Best Practices

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

Title of the Best practice : ERP Implementation
Title of the Best practice : 15 minutes activity

Best Practices – 1

ERP Implementation

1. Title of the Practice – Implementation of ERP Software

The major challenge with any institution is the timely availability of data for decision making purposes. To overcome this challenge, SECE has invested in an institution ERP which can be accessed both via intranet and internet. The ERP software is user friendly and comes with lot of security features. This ERP tool has been implemented for the past three years and has helped in improving the productivity of the institution.

Many modules of the ERP software have been customized with the inputs from SECE and a few are listed below:

Performance Module
- Used to record all the activities of departments with facility to upload all the supporting documents of the activities.
- Facility to capture the achievement of faculty members like journal publications, patents filed participation in workshops etc.
- Feature to record performance of the students in co curricular and extra-curricular activities.

Academic Module
- To easily compute graduation pass percentage of each batch of students.
- Feature to compute semester-wise pass percentage in the 1st attempt and also the current pass percentage for all the semesters for each batch.
- Compute mean CGPA of all successful students of every batch.
- Generate list of students who have secured above a specified CGPA.

Hostel Module
- Automatic communication of hostel e-gate entries as SMS to parents.
- Availability of data pertaining to academic performance of the hostellers.
- Automatic SMS of daily hostel attendance Mess Manager to plan for food preparation.
- Allocation of rooms for students of various years.

Billing Module
- Automatic SMS of daily fee collection to the management.
- Remainder SMS to the fee defaulters.

Placement Module

The complete module with the

- Database of potential recruiting companies

- Database of students details

- Database of placed, non placed and not interested students

- Various comparison reports of placements with the previous years

2. Goal

- The goal of the **ERP software** is to automate all the administrative procedures related to Academics, Student Management, Staff Management, Library Management, Hostel Management, Transport Management, HR Management and Finance Management, Visitor Entry, Collect and Store all the required data in a centralized manner for easy retrieval. With constant input provided by SECE for customization requirements, the ERP has today taken the shape of End-to-End Campus Management Software.

- The major objective behind implementing the ERP system is to move towards a paperless office at SECE and to improve the overall productivity.

- This practice was introduced during August 2011 with the above stated goals in focus and the institution witnessed a paradigm shift in the efficiency of the academic activities.

3. The Context

- Effective and End-to-End Campus Management.

4. The Practice

- The ERP software is hosted with role based access, both on internet and intranet for easy access from anywhere.

- The main feature of this System is the ease of access to information regarding status of each and every student to all academic stakeholders including Director, Principal, Deans, Head of Departments, Faculty, Tutors, and Class advisors, Chairpersons of Class Committees, Officials at the Administrative Office, Central Library Staff, Parents and Students.

- The ERP system has a feature of time line-based locking of entries which forces the faculty to post all periodic entries from daily attendance, syllabus coverage, assessments marks etc. on time.

- The system helps the respective process owners in quick dissemination of information.

- The status of late comers, missing attendance entry, mark entry at the department level allows the HODs to undertake necessary follow up actions.

- The availability of academic records, leave reasons etc. of the students help the faculty to provide proper guidance and counselling.

- The ERP system has lot of features to ensure confidentiality. For each staff, their staff code and password are mandatory to log into the system and they can enter/view their:

- Staff Fingerprint Biometric based attendance marking.

- Online Pay Slip and Attendance/Mark entries.

- Course plan, Daily attendance, Syllabus Coverage, Time Table, Mentees, Alternate Class Arrangements, Mark Entries and analysis (Staff wise / Subject wise / Student wise / Test wise).

- The class advisors can generate and/or Export in Excel Format, the following reports right from their work place:

  i. Monthly Attendance, Cumulative Attendance, Final reports.

  ii. Strength report (Seat category wise / Gender wise / Community wise / Locality wise etc.)
  iii. University / Internal Assessment Test Result Analysis (% of Pass, Range of marks, subject wise failure details, no. of ranks etc.)
  iv. SMS alerts and Progress reports to parents (Letter /email / SMS).

- OPAC search of central library, smart card based issue/return and e-Gate entry at the library.

- Hostel Infrastructure, Room allotment, Gate Pass, Visibility of the profile of the hostellers to the wardens.

- For the day scholars who avail college bus facility, their place of boarding and yearly/ half-yearly transport fee details are maintained by the ERP.

- The allotted route, stage and seat number are provided in Bus-Pass. After verification of payment only, this is issued to students.

- Vehicle maintenance, Alerts for FC / License renewals, Transport Pass Issue (Stage wise), Timings at stages and SMS alerts for change in transportation.

- The ERP has a Performance Module which helps the HODs to plan, execute and track the various activities of the departments.

5. Availability of Information - All Stakeholders

- The predominant facility of the ERP system is information dissemination to all stakeholders. However, to ensure confidentiality and maintain integrity, role-based access controls have been provided.

- The Director and Principal have access to all the modules of the software.

- The HODs can view details of all students in their departments.

- The Faculty members can view details of all students in the class for the courses he/she handles (both theory / laboratory).

- Students can view all their respective academic performance achievements and hostel e-gate entries (if hostler).

- Parents can also view their ward"s academic performance achievements & hostel e-gate entries (if hostler).

6. Evidence of Success
- Enormous amount of time and effort is saved by using the ERP system because of the availability of the required data at all the time. The faculty are able to spare the saved time in other productive activities.

- Because of bringing in systems across the institution, SECE is able to save substantial money through optimization of various procurement activities.

- Better tracking of payments to be made to the vendors is evident because of the linking of the complete chain of transactions.

- Students and Parents feel comfortable with the system.

- The linking between admission, fees payment, academic courses, departments, placement and examination modules of the ERP prevents unnecessary data entry, removes redundant data entry and results in saving of effort and increases accuracy of data.

- Management is able to get the data on all activities of the college on real time basis from anywhere which helps in decision making process.

7. Problems Encountered and Resources Required

SECE has received excellent support from the vendor of the ERP software and as such has not encountered any major problems, except non-availability of the system owing to network issues, at times.

8. Notes – Nil

<u>**Best Practice – 2**</u>

15 Minutes Activity

1. Title of the Practice – 15 Minutes Activity to enhance the soft skills of students.
- The purpose of this practice is to inculcate the habit of reading newspaper and provide increased confidence to the students in public speaking and overcoming communication related challenges.

2. Goal
- The goal is to bring openness among the students towards improving the overall personality of students. Active learning engages students with content in ways that develop competencies and build skills rather than simply transferring knowledge. Students are involved in more than just listening and taking notes and are made to participate in a variety of class activities.

- To prepare the students on life skills.

- To improve the language and communication skills.

- To enhance the leadership qualities.

- To ensure Activity based learning.

- To stimulate the students on critical thinking (analysis, synthesis, evaluation).

- Less emphasis on transmitting information and more on developing students" skills.

3. The Context
- There exists a gap between the students" skill and stakeholders" expectations. The involvement of students in day-to-day activities of learning in the class, need to be ensured.

- As per NASSCOM report and the feedback of the HRs of the recruiting companies, more than 80% to 85% of the graduates are not employable for want of required skills, right temperament and needed leadership acumen. This state of affairs is due to the students" socio-economic background, study in Tamil medium schools and non-exposure to current development.

4. The Practice
- The students are instructed to bring English newspaper to the 15 minutes activity session.

- Two mentors are assigned for each class to facilitate the initiative.

- This programme consists of various activities such as news of the day, hint development, sharing memories, role play, book reviews, group discussion, tell about a company, management games, just a minute, debate and current affairs, CEO profile etc., to remove the barriers of the students and make them to take part actively in the class.

- Words for the day, ensures that the students write at least two words with their meanings and practice them in forming sentences. It results in word power and language skill improvement.

- Additional active learning practices adopted are: debate and discussion, learning by doing, quality questions, reflective activities, cooperative and team based learning, problem based learning and service learning.

- To motivate the students for active participation three awards are given every month. The two

mentors allotted for each class rate the students performance.

- "Best presenter award" is given to the student who delivers the news effectively.
- "Best Persuader award" is given to the student who performs well in the daily debate which is a part of the 15 minutes activity.
- "Master Mind Award" is given to the student who excels in the Quiz programme conducted at the end of the week.

5. Evidence of Success
- In each class, more than 75% of the students are actively involved in the above mentioned activities and deliberate on words of the day. New words are added to their vocabulary almost on a daily basis.
- The Placement Cell has given a splendid performance of students in Campus / Off Campus interviews. Some of the students, who would have been eliminated at the entry stage itself during recruitment drive, are short-listed in leading corporate organizations because of this initiative.

6. Problems Encountered and Resources Required
Non participation by a small section of the students.
Willing and capable mentors are needed which is adequately available at SECE.

7. Notes – Nil