

ARMY INSTITUTE OF EDUCATION

Plot M-1, Pocket P-5, Sector Chi – 2, Greater Noida

Affiliated to GGSIP University, Delhi

(ISO 9001:2015 Certified, NAAC Accredited, NCTE & RCI Approved Institute)



Annual Institutional Plan of Action (POA) **for Internal Evaluation** **(Academic Session 2022-23)**

1. Introduction

Army Institute of Education (AIE) was established in August 2003 with the aim of providing pre-service teacher education to the dependents of Army personnel under the aegis of Army Welfare Education Society (AWES)

The Institute shifted to Greater NOIDA campus from Delhi Cantt on 23 July 2013 and is presently located in Plot M-1, Pocket P-5, Greater NOIDA, Gautam Budh Nagar (UP) at a distance of 3.5 km from Pari Chowk (Adjacent to AWHO Project). The city is well connected to Noida and Delhi by public transport.

Army Institute of Education is affiliated to Guru Gobind Singh Indraprastha University (GGSIPU), Delhi. It is recognized by the National Council for Teacher Education (NCTE) for its Bachelor of Education (B. Ed.) programme and the Rehabilitation Council of India (RCI) for its B.Ed. Special Education (Learning Disability) programme. The Institute is NAAC accredited and is ISO 9001:2015 certified.

With its motto "Pragya, Pratishta, Pragyanam", the Institute has grown as a Centre of Excellence in the Field of Teacher Education. Having a lush green campus spread over nearly 2.92 acres of land in a prime location in the city, Army Institute of Education provides an ideal environment to the aspiring learners for pursuing their studies in education. Army Institute of Education cradles a genuine concern for the pursuit of human enquiry and for the perpetuation of knowledge traditions in an environment conducive to an inspiring teacher education programme.

Evaluation and assessment system of the college is continuous and comprehensive. Evaluation is being conducted as per the norms and guidelines of GGSIPU.

2. Guru Gobind Singh Indraprastha University Scheme of Examination

The student will be required to earn 122/120 credits for the award of the degree. The student will not have the option to choose NSS/NCC if they so desire.

(a) The Two year B.Ed. Programme is of 122 credits for students opting for NSS/NCC and of 120 credits for students not opting for NSS/NCC. Those opting for 122 credits are required to earn 120 credits and those opting for 120 credits will have to earn 118 credits.

(b) The medium of instruction shall be English.

(c) In a Four-credit course, three credits are assigned for theory and one credit for practical assignments or field work.

(d) In a Two-credit course, one credit is assigned for theory and one credit for practical assignments or field work.

(e) In a theory course, one credit is equivalent to one hour of teaching.

(f) In the practical course, one credit is equivalent to two hours of engagement in teaching and learning.

(g) For theory courses, weightage is of 100 marks, breakup of marks of assessment, is given under:

75 marks -Theory Exam

15 marks - Practical Assignments / Field Engagement

10 marks- Minors

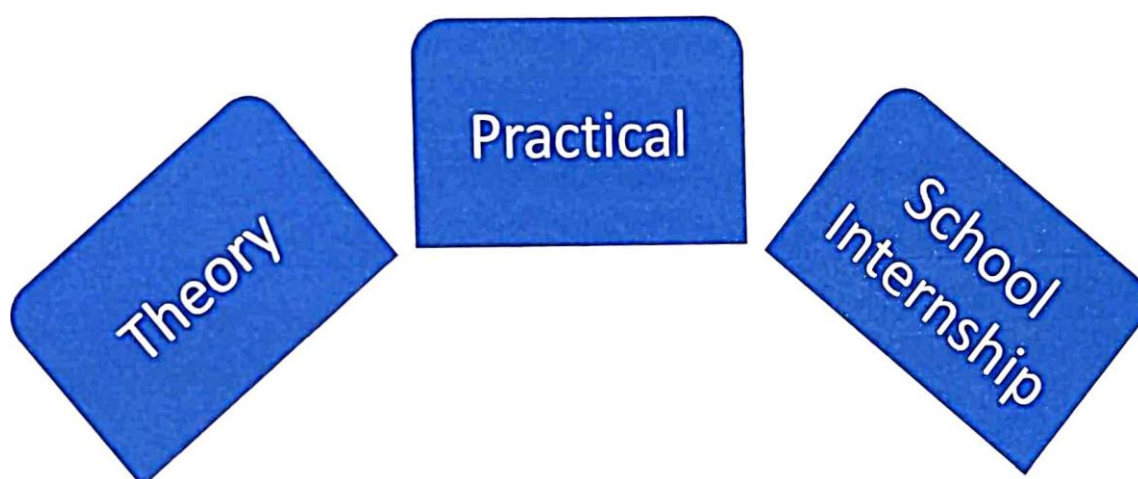
(h) For a Practical course, weightage is of 100 marks and the ratio of External and Internal assessment of marks is 60:40.

(j) For passing in any course, minimum 50% marks are required to be secured. The student will be required to earn 120 credits for the award of the degree. The student will not have the option to drop any course covered in the scheme of the examination. The student will be required to register all the courses listed in the scheme of the examination of the programme.

3. Objectives of POA of Evaluation:

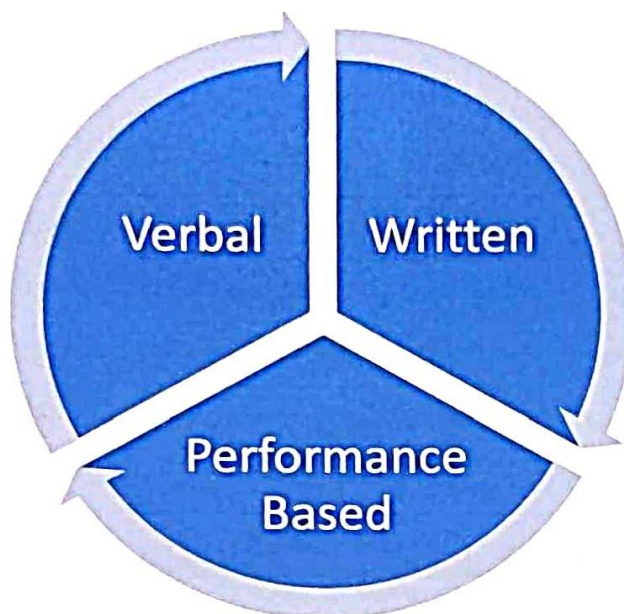
To ensure the quality of academic programs, it is important that we periodically undertake a full-scale review of all subjects. The primary focus of the Evaluation is to improve the quality of teaching learning process, motivating implementation of creative ways of assessment and academic outreach. The systematic process of evaluation also promotes linkages between Academic Calendar, Assessment, and the University's Scheme of Examination.

Plan of Action of Evaluation for Bachelor of Education (B. Ed.) and B.Ed. Special Education (Learning Disability) is based on the Learning Outcomes and of three areas of the curriculum viz.



Areas of Curriculum

Various evaluation methods will be followed to ensure 360-degree continuous and comprehensive evaluation of the students like:



Various methods for Evaluation

4. Evaluating Theoretical Aspects will consist of following steps:

- i. Framing of Learning Outcomes of all subjects.
- ii. Continuous Evaluation in the classroom related to the topics taught in the classroom.
- iii. Following innovative pedagogical practices in the classroom for involving students in self-learning activities.
- iv. Engaging them in Group tasks like group discussion, collaborative exercises etc.
- v. Assigning students JCT based assignments/projects like PPT presentation of some topic in the classroom.
- vi. Unit test including objective type questions through online mode.
- vii. Internal written examination of at least two units.
- viii. Providing constructive feedback to the students verbally or in written form for the further improvements and expected Learning Outcomes.
- ix. Planning remedial teaching after evaluation is done.

5. Evaluating Practical aspect will include following points:

- i. Creative Presentation of the students.
- ii. E- portfolio.
- iii. Reflective Journals.
- iv. Communication skills of the students.
- v. Active participation of the students in and outside the Classroom.
- vi. Timely submission of written assignments.
- vii. Viva – voce.

6. School Engagement and Internship will include following points:

- i. Involvement of the students in school activities.
- ii. Timely Completion of all assigned task by teachers in the college and school.
- iii. Timely delivery of Micro Teaching Lesson Plans, Simulation and Discussion Lesson Plans.
- iv. Understanding and Framing of Behavioral Objectives.
- v. Format of Lesson Plan.
- vi. ICT Integration in Teaching.
- vii. Observation of Classroom management.
- viii. Concept clarity.
- ix. Involvement in the school based CCA activities.
- x. Reflective Journal.

7. Format of Subjective Question Paper:

- i. Question paper will be framed in both English and Hindi medium.
- ii. Name of the College, Logo, Name of the subject, Subject Code to be mentioned in the top of the question paper.
- iii. Session, Program, and Semester with maximum marks and time duration to be mentioned in the beginning of the Question Paper.
- iv. Instructions should be mentioned clearly without any ambiguity.
- v. Question paper will include both short answer type and Long answer type questions indicating internal choice.
- vi. Equal weightage needs to be given to all the units examiner planning to give in the exams.

8. Format of Objective Question Paper:

- i. Question paper will be framed in both English and Hindi medium.
- ii. Name of the College, Logo, Name of the subject, Subject Code to be mentioned in the top of the question paper.
- iii. Session, Program, and Semester with maximum marks and time duration to be mentioned in the beginning of the Question Paper.
- iv. Instructions should be mentioned clearly without any ambiguity.
- v. Each question will carry only one marks.
- vi. Choices for the answer should be framed logically.

9. Marking Scheme for Internal Examination:

- i. As per the norms of Guru Gobind Singh Indraprastha University following marks scheme will be followed for the internal evaluation of B.Ed. Programme:

Sr. No.	Program mes	Semester	Type of Exam	Maximum Marks
1	B.Ed.	I, II, III, IV	Theory	25
2	B.Ed.	I, II, III, IV	Practical	40
3	B.Ed.	II, III, IV	School Engagement & Internship	40

Marks Scheme for Internal Examination of B.Ed.

- ii. As per the norms of Guru Gobind Singh Indraprastha University following marks scheme will be followed for the internal evaluation of B. Ed. Special Education (Learning Disability) Programme:

Sr. No.	Programmes	Semester	Type of Exam	Maximum Marks
1	B.Ed. Spl. Edn.	I, II, III, IV	Theory	25
2	B.Ed. Spl. Edn.	I, II, III, IV	Practical	40
3	B.Ed. Spl. Edn.	I, II, III, IV	School Engagement & Internship	40

Marks Scheme for Internal Examination of B.Ed. Spl. Edn.

10. Necessary Guidelines: -

(i) Examination In-charge:

- a. Examination In-charge will ensure smooth conduction of exams and necessary preparations should be ensured well in advance. Examination in charge will observe the following duties in guidance of HOD and HOA of the college.
- b. Share the notice of Examination to all at least 10 days' prior of starting the examination and Share all the necessary Exam Guidelines to faculty and Students.
- c. Preparing seating arrangement.
- d. Arrangement of answer sheets.
- e. Assigning invigilation duty.
- f. Arrangement of necessary documents for keeping attendance of students.
- g. Examination in charge will be responsible for the timely start and finish of examination.
- h. Examination I/C will be responsible for providing assessment sheets to all Evaluators.
- i. He/ She will submit all answer sheets to the UDC office after collecting from the evaluators.
- j. He/ She will plan for retest in for the absentees and failed candidates.
- k. Arrangements of necessary stationery required for exam conduct ion like thread, Stapler etc. and made it available to the invigilators.
- l. He/ She will do necessary sitting arrangements or arrangement of any other logistics if reqd. for the especially abled students.
- m. Addressing Exam related grievance with CGRC of the college.

(ii) Faculty:

- a) Faculty will provide a set of question bank to the students as per the CLOs and PLOs at least ten days before the examination.
- b) Faculty will submit question papers at least one week before to the Examination In- charge in the prescribed format.
- c) Faculty will check answer sheets without being biased and proper remarks should be given to provide the feedback to the students.
- d) In case of Objective Type Question Papers Link will be created at least five days prior to the starting of Examination and should be shared to the students by the invigilator.

- e) Faculty to collect answer sheets of their respective subjects within 20 minutes of finishing exam the same day.
- f) Submit checked answer sheets duly signed by the principal, to examination in charge within a week of exam conduction, after showing it to the students.
- g) Provide Feedback to the learners.
- h) Provide written solution of all answers to the students after exams.
- i) Faculty will set paper for reevaluation of absentees and failed candidates.
- j) Faculty will perform the duties of invigilators.

(iii) Invigilator:

- a) Question papers should be collected 30 minutes prior to the commencement of the exam.
- b) On entering the Assessment room, Invigilators should satisfy themselves that everything is in order regarding desks, the supply of answer books, supplementary paper and string and attendance slips. If anything appears unsatisfactory, the Invigilator should report to the Examination in-charge.
- c) Once Invigilators are satisfied that everything is in order, candidates may be admitted to the assessment room not more than 15 minutes before the starting time of exam.
- d) Invigilators should ensure that bags etc. are deposited alongside a wall, or at such other place that the invigilator(s) may determine that candidates have not brought into the room any notes, books or any other aid.
- e) Invigilators to ensure that all mobile phones or electronic devices are switched off.
- f) Invigilators to instruct candidates to complete their attendance slips, personal details, date and Module Code on their exam script before commencing the assessment. Proof of ID (campus card, passport, driving license) should be placed on the corner of the desk for invigilators to check.
- g) Once candidates are seated, assessment papers should be distributed. All candidates must be instructed to carefully read the instructions on the front of the answer booklet (s).
- h) The Invigilator announces the period of time available for the examination, and formally give permission for candidates to commence writing. Responsibilities during the Assessment Period.
- i) Invigilators to be aware of the regulations if he/she suspects that a candidate is cheating. Responsibilities immediately following the Assessment.

- j) Fifteen minutes before the end of the assessment, the Invigilator should announce the time remaining to the candidates. At the end of the Examination, the Lead Invigilator should instruct candidates to cease writing and formally conclude the Examination.
- k) Invigilators should be aware of regulations relating to Disability Support Students.
- l) Invigilators are responsible for collection of attendance slips and scripts.
- m) Invigilators to ensure that number of attendance slips matches the number of Exam Scripts before candidates are permitted to leave the room.
- n) Invigilator will facilitate the visit of Subject teacher in the examination hall.
- o) Invigilators are responsible for ensuring the scripts are returned to the relevant Examination In-charge.
- p) All exam stationery (including unused answer booklets) to be removed from the exam hall and returned to the programme support office.

(iv) Students:

- i. Students are required to comply with the directions given by the invigilator at the examination venue.
- ii. Their identity card or other valid photo identification must be visible on your desk during the entire examination (Student ID App with photo is not valid as identification).
- iii. If anything in the examination question paper is unclear, they can request the invigilator to call the respective faculty in the examination hall.
- iv. They have to bring their own stationery. Use only blue or black pen to write the paper.
- v. Provide information of any scribe one week prior to the exams to examination in charge.
- vi. Any student found indulged in unfair means will be drawn from writing paper and no other opportunity will be given to reappear for the same paper.
- vii. Any student who will miss the exam on medical grounds or other unavoidable circumstances than he/she may appear in the retest.
- viii. Any student who is not satisfied with the marks may appear in the retest by submitting examination fee (which will be notified at the time of examination).

(v) **Provision for Retest:**

There will be a provision for retest for those students who will not be able to appear in intimal exams during scheduled time period.

Students who will appear for retest due to absence, can appear in retest by submitting retest fee which will be notified at the time of retest.

(vi) **Provision for Specially abled (Divyang)**

Need based arrangement will be done for any specially abled student. Such student has to submit his/her disability certificate and has to communicate to the examination in-charge verbally or in written application for the kind of arrangements are required to cater his/her needs.



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