

BEST PRACTICES IN MY INSTITUTION

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1. Title of the practice: **Establishing maximum transparency in evaluation of answer scripts**

1.1. The context that required the initiation of the practice (100 – 120 words)

If any student is dissatisfied with his/her score in the examination, he/she has to follow certain standard procedure, as laid down in the academic regulation of the institute, for redressal of the grievance. Generally it entails some cost and time with increasing quantum, depending upon the nature of the grievance, as the whole exercise involves expenditure of some additional man-hours. Moreover, a student of poor economic background may have to settle for lower degree of satisfaction in regard to his level of grievance because of the financial constraint. Here lies a scope of improvement of transparency in evaluation which can benefit students of all categories, especially financially constrained students the more.

1.2. Objectives of the practice (50 – 60 words)

To provide more scope to access the evaluated answer script, thereby reducing the chance of development of sense of deprivation in terms of the student's obtained score and reduce the financial burden associated with it

1.3. The Practice (250 – 300 words)

The practice mandates that each faculty is obliged to provide each student the scope of viewing the evaluated answer script, applicable to both mid semester and semester end examinations, on a specified day, declared well in advance, and rectify incorrectness in evaluation, if there is any, in agreement with both the sides.

1.4. Obstacles faced if any and strategies adopted to overcome them (150 – 200 words)

The practice requires additional input of man-hours and a great deal of patience on the part of the faculty members, as it is imperative that, in many cases, students tend to continue to argue in favour of increasing the score, however hollow their claims may be. Counselling by the Principal and the Controller has been successful in convincing the faculty members to take up the task for the benefit of the students and the teachers involved as well, as the event gives the teacher additional scope to enhance his/her teaching skill by interacting with the students in individual level.

Application of this practice has been made by adhering to 'Four I and D model'

- a) Identification of Best Practice – On the advice of the Principal and Controller of Examinations, the departments convened meetings on the issue and unanimously decided to select the topic as a Best Practice.
- b) Implementation of the Best Practice – On the recommendation of the departmental committees this was made a part of New Academic Regulation which was implemented in the year 2018-19.
- c) Institutionalizing the Best Practice – Since knowledge of Academic regulation is essential for continuation of study on the part of the student and evaluation process on the part of the faculty members, it can reasonably be assumed without ambiguity, that the practice has been institutionalized.

- d) Internalization of Best Practice - Since each teacher has to follow the practice, without exception, it can be said assuredly that the practice has been internalized.
- e) Dissemination of Best Practice – The website prominently displays the Academic Regulation which itself is a proof that the Best Practice has been amply disseminated

1.5. Impact of the practice (100 – 120 words)

The impact is astounding. Previously, the Controller section used to receive 1.5 – 2% applications for reconsideration of result in various ways after publication of results. This figure appears to be a bit lower than the actual number of intending students as many could not apply for financial constraints even if they were interested to. Since 2018-19 the institute received not a single application in this regard, indicating that the grievance related to marks obtained had been very successfully dealt with in the answer script viewing level to the full satisfaction of the candidates. It follows that the practice benefits the underprivileged students a great deal too.

1.6. Resources required – Additional man-hours from the faculty members and empty classrooms.

1.7. About the Institution

- i. Name of the Institution : Government College of Engineering & Ceramic Technology
- ii. Year of Accreditation : 2015
- iii. Address : 73, A. C. Banerjee Lane, Kolkata - 700010
- iv. Grade awarded by NAAC : A
- v. E-Mail : gcectwb@gmail.com
- vi. Contact person for further details : Sri Partha Halder, Controller of Examinations
- vii. Website : <http://gcect.ac.in>

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2. Title of the practice: **Encouragement for best performance in the examination by making provision of Best Graduate Award**

2.1. The context that required the initiation of the practice (100 – 120 words)

The best performance of a graduate from this institute had very little chance to get any recognition whatsoever from any authority, howsoever close his/her score to the university topper of MACAUT(WBUT) might be, when the institute's status was just like any other numerous institutes affiliated to the university, before being conferred the autonomy. Lack of recognition appears to fail to create an enthusiasm to reach a sort of goal among the junior students in terms of outstanding performance in the examination. Becoming the university topper may seem to the students of this institute too distant a goal. As such, there was no formal practice of symbolic recognition for the best performer in the examination of this institute which could act as an encouragement to the junior students.

2.2. Objectives of the practice (50 – 60 words)

To set a goal in the form of an award, in order to create a sense of achievement, which may not seem very distant, for fostering a healthy academic competition among the peers

2.3. The Practice (250 – 300 words)

Honouring the best graduate of the institute by presenting him/her with a gold medal from the hands of the Vice Chancellor of the affiliating university on Graduate Day, a memorable event celebrated each year by the institute with much pomp and grandeur, in presence of eminent experts from outside and the members of Governing Body and Academic Council.

2.4. Obstacles faced if any and strategies adopted to overcome them (150 – 200 words)

Getting the medals prepared from the government mint entails expenditure that requires special permission from the Financial Management Committee and the Governing Body. Being a government institution, getting sanction for something extra, outside the budgeted provisions, is not an easy task. However, when the perspective behind the proposition was explained in detail, the members of both the committees eventually yielded in favour of it.

Application of this practice has been made by adhering to 'Four I and D model'

- a) Identification of Best Practice – The alumni association in its meeting decided to propose to the principal for introduction of the practice of awarding medal to the best graduate each year as a symbol of encouragement for good performance in the examination.
- b) Implementation of the Best Practice – The Principal took the issue up in the Governing Body meeting and got the members agreeing to the proposal and thus it reached the implementation stage.
- c) Institutionalizing the Best Practice – Since Graduate Day celebration is a very special occasion of the institute, award giving as a major and regular event is made known to all the committees for perfect synchronization of all the events.
- d) Internalization of Best Practice - Since award giving to the best graduates is a symbolic gesture in recognition of outstanding performance in the examination, it automatically

becomes a regular topic of discussion among students and teachers alike and helps create an atmosphere of healthy academic competition among the students.

- e) Dissemination of Best Practice – The website prominently displays the name of the best graduate awardee each year so that the event gets maximum publicity.

2.5. Impact of the practice (100 – 120 words)

Best Graduate Award has been able to create an atmosphere of better academic competition which is evident from the gradual improvement in performance of the bulk of the students in the examination.

2.6. Resources required

Additional fund for getting the gold medal prepared in government mint.

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