



# Institute of Language Teaching









Date :

## **IQAC Meeting Notice**

Date: 20/12/2019

It is put to the notice of the members of IQAC to attend the IQAC meeting on 26/12/2019 at 12:40 PM , Venue - ILT B.ED COLLEGE. The Following Members are supposed to attend the meeting :

- |     |                   |   |   |
|-----|-------------------|---|---|
| (1) | Dr. Nidatt Barot  | Principal   |   |
| (2) | Dr. Jiten Udhas   | Visiting Faculty  |   |
| (3) | Dr. Mohit Goswami | Visiting Faculty  |   |
| (4) | Keyur Dodiya      | Principal of Practice Teaching School                   |   |
| (5) | Kishan Bhatt      | Student Representative                                  |   |
| (6) | Dr. Ketan Gohel   | Assistant Professor, Maitri Vidyapith,<br>Surendranagar |  |
| (7) | Haresh Raval      | Alumni  |  |

## **IQAC Meeting Agenda**

### **Welcome and Opening Remarks**

- Welcome and introduction of attendees
- Overview of the meeting agenda

### **Academic Affairs**

#### **a. Curriculum Review**

- Updates on curriculum development or modification
- Feedback on existing courses from faculty and students

#### **b. Teaching-Learning Practices**

- Innovative teaching methods and best practices
- Faculty development initiatives

#### **c. Examination and Evaluation**



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- Examination system review
- Evaluation process and feedback

## Administrative Matters

- a. Infrastructure and Facilities
  - Maintenance and improvements
  - Feedback from students and faculty
- b. Library and Information Resources
  - Library services and resources
  - Digital resources and accessibility
- c. Student Support Services
  - Counseling services
  - Grievance redressal mechanisms

## Quality Initiatives and Best Practices

- Sharing and discussion of quality improvement initiatives
- Identification of best practices for replication

## Accreditation and Affiliation

- Updates on accreditation status
- Actions needed for compliance

## Feedback and Suggestions

- Collection of feedback from attendees
- Suggestions for improvement

## Future Plans and Goals

- Setting goals and targets for the upcoming months
- Strategic planning for continuous improvement

## Any Other Business

- Open floor for additional topics or concerns

## Closing Remarks

- Summary of key points discussed
- Appreciation for participation and contributions

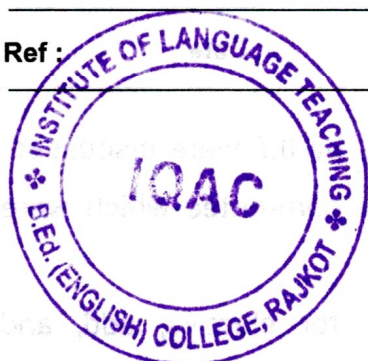
**Dr. NIDATT P. BAROT**  
PRINCIPAL,  
INSTITUTE OF LANGUAGE TEACHING  
(ENGLISH MEDIUM) B.Ed. COLLEGE, RAJKOT.



# Institute of Language Teaching

Ref :

Date :



## IQAC Meeting Minutes

Date: 26/12/2019

Time: 12:40 PM

Venue: ILT BED COLLEGE

### Present:

(1) Dr. Nidatt Barot

Principal

(2) Dr. Jiten Udhas

Visiting Faculty

(3) Dr. Mohit Goswami

Visiting Faculty

(4) Keyur Dodiya

Principal of Practice Teaching School

(5) Kishan Bhatt

Student Representative

(6) Dr. Ketan Gohel

Assistant Professor, Maitri Vidyapith,

(7) Haresh Raval

Surendranagar

Alumni

### Agenda: Welcome and Opening Remarks

- The principal welcomed and introduced the members. The principal presented activities done by ILT in the previous year. An Academic and Administrative audit report was put before the committee. The members gave their inputs on Academic and Administrative audit reports.

### Agenda: Academic Affairs

#### a. Curriculum Review

- The minutes of the Curriculum Planning Committee were approved. During the discussion, there were suggestions which were noted by the Coordinator.





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- Value-added courses and add-on courses provided by ILT were discussed. There were suggestions from the members of the committee which were noted by the coordinator.
- The timetable facilities provided to the trainees for elective, add, and value-added courses were noted. The efforts of the academic council in preparing the PLO and CLO for these courses were noted. The admission prospectus was shared and additional suggestions were given to the coordinator.

## b. Teaching-Learning Practices

- Performance appraisal reports of the faculties were put before the committee. The committee gave additional inputs to the faculties, which the Coordinator noted.
- Faculties were insisted on to develop the Google Classroom and if possible mobile-based teaching-learning process.

## c. Examination and Evaluation

- The Examination committee report was discussed. The results of the trainees were reviewed. IQAC took positive notes that the internal marks are shared with trainees and then uploaded to the university portal.

## **Agenda: Administrative Matters**

### a. Infrastructure and Facilities

- The additional infrastructure provided was noted.

### b. Library and Information Resources

- The alumni paid subscriptions to Journals. The Gesture of the alumnus was appreciated.

### c. Student Support Services

- The minutes of the Youth welfare committee were reviewed. The efforts of trainees were appreciated. Their sports, cultural, outreach, and community engagement activities were appreciated.





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## **Agenda: Quality Initiatives and Best Practices**

- The adoption of Playhouse at Rashtriya Shala was discussed. The IQAC noted the efforts made by ILT to reach the deprived.

## **Agenda: Accreditation and Affiliation**

- ILT's effort in going for Academic and administrative audit was appreciated.

## **Agenda: Feedback and Suggestions**

- The feedback received from various stakeholders was reviewed.

## **Agenda: Future Plans and Goals**

It was suggested by the members to add Quality initiatives under

1. Feedback from Students
2. Feedback from Practice Teaching Schools
3. Internal assessment put on notice board
4. Value-added and add-on courses are conducted
5. Full-time research scholars are doing research at college
6. Staff given support for research and publications
7. Duty leaves are granted to faculties for research activities
8. Language lab though not part of the curriculum is established
9. Vijaybhai Dholakia Brainstorming sessions are regular practice promoting trainees with new avenues in the field of Education
10. Workshops for several issues are organized
11. Sessions of Religious leaders are organized regularly
12. A large number of outreach programs are conducted for the community
13. Being associated with an NGO for community activities.
14. OBC Cell
15. Minority Cell
16. Internal Complaint Committee



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17. Anti Ragging Cell
18. Research Cell
19. Grievance Cell
20. Internship Planning
21. Collaboration with Practice Teaching School

IQAC suggested that below following quality initiatives should be taken into mind for

- Teaching activities for the deprived students may be strengthened for additional community service.
- Online tests and assessments need to be increased.


## Agenda: Any Other Business

- Programs were suggested for the Electoral Literacy club that trainees can go to practice teaching school for elective awareness
- Committee congratulated three students (1)Gajjar Kezy (2)Chavda Perna (3) Bhatt Kishan for their achievements
- IQAC took note of the trainees for their attendance and success achieved in the psychology fair at the Department of Psychology of Saurashtra University.

## Agenda: Closing Remarks

- The Principal assured the committee that the positive suggestion of IQAC will help to enhance the quality of education at ILT and will further able to have the more community-oriented program
- Appreciation for participation and contributions



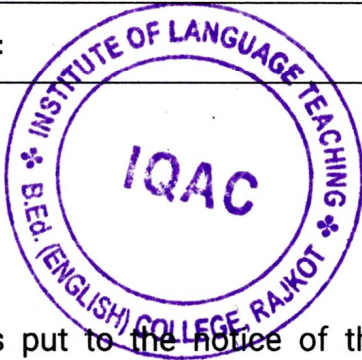
  
**Dr. NIDATT P. BAROT**  
PRINCIPAL, 20/12  
INSTITUTE OF LANGUAGE TEACHING  
(ENGLISH MEDIUM) B.Ed. COLLEGE, RAJKOT.



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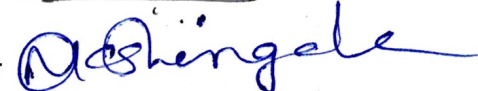




Date :



## IQAC Meeting Notice

Date: 20/12/2020

It is put to the notice of the members of IQAC to attend the IQAC meeting on 28/12/2020 at 1:00 PM , Venue - ILT B.ED COLLEGE. The Following Members are supposed to attend the meeting :

- |     |                    |                                       |   |
|-----|--------------------|---------------------------------------|---|
| (1) | Dr. Nidatt Barot   | Principal                             |     |
| (2) | Dr. Nehal Shingala | Assistant Professor                   |     |
| (3) | Dr. Mohit Goswami  | Assistant Professor                   |    |
| (4) | Keyur Dodiya       | Principal of Practice Teaching School |   |
| (5) | Divya Sharma       | Student Representative                |  |
| (6) | Lakshita Thakur    | Alumni                                |   |

## IQAC Meeting Agenda

### Welcome and Opening Remarks

- Welcome and introduction of attendees
- Overview of the meeting agenda

### Confirmation of Previous Meeting Minutes

- Review and approval of minutes from the 26/12/2019 meeting
- Action items update

### Report on Action Items from Previous Meeting

- Status update on action items assigned in the last meeting
- Discussion on any challenges or achievements





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## Academic Affairs

### a. Curriculum Review

- Updates on curriculum development or modification
- Feedback on existing courses from faculty and students

### b. Teaching-Learning Practices

- Innovative teaching methods and best practices
- Faculty development initiatives

### c. Examination and Evaluation

- Examination system review
- Evaluation process and feedback

## Administrative Matters

### a. Infrastructure and Facilities

- Maintenance and improvements
- Feedback from students and faculty

### b. Library and Information Resources

- Library services and resources
- Digital resources and accessibility

### c. Student Support Services

- Counseling services
- Grievance redressal mechanisms

## Quality Initiatives and Best Practices

- Sharing and discussion of quality improvement initiatives
- Identification of best practices for replication

## Accreditation and Affiliation

- Updates on accreditation status
- Actions needed for compliance

## Feedback and Suggestions

- Collection of feedback from attendees
- Suggestions for improvement



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## Future Plans and Goals

- Setting goals and targets for the upcoming months
- Strategic planning for continuous improvement

## Any Other Business

- Open floor for additional topics or concerns

## Closing Remarks

- Summary of key points discussed
- Appreciation for participation and contributions



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



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## IQAC Meeting Minutes

Date: 28/12/2020

Time: 1:00 PM

Venue: ILT BED COLLEGE

### Present:

(1)	Dr. Nidatt Barot	Principal	
(2)	Dr. Nehal Shingala	Assistant Professor	
(3)	Dr. Mohit Goswami	Assistant Professor	
(4)	Keyur Dodiya	Principal of Practice Teaching School	
(5)	Divya Sharma	Student Representative	
(6)	Lakshita Thakur	Alumni	

### Agenda: Welcome and Opening Remarks

- The principal welcomed and introduced the members. The principal presented activities done by ILT in the previous year. An Academic and Administrative audit report was put before the committee. The members gave their inputs on Academic and Administrative audit reports.

### Agenda: Confirmation of Previous Meeting Minutes

- Minutes from the 26/12/2019 meeting were approved. The principal reported the activity done as per the suggestion of the last meeting.

### Agenda: Report on Action Items from Previous Meeting

- As suggested went to Deprived students in the project of Wisdom on wheels





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- The committee noted the ICT initiative taken by ILT faculties including achieving G-SUITE certificate, YouTube channel by the Principal and e-content developed by Faculty and trainees from three of the faculties were facilitated by Saurashtra University.

## **Agenda: Academic Affairs**

### **a. Curriculum Review**

- The minutes of the Curriculum Planning Committee were approved. During the discussion, there were suggestions which were noted by the Coordinator.
- Value-added courses and add-on courses provided by ILT were discussed. Details of the Additional courses were given by the coordinators. Annual Planning for curricular activities was reviewed and approved.
- The timetable facilities provided to the trainees for elective, add, and value-added courses were noted. The efforts of the academic council in preparing the PLO and CLO for these courses were noted.

### **b. Teaching-Learning Practices**

- The use of ICT during the pandemic was remarkable and students gave positive feedback for all the online activities conducted by ILT.
- Performance appraisal reports of the faculties were put before the committee. The committee gave additional inputs to the faculties, which the Coordinator noted.

### **c. Examination and Evaluation**

- The Examination committee report was discussed. The results of the trainees were reviewed.
- Faculties were initiated to show the checked answer copies of preliminary exams to the trainees.
- (1) Rathod Khushbu (2) Dave Yukta (3) Bloch Shabana were congratulated on for their ranks



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## **Agenda: Administrative Matters**

### **a. Infrastructure and Facilities**

- The additional infrastructure provided was noted.

### **b. Library and Information Resources**

- The alumni paid subscriptions to Journals. The Gesture of the alumnus was appreciated

### **c. Student Support Services**

- IQAC noted that a capacity-building program for facing interviews was done on demand by the trainees.
- The minutes of the Youth welfare committee were reviewed. The efforts of trainees were appreciated. Their sports, cultural, outreach, and community engagement activities were appreciated.

## **Agenda: Quality Initiatives and Best Practices**

- Program The Wisdom on wheels initiative by the state government was successfully
- The adoption of Playhouse at Rashtriya Shala was discussed. The IQAC noted the efforts made by ILT to reach the deprived.

## **Agenda: Accreditation and Affiliation**

- ILT's effort in going for Academic and administrative audit was appreciated.

## **Agenda: Feedback and Suggestions**

The feedback received from various stakeholders was reviewed.

## **Agenda: Future Plans and Goals**

Quality initiatives have taken following since the last meeting.

1. Professional Development Program for Teaching
2. Professional Development Program for Administrative Staff



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3. Orientation program for faculties
4. Feedback from employees ( management of Practice teaching schools)
5. Many methods other than traditional methods of teaching are practiced
6. Field visits are conducted
7. Trainees are given in-house and field visit projects
8. Trainees are given internship-practical activities and are monitored with technology
9. Audit reports are submitted to the State Government and the Charity Commissioner's office
10. Teaching deprived students
11. Teaching regularly at Rashtriya Shala Playhouse
12. Smartboard teaching learning
13. Green Initiative - Rain Water Harvesting
14. SC - ST Committee
15. Electoral Literacy Club

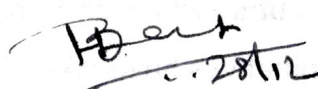
It was suggested by the members to add Quality initiatives under

- To arrange the academic tour
- To involve trainees in a research survey
- To participate in the state ranking framework

## Agenda: Closing Remarks

- The meeting ended with a vote of thanks by the coordinators and had lunch together
- Appreciation for participation and contributions



  
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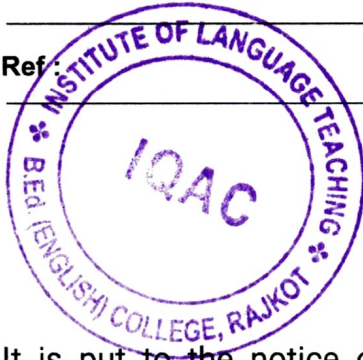




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## IQAC Meeting Notice

Date: 18/12/2021

It is put to the notice of the members of IQAC to attend the IQAC meeting on 26/12/2021 at 2:00 PM, Venue - ILT B.ED COLLEGE. The Following Members are supposed to attend the meeting :

- |     |                    |   |  |
|-----|--------------------|---|--|
| (1) | Dr. Nidatt Barot   | Principal                                       |  |
| (2) | Dr. Nehal Shingala | Assistant Professor                             |  |
| (3) | Dr. Jiten Udhas    | Assistant Professor                             |  |
| (4) | Keyur Dodiya       | Principal of Practice Teaching School           |  |
| (5) | Raj Khalpada       | Student Representative                          |  |
| (6) | Dr. Nisha Raninga  | Assistant Professor J J K B.Ed. College, Rajkot |  |
| (7) | Lakshita Thakur    | Alumni  |  |

## IQAC Meeting Agenda

### Welcome and Opening Remarks

- Welcome and introduction of attendees
- Overview of the meeting agenda

### Confirmation of Previous Meeting Minutes

- Review and approval of minutes from the 28/12/2020 meeting
- Action items update

### Report on Action Items from Previous Meeting

- Status update on action items assigned in the last meeting
- Discussion on any challenges or achievements



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Ref :

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## Academic Affairs

### a. Curriculum Review

- Updates on curriculum development or modification
- Feedback on existing courses from faculty and students

### b. Teaching-Learning Practices

- Innovative teaching methods and best practices
- Faculty development initiatives

### c. Examination and Evaluation

- Examination system review
- Evaluation process and feedback

## Administrative Matters

### a. Infrastructure and Facilities

- Maintenance and improvements
- Feedback from students and faculty

### b. Library and Information Resources

- Library services and resources
- Digital resources and accessibility

### c. Student Support Services

- Counseling services
- Grievance redressal mechanisms

## Quality Initiatives and Best Practices

- Sharing and discussion of quality improvement initiatives
- Identification of best practices for replication

## Accreditation and Affiliation

- Updates on accreditation status
- Actions needed for compliance

## Feedback and Suggestions

- Collection of feedback from attendees



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- Suggestions for improvement

## Future Plans and Goals

- Setting goals and targets for the upcoming months
- Strategic planning for continuous improvement

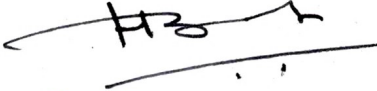
## Any Other Business

- Open floor for additional topics or concerns

## Closing Remarks

- Summary of key points discussed
- Appreciation for participation and contributions



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





# Institute of Language Teaching

Ref :

Date :







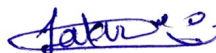
## **IQAC Meeting Minutes**

Date: 26/12/2021

Time: 2:00 PM

Venue: ILT BED COLLEGE

### **Present:**

- |     |                    |   |   |
|-----|--------------------|---|---|
| (1) | Dr. Nidatt Barot   | Principal                                       |     |
| (2) | Dr. Nehal Shingala | Assistant Professor                             |   |
| (3) | Dr. Jiten Udhas    | Assistant Professor                             |     |
| (4) | Keyur Dodiya       | Principal of Practice Teaching School           |   |
| (5) | Raj Kharpada       | Student Representative                          |   |
| (6) | Dr. Nisha Raninga  | Assistant Professor J J K B.Ed. College, Rajkot |  |
| (7) | Lakshita Thakur    | Alumni  |   |

### **Agenda: Welcome and Opening Remarks**

- The principal welcomed and introduced the members. coordinator presented activities done by ILT in the previous year. An Academic and Administrative audit report was put before the committee. The members gave their inputs on Academic and Administrative audit reports.

### **Agenda: Confirmation of Previous Meeting Minutes**

- Minutes from the 28/12/2020 meeting were reviewed and approved.

### **Agenda: Report on Action Items from Previous Meeting**

- Suggestions given in the last meeting were incorporated into academic and administrative affairs and details were given by coordinators



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## **Agenda: Academic Affairs**

### **a. Curriculum Review**

- The minutes of the Curriculum Planning Committee were approved. During the discussion, there were suggestions which were noted by the Coordinator.
- Value-added courses and add-on courses provided by ILT were discussed.
- Also, the IQAC suggested that written papers on the languages should not be compulsory. It should be viva-based.
- The timetable facilities provided to the trainees for elective, add, and value-added courses were noted. The efforts of the academic council in preparing the PLO and CLO for these courses were noted.

### **b. Teaching-Learning Practices**

- IQAC appreciated the learning management system adopted by ILT, It also noted that all the faculties and trainees use ICT for the Teaching learning process.
- Performance appraisal reports of the faculties were put before the committee. The committee gave additional inputs to the faculties, which the Coordinator noted.

### **c. Examination and Evaluation**

- The Examination committee report was discussed. The results of the trainees were reviewed.
- (1) Sonpal Riddhi (2) Bhatt Rutvi (3) Joshi Siddharth were appreciated on their ranking result.

## **Agenda: Administrative Matters**

### **a. Infrastructure and Facilities**

- The additional infrastructure provided was noted.

### **b. Library and Information Resources**

- The alumni paid subscriptions to Journals. The Gesture of the alumnus was appreciated



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Date :

## c. Student Support Services

- The minutes of the Youth welfare committee were reviewed. The efforts of trainees were appreciated. Their sports, cultural, outreach, and community engagement activities were appreciated.

## Agenda: Quality Initiatives and Best Practices

- The adoption of Playhouse at Rashtriya Shala was discussed. The IQAC noted the efforts made by ILT to reach the deprived.

IQAC noted that the below Quality Initiatives:

1. Online tests are conducted
2. Trainees take part in research surveys conducted by the Department of Psychology at Saurashtra University
3. Facilities for preparing e-content are made available
4. Conduct periodic internal and external academic audits to evaluate the effectiveness of educational processes, ensuring alignment with accreditation standards.
5. Institute participates in Ranking framework at the state level for external audits
6. Online feedback from alumni is available
7. Feedbacks are analyzed and accordingly, actions are taken.
8. Google Class Rooms Updation
9. Mobile based learning
10. Fire Safety
11. Admission Committee Formation

## Agenda : Accreditation and Affiliation

- ILT's effort in going for Academic and administrative audit was appreciated.





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## Agenda: Feedback and Suggestions

- The feedback received from various stakeholders was reviewed.

## Agenda: Future Plans and Goals

- It was suggested by the members to add Quality initiatives under
- More efforts were suggested to the run placement drive successively

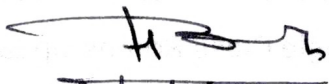
## Agenda: Any Other Business

- IQAC noted the report of Jiten Udhas regarding the efforts done by ILT faculties in the admission process. He gives the details of collecting the data, conducting the mock test, and counseling for trainees not only for ILT students but other college students too

## Agenda: Closing Remarks

- The meeting ended with votes of thanks from the coordinator.
- Appreciation for participation and contributions



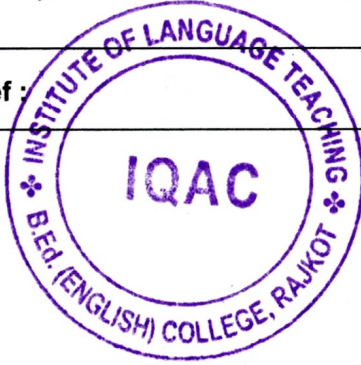
  
28/12/21  
**Dr. NIDATT P. BAROT**  
PRINCIPAL,  
INSTITUTE OF LANGUAGE TEACHING  
(ENGLISH MEDIUM) B.Ed. COLLEGE, RAJKOT.



# Institute of Language Teaching

Ref :

Date :



## IQAC Meeting Notice

Date: 15/12/2022

It is put to the notice of the members of IQAC to attend the IQAC meeting on 21/12/2022 at 1:30 PM, Venue - ILT B.ED COLLEGE. The Following Members are supposed to attend the meeting :

- |     |                   |                                       |  |
|-----|-------------------|---------------------------------------|--|
| (1) | Dr. Nidatt Barot  | Principal                             |  |
| (2) | Jyoti Tadvi       | Assistant Professor                   |  |
| (3) | Dr. Chirag Darji  | Assistant Professor                   |  |
| (4) | Swati Joshi       | Principal of Practice Teaching School |  |
| (5) | Suhani Sorathiya  | Student Representative                |  |
| (6) | Dr. Bharti Rathod | Principal, T. N. Rao College, Rajkot  |  |
| (7) | Shraddha Kaila    | Alumni                                |  |

## IQAC Meeting Agenda

### Welcome and Opening Remarks

- Welcome and introduction of attendees
- Overview of the meeting agenda

### Confirmation of Previous Meeting Minutes

- Review and approval of minutes from the 26/12/2021 meeting
- Action items update

### Report on Action Items from Previous Meeting

- Status update on action items assigned in the last meeting
- Discussion on any challenges or achievements



# Institute of Language Teaching

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## Academic Affairs

### a. Curriculum Review

- Updates on curriculum development or modification
- Feedback on existing courses from faculty and students

### b. Teaching-Learning Practices

- Innovative teaching methods and best practices
- Faculty development initiatives

### c. Examination and Evaluation

- Examination system review
- Evaluation process and feedback

## Administrative Matters

### a. Infrastructure and Facilities

- Maintenance and improvements
- Feedback from students and faculty

### b. Library and Information Resources

- Library services and resources
- Digital resources and accessibility

### c. Student Support Services

- Counseling services
- Grievance redressal mechanisms

## Quality Initiatives and Best Practices

- Sharing and discussion of quality improvement initiatives
- Identification of best practices for replication

## Accreditation and Affiliation

- Updates on accreditation status
- Actions needed for compliance

## Feedback and Suggestions

- Collection of feedback from attendees
- Suggestions for improvement





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## Future Plans and Goals

- Setting goals and targets for the upcoming months
- Strategic planning for continuous improvement

## Any Other Business

- Open floor for additional topics or concerns

## Closing Remarks

- Summary of key points discussed
- Appreciation for participation and contributions



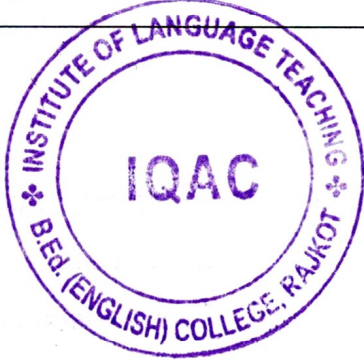
**Dr. NIDATT P. BAROT**  
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INSTITUTE OF LANGUAGE TEACHING  
(ENGLISH MEDIUM) B.Ed. COLLEGE, RAJKOT.



# Institute of Language Teaching

Ref :

Date :



## **IQAC Meeting Minutes**

Date: 21/12/2022

Time: 1:30 PM

Venue: ILT BED COLLEGE

### **Present:**

(1)	Dr. Nidatt Barot	Principal	
(2)	Jyoti Tadvi	Assistant Professor	
(3)	Dr. Chirag Darji	Assistant Professor	
(4)	Swati Joshi	Principal of Practice Teaching School	
(5)	Suhani Sorathiya	Student Representative	
(6)	Dr. Bharti Rathod	Principal, T. N. Rao College, Rajkot	
(7)	Shraddha Kaila	Alumni	

### **Agenda : Welcome and Opening Remarks**

- Principal welcomed and introduced the members. Principal presented activities done by ILT in the previous year. An Academic and Administrative audit report was put before the committee. The members gave their inputs on Academic and Administrative audit reports.

### **Agenda : Confirmation of Previous Meeting Minutes**

- Minutes from the 26/12/2021 meeting were reviewed and approved.

### **Agenda : Report on Action Items from Previous Meeting**

- Status update on action items assigned in the last meeting
- Discussion on any challenges or achievements



# Institute of Language Teaching

Ref :

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## **Agenda : Academic Affairs**

### **a. Curriculum Review**

- Minutes of the Curriculum planning committee was approved. During discussion there were suggestions which were noted by the Coordinator.
- Value added courses and add on courses provided by ILT were discussed. There were suggestions from the members of the committee which were noted by the coordinator.
- The timetable facilities provided to the trainees for elective, add on and value added courses was noted. The efforts of the academic council in preparing the PLO and CLO for these courses were noted.

### **b. Teaching-Learning Practices**

- Performance appraisal reports of the faculties were put before the committee. The committee gave additional inputs for the faculties, which were noted by the Coordinator.

### **c. Examination and Evaluation**

- The Examination committee report was discussed. Results of the trainees were reviewed.

## **Agenda : Administrative Matters**

### **a. Infrastructure and Facilities**

- Additional infrastructure provided was noted.

### **b. Library and Information Resources**

- The alumni paid subscriptions of Journals. The Gesture of alumnus was appreciated

### **c. Student Support Services**

- Minutes of the Youth welfare committee were reviewed. The efforts of trainees was appreciated. The sports, cultural, outreach and community engagement activities done by them was appreciated.





# Institute of Language Teaching

Ref :

Date :

## Agenda : Quality Initiatives and Best Practices

- The adoption of Playhouse at Rashtriya Shala was discussed. The IQAC noted the efforts made by ILT to reach the deprived.

## Agenda : Accreditation and Affiliation

- ILTs effort for going for Academic and administrative audit was appreciated.

## Agenda : Feedback and Suggestions

- The feedback received from various stakeholders were reviewed.

## Agenda : Future Plans and Goals


It was suggested by the members to add Quality initiatives as under

- The suggestion was to engage B.Ed. trainees in research oriented projects.
- The students from the alumni group are involved in training the core strength of the current batch.
- To develop more technological skills of B.Ed. trainees aligned with the syllabus of Affiliating University.
- To develop more reflective reading practices for B.Ed. trainees from library resources on research journals.

## Agenda : Closing Remarks

- Appreciation for participation and contributions



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



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(English Medium)

B.Ed. College, Rajkot

Managed by : Shree Saurashtra High School Trust

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College Zone : 094

AISHE Code : C-725

NCTE Reg. No. WRC/NCTE/9-9/2000/01785

NCTE Reg. No. WRC/313040/2015/143488/31-05-2015






Recognised under 12(B) 2(F) of UGC Act

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## IQAC Meeting Notice

Date: 1/12/2024

It is put to the notice of the members of IQAC to attend the IQAC meeting on 11/12/2024 at 1:30 PM, Venue - ILT B.ED COLLEGE. The Following Members are supposed to attend the meeting.

- |    |                           |  |   |
|----|---------------------------|--|---|
| 1. | Dr. Nidatt Barot          | Principal                                      |   |
| 2. | Dr. Smita Gadhvi          | IQAC Coordinator, Assistant Professor          |  |
| 3. | Dr. Nehal Shingala        | Assistant Professor                            |   |
| 4. | Dr. Bhadrayu Vachharajani | President ILT, Rajkot                          |   |
| 5. | Mamta Purohit             | Principal of Practice Teaching School          |   |
| 6. | Bharti Ayar               | Student Representative                         |   |
| 7. | Bharti Rathod             | Principal, T. N. Rao College                   |  |
| 8. | Dr. Rajesh Kalariya       | Former Principal, KSN Kansagar College, Rajkot |   |
| 9. | Khushi Sharma             | Alumni   |   |





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## Agenda of the Meeting:

1. Review of Academic, Administrative and Celebration Activities (June-November 2024)
2. Result Analysis (Sem-3 and Passed Out Batches)
3. Holiday Planning (Diwali and Other Vacations)
4. Guest Lectures and Expert Sessions Report
5. TET/TAT Preparation and Placement Cell Activities
6. Practice School Visits, Faculty Exchange & Student Exchange Programs
7. Non-Teaching Staff Training and Faculty Development Activities
8. Swachhata Activities and Other Co-Curricular Activities
9. Future Planning for Academic Excellence

## Minutes:

### 1. Review of Activities (June - November 2024)

The IQAC reviewed all activities conducted:

- Farewell Celebration for Batch 2022-24 held on 18/04/2024 was successfully organized.
- Commencement of New Academic Year for Sem-3 students on 04/07/2024 with Orientation programs (mentor-mentee meet, syllabus sharing, G-Classroom setup, code of conduct) were completed efficiently.
- Expert Lectures were conducted by:
  - Principal Sir on skills for future learners (09/07/24).
  - Women Empowerment session by C-Team Police Officers (08/08/24).







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- Health Awareness Talk by Dr. Avani Kannar (20/09/24).
- Statistics guidance by Dr. Mohit Goswami (12/10/24).
- Assembly activities and mentor-mentee sessions were successfully planned and executed regularly.
- Guru Purnima (24/7/24), Independence Day (15/8/24), Teachers' Day (5/9/24), Ganpati Celebrations (7/9/24 and 11/9/24), Navratri Alumni Meet (13/10/24) and Manav Gaurav Divas (19/10/24) were celebrated with great enthusiasm.
- Student Achievements: CTET clearance (Jalpa Dangar), and Youth Festival Winners were acknowledged.
- Practice Teaching: Unit Lessons, Stray Lessons, Micro-teaching Sessions were systematically initiated and guided.

## 2. Result Analysis:

- Semester-3 results were analyzed and overall performance was satisfactory.
- Batch 2022-2024: Farewell batch had a good success rate in CTET/TAT exams, showcasing effective training.
- Areas for improvement in Mathematics and Science Methodology papers were discussed for future strengthening.
- Diwali Vacation: 27/10/24 - 18/11/24 (after finalization meeting on 26/10/24).
- Advance planning was suggested to ensure no academic loss post-holiday resumption.







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#### 4. Guest Lectures and Expert Sessions:

- Invited guest sessions greatly enhanced awareness about women's safety, health, research skills, and practical knowledge.
- Suggestions were made to arrange additional sessions on AI in Education and NEP 2020 Implementation Strategies in the coming semester.

#### 5. TET/TAT and Placement Cell Activities:

- Dedicated sessions for TET/TAT exam guidance were proposed.
- Placement cell to invite schools and educational institutions in February 2025 for campus placement drives.
- Alumni network to be strengthened for additional opportunities.

#### 6. Practice School Visits and Faculty Exchange & Student Exchange Programs:

- Visits to practice schools were effectively conducted with full faculty involvement.
- Students celebrated Independence Day collaboratively with partner schools.
- Faculty Exchange: MOUs with schools enabled mutual visitations and expert teaching engagements.
- Student Exchange: Proposed a short 3-day teaching practice exchange program with nearby B.Ed. colleges starting January 2025.

#### 7. Non-Teaching Staff Training and Faculty Development:

- Non-teaching staff (Zankhna Ashar) participated in training by MMTTC Saurashtra University.
- Continuous encouragement to upgrade digital administrative skills.
- Faculty training under LEAP programs and Finishing Schools successfully initiated.





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## 8. Swachhata Activities and Co-Curricular Events:

- Swachhata activities conducted on 21/10/24 and 24/10/24 (Exhibition and campus activities) were highly appreciated.
- Participation in National Movements like Tiranga Yatra, Swachh Bharat added to holistic development.

## 9. Future Planning and Recommendations:

- Enhance mentoring through digital portfolios (ongoing from 17/9/24 session).
- Organize AI and Machine Learning Awareness Workshop for B.Ed. students.
- Strengthen collaboration with industries for student exposure.
- More bridge courses in Sanskrit and English Language Skills.
- Plan student-led research projects in Sem-4.
- Value Added Courses to be planned for final year students.

## Action Points Decided:

Action Point	Responsible Person	Deadline
TET/TAT special preparatory sessions	Placement Cell Committee	December 2024
Finalize faculty and student exchange program	IQAC & Practice Teaching In-Charge	January 2025
Result Improvement Action Plan	Academic Council	Ongoing (next internal exam)
Alumni Placement Meet	Alumni Committee	February 2025
Workshop on AI Tools in Education	IQAC Coordinator	March 2025



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## Conclusion:

The meeting concluded with appreciation for the extensive academic, administrative, co-curricular activities conducted during June-November 2024. The IQAC encouraged continued innovation, collaboration, and commitment toward the holistic development of students in alignment with NAAC quality benchmarks.

  
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