

BEST PRACTICE

1. Title of the Practice: E-GOVERNANCE IN TEACHING AND ADMINISTRATION

2. Objectives of the Practice

- To ensure accurate, hassle free and speedy process of data processing and decision making and continual improvement
- To standardize and automate various processes across the institution
- To meet the challenges of accessible, relevant and affordable data across the institution and the outside world To create paperless administration

3. The Context

Starting from Student Admission to completion of degree, more number of academic and administrative processes are involved. Educational institutions have various requirements that include computerization and management of processes such as registration, admission, student information, classes, time table, transport, attendance, library, salary and expenses, examinations, performance, results, hostels and reports. In manual process, data generation, storage and retrieval of the data is having less accuracy level and time consuming. To rectify these problems. EGovernance is the only possible method. Of course, access to any institutional detail need to be quick, accurate, hassle free and secure throughout the year. Networking and ample computer facilities are needed to achieve the purpose of e-governance. Though adapting to modern computer or android mobile technology is difficult compared to paper based governance, with the rapidly changing technology it should be done such that people across various levels can access the information easily without any training. Updating the available software and go for emerging technologies to get the data secured and easy accessibility is the need of the hour for successful e-governance.

4. THE PRACTICE

E-Services:

E-governance is introduced in all levels. Institute has a well-designed ERP called i-Boss, through which the data can be stored and retrieved whenever needed. The information about the students, faculty, are stored in the ERP software and reused whenever required. E-governance in our institution allows use of information and communication technologies with the aim of improving education, improve information, service delivery, encourage student participation in the decision making process, making administration transparent and effective.

E-Governance in Admission:

The ERP is having the admission module in which all the admission related processes are stored and retrieved. On line application reduces the paperwork and enhance the clarity and accuracy. The student's personal information, fee payment details, scholarship details, academic achievements, and other relevant information are available in this module.

E based Teaching and Learning:

The current delivery of education is based on eLearning technology providing lecturers with ICT based teaching tools. The online methods enable more effective education and offer significant advantages over traditional teaching methods. This has been possible by technological implementation based environments such as LCD projectors, Video lectures, video conferencing, smart classroom lectures, virtual lectures and E-Libraries and E-learning environment supports class room discussions. More number of MOOC courses are also made available to our students and staff for reference. A separate online module called Learn on Line is established in our college where the faculty post their materials, lectures and assignments online and the students can be answered the same way. Apart from that, Google Classroom is also blended online learning platform.

E-Governance in Examination:

Course registration, examination schedule, hall arrangement, issue of hall tickets, examination results and issue of mark statements are automated. Due to this the errors are eliminated and the results are published in time.

E governance in Library:

PSREC library is using Autolib library management software (JAVA version) for circulation, stock verification. This software provides facility such as department interlinking, SMS, E-mail notification for transaction etc. E-Gate facility is also available to monitor the entry and exit of the user. Library networking is connected with college LAN and Wi-Fi access. The electronic resources can be accessed through Digital library. Electronic Resources like IEEE journals, Springer Journals, N-LIST(inflibnet), Delnet etc. are made available in the digital library for the use of faculty and Students at the college campus.

Centralized Information:

E-Governance has provided electronic information infrastructure to simplify service delivery, reduce duplication, and improve the level and speed of service at a lower cost. The centralized information approach of e-Governance keeps all information at one place in electronic form. This approach of making information secure prevents it against any theft or leakage.

5.0 EVIDENCE OF SUCCESS:

After the implementation of e-governance, there is a vast improvement in the delivery of services to students, faculty by providing services. The academic related circulars are sent through E-mail and 'WhatsApp' applications to the students and the faculty. The system provides timely alert to colleges through SMS /Emails.

In Teaching & Learning:

Due to the use of ICT in Teaching and Learning, the efficiency, transparency and accuracy are improved. The multi-faceted benefits of ICT are;

Personalized login for each student.

Extensive saving in time cost & efforts

Students can access virtual lectures & seminars.

Data can be accessed easily.
Saving of hidden operational cost.
Instant statistical report generation.
Long term impact on organization goals
Improve education system
Empowerment of faculties, students & encouragement of their participation in governance.

In Examination:

The automation in examination system reduces the number of days between the conduct of examination and publication of results. This speedy publication of results helps the students in their further progression to higher studies and placements.

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In Library:

The Staff and students have unlimited access to resources through the library automation. The searching of books made easier. Remote access of e-Journals save the time

Green Practice:

The Automation process reduces the usage of paper in our college. It also helps to retrieve necessary information instantaneously for decision-making.

6. Problem Encountered and Resources required:

The system needs to be updated and maintained frequently to meet the needs of the governance. Implementation of E-governance increases the investment. Data updation is another challenge in EGovernance. For remote access, the users need internet facility in their places.