



Shri. Gopinath Mahadeo Vedak Pratishthan's

G.M.VEDAK COLLEGE OF SCIENCE

(Affiliated to University of Mumbai)

Accredited "B+" Grade by NAAC

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Key Indicator 7.2

Best Practices

Best Practice 1

Reform in seating arrangement system during examinations

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

Objective of the Practice:

Streamlining the process of arranging seats during examinations to enhance convenience for both administrative staff and students.

The Context:

As an integral part of our evaluation system, our institution conducts a variety of examinations for internal assessments and those mandated by the university each year. Approximately 450 students participate in these exams, with the college relying on a limited number of administrative staff (1 clerk and 2 peons) to assist in the examination process. Simultaneously, there is a need to organize approximately 6 to 7 exam blocks during both morning and afternoon sessions. Using the traditional approach, administrative staff members were required to manually write students' examination seat numbers on all benches in every classroom, twice daily, throughout the nearly three-month examination period. This process consumed 1 to 2 hours daily, resulting in considerable resource expenditure. Additionally, students had to assemble daily to check the seating arrangements posted on notice boards, sometimes leading to stress and human errors. Therefore, implementing a new mechanism for the entire system became a top priority.

The Practice:

Rather than inscribing examination seat numbers on benches, we opted to assign numbers to the benches based on classrooms and then allocate seats accordingly. As a pilot project, we selected two classrooms and four exam blocks. Benches were numbered using desk numbers, such as D1, D2, D3, etc., within Exam Block No. 1. Seat numbers were then allocated to these benches, and the seating arrangement was prominently displayed on each Exam Block's door. Since bench numbers were readily available in both printed form and as a soft copy, only the allocation of seat numbers needed to be done daily. This approach proved highly effective, receiving positive feedback from both staff and students, leading to its implementation for all university and internal examinations, ultimately becoming our best practice.

Evidence of Success:

This innovative practice has resulted in significant time, energy, and stationery savings for the institution, reducing the reliance on chalk and paper resources. One administrative staff member can now complete seating arrangements for an entire week in just half an hour. Moreover, students are informed in advance about their examination hall and assigned bench, significantly reducing stress and confusion. Most importantly, this revamped mechanism has virtually eliminated errors, ensuring a smoother and more reliable examination experience for all stakeholders.

Problems Encountered and Resources required

- Ensuring the accuracy of printed and digital copies of seating arrangements required careful attention to avoid discrepancies.

Best Practice 2

Admissions Process

Title of the Practice: Admissions Process

Objectives of the Practice

- Strategically meet and surpass institutional admission goals, encompassing enrollment and retention.
- Ensure equitable access to higher education for students residing in rural and hilly areas, as well as across diverse student categories to promote inclusivity.

The Context

- Low enrollment rates in science programs (B.Sc., M.Sc.) due to high demand for professional courses.
- Challenge of attracting and retaining students in science programs, exacerbated by the presence of competitive institutions in neighbouring areas.
- Timely commencement of the admission process, early identification of meritorious students, and prompt notification of admission lists to prevent the loss of bright students to other institutions.

The Practice

- The college initiate the admission process by displaying banners highlighting the college's achievements in nearby villages and surrounding areas.
- The Admission committee members visit various nearby villages to counsel students who have completed their XIIth standard exams about pursuing higher education at the college. They provide information about the college's amenities, including qualified teachers, supportive non-teaching staff, excellent infrastructure, sports facilities, and hostel accommodations.
- Members of the committee also maintain contact with students via phone for on-going counselling and assistance.
- The current students in S.Y.B.Sc., T.Y.B.Sc. and M.Sc.-II engage in word-of-mouth promotion of the college in their respective villages.
- The college distribute admission application forms for F.Y.B.Sc., F.Y.B.Sc.(IT & CS) immediately upon the announcement of H.Sc. results by the Maharashtra State Board and admission application forms for M.Sc-I immediately after declaration of T.Y.B.Sc. result. Application forms are available until the deadline for submissions.
- The committee supports students enrolling in S.Y.B.Sc., T.Y.B.Sc. and M.Sc.-II by providing guidance on suitable subjects based on individual aptitude, proficiency, and interests.

Key information provided to the public and prospective students includes:

- Seat availability for various courses and student categories in compliance with government norms.
- Deadlines for submitting application forms, release of the first list of selected students, final admission date for students on the first list, and subsequent list announcements.
- Fee structures for different courses.
- Data entry operators record application details such as student names, application numbers, exam scores, last institution attended, category, parental annual income, etc.

- Generate consolidated lists of applicants for various courses based on merit and category after the application deadline.

➤ **Effect of Covid-19 in admission process**

- The Covid-19 pandemic affected the admissions during the academic year 2020-21.
- To increase the admissions in the first year, the admission committee members took the effort to obtain the list of H.Sc. passed students from various junior colleges across the periphery of the College. The list included their phone numbers and email addresses.
- The members contacted the students two to three times on phone for counseling and for convincing them to fill up the online admission form.
- The admission committee members also did continuous telephonic conversation with the students who filled the online admission form but not came to college for admission and counseled such students.
- Due to the pandemic situation many students faced economic problems at their home as a result of which few passed out students from F.Y.B.Sc. and S.Y.B.Sc. did not take admission in S.Y.B.Sc and T.Y.B.Sc. respectively. The members of the admission committee took initiative and counseled such students and their parents on phone and convinced them to take admission.

Evidence of Success

- An upward trend in the number of enrolled students.

Problems Encountered and Resources required

- Geographic challenges in attracting students residing far from the college due to limited transportation options in the hilly area.



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