



Shri Gopinath Mahadeo Vedak Pratishthan's

# **G. M. Vedak College of Science, Tala**

Affiliated to University of Mumbai

NAAC Accredited B<sup>+</sup>, 2017

2019-2020

**BEST PRACTICES**

## 7.2.1 Institutional Best Practices

### Best Practice 1

**Title of the Practice:** Reform in seating arrangement system during examinations.

1. **Goal:** To ease the process of making seating arrangement during examinations for administrative staff and make it more convenient for students.
2. **The Context:** As an essential component of the evaluation system, every year the institution conducts various examinations for internal assessment and those scheduled by the university in both terms. There are about total 300 students appearing for examinations and the College has limited number of administrative staff who are helping for the examination process. At a time there are about 6 to 7 blocks to be organized in the morning as well as in the afternoon sessions of the examination. By the conventional method, administrative staff members have to write with chalks, the examination seat numbers of students on all benches in all classrooms twice daily throughout the examination period. This process takes about 1 to 2 man-hours every day for the examination period of nearly three months every year. Also, when the arrangement was displayed on notice board, students had to gather to read it every day. Sometimes it was even more stressful due to some human errors. Therefore it was a priority to implement some new mechanism for the whole system.
3. **The Practice:** Instead of writing the exam seat numbers on benches, it was decided to number the benches as per classrooms and then allot the benches to seat numbers. As a test case, two classrooms and four blocks were chosen. The benches were numbered by giving them desk number. For e.g. in the Exam Block No. 1 the desks were numbered as D1, D2, D3 ... etc. The seat numbers were then allotted to these benches and the seating arrangement is displayed on the door of each Exam Block. As the bench numbers were already printed and available as a soft copy, only allocation of seat numbers was to be done every day. This worked out very smoothly. The positive feedback from staff and students about this new system, encouraged us to implement it for all the university and internal examinations. Thus it has now become our best practice.
4. **Evidence of success:** This novel practice has saved a lot of time, energy and stationery (chalks, papers etc.) of the institution. It is so convenient that only one administrative staff is able to complete the seating arrangements with minimum efforts and time. Besides, the student already knows which examination hall and on which bench he/she has to sit. It has reduced considerable stress and hustle of the students as well. The most important aspect of this method is almost an error-free implementation of the seating arrangement system.

## Best Practice 2

### Title of the Practice: Admission Process

#### 1. Goal

- Meet and exceed institutional goals in admission strategically (enrolment and retention)
- To ensure access to higher education to the students of rural and hilly area and to all categories of students (Equity and Inclusiveness)

#### 2. The Context

- The Science combinations of B.Sc. do not get good enrolment due to the demand for professional courses. The challenge is to attract and retain the students in science combinations.
- Due to the presence of many competitive institutions in the neighboring talukas or villages, attracting students to B.Sc., B.Sc. (IT) and B.Sc.(CS) is a challenge. The admission process must be started in time, the meritorious students identified at the earliest and the admission list is to be notified. Otherwise, delay in admission list generation would cause the bright students to seek admission elsewhere.

#### 3. The Practice

- i. The College has an Admission Committee which consists of Outdoor Committee and Indoor Committee.
- ii. The admission process starts by publishing the pamphlets and banners highlighting the achievements of the college. These banners are then displayed in the nearby villages and talukas in the periphery of about 30 to 35 kilometers.
- iii. The members of the Outdoor Committee go to various villages in the nearby locality of the college and counsel the students who have appeared for XII<sup>th</sup> standard exam to pursue higher education. They tell the students about the facility available in the college such as well qualified teachers, supportive non-teaching staff, adequate infrastructure, sports ground, hostel facility etc.
- iv. The members also contact the students on phone for further conversation and counseling.
- v. The admission application forms for F.Y.B.Sc., F. Y. B.Sc.(IT & CS) level are issued on the day of announcement of H.Sc. result of Maharashtra State Board. The applications are issued as per the schedule given by the university.
- vi. The Indoor Committee helps the students who are taking admission to F.Y./ S.Y./ T.Y.B.Sc. by counseling them to choose subject combination as per their interest.

#### 4. Evidence of Success

- The increasing trend of students is an evidence of success.
- The reduction of drop – out rate in admissions to the Science and IT/CS is another proof of evidence.

## 5. Problems Encountered and Resources required

- As the college is located in a hilly area, the college face problem in attracting the students who are living at some far distance from the college due to lack of transportation facility.

