

BEST PRACTICES

➤ Continuous monitoring and assessment of students performance

The continuous assessment and monitoring the system of teaching and learning process helps the faculty members in recording the academic progress of each and every student. A Multi-pronged strategy is required to address these problems. First of all, academically poor performing students are identified by a well-defined evaluation system, formulated by the examination cell through unit tests. Overcome the difficulties faced due to the medium of instruction, a well-planned and well spanned communication skill development program is provided with the help of external trainers in the first four semesters for all the students. A continual assessment and monitoring system is followed to solve problems like confidence level, awareness issues and attitude problems.

In practice, each faculty member is allotted with 15-20 students and is acting as Tutor for those students. Tutor act like a local guardian and interact very closely with the students with the parental approach. They try to understand the academic and personal problems of their ward. Since the students attending the classes regularly will help them to understand the subject, it is monitored on hourly basis by the tutor. Any discrepancies in this regard are addressed by counseling and involving the parents.

Tutor help them in their learning process by checking their class notes and recommending materials and books to be followed and also suggest methods in reading and understanding concepts of the subject. During unit tests, the tutor visits the examination hall and observes their approach and presentation. Tutor discusses the corrected answer sheets with their wards pointing out the areas to be improved and also suggests how to be prepared for examinations.

To help them, remedial measures like extra class, hourly test and assignments are provided and monitored. In addition, they are supplied with University question papers and question banks. Regular counseling and motivation by the tutor helps him solving attitude problems.

➤ Institutional Automation System (PALPAP ERP)

The Institutional automation system has been designated with the objective of storing and providing all the necessary information based on the requirements of the management, Principal, HoDs', class Advisors, Tutors, Students and Parents. A separate dedicated team of staff members

are working for the automation related activities. The important features of the Campus Management System are

- **Student's personal data**

The student's profile such as Name, Name of the parents, Date of birth, Address, Photo etc., will be added during the admission.

- ***Student's academic performance***

The course registered, the marks scored in the internal assessment tests and the end semester examination results are available.

- ***Staff Management System***

- **Staff's personal profile**

The staff profile such as Name, Designation, Qualification, Date of birth, Address, photo etc., will be added during joining.

- **Staff work load details**

- ✓ The academic workload / timetable of all the staff members is available.

- ✓ Staff Leave particulars.

- ✓ Daily attendance of staff can be entered.

- ✓ Staff can enter their Timesheet – hour Wise topics (Class room delivery and syllabus completion details).

- ✓ This system can be accessed by the concerned staff member, Department Heads and Principal. Staff alteration (in case of Leave) has to be entered by the HoD.

- ***Examination Management System***

- ✓ Internal tests marks report.

- ✓ Internal tests result analysis.

- ✓ End semester examination results.

- ***Library Management System***

- ✓ Books, Magazines and Journals database.

- ✓ Search for Books, Magazines and Journals.

- ✓ Access to e-resources.

- ✓ Book issue/return database.

- ✓ Stock report