Standard Operating Procedure (SOP)
Department of Education (B.Ed)
(IIMT College of Science and Technology, Greater Noida)

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1. Introduction

The Department of Education at IIMT College of Science and Technology offers a professional two-year Bachelor of Education (B.Ed) programme under the annual system, affiliated with Chaudhary Charan Singh University (CCSU), Meerut. This SOP outlines the academic, administrative, and operational framework that governs the functioning of the department. It ensures that educational practices remain structured, transparent, and in alignment with regulatory and institutional standards, while promoting pedagogical innovation and future-ready teaching competencies.

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2. Objective

To implement a clear and consistent set of academic and administrative protocols that: - Align with CCSU and NCTE standards for teacher education. Promote effective pedagogical practices and practical teaching exposure. Facilitate professional growth and ethical grounding of future educators. - Streamline academic delivery, mentoring, and institutional documentation.

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3. Desired Outcomes

- Effective completion of the annual curriculum and academic calendar.
- Enhanced student competence in lesson planning, classroom management, and teaching aids.
- Strengthened mentoring and career counselling support.
- Active student engagement in academic and co-curricular activities.
- Continuous improvement through quality monitoring and institutional audits.

4. Academic Procedures

- Annual academic calendar designed per CCSU and NCTE norms.
- Lesson plans, course files, and teaching aids prepared by faculty.
- TLMs (Teaching Learning Materials) used to strengthen classroom practices.
- Daily attendance marked via ERP; students falling short of 75% are guided and counselled.

5. Internal Assessment & Examinations

- Two internal assessments: Sessional Exam and Pre-University Test (PUT).
- Evaluations include written tests, assignments, and teaching file submissions.
- Practical exams held as per CCSU guidelines with internal/external examiners.
- Exam-related procedures coordinated by COE and Office Executive.

6. Co-curricular & Extracurricular Activities

- Activities include model teaching sessions, TLM preparation, and academic workshops.
- Participation encouraged in functional clubs: Literary, Cultural, Art & Craft, Environment.
- Documentation of events and student feedback maintained.

7. Student Support, Mentoring & Counselling

- 1:15 mentor-mentee ratio established.
- Bi-monthly counselling for academic, emotional, and professional concerns.
- Career-oriented support through PDP and training sessions.
- Resume building and interview readiness workshops conducted.

8. Feedback Mechanism

- Student feedback collected annually for HoD and Director review.
- Feedback analyzed to enhance curriculum delivery and faculty performance.

9. Administrative Practices

- Transparent admissions as per CCSU norms.
- Timetable and teaching workload finalized prior to session commencement.
- Monthly departmental meetings with recorded minutes and resolutions.
- Faculty maintain attendance, course files, and assessment records.

10. Faculty Development

- Induction/orientation sessions for new faculty members.
- Faculty participation encouraged in FDPs, MOOCs, and education seminars.
- Research contribution encouraged with minimum one publication annually.
- Training on digital tools and classroom strategies under IQAC.
- Periodic performance review through self-appraisal and student feedback.

11. Internal Quality Assurance

- Regular AMC checks and ATR (Action Taken Reports) maintained.
- Periodic audits conducted by IQAC to ensure academic and administrative quality.

12. Conclusion

This SOP ensures operational clarity and institutional discipline across all academic and administrative practices of the Department of Education. Faculty, staff, and students are expected to follow these procedures to achieve excellence in teacher training and uphold institutional values. Regular updates will be made to reflect evolving best practices and educational reforms.