



**Lachoo Memorial College of Science and Technology (Autonomous),
Jodhpur, Rajasthan**

BEST PRACTICES 2019-2020

1. Title: Examination and Evaluation Framework

Objectives: To prepare a plan to have an efficient mechanism and framework for whole examination system which is practical and easy to implement in the college, simple and clear and transparent for the stakeholders. Also, the process should be simple and there should be clarity in examination and evaluation process and it should be sustainable with a clear expectation for performance analysis and quality assurance. Further, it should be consistent for future enhancements and development as per the need.

The Context: The examination and evaluation process involves several dimensions, including the effective design of curriculum and course content of different programmes (both UG and PG) with their special requirements, various evaluation techniques, and confidentiality of the evaluation process, a reliable system, and maximum use of information technology. The use of information technology, from the beginning is necessary to save time and have a responsive system, as in autonomy, we must have semester system and in this system one gets lesser time for the process of examination and evaluation in comparison to the annual system.

The Practice: The admitted students get their passport size photos clicked when they submit the fee and confirm their admission. Once the student gets admission in any programme, his/her record is taken into examination database and roll numbers are allotted. Students use the same roll numbers when they appear for Continuous Internal Assessment (CIA). These roll numbers remain the same for the whole length of the programme. There are two CIAs in a semester with one improvement CIA (optional). The examination cell provides lists for preparation of marks lists of CIAs. Two best marks are considered. It provides another list for the consolidating the marks. The cell provides the examination forms.

Evidence of Success

- The evidence of success is also seen in achieving the targets / benchmarks.
- Distinctions mentioned below:
- Examination forms are filled in stipulated time.
- Results are declared in time.
- Revaluation process has completed in time.
- Word of mouth publicity improved the reputation of college.
- Enhanced reputation among academicians about regularity and transparency in the evaluation process.

Problems Encountered and Resources Required

Being self-financed college financial constraints pose a major challenge for implementation/adoption of higher quality in examination and evaluation resources. Adequate time, human resources, funding and facilities to ensure that quality improvement initiatives meet the needs of teachers and students.

2. Title: Quality improvements in Teaching-Learning

Objectives

- To assist in curriculum planning which is practical and easy to implement
- To ensure effective delivery of teaching across all the programmes.
- To improve student's learning experiences and outcomes

The Context: Quality teaching is defined in terms of effective pedagogical techniques to produce learning out comes for students. It involves several dimensions, including the effective design of curriculum and course content, a variety of learning contexts including guided in dependent study, project-based learning, collaborative learning, etc., soliciting and using feedback, and effective assessment of learning out comes. We need to ensure that the education we offer meets the expectations of students and the requirements of employers, both today and for the future.

The Practice: The procedures which constitute the implementation of the practice are as follows:

- The college has a meticulously organized and clearly planned teaching, learning and evaluation schedule, well integrated in to the total institutional scheme. At the end of each academic year, the management holds consultations with the faculty and the examination section to plan the Almanac for the forth-coming academic year.
- Teacher's diary submitted by the individual teachers gives a clear indication of the teachers' contributions in various categories - academic, administrative and extension activities. Teaching dairies which have lesson plans of the topics handled that week are meticulously maintained by the individual teachers.
- The HOD/Director of each department ensures the effectiveness of the process by fortnightly checks of the teaching diaries. The effectiveness is further ensured through cross verification by the Principal.
- The teaching-learning process is continuously reviewed by the Principal by taking in to account the feedback from students.
- Departmental meetings are conducted once a month and whenever needed.

5. Evidence of Success

Availability of increased options in UG programmes

Industry relevant curriculum with thrust on employability skills.

Enhanced reputation among academicians with regular conduct of seminars/guest lectures.

6. Problems Encountered and Resources Required

Being self-financed college financial constraints and catering the subjects in bilingual mode pose challenges for implementation/adoption of high quality Teaching-Learning and Evaluation resources.