

ARMY INSTITUTE OF EDUCATION

(NAAC Accredited & ISO 9001:2015 Certified Institute)
(Affiliated to Guru Gobind Singh Indraprastha University, New Delhi)
Plot-M1, Pocket-P5, Sec-CHI, Greater NOIDA

20504/Notice/AIE/2020-21/123

Nov 2021

NOTICE

OPEN BOOK INTERNAL EXAMINATIONS FOR B.ED. SPECIAL EDUCATION (LD) BATCH 2020-22 (SEM III)

The Internal Examination for Semester II for B.Ed Spl Batch 2020-22 is scheduled from **22nd Nov -27th Nov 2021**. All are requested to submit the question paper by **18th Nov 2021**. The following points to be kept in mind:

- Total marks. 75
- Total number of question: 10
- All 10 Questions will be long answer type, two from each unit.
- Out of 10 long questions, only 03 questions to be attempted by the candidates (25x 3 = 75)
- Medium of questions, English

Unit wise distribution of Questions must also be submitted along with the soft copy of the Question Paper.

Ritika

Ms. Ritika Guliani, Asst. Prof
Internal Examination- In Charge



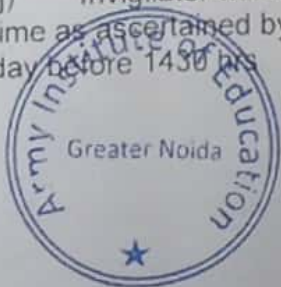
Abhilasha Gautam
Dr Abhilasha Gautam
Principal

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DUTIES AND RESPONSIBILITIES OF INVIGILATORS

1. The sanctity of the Examination to be maintained and duty should be performed fairly with utmost diligence, commitment and empathy towards examinees. Avoid any posts that cause stress to examinees or demoralize them in any manner.
2. The examination shall be conducted on respective Google Classroom Groups only.
3. Adherence to timelines to be strictly followed
 - (a) Entry of Invigilators on **Google Classroom** Examination Portal: 0905-0910 hrs
 - (b) Window period for entry and ascertaining attendance of Examinees: 0915-0925 hrs (Each examinee must CLEARLY stream her/his Name, University Enrolment No. Present Ma'am).
 - (c) Posting Question Paper with Clear Instructions: 0925 hrs
 - (d) An examinee must write serial no. of the page, write full name, university enrolment no and put signature on top right-hand corner of **EACH page**. Student-teachers must submit answer scripts in legible and neat handwriting. Use of only blue and black pen is permitted
 - (e) Commencement of Online Examination: 0930 hrs
 - (f) Time Duration of the Examination: 0930-1230 hrs
 - (g) Time Duration to Upload PDF file of answer sheet renamed properly with Full Name, First Three Digits of University Enrolment No and Batch: 1230-1330 hrs (strictly)
 - (h) If, any problem is communicated by examinee of not being able to post the answer script on Google Classroom the invigilator can guide the examinee Alternative Platforms to post PDF of Answer Script created through Cam scanner. E-Mail (first preference) or WhatsApp (second preference) to Subject Teacher (s)
 - (j) Invigilator will submit on Google Sheet for every examinee- attendance, entry time as ascertained by examinee, time of submission of answer script on the same day before 1430 hrs



DUTIES AND RESPONSIBILITIES OF ANSWER SCRIPT EVALUATORS

- (a) The sanctity of the Examination to be maintained and answer scripts to be evaluated with objectivity, impartiality and a reformative approach for student improvement.
- (b) Evaluators must ascertain a rubric for assessment. Give due weightage to Introduction, Content, Sequentially and coherence of thoughts, use of diagrams and flowcharts, and conclusion in answers.
- (c) Evaluation of Answer Scripts and Result Declaration by Subject Teachers will be done within 10 days of conduct of examination.
- (d) Co-in charges for a particular course, will evaluate a particular section, A or B.
- (e) The answer script should be downloaded and duly evaluated with signature of evaluator mentioning marks obtained by the examinee. Feedback should also be given on the answer script. This should be done on the first page of the answer script in red ink. All answer scripts once evaluated should be posted back on Google Classroom with result on a single day. Please accord marks out of 75 in the answer script.
- (f) Evaluators must create a course folder named 'EVALUATED ANSWER SCRIPTS BED (Course Code) and keep record of evaluated answer scripts. The same can be compressed as zip file and shared whenever asked for by Principal. Please remember the answer scripts are an official record and must be maintained by every evaluator properly.
- (g) Evaluator will submit on Google Sheet for every examinee- Max Marks (75), Marks Obtained (Out of 75). This sheet will be the same used by invigilators to mark attendance.

DUTIES AND RESPONSIBILITIES OF EXAMINATION IN-CHARGE

- (a) The sanctity of the Examination to be maintained by all means and ensure that duty should be performed fairly by self, invigilators and evaluators with utmost diligence, commitment, objectivity, impartiality and empathy towards examinees.
- (b) Ensure internal examination is conducted to endure the mental well-being of the examinees during the challenging times of global pandemic COVID-19.
- (c) Scaffold invigilators and evaluators in a constructive and enduring manner to perform their duties.
- (d) Address to queries, concerns and grievances of all examinees proactively and provide time bound redressal.
- (e) Keep Principal AIE updated on all details related to the internal examination.
- (f) Compilation of Result by Examination In-charge should be done within 02 days of completion of evaluation of answer scripts of Internal Examination (Cycle 1).
- (g) E-mail Result to parent/guardian to be done within 02 day of compilation of result of Internal Examination (Cycle 1).



(h) No student-teacher is left behind. Ensure examination is conducted for all, if not through online platform (those having genuine connectivity issues via Google Classroom, E-mail, WhatsApp) then to be conducted through Question-Answer Session on phone by concerned course in-charge and evaluated on the same day. This however, is not to be suggested beforehand to any student-teacher. It would be a last resort strategy



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NOTICE OPEN BOOK INTERNAL EXAMINATION DATE SHEET

ACADEMIC SESSION 2020-21

B.ED. SPECIAL EDUCATION (LEARNING DISABILITY) BATCH 2020-22
SEMESTER III

S. No.	COURSE TITLE	COURSE CODE	DATE	DAY	TIME
1.	Intervention and Teaching Strategies	BEDSE 201	22.11.21	Monday	09:30AM-12:30PM
2.	Technology and Disability	BEDSE 203	23.11.21	Tuesday	09:30AM-12:30PM
3.	Psycho-social and Family Issues	BEDSE 205	24.11.21	Wednesday	09:30AM-12:30PM
4.	Reading and Reflection on Text	BEDSE 207	25.11.21	Thursday	09:30AM-12:30PM
5.	Performing and Visual Arts	BEDSE 209	26.11.21	Friday	09:30AM-12:30PM
6.	Practical Paper Viva: IEP Observation file Lesson plan	Practical Paper Viva	27.11.21	Saturday	09:30AM-12:30PM

Please follow the general instruction as under:



OPEN BOOK PROCTORED INTERNAL EXAMINATION
RESPONSIBILITIES OF STUDENTS FOR EXAM PREPARATION

1. Proper revision of the whole syllabus is required
2. It is mandatory to have sound internet facility available at the students end.
3. Students will put their camera on all the time and mike on mute.
4. Join before 15 mins from the commencement time of the paper: 9:15AM
5. No student will be allowed to enter the exam link after 10:00AM.
6. Timely submission of the answer sheets in the concerned classrooms is mandatory.
7. Submission of answer sheet will be done in the PDF form within the given time limit with Name, First three digits of University Enrolment No and Batch. (12:30PM to 01:30PM)
8. After the given submission time no submissions in any other, form will be considered.

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