

Best Practice II

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

2. Goal: To ease the process of making seating arrangement during examinations for administrative staff and make it more convenient for students.

3. 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. With the total number of about 4000 students appearing for examinations, it is really a very difficult and time consuming task to make seating arrangements during this period. At a time there are about fifty blocks to be organized in the morning as well as afternoon sessions of the examination. By the standard method, eight to ten administrative staff members have to write with chinks, the examination seat numbers of students on all benches in all classrooms twice daily throughout the examination period. This process takes about four 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.

4. 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 as **Classroom no. Left (L) or Right (R) side and number 1,2,3.....e.g. A2L1 and A2R1 on one bench means in classroom A2 first bench left side and right side.** The seat numbers were then allotted to these benches and this seating arrangement was displayed. As the bench numbers were already painted 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. Presently the seating arrangement is made available to students online on the website and also on e-board in the college.

5. Evidence of success: This novel practice has saved a lot of time, energy and stationery (chinks, papers etc) of the institution, It is so convenient that only one administrative staff member in just one hour can complete the seating arrangements of the whole week. Earlier, it was about eight staff members, each spending daily four hours and for about eighty examination days consumed about 2,500 hours per year. But now because of this new system, it has reduced to one staff for one hour per week means only twelve hours per year. Besides, the student already knows which examination hall and on which bench to sit, even before entering the college. It has reduced considerable stress and hustle of the students as well. The most important aspect is there is almost zero error in this whole mechanism.

\ Because of the success of this system, our sister college at Shivajinagar has also implemented it in their institution.

6.Problems occurred and resources required: It was required to make capacity building of the administrative staff regarding operating software in sync with physical facilities and infrastructural resources. All the benches in the institution had to be given numbers for wholesome implementation of this new system.