



# Institute of Language Teaching


Ref :

Date :

## Provision for improvement in Results of Preliminary Examination

As per the decision of IQAC / Steering Committee Meeting 2020, the following provision was made.

“As per regulation of Internal Marks decided by IITE out of total 30 marks, 15 marks weightage is given to Preliminary Test Results. If any student wants to re-appear for the Preliminary exam, he should be allowed to do so, and the marks obtained by him in the Second Preliminary exam shall be counted for the final internal marks to be given to the student.”

  
**Dr. NIDATT P. BAROT**  
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# Indian Institute of Teacher Education

(A State Public University established by Government of Gujarat)

## HANDBOOK



न हि ज्ञानेन सदृशं पवित्रमिह विद्यते

### Ordinance 20 Eligibility for Degree

A student shall be awarded degree if he/she has registered himself/herself, undergone the course of studies, completed the project reports / dissertation specify in the curriculum of his/her programme within the stipulated time and scored the minimum credits as mentioned in the regulations to award of the degree, within the maximum period of Course Duration + 2 years. There shall be regulation for the credits of each degree.

- [1] The Records of all the certificates issued by the University shall be maintained by the Examination Department/Section, in consultation with the Registrar.

### Ordinance 21 Award of Gold Medals and Rank Certificates

There shall be regulation for the award of gold medals and rank certificates.

### Ordinance 22 Conduct of Examination

#### [1] Date, Place and Examination

[a] All examinations shall be conducted at such places, at such times and on such dates as the Vice-Chancellor may decide from time to time. A list of the Centres at which examinations will be held shall ordinarily be published not less than 7 days before the commencement of examinations.

[b] All examinations shall ordinarily be held twice in the academic year unless otherwise decided by the Academic Council from time to time.

#### [2] Notification of Date

[a] The Controller of Examinations shall notify the last date of receipt of applications for examination together with the prescribed fees, the last date of receipt of Term Certificates, and the dates of conduct of examinations.

#### [3] Method of Examination

[a] Unless provided for, examinations shall be conducted by one or more of the following methods.

- [i] Written;
- [ii] Practical;
- [iii] Viva/Oral;
- [iv] Computer based examination;
- [v] OMR based examinations;
- [vi] Open book exam;

[b] Where there is more than one centre for written examinations in one paper of the same examination, the question papers shall be given out to candidates on the same day and at the same hour in every centre

[c] Candidates may answer theory question papers in Gujarati / English / Hindi except in the case of languages.

#### [4] Publication of Results

The Controller of Examinations shall submit the result to the Vice Chancellor for the approval. After approval it shall be published.

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**Reg 28 Disqualifications for Membership**

- [1] This regulation shall be applicable for those authority / body / committee constituted by Ordinances or Regulations.
- [2] No person shall be qualified for selection or nomination or appointment as a member of any of the authorities of the University or for continuing as such member, if he
  - [a] is unsound mind or a deaf-mute; or
  - [b] is an undischarged insolvent; or
  - [c] has been convicted by a court of law of an offence involving moral delinquency; or
  - [d] has been debarred by any University from appearing in examinations, for malpractices in connection with any examination: Provided that sub-clause 2a above shall not apply to a person nominated in the capacity of a student to any of the said authorities.
- [3] If any question arises as to whether any person is disqualified under subclauses 2a to 2d of above clause the question shall be referred to the Vice Chancellor and his decision thereon shall be final.

**Reg 29 Examination**

- [1] Eligibility of students for examination.
  - [a] Every college and Centre of Education shall publish the presence report of each student on institute website every month within six days of the following month and shall send to the university on email id studentpresence@iite.ac.in. It shall be make sure that it reaches to every students by email also. For the presence of student there may be provision in ERP as an alternate method if available.
  - [b] A student may be eligible to attend the semester-end examination if he/ she has 80% attendance in theory and 90% attendance in Practical work. The Principal shall not forward / approve the candidates for the examination who has not sufficient presence. Up to 65 % attendance in theory and completion of all internal - practical work, Principal may recommend to the Vice Chancellor for the waiver of this condition on medical ground/maternity leave / unavoidable circumstances only, on or before the one day of commencement of examination form fill up. If the recommendation is consented by the Vice Chancellor, then it shall be put in the knowledge of the next Academic Council by the Examination Branch.
  - [c] A student may be eligible to attend the semester-end examination if he/ she has paid the fees of the current semester. The Principal shall not forward / approve the candidates for the examination who has not paid such fees on or before as notified by the institute.

- [d] Only those candidates who have passed the Internal Assessment of the particular course shall be permitted to appear in the examination. In case exam forms for a particular examination are filled before submission of Internal Marks by the colleges to the University and student appears in the examination and fails in Internal Assessment then his/her result of an external examination of that particular course shall be canceled. He/she shall appear in examination of all the components of that particular course next time whenever University conducts the examination.
- [2] The following deadlines should be followed:
- (a) The assessment must start within four days of the completion of the paper.
  - (b) From the day assessment starts, the coordinator must see that the assessment work shall finish within 15 days after completion of the Examination.
  - (c) Soft copy of Mark Sheets along with Assessed Answer books shall be submitted within one week to the Examination branch.
  - (d) The examination branch will prepare and declare the result within fifteen days of submission of the assessed answer-books, marks of practical examination and soft copy of Mark sheets.
  - (e) Any problem encountered in the assessment work should be brought to the notice of the COE and Examination Committee.
  - (f) The Centre Coordinator should open the sealed parcels of answer books as soon as they receive them, even if they are unsealed or have their seals broken, and check the contents and verify whether they are according to the answer books count allocated to the Centre. They should report to the Examination Committee, whether the contents of the parcels are in accordance with the report of the Hall Supervisor/ Centre Coordinator tied to the bundles of the answer books.
- [3] Re - Checking & Re - Assessment
- [a] After the declaration of the results of an examination, the candidates shall be permitted to make applications for the Re-Checking/ Re-Assessment in prescribed form accompanied by a fee.
  - [b] A Student must apply for re-checking/ re-assessment of the paper within 7 days after the declaration of result. No such application shall be entertained after the due date.
  - [c] The students are allowed to have rechecking /reassessment in theory papers.
  - [d] Rechecking/Reassessment is not done for the students whose result is withheld for any reason.
  - [e] In the rechecking process, only marks obtained by the student in each question and total marks shall be rechecked. No assessment will be done.

- [i] The person authorised for work of rechecking shall examine the answer scripts to check the following:
  - (i) whether all the questions and sub-questions answered have been evaluated
  - (ii) the allotted marks have been properly entered
  - (iii) totalling inside the answer script and on the front page of the answer script is correct.
- [ii] If there are any changes, the Examination branch may invite the respective examiner to make the necessary changes and such changes will be signed in full by the examiner or person authorised for work of rechecking. The university will verify the changes and endorse the same.
- [f] The University shall appoint an examiner to re-evaluate the answer books, who shall not be the same examiner who evaluated the answer books.
- [g] If the difference between original assessment and re-assessment is less than 5 per cent (%) of total marks in a particular paper no modification will be done in the original marks.
- [h] If the difference between original assessment and re-assessment is between 5 to 10 per cent (%) of total marks in a particular paper then the modification in marks shall be considered
- [i] If the difference between original assessment and re-assessment is more than 10 per cent (%) of the total marks in a particular paper then the answer book shall be reassessed by a third examiner who shall be appointed by the vice chancellor and the average marks of second and third assessment shall be considered.
- [j] In special case Vice Chancellor can ask for the extra assessment and he/she has the power to decide which marks to consider average of second and third or marks of extra assessment.
- [k] The re-assessment process must be completed within a month's time after due date of application for the same.
- [l] The original result shall be the final result of the student; until, the modified result after re-assessment /rechecking is declared by the university authority. (i.e. Examination dept.).
- [m] No application for re-assessment of marks/grades obtained at the Internal Test, Practical, Viva-Voce, Thesis and Dissertation etc. shall be entertained by the University.
- [4] Unfair Internal Assessment
  - [a] It is mandatory for all TEIs to observe the sanctity of Teacher Education and/



or Teacher Educators' Programme by maintaining transparency and unbiased internal assessment by observing all Regulations and Guidelines of University, NCTE/Regulatory Authority, UGC and Central and/or State Government time-by-time.

- [b] It is expected and mandated that internal assessment in form of submissions /attendance /internship /viva-voce/CCE, etc. or any of the form in which internal assessment defined by University shall be carried out without any bias or prejudice and should be judiciously adjudged by assessor/ teacher educator/examiner/supervisor, whosoever assigned the task of adjudging the prospective teacher.
  - [c] The marks should be distributed evenly, if not skewed or Kurto statistically may be considered as unfair means.
  - [d] The TEI's are hereby mandated to keep the all necessary and required documents of any part of internal evaluation and shall be liable to present them to University Authorities.
  - [e] If the University is suspicious about any irregularities in the internal assessment, TEI may be asked to submit the required data for further analysis.
  - [f] During the process of analysis and verification, the University may withheld the result until the process is over and upon no irregularities observed, the University shall release the results withheld. Otherwise notice is to be issued to the respective TEI and shall be given opportunity to represent the matter.
  - [g] If, in case, any of the irregularities observed, such irregularities shall be passed on to Academic Council for further action. The TEI may be asked to remain present in front of Academic Council to defend the matter.
  - [h] In event of any of the such irregularities is unsatisfactory and proved to be very serious in larger interest of Teacher Education by Academic Council, looking at the gravity of irregularity/ies, Academic Council may recommend to withdraw the recognition of the Teacher Educator concerned or may declare such institution in "NO ADMISSION" category and/ or may recommend EC to withdraw the affiliation.
- [5] Unfair Means and Malpractices in Examinations
- [a] These Regulations shall apply to all the examinations held by the University to grant and confer Degrees, Diplomas and other academic distinction on persons who have enrolled and pursued a course of study or have carried on research.
  - [b] Use of unfair means (UFM)/ malpractice in examinations is any activity – intentional or unintentional - that is likely to affect the honor to the degree offered by the University. No circumstances justify use of unfair means (UFM)/ academic malpractice, and a penalty must always be applied as deemed to be fit.



- [c] The following acts of the candidates before, during or after the Examination shall be considered as Unfair Means
- [i] Talking to another candidate or any person, inside or outside the Examination hall, during the Examination hours without the permission of supervisory staff.
  - [ii] Leaving the Examination hall without handing over the Answer Book or continuation sheet, if any, to the Superintendent or Invigilator concerned, and taking away/running away with the Answer Book, tearing off or otherwise disposing of the same or any part thereof.
  - [iii] Possession by a candidate or having access to books, notes, paper/mobile phone or calculator or any other material whether written, inscribed or engraved, or any other device, which could be of help or assistance to him in answering any part of the question paper.
  - [iv] Copying, attempting to copy, taking-assistance or help from any book, notes, paper or any other material or device or from any other candidate, to do any of these things or facilitating or rendering any assistance to any other candidate to do any of these things.
  - [v] Writing on any part of the body/furniture/walls.
  - [vi] Plagiarism in projects/seminar/assignments submitted for evaluation.
  - [vii] Seeking or extending help in the exam, in relation to the questions asked.
  - [viii] Contacting or trying to contact any other person during the Examination time;
  - [ix] Disclosure of identity in the answer sheet in any form
  - [x] Using abusive or obscene language in the Answer Book.
  - [xi] Running Away with Answer book.
  - [xii] Making an appeal to the examiner through the Answer Book.
  - [xiii] Concealing, destroying, disfiguring, rendering illegible, swallowing, running away with the answer book causing disappearance of or attempting to do any of these things in respect of any book, notes, paper or other material or device, used or, attempted to be used for assistance or help or in answering a question or a part thereof.
  - [xiv] Refusal to surrender unfair means material or attempt to destroy.
  - [xv] Refusing to obey instructions of the Invigilator.
  - [xvi] Smuggling into the Examination hall an Answer Book or a continuation sheet, or taking out or arranging to send an Answer Book or continuation sheet, during or after the Examination with or without the help of or connivance of any person connected with the Examination or through any other agent, whatsoever.

- [xvii] Inserting/substituting or removing any page from the answer book/ additional answer book.
  - [xviii] Impersonation in exam including interchanging of Roll Numbers and / or answer sheets.
  - [xix] Candidates taking an examination shall be under the disciplinary of the Centre In-Charge, and shall obey his instructions. In the event of a candidate disobeying the instructions of the Centre In-Charge supporting examination staff or behaving insolently towards the Centre In-Charge or supporting examination staff, the candidate may be excluded from the day's examination and if he persists in misbehavior, he may be excluded from the rest of the examinations by the Centre In-Charge. In all such cases, a full report of each case shall be sent to the Controller of Examinations, may, according to the gravity of the offence ratify the action taken, by the Centre In-Charge or further punish a candidate by cancelling the examination taken by him/her either in whole or in part, or debarring him/her from appearing for any University examination for a specified period or permanently.
  - [xx] Any other similar malpractice, which in the opinion of the Disciplinary Committee amounts to a use of unfair means.
  - [xxi] If the Vice Chancellor is satisfied that there has been a Mass copying or use of unfair means at a particular Examination centre/hall, he may cancel the Examination of all or candidates concerned and order for conduct of re-Examination, if required.
  - [xxii] On the recommendation of Examination Committee Vice Chancellor may declare any other act of omission or commission to be unfair means in respect of any or all the Examinations, which he may deem fit.
- [d] Use of Unfair Means shall be inquired into by the Disciplinary Committee
  - [e] The Committee shall submit a report to the Vice chancellor through Registrar. Once it is approved by Vice Chancellor the university will impose the penalty with reasons in writing. An appeal can be made to the Vice- Chancellor who shall refer back the matter if worthy enough to the Committee. The Committee within ten days time will hold a meeting to review the matter.
  - [f] If the Vice-Chancellor is satisfied after enquiry that as a consequence of the conduct of any person connected with the conduct of the examination at the Centre, that there have been malpractices in the conduct of examination in any University Centre, the Vice-Chancellor may punish such person in such manner as it may deem fit and may also abolish the Centre for conduct of

examinations for such period as it may deem fit.

- [6] Due to any reason if appointed person is not able to perform his/her duties on designated day or place than he/she should inform in writing to the Appointing Authority well in advance.
- [7] Condonation
  - [a] Where a candidate at a University Examination other than the Entrance Examination fails in only one head of passing, his failure in that head of passing shall be condoned on the following basis:
  - [b] For each one per cent of marks in the grand total secured by the candidate above the minimum required for passing one mark shall be added subject to a maximum of ten marks as a grace in the one head of passing in which candidate has failed. Benefit of the condonation shall be given to a student if he/she is passing after condonation.
  - [c] A candidate getting the benefit of condonation on this basis shall not be entitled to prizes or scholarships.
  - [d] The grace marks so added shall not count for the grand total.
  - [e] A candidate passing the examination under this regulation is eligible for a class, provided his percentage prior to condonation entitles him.
  - [f] For the purpose of this regulation, a fraction of one-half percent or more shall be considered as one.

Note. - The benefit of this regulation shall be given only to a candidate who appears at a time in all the papers and practical (if any) without availing himself of exemptions from any subject or subjects or a part thereof.

- [8] Grace Marks For passing in each course/ head of passing (Theory/ Practical/ Oral/ External Semester End Exam)
  - [a] Benefit of grace marks shall not be a right of the examinees. The examinee shall be given the benefit of grace marks only for passing in each course / head of passing (Theory / Practical / Oral, Project) in External / Semester End Examination Assessment as follows:

Total Marks up to	Gracing Marks up to
0 - 50	4
51 - 70	6
71 - 100	8

- [b] The Examination branch may investigate a case where the marks awarded in a particular subject are unusually low or high, and decide suitable measures to rectify the result. In such a case, the Examination branch should record the case, with observations in detail and appropriate recommendations, and forward the report to the Vice-Chancellor for approval of such measure

as required for rectification of results. For any further gracing or corrective measure, the decision of Vice Chancellor will be final.

- [c] For an examinee the maximum number of papers in which gracing marks can be given is two papers in a semester.
  - [d] Provided further that the benefit of gracing of marks under this regulation shall be applicable only if the candidate passes the entire examination of semester.
  - [e] Grace for getting Higher Grade Gracing shall be given to a candidate / learner who has passed in all the subjects / courses without the benefit of either gracing or Condonation rules and whose total number of grade point is fall short up to 0.05 to get the next higher grade as the case may be.
  - [f] Provided that benefits of above mentioned grace shall not be given, if the candidate fails to secure necessary passing marks in the aggregate course / head of passing also, if prescribed, in the examination concerned.
  - [g] Provided further that benefits of above mentioned grace of grade point shall be given to the candidate for such examination/s only for which provision of award of Grade has been prescribed.
  - [h] In case performance of the majority students found dissatisfactory than Vice Chancellor has powers to give general gracing to all the students in such cases.
- [9] Amendments of Results
- [a] Due to errors: In any case where it is found that the result of an examination has been affected by errors, the Controller of Examinations shall have power to amend such result in such manner as shall be in accordance with the true position and to make such declaration as is necessary, provided the errors are reported / detected within one months from the date declaration of results. Errors detected thereafter shall be placed before the Vice - Chancellor.
  - [b] Error means:
    - (i) Error in computer/data entry, printing or programming and others of similar kind.
    - (ii) Clerical error, manual or machine, in totaling or entering of marks on ledger/register.
    - (iii) Error due to negligence or oversight of examiner or any other person Connected with evaluation, moderation and result preparation.
  - [c] Debarring Candidate and Quashing Results: If any time or during the course of the examination or after the publication of results, it is found that a candidate was not eligible for taking the examination, or that he has secured admission to the course or the examination, on production of false information in

the application form or that he has used unfair means at an examination, University shall have power to quash the results of the examination, taken by the candidate, and/or debar him from appearing for any examination of the University permanently or for a specified period according to the gravity of the offence committed by the candidate.

[10] Practical Examination

- (a) The practical examination will be organized by the University in coordination with the college and if college needs to organize it at their level by the instruction of the University then, the Principal will submit the time table including the names of the examiners to the examination branch at least before 7 days of the commencement of the Examination for appointment of examiners.
- (b) In case of the assessment of practical component, the examiners shall be appointed by the university.
- (c) In case of the assessment of project reports/ thesis/ dissertation etc. the work should be undertaken by university examiners.

[11] Mark Sheet

Marksheets issued to a successful candidates contain the performance of the student in terms of grades and it should contain photographs of the student, hologram of the college, QR Code, Name of the college where student studied, Mode of Study (Regular, Part Time or Distance) and Mark sheets of last semester shall also show the details about the Special Subjects of study.

[12] Normal and Maximum duration and Credits for all the programmes:

Sr. No.	Degree	Normal Duration	Maximum Duration	Maximum Credits	Minimum Credits	Passing Crieteria in individual paper
1	B.A.-B.Ed.	4	6	220	220	40 %
2	B.Sc.-B.Ed.	4	6	220	220	40 %
3	B.Ed.	2	4	88	88	40 %
4	B.Ed.-M.Ed.	3	5	176	176	40 %
5	M.Sc.-M.Ed.	3	5	168	168	40 %
6	M.A.-M.Ed.	3	5	168	168	40 %
7	M.Ed.	2	4	84	84	40 %

Credits and duration mentioned in Course Structure will be considered final in case of dispute.

## Reg 29 Examination

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### [13] Award of Gold Medals

The Prizes and Medals, the award of which are instituted by the University shall be presented at the Convocation to the awardees, if they choose to remain present, immediately after the conferment of the degrees. In other cases the same will be delivered to them through the Principal/Director of the concerned college.

- (a) Gold Medal(s) shall be awarded on the basis of Total Marks obtained by the student in all the semesters. Medal will only be awarded for the Courses in which Minimum 5 Students are enrolled in last semester.
- (b) If two or more students have secured the same Marks, then the marks secured by the students in the external examination only shall be taken into consideration in awarding the Gold medals.
- (c) If both students also secure the same external marks, then both the students should be awarded the gold medal
- (d) The rank holders on the basis of Marks shall be awarded the University Gold medal for being First. The Second and third Rank holders shall be given rank certificates by the university. The University shall also issue Certificates indicating the name of the Medal awarded to the students.
- (e) The University may also consider issuing other Certificates of Merit or overall conduct at any convocation organized by the University.
- (f) A student who has been fined or has been expelled from the Hostel / University for any act of indiscipline shall not be eligible for the award of gold medal(s). A student who has failed in any course and has cleared the course in a Repeat Examination shall not be eligible for award of gold medals/ rank certificates.

### [14] Retention and disposal of Examination materials

#### [a] Type of record

- [i] Examination Materials (used answer booklets/ Answer sheets), multiple choice question OMR answer sheets and Question Papers.
- [ii] Observer's report if any, Marks sheet submitted by examiners, Examination forms, attendance report, Application of Reassessment/ Rechecking etc.
- [iii] Original Question Paper submitted by examiners (Used).
- [iv] Convocation application submitted by eligible candidates.

#### [b] Retention Period

- [i] For the items 14(a)i - 14(a)iii a minimum period of Six months from the date of announcement of results.
- [ii] For the item 14(a)iv a minimum period of six months from the completion of respective convocation.

## Reg 30 Remuneration for Examination

- [c] In special case due to administrative requirements or Legal Matter which is pending at Examination branch or it is in knowledge of Examination branch on or before the last date of six months from the date of result declaration, answer scripts and other related material shall be retained until the matter is finalized or all available appeal avenues are exhausted. Once the matter is finalized, the documents will be retained for a further period of 6 Months.
- [d] Records that are ready to be disposed must go through the following procedures:
- [i] A committee appointed/approved by the Vice Chancellor shall be responsible for the destruction of records.
  - [ii] Records must be destroyed by shredding or any other appropriate means.
  - [iii] Destruction must be handled in a secure and confidential manner.
  - [iv] Vendor to whom, committee decides to sell the material must submit the declaration on appropriate Stamp Paper that he/she will use the material to make the Pulp.

### Reg 30 Remuneration for Examination

- [1] Remuneration for Examination Committee

Sr. No.	Particulars	No. of Teaching Staff	Rs. / day
1	Chairman	one	500
2	Member	Two	400

The committee has to maintain daily work note.

- [2] Remuneration for Digital Assessment

Sr. No.	Particulars	No. of Staff	Rs. / day
1	Coordinator (Teaching Staff)	one	300
2	Assistant coordinator (Teaching Staff)	One - (Up to 20000 answer books)	250
3	Administrative Staff	One - (Up to 20000 answer book)	200
4	Class - 4 employee (for scanning)	Two - (Up to 20000 answer book)	150

- [a] Assessment work shall be completed within 15 days after completion of the examination.





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## **Annual Institutional Plan of Action for Internal Evaluation at Institute of Language Teaching B.Ed. College**

### **Objective:**

The primary objective of the Annual Institutional Plan is to ensure a comprehensive and fair internal evaluation process that accurately reflects the academic performance and growth of both faculty and students. The plan aims to create a balanced assessment system that considers various aspects, including assignments, attendance, continuous and comprehensive assessment by faculties, and student preliminary examination results.

### **Components of Internal Evaluation (Weightage: 30 Marks):**

#### **Assignments/Seminars/Projects (5 Marks):**

- Design and implement a structured system for assigning and evaluating assignments, seminars, and projects throughout the academic year.
- Encourage interdisciplinary and practical assignments that align with the learning objectives of each course.
- Establish clear assessment criteria and rubrics to ensure consistency and transparency in grading.
- Conduct regular feedback sessions to guide students in improving their performance.

#### **Attendance (5 Marks):**

- Emphasize the importance of regular attendance as a crucial aspect of the learning process.
- Implement a monitoring system to track and record student attendance for each class.



# Institute of Language Teaching

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Ref :

Date :

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- Establish a fair attendance policy, including guidelines for makeup classes and valid excuses.
- Provide timely feedback to students regarding their attendance records.

## **Continuous and Comprehensive Assessment by Faculties (5 Marks):**

- Encourage faculty members to conduct regular formative assessments, quizzes, and class participation activities.
- Implement a variety of assessment methods to cater to diverse learning styles.
- Foster a culture of constructive feedback and mentorship between faculty and students.
- Ensure that assessments align with the overall course objectives and curriculum.

## **Students Preliminary Examination Results (15 Marks):**

- Design and administer preliminary examinations at regular intervals, covering the entire syllabus.
- Ensure the creation of fair and challenging question papers that assess the depth of understanding and application of knowledge.
- Establish a robust examination evaluation process, including double-blind grading and moderation.
- Provide detailed feedback to students on their performance, highlighting areas for improvement.

## **Implementation Strategies:**

### **Training and Development:**

- Conduct workshops and training sessions for faculty on effective assessment methods and grading practices.
- Equip faculty with the necessary tools and resources to design engaging assignments and examinations.



# Institute of Language Teaching

Ref :

Date :

## Technology Integration:

- Explore and implement technology solutions for efficient attendance tracking and online submission of assignments.
- Utilize online platforms for conducting quizzes like quizzlet, Kahoot and google form and examinations securely conducted.

## Regular Review and Feedback:

- Establish a periodic review committee to evaluate the effectiveness of the internal evaluation process.
- Collect feedback from both faculty and students to identify areas of improvement and make necessary adjustments.

## Communication:

- Clearly communicate the assessment criteria, policies, and expectations to both faculty and students at the beginning of each academic year.
- Ensure open lines of communication for addressing concerns and queries related to the internal evaluation process.

By implementing this Annual Institutional Plan of Action, the Institute of Language Teaching B.Ed. College aims to foster a conducive learning environment, promote academic excellence, and ensure a fair and transparent internal evaluation system for all stakeholders involved.

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