

## **BEST PRACTICE I**

### **I Goal:**

- ✓ Internal Exam Cell Establishment.
- ✓ Allocating register numbers of students in different class rooms for Internal Assessments and semester examinations.
- ✓ Consolidation of students answer script evaluation report.

### **II The Context**

A separate exam cell is allocated with an in charge to take care of the entire examination activities. He is responsible for the entire activities and ensure the smooth conduct of the examination.

Once the assessment schedule is given by the Anna University, the External Examination cell will forward the dates to the Internal Exam Cell where the department coordinators will allocate duties for the staff member as per their respective time table.

After the examination the scripts are collected and placed in the Internal examination cell. Respective subject faculty have to evaluate the paper only in the Internal cell.

A remark sheet is to be filled by the respective faculty while evaluating with the key. The same should be discussed with the students, while distributing the papers.

### **III The Practice**

A separate Internal Exam Cell Coordinator will be allocated for each department. He/She is responsible for the entire activities in the concerned departments. The

role of the coordinator is to monitor and to intimate the timetable for the respective department faculty members. The faculty members are to provide coaching to their respective classes during the morning session (8.45 to 12.25 pm). While in the coaching hours, repeated questions from the university questions papers are discussed.

In the afternoon session examination will be there for 3 hours, following semester examination pattern. A Hall invigilator will be assigned for examination duties. He/She is responsible for the particular hall where they are asked to collect the papers after the end of the examination. The same have to be handed over to the overall Internal Examination Cell.

A separate circular will be passed to the respective department in order to avoid the absentees during the Internal Exams. The respective subject faculties have to report to the Internal Examination Cell for their subject evaluation.

The faculties will be provided with a Remarks summary sheet where they have to fill the remarks for the individual answer script like missing of question numbers, formulas, diagrams, units etc. All the remarks of the particular class will be consolidated and the same will be verified and approved by the heads of the department and by the principal. The approved consolidated remarks will be discussed in the class room with the answer script to avoid such mistakes in future.

## **BEST PRACTICE II**

### **1. Title of Practice**

1. Introduction of question bank.
2. Evaluation of question bank with university question papers.
3. Special tutorial sessions in the evening hours.
4. Installation of additional projectors in class rooms.

## 2. **Goal**

- ✓ To provide a question bank by segregating the repeated the questions from the university papers.
- ✓ To improve the analytical skills for the problematic subjects through tutorial sessions are implemented.
- ✓ Evaluating the university question papers with the existing question bank to show the ratio of repeated questions, to enable slow learners.
- ✓ To improve the teaching and learning methodology additional projectors are installed in all class rooms.

## 2. **The context**

To improve the overall academic performance, it is necessary to impart the previously solved question paper to the students to have a knowledge about model of expected question in the university examinations.

It is clearly understood from the result analysis that the percentage pass is low in analytical subjects. To improve the result a special tutorial hour is planned for the analytical subjects.

Effective utilization of teaching and learning is an important task. To accomplish this additional projector are installed in the class rooms.

## 3. **The Practice**

A question papers of decade are collected from the university database. As per the regulation the question is sorted based on the syllabus. The sorted question is highlighted by years for ease of analysis. All the subject wise questions are collected by the respective class advisors and scrutinized for book binding.

It is recommended for faculty members to prepare internal assessment questions from the question bank. Every subject question papers of university examination will be evaluated with the question bank. The percentage of questions from the question bank are analyzed, if the ratio of repeated questions from the question bank is less than 60 %. Then the respective subject handling faculty will be asked to revise the question bank, taking the questions from Autonomous institutions and universities.

For problematic subjects special tutorial hours are allotted in the evening session. To make use of the evening session, two faculty members are allotted to discuss the respective subject session. Students are grouped by their grade and they are asked to solve the problems on peer to peer basis with the help of subject expert.

For effective teaching learning process, projectors are installed in class rooms to make use of video tutorial and animated videos for ease of understanding.

### **Examination Pattern for Each Semester:**

<b>S.NO</b>	<b>NAME OF THE EXAMINATION</b>	<b>PORTION COVERED</b>
1	UNIT TEST-I	UNIT-I
2	INTERNAL ASSESMENT-I	UNIT-I&II
3	UNIT TEST-II	UNIT-III
4	INTERNAL ASSESMENT-II	UNIT-III&IV
5	UNIT TEST-III	UNIT-V
6	INTERNAL ASSESMENT-III	UNIT-I TO V

## **5. Proof of Success**

- ✓ As a result of implementation of question bank, university results are improved comparatively with the previous semester result.
- ✓ Because of evening tutorial sessions, the results improved in analytical subjects.
- ✓ Teaching learning process through the ICT class rooms paved way for better understanding of subjects and students become more knowledgeable.
- ✓ ICT way of teaching creates more interest among the students on the subjects.