



* G.S.B.T. *

GOJAN SCHOOL OF BUSINESS AND TECHNOLOGY

Approved by A.I.C.T.E. New Delhi & Affiliated to Anna University, Chennai

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BEST PRACTICES

2018 - 2019

Best Practice – I

I (a) Title of the Practice

Centralized Internal Assessment and Valuation

II (b) Objective of the practice

The main purpose of introducing Centralized Internal Assessment (CIA) and Valuation in GSBT is to bring transparency in the periodic evaluation of teaching and learning process. The CIA assesses the performance of students over a well-distributed interval of time within the semester and to make the examination an internal and integral part of the teaching process. The number of essential abilities such as to drive the capacity for hard work, leadership and team-work, motivation, quality of imagination, intuition and speculation, skilled use of hands has been taken into account.

I (c) The Context

Internal Assessment is a continuous, periodic and internal, in which assessment is done in relation to certain abilities and skills of the students periodically and continuously. Internal assessment tests (CT and Model Exam) will be conducted by Exam cell as per Anna University schedule. Internal assessment is to be assessed by the faculty of the particular course. Internal assessment demands the outcome of the students than the ability and the skills of the students. CIA is basically a well-defined and transparent methodology to evaluate the robustness of internal assessments meant for eradicating the problems relating to our examination system. An internal evaluation system allows faculty of various courses to evaluate the performance of their students in accordance with the objectives they had set before themselves.

I (d) The Practice

CIA section is headed by the Principal and assisted by Exam Cell Co-coordinator. The GSBT Exam Cell is well established in terms of infrastructure, computing, printing and intercom facilities. The schedules of CT and Model Exam are communicated to students and faculty in the beginning of the semester through institute academic calendar. Syllabus for internal assessment will be communicated to the students well in advance. Question papers are set based on Course Outcomes and are approved by Heads of the department. Answer keys are prepared by the faculty. Any grievances in evaluation will be handled by faculty and Head of the department if necessary.

CT and Model Exam question paper setting process as follows:

For every subject, respective faculty prepares two set of question papers that covers equal number of questions from each unit, covering all the topics.

Department exam cell coordinator under the guidance of HOD, checks for the standard of the question papers.

Exam cell members select the final CT and Model Exam questions for each subject.

Faculty members prepare the answer key / Scheme of evaluation.

A Centralized valuation system is followed.

I (e) Evidence of Success

The success rate in the final university exam has been improved after the implementation of the centralized internal assessment and valuation. All internal exams related works are done inside the confidential room like Generation & Photocopying of exam Question papers. Transparency in exam and there is no chance of malpractice or injustice, since the question paper reaches the respective exam hall just like the university exam. The institution follows a very clear, well planned academic calendar which schedules the examination. The faculty members complete the valuation within a stipulated time so that proctors can pass the academic details to parents and they can attend the regular Parent Teacher Meeting. The students with less mark in the respective subjects are identified by the class advisor and remedial /tutorial classes are given on that basis. The system adopted in institution is producing a good quality of professionals, with good technical knowledge while facing the placement interviews.

I (f) Problems Encountered and Resources Required

Some faculty members are busy with other assignments or on leave. Making alternate arrangement for valuation is quite difficult. No additional resources are required except deploying the available manpower at the college. Sufficient number of computers and printers are available for taking printouts of question papers.

Best Practice – II

I (a) Title of the Practice

Industrial visit

II (b) Objective of the practice

The main purpose of industrial visit is to provide students with an insight into the corporate world. It provides students with a practical real-world perspective on different functions in organizations. Some of the objectives of industrial visits are given below.

Industrial Visit bridges the gap between classroom theoretical training and practical learning in a real-life environment.

Industrial Visit brings clarity to important management concepts, as student practical experience firsthand how these concepts are put into action.

It provides an opportunity for students to ask questions related to their area of interest.

With regular industrial visits, the students are able to identify their prospective area of work.

This also gives students a platform to enhance their interpersonal skills.

The students get to see the best practices opted by different companies for similar work.

Using case study approach within the visit brings out critical thinking among students.

I (c) The Context

Industrial visit provides a graduate with added advantage of gaining the better understanding of the key elements implicitly emphasized in the course. Industrial visit has its own importance in a career of a student who is pursuing a professional degree. Theoretical knowledge is not enough for making a good professional career. With an aim to go beyond academics, industrial visit provides student a practical perspective on the world of work. Industrial visits offer a great source to gain practical knowledge. Students can observe and learn as to how theoretical concepts are put into action, thereby aiding their practical learning. Students are exposed to real working environment and shown how things are done in an organization.

I (d) The Practice

Industrial Visit shall be arranged according to the academic requirements. HOD must certify that the tour is required for the students or is related to their curriculum. The visiting companies shall be relevant and suitable ones to the specialization and academic requirements. Industrial Visit shall fall within the stipulated period set by the college. The stipulated period shall be informed to the Industrial Visit

coordinator and students through HOD well in advance to go through a diligent process including communicating to the potential companies and obtaining permission to visit. Industrial Visit should be conducted within one day. The entire Industrial Visit Plan including Permission Letter from the visiting companies, permission letter from the college, Route Map, list of students with their contact no, list of faculty-in charge with their contact details are checked by Industrial Visit coordinator. Once the plan is approved, further changes need approval. The class advisors should ensure prior permission for the Industrial Visit from the parents or the local guardian for each student. If any complaint/misbehavior is reported against student during Industrial Visit, the college shall take appropriate punitive measures ranging from suspension to termination depending upon the case. First aid for the students and faculty members participating in such tours can be organized by the institution. Discipline should be maintained both in industry and public. Students should behave in a very decent manner. Any violation will be viewed very seriously.

I (e) Evidence of Success

The industrial visit enables the students to apply their classroom learning to a real-life situation while being mentored by a variety of industry experts. They get an opportunity to gain in-depth knowledge about the field of their interest, helping them make the correct career choice in future.

Students report that industrial visit helped them to develop their skills and to understand the real working environment. The students who attend the industrial visit develop confidence over the others. This can make them perform well in their interviews and help to enhance their career growth.

I (f) Problems Encountered and Resources Required:

Some of the students especially girl students are not sent to the industrial visits or internships by the parents due to fear of sending the child to an area other than the college. The parents of the students are motivated by educating them on the importance of industry awareness and the safety precautions taken at the time of industrial tours and visits. This helped in the increase of overall participation.