

7.2 Describe at least two institutional best practices. Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

The college has been constantly following a number of best practices like: "Butterfly Park", "English Language Laboratory", "Cleanliness Drive in the Campus", "E-News letter & E-Magazine", "Microbial Analysis of Water" etc. Apart from these ongoing practices the college has taken up a number of other best practices like: Old age home visit, Reuse of papers, Medicinal Park and National Awards in Chemistry etc.

Title of the Practice: "Microbial analysis of Water samples from different locations on GHSC campus"

Aim and Objectives :

A.Aim: To provide facility of safe and healthy drinking water in college campus.

B. Objectives: The main objective behind this project is to provide facility of safe and healthy drinking water. This study will help in following ways:

- Identifying existing problems
- Ensuring whether water is suitable for the intended use, especially if used for drinking purpose
- Tracking changes over time
- Determining the effectiveness of a treatment system

The quality of a water source may change over time, even suddenly. Changes can go unnoticed as the water may look, smell, and taste the same.

The Context: The college has drafted its research policy to ensure a safe and healthy environment for everyone who visits the campus for various reasons. One of the best practices initiated for the betterment of facilities provided by the college is to check the water quality on campus to provide safe drinking water on campus for all. The Department of Microbiology has undertaken the project for water analysis. Dr Sanjay Vyas, Head and faculty members Dr. Deepti Khare, Prof. Anuja Sharma, Dr. Radhika Waghmare along with research scholar Neha Sharma, M.Sc. final students and staff will be working on this project. Standard Drinking Water Checks will be performed quarterly every year from various departments and drinking points on campus regardless of the water source. Water used by public municipalities and private homeowners must be tested regularly in order to keep the source of water safe and free from environmental risks and potential health disorders. When the water is tested it offers the knowledge; required to address the problem that is currently involved with the water quality. It will also ensure that the water quality is protected from

every potential cause of contamination and an appropriate approach is involved with the treatment system.

The Practice : Water testing is carried out to meet the regulatory requirements and adhere to the safety procedures that are needed for pollutant-free water.

1. Sampling of different water sources- tube well and R.O drinking water units on campus
2. Coliform bacteria- Indicate the presence of microorganisms in the water that are potentially harmful to human health.
3. Total dissolved solids- Represent the amount of inorganic substances (i.e. sodium, chloride, sulphate) that are dissolved in the water. High total dissolved solids (TDS) can reduce the palatability of water.

Evidence of Success: A total of 15 drinking water samples collected from various water sources on campus were analyzed every three months since the year 2016- till date in the Department of Microbiology. It was observed that out of 15 samples, 07 samples shown contamination by Coliforms in the session 2016-17. Out of 15 Samples 05 samples and 03 samples shown contamination by Coliforms in the sessions 2017-18 & 2018-19 respectively. In session 2019-20, out of 15 samples 02 samples shown contamination by Coliforms:

S.N.	YEAR	TOTAL NO. OF SAMPLES	CONTAMINATED SAMPLE NO	TOTAL CONTAMINATED SAMPLES
1	2016-2017	15	03,04,05,06,07,08,10	07
2	2017-2018	15	03,04,05,07,10	05
3	2018-2019	15	03,04,05	03
4	2019-2020	15	03,04,05	02

Problems Encountered and Resources Required:The M.Sc. Students collected the samples from different water sources on campus and performed MPN for detecting the coliform using resources available in the department lab.

Title of the practice : Working of the Examination Department

OBJECTIVE: The aim of the Exam Department is to conduct the exams on time and declare the result at the earliest for the benefit of the students. The whole process is fair, impartial and transparent. The exam department aims at making the system smooth and hassle free for all. The department works with the objective of maintaining confidentiality, honesty and

integrity of the entire procedure and to live up to the reputation of the institution To make innovations and thereby improve and upgrade the system according to the need of the hour.

Context: Holkar Science College is one of the oldest and the most prestigious institute in central India. It abides by the rules & regulations laid down by the Department of Higher Education Govt. of M.P. The number of students in the college is nearly 5000 and there are a variety of combinations at UG and PG levels. The exam department has to coordinate with all the departments regarding CCES, practical, seminars, internship etc. The department has to be watchful about on time conduction of exams, evaluation of the copies, declaration of the result etc.

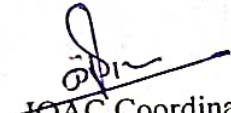
Practice: There are five programs running successfully in the college namely B.Sc. BCA, M.Sc. M.Phil., Ph.D. The Exam Department functions round the year to maintain the annual time table declared by the Dept. of Higher Education. Some of the practices carried out by the department are:-

1. Central valuation of UG A/B's with the MOI by the setter.
2. Valuation of PG A/B's by the paper setter
3. Spot moderation (On the day of Examination)
4. MOI prepared by the paper setter
5. Showing valued A/B's to the students in front of parent's Subject expert and HOD of the subject concerned
6. Revaluation of A/B's
7. Displaying the answer books of the Toppers
8. Coding of A/B's
9. Microscrutiny of A/B 's by subject expert
10. Computerized Tabulation
11. In house printing of non confidential material
12. Hologram sticking on Marksheet
13. Merit Certificate to Toppers
14. Revaluation in main & ATKT Exam
15. M. Phil admission through Entrance Test followed by interview
16. UG, PG admission through online system
17. Exam fees deposition Online
18. Special exam for those student who have represented in National/ state level activities of NCC/NSS etc.
19. Preparation of transcripts for students going abroad for further studies.

20. Exam form can be downloaded from the college website
21. Student's profile on college website with two layered security is available. A student can view his/her result, download exam forms, revaluation form, copy showing form etc.
22. From 2017 the profile of all departments are available on the website. It includes the details of the faculty members, syllabus of the programmes and all the courses/papers, details of workshops, seminars, conferences etc.

From 2019:

- ☐ Passport size photo of the student on the mark sheet.
- ☐ Part of Aadhar number printed on mark sheet.
- ☐ QR code printed on mark sheet.
- ☐ Conduction of on line examination due to Covid-19 pandemic.


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