



CAMBRIDGE INSTITUTE OF TECHNOLOGY

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BEST PRACTICES

Title of the Practice - 1: Monitoring and Evaluation of the Laboratories as per the Rubrics

1. Objectives of the Practice:

- To have fair and transparent evaluation
- To continuously monitor the performance of the students in lab sessions

2. The Context:

It is important to establish fair and transparent evaluation system of lab sessions. There was a need to establish standardized process across all departments with respect to lab sessions. The students also need to be updated with their progress in lab sessions which will help in improving their academic performance as well as faculty members who could monitor the progress made by the students in lab sessions.

3. The Practice

The laboratory experiments have been designed by the University to impart Practical inputs for the theoretical concepts covered in the class room sessions. Students will have to complete two different lab courses in each semester. The labs in first year will be conducted according to Physics / Chemistry cycle.

- In the beginning of every semester the subject allotment based on the preference from course Instructors will be finalized by the Head of the Department including labs.
- Head of the Department will also nominate course Instructors as lab coordinators for each lab.
- The lab coordinator will check the cycle of experiments, design modifications if any and plan for the schedule, instruction materials/ Manuals for the labs.
- In the beginning of every semester conduction of experiments is also planned by lab coordinator along with other course Instructors of the concerned labs and the lab Instructor



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- Each class consisting of 60 + students will be divided into 2 / 3 batches based on the Department constraints/requirement.
- For better handling of labs and effective monitoring, the batch is divided into further subgroups based on circuit oriented / programming lab. (sub group size preferably 1-3)
- The lab time table is prepared along with theory timetable and the same will be displayed in labs consisting of Course Instructor name, batch no. , lab instructor name.
- The list of experiments not limited to only syllabus is planned and the same is displayed.
- There will be three hours of lab sessions for each lab in a semester.
- The academic calendar as per VTU will be followed to complete the experiments.
- Special labs, Test is planned as required by each batch by Lab coordinator
- Continuous evaluation procedure is followed as per rubrics indicated.
- It is required by every student to come prepared with the experiment and record the readings in observation book and the experiment details consisting of aim, theory/ working principle/ flowchart/ algorithms with diagrams/ graph/ tabular column to be written in the records after every experiment and submitted to the lab for evaluation by concerned course instructors.
- Final Internal test will be conducted at the end of semester as per calendar and External exam as per University schedule.

4. Evidence of Success

The students' academic performance was improved. Overall results of the students also improved. The faculty members were able to manage the lab sessions more effectively.

5. Problems Encountered and Resources Required

The faculty member had to be trained and given awareness about the process and the rubrics. The faculty members felt that at the initial stage fair amount of time is spent on implementing the rubrics rather than the actual lab routine.



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Title of the Practice -2: Rubrics for Student Counseling.

1. Objectives of the Practice:

- To counsel the student(s) effectively
- To streamline the counseling process

2. The Context:

Students need help and support in many ways from faculty members. Counseling is one of the methods to help and support students. The rubrics will help in establishing standardized procedure.

3. The Practice

The goal of student counseling is to establish a trusting and confidential working relationship with a student or groups of students to help them to set goals and/or make changes in behavior. Focus on problem solving, decision-making, social-emotional development and the personal issues and concerns that impact learning and development. Help each student to achieve success in their academics, career, and personal/social arena. Analyze, and explore behaviors and attitudes that impact a student's ability to perform successfully in the learning community.

A counselling rubric was designed to capture the interactions of mentors and mentees. This helped during parent teacher's meeting.

4. Evidence of Success

Overall student involvement and performance was enhanced through this intervention.

5. Problems Encountered and Resources Required:

There were no major problems as such. However, the students are not completely open for discussion, they might still have inhibitions in expressing their problems

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