Best Practices

Describe at least two institutional best practices

Two Best practices of this institution :

1. **Student – Mentor System**
2. **Examination Reforms and Evaluation of Students**

1. Student – Mentor System

Context:

  The visionary founders of this institution (A.D.M.College for Women) are ambitious to transform the society through educating and empowering women. Teachers of this institution have the sole responsibility to organize and manage the student resources to ensure better outcomes.

  Being a mentor, a teacher trains, improves and strengthens the character and academic performance and competence of her wards.

Objective:

1. To motivate the students to take part in curricular, co-curricular and extracurricular activities.
2. To monitor student regularity and discipline.
3. To inculcate social and moral values in students and thereby preparing them for nation- building activities.
4. To improve teacher-student relationship.
5. To offer counseling at the times of need.
6. To make them self confident individuals ready to face the challenges in life.

Practice:

  Faculties in the departments aim at identifying the student's behavior in the process of learning. The physical and intellectual behavior of the students is in line with the expected standards.

  The activity of training students for quality improvement begins in the first year course and continues up to the end semester (6th semester). The practice is followed in different stages.

Stage 1: Allotment of students to the teacher mentor.

Stage 2: Finding the strengths and weakness of the ward related to both physical and intellectual behavior through orientation.

Stage 3: Offering Bridge course for the freshers, remedial coaching for the disadvantaged learners and value education for all.

Stage 4: Giving counseling and opportunities to students to undertake skill based certificate courses to improve their employability skills.

Stage 5: Following feedback mechanism to strengthen the system.

  Around 10-20 students are allotted to each faculty member who will act as mentor and guide for those students for the entire course period. Each faculty has the responsibility and accountability to

strengthen the ability of the students to face the challenges in the field of education in particular and to encourage participating in curricular, co-curricular and extracurricular activities.

Remedial Class:
>Weak students are identified and special coaching and remedial classes are taken by the concerned staff.

Counseling:
>Personal counseling is offered to solve problems related to psychological traumas, family oriented stress etc.

Impact of the practice:
>Student Mentor system is an integral part of the functioning of the institution. Mentoring system enables the mentors to have close contact with their wards. They are able to identify the strengths and weakness of their wards and thereby guide them in the right direction. To the mentees the teachers are no more persons sitting on the ivory towers. The mentees come out with their problems related to their studies. The mentoring system helps in the overall development of the wards.

Resources required:
>Faculty with commitment to the cause of student development. To analyze and interpret the feedback, there is a need and support from the faculty.

Contact Person :

>Principal/ IQAC Coordinator
>A.D.M.College for Women (Autonomous), Nagapattinam.
>E.mail: admcnagai@yahoo.co.in
>Website: http://www.adjadmc.ac.in

1. EXAMINATION REFORMS AND EVALUATION OF STUDENTS

Context:

Evaluation of Students performance in examinations is done in two phases, namely CIA (Continuous Internal Assessment) and SE (Semester Examinations).

Academically poor students are given the opportunity to appear for Supplementary examination after the publication of results.

Objectives:

Examination Reforms formulated and implemented in the office of the Controller of Examination, pave a way to improve the education process itself.

1. To provide an adequate system to measure the different types of skills of the students.
2. To evaluate the performance be free from subjectivity and be accurate.
3. To provide a preplanned Examination Schedule of the College to enable the faculty and students to get ready for the evaluation and examination procedure.
4. To implement E. Governance and Transparency in the Evaluation process.

5. To enable those students who fail in the examination to reappear for Arrear examinations.

6. To give immediate opportunity to students who have failed in one paper only by conducting supplementary examination. Hence they do not loose a precious year in their academic career.

Practice:

Institution is adopting two components, namely,

1. Continuous Internal Assessment (CIA)
2. Semester Examinations (SE)

Pass Requirements: For UG degree courses, the passing minimum is 10 out of 25 in CIA and 30 out of 75 in Semester Examinations (40%). For PG degree courses, the passing minimum of marks is 10 out of 25 in CIA and 30 out of 75 in Semester Examinations but making an aggregate of 50% marks as minimum mark.

Methods of Evaluation: For all UG, PG and M.Phil degree courses, Central Valuation is followed. The CIA marks are received through online student portal and the SE marks are entered by the external examiners at the valuation centre.

Arrear Examinations: Arrear examinations for the alternative semesters will be conducted before the commencement of regular semester examinations.

The students who have arrears in the current semester are allowed to write the arrear papers along with the regular examinations. This practice enables the students to concentrate on doing well in the regular semester papers.

Transparency / Revaluation / Retotalling : Application for Transparency shall be made within 7 days after the publication of results.

Revaluation/Retotalling of the answer script is also permitted and shall be made within 10 days from the date of publication of results.

Supplementary Examination: This Examination will be conducted within a month, after the publication of results, to the final year UG and PG students who have failed in exactly one paper in the present or previous semesters.

CBCS Pattern: CBCS pattern of Examination System is followed and the total credits turn out to be 140 for all the UG degree courses and 90 for all the PG degree courses.

Consolidated Certificates of Marks : Consolidated Certificates of Marks will be issued to students who have successfully completed all their papers and students who need course completion certificates, before getting the Provisional Certificates from the University, may apply to the Controller's office through the Principal and get the same immediately or the following day.

Quality Measures:

Implementation of E-governance:

1. The office has the **Examination automation software** that enables to do the works in an easier and effective manner within the stipulated time. The Examination schedule, Semester examinations, Publications of results, Distribution of certificates, Revaluation results, Conduct of arrear examinations, Supplementary examinations and results are carried out on time. The examination schedule is put up in the college website and the results are published through the website.

2. The teachers can key in internal assessment marks in the central data bank at the Controller's office through LAN.

3. The SE marks are also entered in the Examination Automation directly by External Examiners.

4. Reports generated: Report about Result Analysis (Classification of failed, I Class & Distinction students).

5. CIA-SE Report & Comparison Graph.

6. Professor details updated in Examination Automation and Periodic revision of Question Paper setters and Examiners made and kept in the database.

7. **Student Portal**: Students can view their profile, hall ticket, Timetable, CIA and result through the student portal.

8. **Staff Portal** for uploading the day to day Academic activities like portions covered absentees, conduct of test, quiz, seminars & Assignments etc.,

9. Examination related details like syllabus, previous semester question papers and Autonomous rank lists are uploaded in the College Website.

10. Online Certificate Verification

11. Report about

➢ Autonomous ranks

➢ Moderation Report

➢ Percentage of Results

12. Online Forms available [Downloaded from Website]

➢ Rank Certificate Application Form

➢ Revaluation Form

➢ Retotalling form

➢ Transparency form

13. The Examination schedule of the COE Office is framed and put up on the College

Website and Notice Board.

EXAMINATION SCHEDULE OF THE COLLEGE

Arrear Examinations (II, IV, VI Semesters)	Last Week of July
M. Phil Project Submission	31st August
M. Phil. Viva Voce	First /Second week of September
Practical Examinations	Third week of October
Theory Examinations	First Week of November
Arrear Examinations (I, III, V Semesters)	Last week of February
M. Phil Theory Examinations	Last week of February
Practical Examinations	Third week of March
PG Project Submission	31st March
PG Viva Voce	2nd Week of April
Theory Examinations	Last week of April
Supplementary Examinations	A month after the announcement of results

Question Paper Scrutiny Board is instituted to scrutinize the question papers before the commencement of the examinations. This will enable to avoid silly mistakes, out of syllabus and poor setting of the question papers.

Academic Analysis

After the publication of results academic analysis is made based on the feed back report received from the examiners during valuation and also on performance of the students in their respective disciplines. A Review report is prepared and Subject/paper wise students performance and over all department wise result below 75% are called for explanation by the College Committee and necessary action to improve the performance is also insisted.

Impact of the Practice:

1. Involvement of the teacher has been assured
2. Continuous Assessment encourages the students to work systematically through out the course.
3. Students have the opportunity to discuss their test paper answers (internal) with their teacher. Its adds to the reliability and transparency of the system.

4. Students appearing for supplementary examinations can put their maximum effort to prepare for only one failed paper and pass credibly. They can join their PG programmes without entailing a loss of one year.

5. These reforms help in promoting better work culture in all the departments and the office of the COE.

Disadvantages:

While implementing E-Governance, some practical difficulties are faced by the office of COE and they are detailed below.

- Lack of Timely updation of data by the faculty.
- Lack of Awareness regarding the availability of E-resources to the students.

Resources required:

Institution can grow, improve its practices and reach its vision according to its financial, human and physical resources. There is a need for careful monitoring and analysis of grievances filed by the students, feedback from teachers, HODs of the subject concerned.

Contact Details:

The Controller of Examinations,
ADM College for Women (Autonomous),
Nagapattinam.
E-mail : coeadmc @yahoo.in
Website : www.adjadmc.ac.in.

The institution has a number of best practices in tune with its vision, mission and objectives.

➢ A.D.M. College for Women offers holistic education with the ultimate goal of empowering the womenfolk of this downtrodden area. It always strives to shape and fine-tune the values and qualities of women. The institutional values are reflected in its conscious and responsible activities towards environment and society.

➢ Voluntary involvement of faculty to give financial support to the economically weaker students in the form of rendering interest free loan through the student benefit fund and also in taking care of the deserving students by paying the college fee until she completes the course.

➢ Mentor System is followed to monitor the students both for academic performance and for personal counseling.

- Introduction of **Management Information System (MIS)** manual for Administrative and Academic staff helps to formulate and monitor the overall functioning of the institution related to maintenance of infrastructure, functions of various committees, academic responsibilities of the HODs and facult administrative responsibilities of the non-teaching staff.

- The educational support services, village welfare activities through Village Adoption Scheme are evidences to prove the social concern of the institution

- The office of the Controller of Examinations has examination automation software to complete the works in an effective manner within the stipulated time. Preplanned examination schedule is circulated to all the departments and also displayed in the student portal. The examination reform is reflected through the conduct of supplementary examination, transparency in the evaluation procedures.

Through NSS has organized various programmes to address the local community and societal needs. The college has two active NSS Units. Both the Units are actively engaged in several activities within and outside the college.