



Charutar Vidya Mandal's

H M Patel Institute of English Training and Research

Affiliated to Sardar Patel University, Vallabh Vidyanagar

B.Ed. (English)

IQAC Action Plan (Proposed)

Academic Year 2025-26



Sr. No.	Activity under IQAC	DESIRED OUTCOMES
June 2025		
1	Orientation to School Internship Programme in B.Ed. (English) Sem-III (23 June to 5 Oct. 2025)	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
July 2025		
3	Student Induction Programme (SIP) 2025 (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.
4	English Enrichment Course (EEC) (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.
5	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.
6	Visits to Internship Schools	The faculty members will visit the schools where the Semester-III Internship Programme is going on. The objective of this is to take follow up and guide the trainees during their internship.

August 2025

7	Bridge Lesson Programme	There will be demonstrations by the faculty members on bridge lesson delivery. 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, 2025	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	National Webinar on Applied Linguistics	The IQAC will organise a national level webinar on Applied Linguistics where the B.Ed. students having English as their main subject will participate across the nation.

September 2025

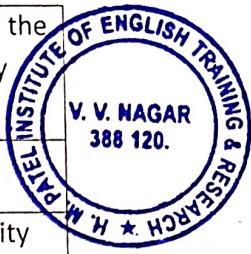
12	Teachers' Day	The Teachers' Day will be celebrated at the institute by featuring a small biopic of Dr Radhakrishnan and by arranging a guest speech
13	University Youth Festival	The trainees will participate in various competitions in the University-level Youth Festival
14	PTA Meeting	The parents / 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.
15	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
16	NSS Day Celebration (25 September)	The NSS Day will be celebrated by arranging a guest speech and Blood donation camp.
17	Prof. V J Trivedi Memorial Lecture	An eminent expert in ELT will be invited to deliver Prof. V J Trivedi Memorial lecture
18	ELT Quarterly September Issue	The September issue of ELT Quarterly will be published after reviewing research papers and articles on ELT

October 2025

19	Gandhi Jayanti & Shastriji Jayanti Celebration	Events will be organized on the occasion. (Expert Session, Speeches, etc.)
20	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



21	Internal Theory and Practical Examinations	The prelim (Internal) Examinations will be conducted at the institute that will include both the practical & theory papers
November 2025		
22	External Theory and Practical Examinations	The External Examinations will be held by the university
December 2025		
23	Sem-II & IV Syllabus Orientation	The trainees will be oriented to the syllabus and the activities to be conducted throughout the semester
24	Workshop for Administrative Staff	One-day Workshop for the administrative staff of the institute as well as other institutions of Vallabh Vidyanagar
25	Workshop on Lesson Planning	A one-day workshop will be organised on Lesson Planning for the B.Ed. English Semester-II trainees in order to help them in lesson planning during stray-lesson programme at schools
26	Stray-Lessons (Sem-II) & Block-teaching (Sem-IV) (Practice Teaching in Schools)	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.
27	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.
28	Educational Visit / Nature Camp	One-day educational visit / Nature Camp will be organised.
29	ELT Quarterly December Issue	The December issue of ELT Quarterly will be published after reviewing research papers and articles on ELT
January 2026		
30	National / International Conference	One National or International level Conference will be organised at the institute
31	IQAC Expert Lecture Series on ELT	A lecture series on various topics of English Language Teaching will be organised at the institute. It would be online.
32	National Voters' Day	There will be a celebration of National Voters' Day under which a quiz will be organised for the trainees
33	The Republic Day (26th January) celebration with Patriotic Events	The patriotic events including various presentations on patriotic song singing, drama, speeches will be planned on this day after the flag-hoisting



February 2026

34	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
35	Annual Lessons (Practical Exams of Sem-IV)	Annual Lesson guidance sessions and practical exams will be held

March 2026

36	Celebration of International Women's Day by Women Cell	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.
37	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.
38	TET / TAT Guidance Sessions	The guidance sessions on TET / TAT 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
39	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
40	ELT Quarterly March Issue	The March issue of ELT Quarterly will be published after accepting and reviewing research papers and articles on ELT

April 2026

41	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.
42	Internal Theory and Practical Examinations	The prelim (Internal) Examinations will be conducted at the institute that will include both the practical & theory papers
43	External Theory and Practical Examinations	The External Examinations will be held by the university
44	Faculty Development Programme (FDP)	One faculty development programme will be organised for the B.Ed. English faculty members

May 2026

45	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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