDATT P. BAROT
PRINCIPAL,
INSTITUTE OF LANGUAGE TEACHING
(ENGLISH MEDIUM) B.Ed. COLLEGE, RAJKOT.



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Minutes of the meeting of the Academic Council on 11 December 2022

- (1) Minutes of Agenda Item - 1
Minutes of the Academic Council were noted.
- (2) Minutes of Agenda Item - 2
Action taken by the Principal was noted
- (3) Minutes of Agenda Item - 3
Preliminary exam results were discussed. Feedback from Teachers and Student representatives was discussed.
- (4) Minutes of Agenda Item - 4
Decided to have a mid-course correction for which the following actions were suggested
 - a) As Hindi is a different language, our regular staff is equipped to conduct English Subject lectures, we need to have a Hindi Subject Expert who can revise the content. It was decided to call Dr. Ramu Khit from T.N.Rao College to conduct the classes for a week and then the Principal will get the feedback by discussing it with students.
 - b) All of our trainees are from the Arts discipline and therefore the topic of Paper AE-1 Unit 3 Elementary Statistics is found a bit difficult. It was decided that Dr Smita Gadhvi will again revise this topic and will make the students practice.
 - c) Student's performance on the Reading writing Analysis in Paper LPC 4 needed to be improved and therefore Dr. Smita Gadhvi was asked to make revisions of the unit again and get feedback from the students

It was decided that the above academic work may start by 15th December 2022 and be completed in 10 days.



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11/12/2022

List of Persons who participated in the meeting of the academic council

- (1) Dr. Nidatt Barot 
- (2) Dr. Nehal Shingala 
- (3) Jyoti Tadvi 
- (4) Dipika Patel 
- (5) Dr. Smita Gadhi 
- (6) Khushali Bhagde 



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Ref :

IOAC

Date :

13/12/2022

Office Note

This is to inform all the faculties that as decided by the academic council on 11/12/2023. The following actions are to be initiated with immediate effect.

1. Dr. Ramu Khint Associate Professor from T. N. Rao College was connected and she has agreed to conduct classes for one week for the semester - 3 trainees. Our faculty member Jyoti Tadvi may contact her and finalize the timetable.
2. Paper AE-1 Unit 3 Elementary Statistics - Dr. Smita Gadhvi will revise this topic and will see that the students get practice in numerical.
3. Dr. Smita Gadhvi is informed to revise the reading and writing analysis in Paper LPC - 4.

The above work should be completed before 25th December 2022.


Principal

Note: Dr. Smita Gadhvi may inform the activities done after the compilation as above.

Dr. NIDATT P. BAROT
PRINCIPAL,
INSTITUTE OF LANGUAGE TEACHING
(ENGLISH MEDIUM) B.Ed. COLLEGE, RAJKOT.



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Ref :

Date :

27/12/2022

Report to the Principal

It is to inform that as per the action plan sent to all the faculties on 13/12/2022. The following action is taken.

- (1) Dr. Ramu Khint came to ILT and had a one week session. Dr. Nehal Shingala took feedback from the students, the students were satisfied and no further guidance was required.
- (2) Paper AE-1 Unit 3 Elementary Statistics the difficult topics after the discussion with the students were revised, practice of the numerical was done. Last year a paper from the University was discussed.
- (3) Revision of reading writing analysis in Paper LPC-4 was done. The students were satisfied.

The feedback for all above were taken by Dr. Nehal Shingala, and was informed to the Principal. I was informed that Dr. Nehal Shingala went to the class and collected the feedback from the students.

S. Gadhvi

Dr. Smita Gadhvi

Noted

HX

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2. Paper AE-1 Unit 3 Elementary Statistics - Dr. Smita Gadhvi will revise this topic and will see that the students get practice in numericals.
3. Dr. Smita Gadhvi is informed to revise reading and writing analysis in Paper LPC - 4.

The above work should be completed before 25th December, 2022.


Principal

Note : Dr. Smita Gadhvi may inform the activities done after the compilation as above.



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S. Gadhvi

Dr. Smita Gadhvi

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HX

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