



ST. JOSEPH'S COLLEGE (AUTONOMOUS), DEVAGIRI

BEST PRACTICES 2019-2020

1. QUESTION BANK

The Question Bank is a library containing hundreds of questions and answers that one can add to learning in seconds. The quality of question papers plays a vital role in defining the standards of education at every level. As question papers indirectly set the bench mark of learning for the students, a low level question paper will induce them to set the bar very low and an extremely difficult question paper, on the contrary, will make the candidates discouraged as well. A defective question paper or one not having equal coverage of all topics would make a student disoriented in learning. The objectives of practicing the question bank are as follows.

The Objectives of the Practice

1. To prepare fool proof and balanced question paper covering every area.
2. To enhance different dimensions of learning
3. To avail quality question papers to CoE for its smooth and uninterrupted functioning
4. To prepare question papers that would prompt students to set high benchmark in their learning
5. To improve the evaluation process

The Context

As the college became autonomous in 2014, the biggest challenge was to conduct the examinations properly. In the initial stage the CoE depended wholly on the external subject experts for question paper setting and its scrutiny. It was a Herculean task for the examination wing. Moreover there were many drawbacks for this system. The IQAC after having conducted a feedback on the quality of question papers among selected students reported that many question papers are not challenging for the students and also not properly assessing different aspects of their understanding such as theoretical knowledge, application skill etc. Not to ignore repetition of questions, unequal coverage of portions, questions out of syllabus substandard questions etc. At times, due to unavailability of experienced question paper setters the CoE office had to struggle to conduct the examinations as per the academic calendar. It was a matter of serious grievance raised in the meetings of various academic bodies that one could monitor the quality of education by centrally monitoring the quality of question papers.

Practice

To solve the issues related to the question paper settings for the examination, the IQAC of the college embarked on the idea of Question Bank. The IQAC set the ethical principles to be followed in preparing the question bank. Equal coverage of topics in a course, absence of repetitive, overlapping out of syllabus questions, incorporating questions of all levels to test all domains of learning were

the basic principles to be followed. As per the method recommended by the IQAC, syllabus of a course has to be divided further into sub modules depending upon the number of questions required in the question papers. Different bunches including questions of different weightages/marks under each sub modules have to be prepared.

The principal invites the faculty to prepare question bank of their respective courses and clearly instructs to contribute maximum number of quality questions which are arranged following the method suggested by the IQAC. Teachers are given due remuneration for their efforts. A senior teacher in charge and a staff in charge other than the staff of the CoE office monitor the preparation of question bank. The questions handed over by the teachers undergo a thorough scrutiny of external and internal subject experts who with their expertise would eliminate substandard questions and make needful contribution if necessary. The questions are uploaded into software developed by the College for this purpose which can generate question papers in no time. However, the generation of question papers are carried out in the CoE office giving special attention to its secrecy and confidentiality.

Evidence of Success

After the introduction of the question bank to the majority of the courses, the grievances regarding the question papers such as repetition of questions, out of syllabus questions, lack of coverage of topics etc have substantially decreased. Examinations are conducted as per the schedule given in the academic calendar. There are positive feedbacks from the selected students on the quality of question papers.

Problems Encountered and Resources Required

Amidst tight schedule of the faculty members of the autonomous colleges, teachers find it difficult to complete the preparation of question bank within the expected time line. It is challenging for the CoE office to complete the scrutiny of a large number of questions within the stipulated time. The entire process recommences when syllabus revision occurs making it more tedious and laborious for the faculty.

2. KYC (KNOW YOUR COLLEGE) RESIDENTIAL CAMP

The paramount role of educational institutions in socializing the students as creative and constructive members of the society are much defined by the gamut of experience and values imbibed in the institution during the period of study. The sense of pride and belongingness to the institution inculcated in the formative years determine the personality of a person. The citadels of learning are foundation stones in the character development and the students should get oriented with the institution at the earliest stage to reap the benefits for a holistic growth.

Objectives of the Practise

1. To familiarise the vision, mission, history and expectations of the college to the students
2. To introduce the rules, regulations, systems and practices of the college to the students
3. To help the students understand varied opportunities and facilities offered by the institute for his/her personal growth.
4. To inculcate a sense of belongingness to the college in the minds of students
5. To break the barriers and bond with peer groups

The Context

It is generally observed that the belongingness of the students to the college is declining over the years may be due to the modern way of life and influence of modern information technologies. The student hail from different backgrounds and some still continue with their apprehensions. Some students fail to develop a sense of belongingness to the institution and they become trouble makers at times. It is necessary that the students come out of the shell and develop themselves in their most formative period of life.

Practice

As a remedial measure for the issues mentioned above, it was suggested to conduct overnight camp for the first year under graduate students in the college campus. Once the admission process is completed a schedule will be prepared for students belonging to different programmes. The overnight camp is conducted class wise. Parents will be properly communicated regarding the same well in advance. The camp is usually scheduled from Friday night to Sunday evening in view of not losing regular working days of the students. The team comprising of the Manager, the Principal, the Director, the Heads and the faculty of the concerned departments actively participate grooming the students. While the Manager or the management representative deal extensively on the history, vision and mission of the college, the Principal elaborates on the rules, regulations, value system, culture and practices of the college.

Skilled trainers invited from outside will conduct ice breaking sessions, drills, games etc to avoid fear and inhibitions of the fresher's. Different group activities and cultural programmes will be organised in the evenings so as to make the camp days more enjoyable and memorable.

Teachers who are experts in career guidance will be invited to talk to the students about the career options of the programme they have joined. They will also guide the students to fix their future career and will enlighten them on how to prepare themselves to reach the goal from the day one itself.

Evidence of Success

The practice of residential camps turned out to be very effective as students became more oriented and confident. Students voluntarily came forward with many initiatives and programmes. Moreover, a sense of belongingness to the college was imbibed in their hearts.

Problems Encountered and Resources Required

Certain parents were reluctant to send their children to the camp owing to their apprehensions on the safety of the students. There were also students who find it difficult to contribute towards the expenditure for the conduct of the three-day overnight camp. Wholehearted cooperation of the staff and resources to conduct the different sessions are imperative for the success of this programme.