

KIT-KALAI GNARKARUNANIDHI INSTITUTE OF TECHNOLOGY
(AN AUTONOMOUS INSTITUTION)
APPROVED BY AICTE AND AFFILIATED TO ANNA UNIVERSITY CHENNAI,
ACCREDITED WITH 'A' GRADE BY NAAC
COIMBATORE – 641 402.



7.2.1: BEST PRACTICES

BEST PRACTICE-1

Title: KIT Portal Management system (ERP)

Objectives:

1. To continue consistent academic activity competently.
2. To confirm availability of data to the stake holders.
3. To monitor the student progress in every semester.
4. To ease paper work and improve efficiency in processing the data.
5. To offer transparency of the data and the activities.

The Context:

Digital transformation refers to the use of digital technology to better serve the stake holders. Managing the activities of the institution in a technology-enabled way will ensure effective functioning of the institution. Electronic data management provides ready and relevant information to stake holders for decision making. For any educational institute, academic activity is the major decision making component and proper maintenance & process of this data leads to success of the institute. In this direction, the college has a well-established system to standardize and automate various processes across all the departments to ensure availability and transparency of data.

The Practice:

- KIT portal management system streamlines the regular academic activity of the institution. It is an intranet based application and can be accessed from anywhere in the institution. Instead of maintaining student data partially and redundantly at different places, Nova software enables to maintain the information properly and effectively. Authenticated users have access to the system and authorized users are permitted to enter or modify the data. It provides information at all levels of administration and management for decision making.

Activities supported:

- Student's personal information and academic history is maintained.
- Faculty dash board containing e-academics like, work load, lesson plan, time table, internal component to entry attendance and continuous internal marks (CIA), Assignment or Seminar marks etc.
- Final marks and attendance will be prepared based on the weightages given to three CIA and assignment tests.
- Reports of poor performers and irregular students are available to HoD/ class in-charges and they counsel those students and intimate the parents, if required.
- Teacher's diary showing what is taught in each class is available through Nova portal. Proper delivery of courses can be ensured and teachers can be counseled regarding the course delivery.

- Faculty profile can be maintained and updated including their achievements, papers published and workshops attended.
- Attendance, marks reports, teacher's diary, detention and condonation lists are available for printing.

Evidence of Success:

- Transparency of data and activities provided.
- Well-managed, non-redundant and instant information for decision making.
- Efficient monitoring of regular academic activity of the institute.
- Right information at right time is available to right persons.
- Satisfaction of the stake holders regarding availability and efficiency.

Problems Encountered/ Resources Required:

Resources required:

- Sophisticated Server required to store & maintain the data.

The required resources are immediately provided by the management to enable the stakeholders to utilize the system effectively.

Problems encountered:

- Student and faculty personal information need to be entered in server.
- Faculty should enter the data regularly after the class.
- Department in-charge should monitor the locking and unlocking of data.

Initially, it took some time to make the staff adapt and utilize the system for the benefit of better functioning. Later, they realized the advantage and started using it without any problem.

BEST PRACTICES 2

Title: Simulated Classroom Provisions and Video Conferencing using Zoom Meeting

Objective:

- The main objective is to increase the quality of Teaching – Learning Processing by incorporating ICT modes like, online classes and webinars.
- Zoom Meeting and Google Classroom that aims to simplify creating virtual classroom, interacting and distributing the materials in a paperless way.
- This practice is to share needy resources between teachers and students.

The Context:

- Simulated Classroom supports and video conferencing using zoom meeting impacts to increase the students learning.

- Teachers can schedule the task dynamically and have the option to attach files to the assignment which students can view, edit, or get an individual copy.
- Students can create their own study materials, Assignment reports and their innovations effectively. Teachers have the option to monitor the progress of each student
- It
- allows the students to review the classes, assignments and other tasks for detailed understanding. Time Management, Evaluation, Assessment Report generation and remedial process become very easy with these types of ICT modes.

Evidence of Success:

The method helped all students for referring of syllabus, topics covered, important questions in the theory exam, previous year's question papers etc. Students can access it from their home or where ever and whenever they are free. Progress will be monitored timely.