

## **7.2 –Best Practices**

### 7.2.1 – Describe at least two Institutional Best Practices

The two best practices adapted by the institution are:

- 1) Viva Card usage
- 2) Remedial classes for undergraduate students

#### **1) Viva Card usage:**

During theory examination each student answers the same set of questions & is evaluated but when it comes to viva voce examination each student gets to face different questions depending upon the mood of the examiner or few examiners are more inclined towards some topics of their field of interest, or certain times while asking question they may ask post graduate level questions as well, thus there is a high level of bias of assessment.

To have uniformity in assessment & fairness in examination protocol, usage of viva cards is being done. Initially 50 viva cards were prepared which are upgraded timely. These cards are prepared following a systematic protocol, each card contains 10 questions, 6-7 are from must know category, 2-3 questions from desirable to know category and 1 question from nice to know category, covering various topics from the concerned subject. During examination, the students are asked to pick 1 card randomly & the same questions are asked. To acclimatize the students with this system the same protocol is being followed during the internal assessment examination. By following this practice students have developed faith in the fairness of examination system.

Geo tagged pictures prove the evidence of the usage of viva cards which were taken with the internal & external examiners and the student appearing examination. Many external examiners have appreciated this method of viva voce examination as this gives a fairer unbiased format of examination covering

an entire range of topics and assessment becomes easier as various grade questions are included.

## **2) Remedial Classes for undergraduate students**

All the topics in the syllabus aren't the same, few topics are easy to understand while others need some special training apart from the regular classes. Among student community, few are fast learners and others are slow learners as each student's capacity to understand and recollect are different.

Most students face difficulty in one or the other topic and require some help in understanding the topic, so at the end of academic year, the students are encouraged to come up with topics which they find it difficult to understand. The students give a request letter to the head of department seeking more explanation about the volatile topics and classes are conducted on the topics requested by the faculty in a simplified, exam oriented manner. This facilitates the better understanding of the topic and brings in confidence to the students to face the university examination. Students have given a positive feed -back about the remedial classes that are conducted.

As there was pandemic after the supplementary exams conducted in Dec 2019, in person remedial classes were organized for December 2019 exam going batch while online classes were conducted for the June 2020 exam going batch, the records of their online attendance is maintained, before practical examination, as there was a long gap, the remedial classes were also organized while maintaining proper social distancing and following all government prescribed norms for conduction of classes. Feed -back from students is collected after the conduction of remedial classes. If they require further clarifications, students are encouraged to ask questions personally through various online platforms like whatsapp/ mail/ sms and their doubts were clarified. The students expressed their gratefulness for helping them during the pandemic.

