



Best Practices

1. Name of the Institution

Lakshmi Narain College of Technology Excellence, Bhopal (M.P.)

2. Title of Best Practices

Student Reference Manual as a support to effective Teaching and Learning

3. Author with Affiliation and Contact Details

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4. Brief Background of Best Practices

The Institute is following the best practice of the “Student Reference Manual as a support to effective Teaching and Learning”. The university curriculum is strictly followed in the Institute and to inculcate the other technological and professional skills, the students are given extra learning opportunities. All the courses as per the curriculum of the respect undergraduate program in engineering is carried by the concerned faculty with designed course outcomes. The course outcomes of a course are prepared by a group of subject experts in which one of the experts is the course coordinator. The designed course outcomes are published in the student reference manual. Apart from the course outcomes, the Student Reference Manual contains almost all the important and relevant information and material which a student requires the most. It contains the complete scheme of examination with credit requirements of each course. A well-planned academic calendar is also published in the manual. In order to ensure zero ragging in the Institute and proper discipline, the important rules and instructions are also published in the manual. The Vision and Mission of the Institute as well as that of the concerned department are also disseminated among the stakeholders through this manual. Each student studying in a particular semester is provided with a copy of the Student Reference Manual of the respective semester. All the contact details of the Institute with the salient features of the group also mentioned for the use of the students.

5. Challenges in Implementation

The best practice of “Student Reference Manual as a support to effective Teaching and Learning” has got several challenges in implementation at the Institute. One of the major



challenges in this was the effective design of the manual. Soon after the conceptualization of this practice and decision of implementation of the practice in the Institute, the target of its design and development was given to the author. The author framed the contents in many forms and after consultation with the concerned authorities, it could be finalized. Since, this manual was aimed to support the students and improve the teaching and learning, all the content were carefully designed. For every course, a set of previous internal examination question papers as Mid Sem papers and End question papers as University papers were published. For the effective conduction of the course, a detailed Course Completion Unit Plan (CCUP) was prepared and included in the manual. This plan is of great importance to all the stakeholders in course planning, conduction, monitoring and evaluation. So, this was a major challenge to design and develop all the planning and providing necessary references in the unit plan. The other challenges include the editing and printing of the manual. The whole of the editing work was keenly done by the editor of this most prestigious and useful Student Reference Manual. The challenge of meeting the financial requirements of the manual was borne by the management of the Institute for the sake of ensuring effective teaching and learning in the Institute.

6. Ways of Implementation

The implementation of the best practice of “Student Reference Manual as a support to effective Teaching and Learning” was implemented in the institute from the previous academic session. This practice has been implemented by providing the manual to the students soon after they complete their registration in the course. The Student Reference Manual is being provided to each of the registered student without any extra cost, through the Institute library. The Student Reference Manuals are published for each of the Under Graduate program offered by the Institute and they are also provided to the concerned department of the program for the purpose of reference for the faculty members. It is to be updated each year for the necessary as desired and required in the overall utility and effectiveness.

7. Outcome of Best Practices

The outcome of the best practice of “Student Reference Manual as a support to effective Teaching and Learning” is most effective and useful in overall conduction of the course in a particular semester of concerned undergraduate program of engineering. This is giving fruitful outcomes to all the stakeholders. The concerned faculty of the course is taking help in planning and conduction of the course easily and effectively. The students are most benefited by this



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manual as they get complete information of all the courses along with their intended outcomes. They get support in applying their efforts in the focused direction to achieve the best results in the internal and external university examinations. The monitoring of the particular course by the concerned authorities also becomes more effective as the course is being majorly carried out by the concerned faculty according to the provisions as published in the Student Reference Manual.