



S. P. Mandali's

Mobile No. 8263838388

टिळक शिक्षण महाविद्यालय, पुणे – ४११०३०.

Tilak College of Education, Pune 411030

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1633, Sadashiv Peth, S.P. College campus, Pune – 411030.

Affiliated to Savitribai Phule Pune University (ID No. PU/PN/Edn/009, 1941)

Website: www.tilakcollegeofeducation.org

E-mail: tilakcollege1941@gmail.com

Best Practice: Design, Development & Implementation of Evaluation Manual for B.Ed. Programme

1. Title of the Practice: Design, Development & Implementation of Manual of Evaluation for B.Ed. Course

2. Objectives of the Practice:

• **Develop an Evaluation Manual:**

To create a comprehensive guide for evaluating F.Y. B.Ed. and S.Y. B.Ed. students, ensuring consistency and clarity in the evaluation process.

• **Evaluation Keys for CCA Activities:**

To develop clear evaluation keys for Continuous and Comprehensive Assessment (CCA) activities and practical components of the B.Ed. course.

• **Organize Evaluation Procedure:**

To structure the entire evaluation process in a systematic manual format.

• **Orientation of Teacher-Educators:**

To train teacher-educators in using the manual to evaluate curricular and co-curricular activities, and practicals with a developed rating scale.

• **Support Teacher-Educators:**

To provide a reliable tool for teacher-educators to assess curricular and co-curricular activities effectively using the rating scales in the manual.

3. The Context:

Tilak College of Education, recognized for its leadership in teacher education, has consistently adapted to changes in the B.Ed. curriculum. Since the B.Ed. program was extended to two years in 2015, the college identified the need for a standardized evaluation process. The Evaluation Manual was developed as a response to this need, offering clear guidelines and evaluation keys to assist teacher-educators, students, and other stakeholders. The manual aligns with the university's format, ensuring that assessments are rigorous, transparent, and fair.

4. The Practice: The college undertook the initiative to design, develop, and implement the Evaluation Manual with the following steps:

- **Design:** A team of experienced faculty members was assembled to draft the manual, incorporating input from various stakeholders, including teacher-educators, students, and external experts. The manual covers all aspects of the B.Ed. course evaluation, including theoretical and practical components.
- **Development:** The manual was developed iteratively, with multiple rounds of feedback and revisions to ensure clarity, usability, and alignment with the university's guidelines. Evaluation keys and standardized rating scales were integrated to cover Continuous and Comprehensive Assessment (CCA) and practical activities.
- **Implementation:** Once finalized, the manual was introduced to the faculty through orientation programs. Teacher-educators were trained on how to use the manual effectively. The manual has since been integrated into the college's regular evaluation processes, ensuring consistency and transparency.

5. Problems encountered:

Resistance to Change- Some teacher-educators were initially resistant to adopting the new manual due to familiarity with previous practices.

Comprehensive training sessions were conducted to demonstrate the benefits of the manual, emphasizing how it streamlined the evaluation process and improved consistency. Peer mentoring was also encouraged, where early adopters supported others in using the manual.

Complexity of Evaluation Keys- The initial versions of the evaluation keys were found to be too complex for easy adoption.

The keys were simplified based on feedback from users. A user-friendly format was adopted, and additional examples were provided to clarify the evaluation process.

6. Impact of the Practice:

The Evaluation Manual has had a significant impact on the educational practices at Tilak College of Education. By taking the initiative to design and implement this manual, the college has set a benchmark in the evaluation of B.Ed. courses. The manual has also become a critical tool during the pandemic when traditional classroom-based internships and practice lessons were disrupted. The college swiftly adapted by modifying the manual to accommodate virtual modes of evaluation.

The use of the manual during the pandemic highlighted its flexibility and the foresight of the college in preparing a robust evaluation framework that could withstand unforeseen challenges.

The Design, Development, and Implementation of the Evaluation Manual for the B.Ed. course at Tilak College of Education, Pune, have been a successful initiative. The manual has significantly enhanced the evaluation process by providing clear guidelines, standardizing assessment procedures, and ensuring fairness and transparency. The challenges faced during the development and implementation phases were effectively addressed, resulting in a tool that is now integral to the college's educational framework. The practice has set a benchmark for other institutions to follow, demonstrating the college's commitment to excellence in teacher education.

Principal

Tilak College of Education, Pune