



Institute of Language Teaching

Ref :

Date :

Enhancing Transparency and Efficiency in Examination Grievances at Institute of Language Teaching

Introduction:

The Institute of Language Teaching (ILT) places a premium on maintaining transparency and efficiency in its examination processes, underscoring its commitment to fair assessments and continuous improvement. This report delves into the various measures implemented by the Examination Committee at ILT to ensure transparency, from the timely filling of exam forms to the redressal of grievances.

Examination Committee's Responsibilities:

The Examination Committee at ILT plays a pivotal role in orchestrating examinations with fairness and transparency. Their responsibilities include overseeing the entire examination process, ensuring accurate completion of exam forms by trainees, providing ample time for all tests (both Preliminary and University Exams), and deciding on faculty members responsible for drawing papers for preliminary exams.

Timely Exam Form Submission:

The committee ensures that trainees submit their exam forms within the stipulated timeframe, minimizing delays and administrative hassles. This proactive approach sets the foundation for a smooth examination process.

Error-Free Portal Entries:

To prevent errors in the portal, the committee conducts awareness sessions to guide trainees through the process of form submission. This preemptive measure reduces the likelihood of mistakes and ensures the accuracy of the information entered.



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Adequate Time for Examinations:

Recognizing the importance of providing sufficient time for all examinations, the committee meticulously plans and schedules exams. This consideration is crucial for creating a conducive environment for trainees to perform at their best.

Preliminary Exam Paper Drawing:

The committee takes responsibility for assigning faculty members to draw papers for preliminary exams. This helps maintain confidentiality and integrity in the examination process.

Result Evaluation:

After the completion of examinations, the committee is entrusted with the task of evaluating results. A rigorous and impartial evaluation process is employed to ensure accuracy and fairness.

Online Grievance Redressal:

ILT has embraced technology to streamline the grievance redressal process. Trainees can submit grievances online, providing a convenient and transparent channel for addressing concerns related to examinations. The committee promptly reviews and addresses these grievances, ensuring that each concern is thoroughly examined and resolved.

Re-Examination for Preliminary Exams:

In cases where trainees request a re-examination for preliminary exams, the Examination Committee takes prompt action to facilitate the process. This reflects ILT's commitment to offering fair opportunities for trainees to address any dissatisfaction with their initial examination results.



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Online Display of Internal Marks:


The Examination Committee ensures that internal marks are promptly and transparently displayed online for trainees. This step promotes openness and enables trainees to track their academic progress in real-time.

External Supervision for Semester-End Exams:

In alignment with the latest provisions from the Institute of Information Technology and Education (IITE) University, ILT ensures a high degree of transparency in semester-end exams. Answer copies are shown to trainees in the presence of an external supervisor dispatched by the affiliating university. This measure enhances accountability and reinforces the integrity of the examination process.

Conclusion:

ILT's commitment to transparency and efficiency in its examination processes is evident through the meticulous efforts of the Examination Committee. From the initial stages of exam form submission to the final display of results, the committee's proactive approach and embrace of technology ensure a streamlined and fair process. The online grievance redressal mechanism and the provision for re-examination demonstrate ILT's dedication to addressing trainees' concerns promptly. By adhering to the latest provisions from the affiliating university, ILT goes above and beyond to provide a robust examination and evaluation system that instills confidence in both trainees and stakeholders. This commitment to excellence sets ILT apart as an institution that values integrity and transparency in its academic practices.


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भारतीय शिक्षक प्रशिक्षण संस्थान

Indian Institute of Teacher Education

(A State Public University established by Government of Gujarat)

IITE/Exam/Ex-11-48

Date:-28-12-2022

Confidential Appointment Order for Representative Examination Dec-2022

To,
Dr. Nakrani Alpeshkumar Gagajibhai
Smt. J. J. Kundalia Graduate Teachers' College
9727669462
alpeshsir@gmail.com

Dear Sir/Madam,

I am directed by Hon. Vice Chancellor to inform you that you are appointed as University Representative as per the below details.

Date	Timing	Name of the College
29-12-22	9.45 am onwards	Institute of Language Teaching, Rajkot

1. Kindly contact Examination committee on examinationbranch@iite.ac.in for Correspondence in regards to all matters pertaining to your work as per above appointment.
2. You will maintain utmost secrecy of the examination work entrusted to you and all rules pertaining to examinations are strictly observed.
3. In case of your inability to accept this appointment you should inform immediately to the Chairman about the same.
4. The payment of remuneration for the work of examination will be made as per University rules.
5. You are requested to give name of your relative (*) appearing at the examination of the university. (*The term relative includes: wife, husband, daughter, son, grandson, granddaughter, brother, sister, son-in-law, daughter-in-law, brother-in-law and sister-in-law etc.)
6. You should address the students and provide the information and instructions to the students before starting of answer book viewing by them.
7. In case of change in marks will come during viewing process sign on the correction form after verifying all the details.
8. Change in marks will only come if there is a mistake in totalling or any unevaluated answer is there in students answer book.
9. Click here to provide Bank detail :- [Link for Bank Details](#)
10. Click here for Instructions :- [Instructions](#)

Aniruddhsinh Parmar
Controller of Examination

રામકૃષ્ણ પરમહંસ વિદ્યા સંકુલ, મહાત્મા મંદિર પાસે, ખ રોડ, સેક્ટર-૧૫, ગાંધીનગર, ગુજરાત - ૩૮૨૦૧૬

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