

Best Practices

Best Practice : I

1. Title of the Practice: Training and Guidance for Competitive Examinations

2. Objectives of the Practice:

To inform and train the students for competitive examinations held by various Government Recruitment Boards and Non-Governmental Agencies. The institution has decided some objectives to achieve the goals which help us to guide and train the students.

The objectives of the practice are as below:

- Inform the students about competitive examinations held at various levels by various agencies and boards.
- Guide the students about the format, syllabus, paper style and eligibility for a specific posts.
- Arrange various programmes for career orientation and inspire students to take interest in them.
- Deliver lectures to guide them and teach them how to prepare for the exams.
- Provide them necessary books, material and sources for the competitive exams.
- Help them fill up and submit on-line application forms.

3. The Context:

It is a dream of every student to get a good job and be self-dependent as early as possible. The students of the area are not so aware about how and where to apply to get a good job. They have doubts regarding the eligibility and scope while studying for graduation. Most of them think that whether they can apply for a job before graduation. Career Guidance Cell works to remove such misconceptions from the mind of the students. In our rural and tribal area, majority of the students do not have any resources to venture for their own business. It becomes our duty to guide and show the students the right access where they can get jobs. We help them show the right direction and prepare them for better performance. The Students are directed to find out proper jobs available in various government departments, NGOs and private companies. The rural and tribal students need our guidance at every level and we provide it by this practice in the college. The students are trained for competitive exams. We brush up their General Knowledge and provide books, magazines and conduct exams and

tests at college level. We have also conducted mock interviews to boost their confidence level.

4. The Practice:

- For Training and Guidance, we have worked out a specific structure under which we conduct a regular lecture every week (Generally Saturday). Every year more than 100 students attend regular lectures. In the year 2017-18 about 321 students and 2018-19 about 322 students and 2019-20 about 572 students have participated in the activity. We deal with the current topics, G. K., Reasoning ability and numerical ability in these special lectures. The tests are also taken on relevant topics and later the keys are provided to the students. Students who perform well are rewarded.
- Advertisements of the vacant posts and related exams are displayed on the notice board. Students registered in the Cell are informed by way of SMS about the vacancies. They are also helped in filling up and submitting online forms.
- 9 Magazines and Journals related to career and competitive exams are subscribed by the Library. Books and Digests for Ready Reference are also provided to the students by the Library.
- Expert Lectures also are arranged sporadically.
- Our students have participated and performed well in various competitions like University Gardi Chair Competition, Vikas Vartul-Bhavanagar and University Quiz competitions and perform considerably well.
- **Expert lecture by the Dr.S.C.Kikani** (Member - Gujarat Public Service Commission ,Gandhinagar) for the preparation of competition examination and interview skill. (Date:15-2-2020)

5. Evidence of Success:

Our constant perseverance and pursuit for guiding students and brighten their future has yielded good results also. Here are some instances.

- 2 students have been selected as Administrative Magistrate, PSI, Account Officers etc.
- About 10 students have been recruited on various administrative posts of Talati, Clerk, as teachers in government schools through TET/TAT.

(The actual number of students may increase but we could not get data of some students.)

- 20 students have been selected for the posts of Police Constable, Police Inspector, BSF, Indian Post, Railway etc.
- We recommend them standard books. As a result, they started reading and refer reputed publications of Universities and Government.
- The students got attached with the institution as we helped them in online submission of application forms. In rural areas the Cyber cafes charge high for net surfing. We have provided them the service at no profit- no loss basis. These students felt obliged to the institution.
- We have succeeded in creating awareness among students for competitive exam.
- The facts mentioned here indicate our sincere efforts in the direction of guiding our students towards brighter future. We take pride in our efforts and believe to perform better in future.

6. Problems Encountered and Resources Required:

- **Problems Encountered:**

1. As Khedbrahma is a distant place, very often the Resource Person coming from cities do not prefer to come here. On such occasions the local faculty had to manage the things.
2. To encourage students to attend classes regularly, we have started Charging a meager amount for the classes. We refund the amount to the students who remain regular during the course.

- **Resources Required:**

1. The Lectures arranged for the Competitive Exams are planned and managed by the faculty voluntarily.
2. For the Special arrangement of Training and Coaching classes we have tried to seek monetary help from either UGC or State Government.

7. Notes:

- When the Career Guidance Cell assures the students for every kind of help, it increases its accountability and reliability.
- It is a noble task to provide assistance and guidance to the needy students. Our experience says that it helps us to develop a lifelong relationship with the students.
- The special lectures of career guidance are arranged either in the slot after college hours or on weekends so that alumni students also can participate.
- If the students fail in their first attempt for the competitive exams, we encourage them and inspire to work hard for forthcoming exams.

Best Practice: II

1. Title of the Practice: *Well Maintained Classroom with LCD, Fans etc.*

2. Objectives of the Practice :

Excellent environment for teaching and learning process is provided to the teacher as well as Students. To achieve the desired goals, the objectives set for the practice are as below:

- Acquaint the students with current affairs of the subjects.
- Make teaching and learning process effective.
- Inform students how to use 'ICT' in learning the Subject.
- Inspire students and Professors in the use of ICT.
- Familiarize students with available E-resources in subject.
- Create conducive environment both for the students and teachers for teaching learning process.

3. The Context :-

The students need to perform well in their subjects in this competitive world. This can be possible only when they get best techniques, best faculty and best environment for study. To bear this thing in mind, though this institution is located in tribal area, provides best facilities of teaching-learning at college level to the students. The students become equipped with latest trend of the subject with this practice, they learn to use technology for obtaining subject knowledge. For that, institution tries to build best career of students and provide excellent environment of teaching-learning process.

4. The Practice :-

- Classrooms are cleaned everyday and enough care is taken in maintenance of table, chair, benches, podium, ventilator etc.
- Annual contract is signed for maintains of LCD in the classrooms. If any problem occurs in the Operation of LCD, it can be solved instantly by the agency.
- Most of the faculties use LCD projector for classroom teaching, including PPT, video lectures, etc. which increase the interest of the students in their subjects.
- Online E-resource (UGC, KCG- Sandhan , other academic video etc.) are used when necessary.
- Monitoring of teaching-learning process by Principal through web-cameras.
- Students are made aware of using technology in study.
- Screening of Special video and CD in context of their subject.

- Wi-Fi facility is available in classrooms.
- Class room are equipped with all necessary equipments.

5. Evidence Success :-

- Students have become familiar with E- recourses in context of subject.
- Students are taking interest themselves in E-resource from Network Resource Centre.
- Faculty and the students have become techno savvy regarding study.
- Student's participation and interest increased in the classroom.
- Improvement in the result of students.

6. Problem Encountered and Resources Required :-

a. Problem Encountered

- There are many students in the college who cannot get the benefit of ICT because of their economic condition.

b. Resources Required :

- Institution tries to receive fund under the Schemes of State government so that the students can get IT equipments like laptop, palmtop or tablets etc.

7. Notes:

The college has received Rs. 2 crore financial assistant from RUSA for the library building and renovation . So we renovated academic section of the college building and prepared six smart class rooms. We plan to purchase new benches and to make the class- rooms well furnished