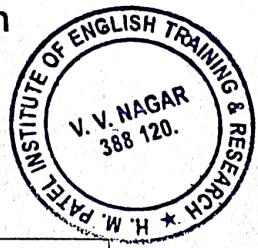


# H M Patel Institute of English Training & Research

Vallabh Vidyanagar

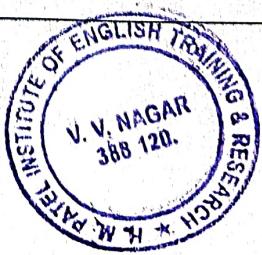
## IQAC Action Plan (Proposed)

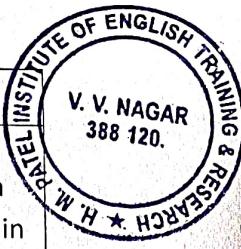
Academic Year 2024-25



Sr. No.	Activity under IQAC	DESIRED OUTCOMES
<b>June 2024</b>		
1	Orientation to School Internship for B.Ed. (English) Sem-III Trainees (04 Months Internship)	The faculty members will orient the trainees of B.Ed. Sem-III to School Internship Programme, Activities, Submissions and Lesson Planning.
2	ELT Quarterly June Issue	The June issue of ELT Quarterly will be published after accepting and reviewing research papers and articles on ELT
<b>July 2024</b>		
3	Faculty Development Programme (FDP)	One faculty development programme will be organised for the B.Ed. English faculty members
4	Student Induction Programme (SIP) 2024 (For the New Batch of B.Ed. English)	First year students of B.Ed. (English) will be oriented to the course, activities to be conducted in the academic year and will be made aware of teaching profession, vision and mission of the institute and the capacity and standard of the college in the carrier building of the English language teachers. Moreover, a few expert sessions on various topics will be planned by inviting guest speakers and local level field visit will be arranged. At the end of SIP, one cultural programme will be planned.
5	English Enrichment Programme (EEP) (For the New Batch of B.Ed. English)	The trainees will be given experience of language skills by the faculty members and Alumni Members on various topics of functional English and the use of language. The whole programme will be carried out by the Alumni Association of the institute.
6	Micro-Teaching Programme	The demonstration of Micro-teaching will be provided to the trainees and the trainees of Sem-I will plan Micro-teaching lessons and deliver them in various groups supervised by the faculty members.
<b>August 2024</b>		
7	Bridge Lesson Programme	There will be demonstrations by the faculty members on Bridge Lesson. Then, the trainees will prepare their plans and present the same in their groups in the presence of the

		supervisor.
8	Talent Week	On the occasion of founder's day, the institute will organise some inter-college competitions for a week
9	Founder's Day Celebration on 27th August, 2024	The Founder's Day will be celebrated on 27th August – Birthday of Dr H M Patel Sir. One ELT expert will be invited for conducting a session in English Language Teaching.
10	Alumni Association Meet	The Alumni of the institute will be invited for a meet at the institute
11	Independence Day Week Celebration	Organizing events and inter-college competitions on patriotism by B.Ed. Trainees
<b>September 2024</b>		
12	Teachers' Day	The Teachers' Day will be celebrated at the institute by featuring a small biopic of Dr Radhakrishnan and by arranging a guest speech
13	Guest Sessions in Theory Papers	The experts will be invited for guest sessions on a few distinct topics of the syllabus which would provide a wide exposure to the B.Ed. trainees
14	Intra-college Cultural Events & Competitions	The trainees will participate in intra-college competitions in order to be shortlisted for the University-level Youth Festival
15	University Youth Festival	The trainees will participate in various competitions in the University-level Youth Festival
16	NSS Day Celebration	The NSS Day will be celebrated by arranging a guest speech
17	ELT Quarterly September Issue	The September issue of ELT Quarterly will be published after accepting and reviewing research papers and articles on ELT
<b>October 2024</b>		
18	Gandhi Jayanti & Shastriji Jayanti Celebration	Events will be organized on the occasion. (Expert Session, Speeches, etc.)
19	Fun Fair with Navratri Celebration	There will be one Faun Fair Programme along with Navratri celebration with <i>Aarti</i> and <i>Garba Utsav</i> on any one day during the <i>Navratri</i>
20	Guest Speech on Inclusive Education	A guest speaker will be invited for conducting a session on Inclusive Education and Disability Awareness
21	PTA Meeting	The parents / guardians of the trainees will be invited for a meeting at the institute in order to discuss the progress of the trainees in B.Ed.
22	Internal Theory and Practical Examinations	The prelim (Internal) Examinations will be conducted at the institute that will include both the practical & theory papers





### November 2024

23	Academic Visit to an innovative learning centre	One academic visit will be organised for one day to the nearby educational institutions so that the trainees can learn the innovative ways of teaching practices going on in such institutions
24	Parent-teachers' Meeting (PTM)	An Offline PTM will be arranged at the institute before Diwali break.
25	NSS Activities	A few NSS Activities will be organised by the NSS Club.
26	External Theory and Practical Examinations	The External Examinations will be held by the university

### December 2024

27	Administrative Staff Development Programme (ASDP)	One week ASDP will be organised for the administrative staff of the institute as well as other institutions of Vallabh Vidyanagar
28	ELT Quarterly December Issue	The December issue of ELT Quarterly will be published after accepting and reviewing research papers and articles on ELT
29	Add-on / Value-added Course	One short term certificate course or value added course will be given to the B.Ed. Trainees
30	Educational Visit / Nature Camp	One-day educational visit / Nature Camp will be organised.

### January 2025

31	Sem-II Syllabus Orientation	The trainees will be oriented to the syllabus and the activities to be conducted throughout the semester
32	Annual Sports Day	One institute-level sports event will be arranged for the trainees of both the years. The winners in each sport will be sent to the University level sport meet.
33	Stray-Lessons (Sem-II) & Block-teaching (Sem-IV) in L1 & L2 (Practice Teaching in School)	The trainees will be sent in groups to various schools for practice teaching. The faculty members will be the supervisors of such groups. Moreover, they will be oriented to the submissions to be done in the stray-lesson & block-teaching programme in schools.
34	National Voters' Day	There will be a celebration of National Voters' Day in which a quiz will be organised for the trainees and they will be made aware of the importance of elections in any country
35	The Republic Day (26 <sup>th</sup> Jan.) celebration with Patriotic Song singing competition	The patriotic event will be planned on this day after the flag-hoisting

### February 2025

36	National / International Conference	One National or International level Conference will be organised at the institute
37	Women Cell Activities (Yoga Session & Women empowerment Session)	The women cell will organise three days programme including yoga session, fun fair and women empowerment session

### March 2025

38	Celebration of International Women's Day	The celebration of the International Women Day will be conducted under the Women Cell of the Institute. A guest session will be arranged for the same.
39	Annual Function & BOG Meeting	The Annual Function will be organised for the semester-IV students and on the same day the meeting of BOG members will held.
40	ELT Quarterly March Issue	The March issue of ELT Quarterly will be published after accepting and reviewing research papers and articles on ELT
41	TET / TAT / CTET Guidance Sessions	The guidance sessions on TET / TAT / CTET will be arranged for the current trainees and the previous years' trainees of the institute. It will include pre-test, daily sessions and post-test
42	Campus Placement	A Campus Interview will be planned and arranged at the institute for which the English medium schools will be invited to conduct interview of the last semester trainees

### April 2025

43	Parent-Teachers' Meeting	The parents / guardians of the trainees will be invited for a meeting at the institute in order to discuss the progress of the trainees in B.Ed.
44	Internal Theory and Practical Examinations	The prelim (Internal) Examinations will be conducted at the institute that will include both the practical & theory papers
45	External Theory and Practical Examinations	The External Examinations will be held by the university

### May 2025

46	CAS related works by faculty members	All faculty members will participate in Short Term Courses / Programmes under MMTTC for their Career Advancement
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Dr Rajnikant Dodiya  
IQAC Coordinator



*Mayur*  
Dr Mayur Parmar  
I/C, Principal  
H. M. Patel Institute of English  
Training & Research  
Vallabh Vidyanagar