

Best Practice-I

1. Title of the Practice:

Preparation of **Unit-wise e-Question Bank** by the course instructors – an example Continuous Assessment Method for evaluating the performance of the students.

2. Goal:

To continuously assess the cognitive level of our students in terms of their deeper understanding and higher order thinking of the course by providing various course materials that contributes towards their academic and professional development.

Development of e-Question bank for each course by the respective course instructors

Preparation of specified number of questions in each part taking into account the cognitive level of each course outcome following the Bloom's taxonomy

3. The Context:

Teachers strive to meet the principles of good practice in an effort to provide the best learning and evaluation experience for their students. Teachers are responsible and accountable for designing and delivering a high quality of learning materials, teaching practices and assessment questions.

The fundamental purpose of question bank focuses on how the study materials contribute to students' learning interest and their examination preparation which leads better learning and critical thinking. They must be related to the conceptual frameworks, language and practices of the student's field of study through quality learning experience and useful course materials.

Usage of ICT resources and incorporating the latest technology enabled tools & aids in the teaching learning process and framing quality questions engages students in higher order thinking and assists them in gaining interest towards preparation for examinations.

Developing the comprehensive question bank for each unit and course materials are directly related to continuous improvement in learning behaviour of students, assessment of students understanding and knowledge in the course concerned and to help them prepare for the end semester examination.

4. The Practice:

The question bank as a part of course material is prepared by the course instructor in soft copy for a particular course. It contains unit-wise questions with a minimum of part A -15 questions, part B – 10 questions and part C – 5, specifying the cognitive level for each question and outcomes expected from that course. It provides deeper understanding about each unit of the course in relevance to the cognitive levels connected with course outcomes.

Preparation of Question Bank: The unit-wise questions in part A, B and C are planned meticulously in advance in accordance with course outcomes strictly following the Bloom's taxonomy by the course instructors. Specified minimum number of questions in each part that is 15 questions in part A – 2 marks questions, 10 questions in part B -13 marks questions and part C -15 marks questions/case study are prepared well in advance before the internal assessment starts. This question bank is to be uploaded in Network resource base - LAN for verification by IQAC department coordinator.

Question Bank Verification: Once the question bank is uploaded in the LAN, it will be verified by the IQAC department coordinator. The quality and correctness of the question bank is verified in terms of 6 different quality dimensions. They are

- i. Preparation of required number of questions as directed by Principal/Dean Academic
- ii. Error freeness, clarity and completeness of the questions with proper grammar and punctuation
- iii. Questions are taken evenly from the units
- iv. Validity of mapping of questions to cognitive levels and course outcomes
- v. Questions cover different cognitive levels
- vi. Fairness of allotted marks and time.

Correction and Resubmission: In case of corrections in the question bank it will be returned by IQAC coordinator intimating dimension criteria not met. The course instructor has to make required corrections and resubmit for verification, on the satisfaction of meeting the 6 quality dimensions the question bank will be approved by the IQAC coordinator. After the approval the question bank is shared to students for their preparation and also for the exam cell for internal assessment question paper generation.

Utilization: Once the question bank is uploaded and verified, it is ready for use. The verified question bank is sent students' login, students can view and download the question bank for their reference from the examination point of view.

Internal assessment question papers are generated by the exam cell from these question banks. The internal assessment questions are auto picked from this question bank with the help of a software program.

Network Resource Base: our Local Area Network (LAN) has the entire question bank uploaded by the course instructors. Students are permitted to make use these Question Bank and other study materials. Students have access to our LAN at any computer labs at any time.

5. Evidence of Success:

This practice is related to the quality study materials, better learning experiences and deeper understanding of the course. All these parameters help our students and staff to achieve continuous improvement in teaching learning and evaluation process.

Tendency of faculties to use various sources, modern tools and ICT in the preparation of question bank

Teachers strive to meet the principles of good practice in an effort to provide the best course materials and better learning experience for their students

The development of large volume of questions in each unit helps in improvement in teaching learning process of our faculties in beginning of the semester which results in better delivery in the class room.

Question bank of all the courses are uploaded on the college automation software (LAN).

Timely and appropriate enquiry and feedback from students on questions from question bank

Upward trend of internal assessment and end-semester exam results could be evidenced.

Improvement in placement record of our students – being the all-time best for our institute in this academic year.

6. Problems Encountered and Resources Required:

Understanding the students' knowledge and interest in the course, their habit of preparation from different sources, their academic priorities in terms preparation by means of text book based learning or tech based learning are major challenges of an instructor. Implementing resource development for teaching and learning through comprehensive e-question bank system needs time and energy for preparation. If we fail to prepare systematically the deliverables in teaching and learning process, we will fail in our course outcome. Continuous updating of the questions with present trends, examination evaluation pattern, and as per new Regulation introduced by the University is very much needed to draw the benefits of achieving the outcome. Development of software program to pick up questions from question bank in various formats/ marks, technology adoption by teachers all have been major challenge. The want of an in – house technical expertise for DBMS demands quick attention.

7. Contact Details

Name of the Principal	: Dr. J. Maheswaran
Name of the Institution	: St. Xavier's Catholic College of Engineering
City	: Nagercoil
Pin Code	: 629003
Accredited Status	: "A"
Work Phone	: 04652- 232560 Fax : 04652- 259664
Website	: www.sxcce.edu.in
E-mail	: principal@sxcce.edu.in
Mobile	: 9842799973.

Best Practice-II

1. Title of the Practice:

Digitisation of Comprehensive Course File with all components and course materials including unit-wise e-question bank prepared by course instructors

2. Goal:

- To achieve complete paperless campus which go in line with green environment policy of our nation and the world at large.
- Development of a comprehensive e-course materials, e-resources, e-course file
- Generating an e-resource hub for all the study related materials and to adapt technology required for such initiatives.
- Building a data warehouse which accommodates all the resources of teaching learning process and ensuring the availability of all e-resource and providing easy access to students – the end user.
- Reducing the cost of printing, documenting, electricity and cost of space occupied these documents by shifting to a technology enabled working environment.
- To achieve continuous professional development of faculty and the lifelong learning of our students through integrated e-course file and e-material that contribute towards their personal, academic and professional learning and development.

3. The Context:

Teachers strive to meet the principles of good practice in an effort to provide the best learning experience for their students. Teachers are responsible and accountable for designing and delivering a high quality of learning and teaching practice.

The fundamental purpose of curriculum design and development is should focus on how the educational experience contributes to students' development and their lifelong learning. They must be related to the conceptual frameworks, language and practices of the student's field of study through quality learning experiences.

Usage of ICT resources and incorporating the latest technology enabled tools & aids in the teaching learning process engages students in higher order thinking, design, analysis, and creativity.

Developing the comprehensive e-course file, e-materials and e-resources facilitates continuous improvement in teaching methods and brings professional development in faculty and continuous learning in students.

4. The Practice:

The e-course file is the one prepared by the course instructor for a particular course in two parts. The part I is prepared immediately before the semester commencement and Part II is prepared at the end of semester. It contains the syllabus, the objectives and outcomes expected of this course. It provides comprehensive information about the course in relevance to the programme connected with.

Course Delivery Plan: The dates and total period required to complete every unit of the course are planned meticulously in advance in accordance with internal assessment exams. Special topics were identified for seminar, assignments, interactive, collaborative and self-learning.

Assessment: The students are informed about the assessment methods followed, like three internal exams for internal assessment (40%) and university examination (60%). Continuous assessment of students through tests, projects, presentations, Internships, assignments, Seminars, Quiz, Group discussions, Study visit etc are carried out to test students' outcome in comparison with program outcome. These assessment tools and strategies are aligned to the learning outcomes. Sample copies of these continuous assessment tools are added with e-course file.

Teaching Learning process: Information and Communication Technology (ICT) enabled teaching tools are used by the faculty members in their teaching process.

Our faculties are encouraged to publish e-content of their course.

Network Resource Base: our Local Area Network (LAN) has all the course files, e-materials uploaded by the course instructors. Students are permitted to make use these study materials like units notes, ppts, Question Bank and so on. Students have access to internet at any computer labs at no charge.

e-Verification: The course file, study materials and question bank prepared in electronic form by the course instructors are verified in different stages. First and foremost the part-I of the course file which includes course delivery schedule, study material, model question papers, semester plan and class time table – is to be verified by the Assistant HoD in the beginning of the semester. Secondly the Part –II of the course file which includes Internal assessment performances of students, sample internal exam papers, assignment and seminar by students, class committee meeting report and students mid-sem & end-sem feedback so on. This will also be verified by the Assistant HoD.

Course files Audit: As a final stage – the e-course file is audited by a committee of senior professors constituted by Dean – Academics. This is done once end semester results are published and after outcome attainment is calculated.

Feedback: Students' mid-sem feedback on teaching and result analysis, end-sem feedbacks on the curriculum are used to understand the learning level and to change the teaching strategy and further enriching the course. The final exit survey assesses the course outcome experienced by the students. All these activities are done in electronic form.

5. Evidence of Success:

This practice is related to the conceptual frameworks, language and practices of the student's field of study through quality learning experiences and continuous improvement in teaching learning process.

Tendency of faculties to use modern tools and ICT in their teaching practices, scanning of sample copies of assessment tools are added as a supporting evidences in e-course file.

Teachers strive to meet the principles of good practice in an effort to provide the best learning experience for their students

The development of e-course file helps in continuous improvement in teaching learning process

Lecture notes, study materials and e-question bank are uploaded on the college automation software.

Timely and appropriate response and feedback from students on teaching learning

Appropriately paced and timely completion of syllabus and content beyond syllabus

Increased attendance in the classes

Improvement in Placement record of our students.

6. Problems Encountered and Resources Required:

Understanding the students and knowing what interests and life constraints conflict with their academic priorities are itself major challenges of an instructor. Implementing resource development for teaching and learning through comprehensive e-course file system needs time and resources for preparation. If we fail to prepare systematically the deliverables in teaching and learning process, we will fail in our course outcome. Continuous updating of the e-course file with present trends, examination evaluation pattern, and model question papers is very much needed to draw the benefits of achieving the outcome. The demand for ICT resources and technology adoption by the teachers has become a bit challenge in recent days. The want of such an in – house technical expertise have become part and parcel of teaching fraternity.

7. Contact Details

Name of the Principal	: Dr. J. Maheswaran
Name of the Institution	: St. Xavier's Catholic College of Engineering
City	: Nagercoil
Pin Code	: 629003
Accredited Status	: "A"
Work Phone	: 04652- 232560 Fax : 04652- 259664
Website	: www.sxcce.edu.in
E-mail	: principal@sxcce.edu.in

Mobile

: 9842799973