

1. Title of the Practice: Internal Examination System

2. Objective of the practice Since 1973 the Navjivan Science College is only a grant in aid Science College in Dahod district. The college is affiliated to Gujarat University since year of its establishment.

3. 1. Important of classroom teaching 2.Evaluation of class room teaching 3. Conduct internal examination 4. Assessment and documentation of examination

4. Now days the overall development of the students is a challenging task. In such a scenario, the class room teaching, laboratory teaching, extra curriculum activities and social activities may play vital roles in overall development of the students. Each above mentioned aspects needs planning, implementation of planning and financial freedom to do implementation. The classroom teaching has been done as per institutional academic calendar. The syllabi were distributed as per expertise of the faculty members of respective subjects. Even though every faculty members are free to choose topic of his or her own interest or expertise. The attendance of the students was taken before the lecture and keeps as record at department level. It was instructed to mention topic on attendance sheet. All teacher reports regarding syllabus completed and to be completed and head of department reports to the principal. The internal examination was conducted as per academic calendar of the institute. The examination pattern was just like university examination. The principal and head of department decides the paper setter and last date of its submission. The paper setters instructed to set question papers in Gujarati as well as in English and submit in sealed cover to the principal on or before last date of submission. Principal keep all the envelopes under his custody and submit to the convener of the examination. The convener opens all the envelopes and make copies. The total number of students was calculated on the bases of roll call provided by admin. Meanwhile another members of examination committee splits total number of students as per seating arrangements available in the college building and wrote numbers on the bench as well as on black board and all seating arrangements was displayed on notice board also. The committee rechecks all the number wrote, labels written on black board and notice board. The examination committees also decides to whom the duty of block supervisor and peons given. On the day of examination the block of supervisor was finalized by draw system. The peons distribute all necessary needs to the block supervisors. The convener and senior supervisor of examination splits question papers as per subject and block numbers and distribute the total question papers needed in each block just before final bell of examination ring. After examination started the convener and senior supervisor revisits of each class and make sure about distribution of question papers and any other queries in question papers. All block supervisor instructed to take

attendance of the students carefully and submit number of students present and absent student before final bell ring. All students are instructed to stick flap on their personal details wrote on answer sheet. After final bell rings block supervisor collects all answer sheets and calculate it before submit to the senior supervisor. The senior supervisor recount all answer sheets before accept it from block supervisor. After submission of all answer sheets the convener distribute answer sheets among the teaching staff members of respective subjects for assessment. The last date of assessed answer sheet submission was given to the teaching staff members. The record of answer sheet given and collected was maintained accurately. The flap assessed answer sheets were removed by peons and teaching staff made entry of marks manually. The random verification of entry of marks was done by convener and total entries compare with total present students during the examination. The absent numbers was verified after all entries finished. The finalized marks displayed on notice board and sent to admin for entry on university portal. The copy of marks entered on university portal and displayed on college notice board was verified. All the documentation regarding examination and marks was maintained properly.

Best Practices 2

1. Title of the Practice: SOIL ANALYSIS PREPARATION OF SOIL HEALTH CARD
2. Objectives: The knowledge of teacher and helping hands of student's works together for aim of government of Gujarat i.e provide a soil health card to the farmer of Gujarat. These joint efforts of teachers and students enhance knowledge, strength and spirit of team work of the students and teachers. The students got financial benefits during the vacation time i.e earn while learn. The work of this project is directly beneficial to the farmers of Gujarat and ultimately to the nation. The project in which the Govt. of Gujarat, teachers and students work collectively for the benefit of society.
3. The Context: The Government of Gujarat has taken up the initiative to make a 'Soil Health Card' for each farmland so that if the soil is deficient in mineral nutrients the farmers can take steps to improve its quality. This project has been given to selected research organizations and Navjivan Science College, Dahod has been one of them. During the years 2015-16 the students analysed soil samples for five different parameters viz. pH, Electrical Conductance (EC), Organic carbon, Phosphorus and Potassium. In the year of 2015-16 total 7,554 samples were analysed and grant received is 4,53,240/-

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4. The Practice: The Agricultural Department of Govt. of Gujarat proposed the institute to carry out the project of “Soil health card”. This is a very noble and timely project to help the farmer community. The Institute took keen interest in this massive task, and took up the project. The selected students and teachers were trained at the Soil analysis laboratory, Gandhinagar. They were provided with the technical knowledge and methodology for the same. Different batches of students were allotted different tasks and thousands of soil samples received from different areas of the state were analysed by precise, timely and accurate teamwork. The results of the analysis were cross checked by the government monitoring agency and they were found to be satisfactory. The soil health cards prepared this way are sent to the concerned farmers for further action. This helps the farmers to determine which crops to cultivate as well as to choose the fertilizer required for getting optimum yield. Besides helping the farming community, the project of Soil analysis has helped a number of the students to gain the knowledge and a sense of achievement.

5. Evidence of Success: Over the period of last years, approximately 7,554/- samples were analysed. All the results were handed over in clear, precise and methodical manner within a stipulated timeframe. The fact that the Institute has been assigned this important work time and again is in itself, an evidence of success. The targets given in each of the years were achieved well in time. The work was performed during the summer break so as to give students enough time to work. About 5 percent of samples were reanalyzed by the external agency of the monitoring committee of the government. The results were always in consistency, thus proving the accuracy and success of work done.

6. Problems Encountered and Resources Required: As with any scientific project, there were a few problems related to samples, instruments and resources. Many a times, the amount of soil samples received was not enough so more of the same were to be procured which extended the total time of the analysis. Availability of funds was delayed at times. Calibration and maintenance of instruments was regularly needed.