

BEST PRACTICES IN MY INSTITUTION

1. Title of the practice: **Regular Monthly test of General Knowledge**
2. **The context that required the initiation of the practice** (100-120 words): The institute has been since inception promoting students to appear for competitive exams. To enhance their general knowledge, verbal and non-verbal reasoning these monthly tests are conducted. The students also develop a habit of reading newspaper regularly and are well versed with the happenings around the Global. The students are well prepared to answer on variety of topics and subjects.
3. **Objectives of the practice** (50-60 words): The various competitive exams are conducted where multiple choice questions are asked. OMR sheet are used to answer these GK tests the students are comfortable answering question in time bound manner. These tests are conducted every month so that the students are prompt and updated in gathering knowledge and skills. Therefore, monthly GK tests are conducted for all students.
4. **The Practice** (250-300 words): The examinations are from various subjects; topics and fifty multiple choice questions are asked. The topics vary from science and technology, verbal, non-verbal reasoning, history, political science, environment and news across the globe. Four sets are made and the seating plan is such that no two adjacent students have same set.
5. **Obstacles faced if any and strategies adopted to overcome them** (150-200 words): There are three thousand students in our institute. The seating capacity of our rooms is that of one thousand students at a time. Therefore, there are separate test paper made by examination. If there are sufficient i-Pads, i-Spring and other LMS software, online GK tests can be conducted smoothly. Efforts are being made to overcome these obstacles.
6. **Impact of the practice** (100-120 words): The students of the institute have been selected by various banks, financial institutions, MPPSC, many students have passed UGC-NET with JRF and are well versed with various skills to answer objective type question. The goodwill of the institute increased greatly because of this practice of monthly tests of GK.
7. **Resources required:** When the examination is to be conducted online in our institute, we would require i-Pads, LMS and i-Spring software for smooth conduct of the examination.
8. **About the Institution:**
 - i. Name of the Institution: **Institute for Excellence in Higher Education, Bhopal M.P.**
 - ii. Year of Accreditation: **2006**
 - iii. Address: **Kaliyasot Dam, Kolar Road Post Box No 588, Post Office Ravishankar Nagar, Bhopal- 462016**
 - iv. Grade awarded by NAAC: **A**
 - v. E-Mail: **iehebhopal@mp.gov.in**
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9. Title of the practice: **Continuous Comprehensive Evaluation** (Internal-Evaluation)
10. **The context that required the initiation of the practice** (100 – 120 words): Since inception the IEHE has initiated the practice of conducting continuous comprehensive examination. The objective of teaching learning is that the student absorbs knowledge, is skilled and attains the right attitude. Therefore the students have to go through regular evaluation and appear for various tests, presentations, practical exams and home assignment. This enhances their grasping of subjects in a better manner.
11. **Objectives of the practice** (50 – 60 words): The students appear for regular tests, presentation, class room teaching, and group discussion. The nature of evaluation is based on semi-surprise test; hence the students are regular in class and are diligent in their studies. Therefore, it is a well thought of Continuous Comprehensive Evaluation plan for internal examination.
12. **The Practice** (250 – 300 words): The Internal-Examination through Continuous-Comprehensive-Evaluation (CCE) mode and External-Examination (semester end examination) both have equal weightage. This pattern has been followed continuously since inception of the Institute while the UGC has recommended in its evaluation guidelines (Nov 2019) of up to 70% of internal weightage. The continuous comprehensive evaluation which is fifty percent of total marks are on the basis of semi-surprise-written tests, presentations, quizzes, assignments, group-discussion, group-talk, class-teaching, poster/chart-making, etc. The curriculum is designed in such a manner that each student selects an honours subject (two papers in each semester) and has a choice of selecting one subsidiary subject (one paper in each semester) during the entire three-year degree course. We conduct regular meetings of Board of Studies (BOS) to update and upgrade the syllabus owing to everchanging scenario. This pattern explores the learning needs of the students as well as the potential of students. It also helps develop cognitive, psychomotor and affective skills. To lay emphasis on thought process and de-emphasize memorization. The CCE helps make the process of teaching and learning a learner centric activity.
13. **Obstacles faced if any and strategies adopted to overcome them** (150 – 200 words): There are time constraints for conducting various tests and presentation. The internal tests are conducted on monthly basis. A lot of expenditure is incurred on stationery of test papers and answer copies. The marks awarded were entered on paper records. The absentee student's would miss various important sessions and test. The strategies to overcome these constraints were well thought of. Extra classes and tutorials were conducted to overcome the time constraints. The tests were shifted to online mode to save paper and stationery. The marks are now entered online by the professors and students have access to check their records. A transparent system has now been designed.
14. **Impact of the practice** (100 – 120 words): The Continuous Comprehensive Evaluation helps students to group the topics in easily digestible chunks. They become very confident in public speaking, creative writing and comprehension. They are more knowledgeable and have a well rounded personality. The system has created goodwill of the institute. It acts as the USP of the Institute and students from far off seek admission here.

15. **Resources required:** To conduct exam online i-Pads are required. Appropriate software, LMS and i-Spring is required for the same.

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