Best practice-1

RAJCAMS – RVR AND JC CAMPUS ACADEMIC MANAGEMENT SYSTEM

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 transparency, accuracy and smooth administration and management of academic activity.

Objectives:-

1. To maintain regular academic activity efficiently.
2. To provide up to date information to stake holders
3. To monitor the student progress in every semester.
4. To reduce paper work and improve ease and efficiency in processing the data
5. To provide transparency of the data and the activities

The practice:-

- RJCAMS (RVR & JC Campus Academic Management System) is an automation system for managing 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, RAJCAMS was created to maintain the information properly and efficiently. The system is developed to maintain and provide information on the fly regarding academic activity of the institution. Authenticated users have access to the system and authorized users are permitted to enter/modify the data. RAMS provides information to all levels of administration/management for decision making.

- ❖ RAJCAMS is completely developed by a team of staff members of the institute and the team is working towards making it as College Management System to include every activity and every object of the institute.

Activities automated:

- Essential personal information of students is maintained through this academic management system. It helps to maintain academic history of the students.
- Every day, Faculty members after taking class, enters student attendance in the portal. If the student is absent for any class on that day, message will be sent to parent about his absence by evening.

- Class in-charges prepare monthly attendance using RAJCAMS and send that information to the parent. After conducting sessional and assignment tests, marks will be sent to parent. Final marks and attendance will be prepared following the weightages given to two sessional and assignment tests.
- HoD/Class-Incharges get student information from RAJCAMS about poor performers and irregular students and they counsel those students and intimate the parents, if required.
- Teacher's diary ie number of classes taken and what is taught in the class is available through the portal. Proper delivery of courses can be ensured and teachers can be counseled regarding the course delivery.
- Feedback on teachers regarding courses taught can be taken from students. Summary report can be generated for each teacher/section/semester.
- Faculty profile is maintained and faculty can update their profile including their achievements, papers published and workshops attended.
- Dash board is provided to Principal and HoD to give information regarding attendance of the students and the staff on that day

RAJCAMS has the following options:-

1. Student management
2. Faculty management
3. Course management
4. Academic activity management
5. Enrollment management
6. Reports generation – Attendance, Marks, Teacher's diary
7. Intimation letters
8. Biometric information

Evidence of success:

- Well-managed and non-redundant information maintained about students and staff
- Efficient monitoring of the academic activity of the institute
- Submission of required information at any point of time
- Satisfaction of the stake holders regarding availability and transparency of data

Problems encountered/ resources required:

Resources required:

- Sophisticated Server is required to store & maintain the data
- Proper security is required for the server
- Provision required in every department for entering data after the classwork

The required resources are immediately provided by the management to enable the stakeholders to utilize the system for effective management of data.

Problems encountered:

- After admissions, student information need to be entered into the database.
- Staff should enter the data regarding classwork regularly
- Department in-charge should monitor the locking and unlocking of data
- Head of the department should monitor the activities regularly

Initially, it took some time to make the staff adopt the system and utilize the system for the benefit of better functioning. Later, they realized the need of the system and the above mentioned works are being done without any problem.

BEST PRACTICE-2

Encouraging student participation in Co-Curricular Contests

Context:

The core aim of the education is to foster all round development of students, which includes co-curricular activities. Co-Curriculum intentionally aligns with and augments & enhances the standard curricular goals. Co-curricular activities facilitate in intellectual, emotional, social, moral and aesthetic development. Co-curricular activities complement the curricular activities and provide opportunity to students to enhance their skills through participating in various technical contests.

A Chinese proverb says that

"Teach me, I will forget

Show me, I might remember

Involve me, I will never forget"

With this motto, the institution is involving number of students in organizing the co-curricular activities and encouraging the students to participate in the events organized by various departments of the institute and other prestigious institutes.

Objectives:

The main objectives of conducting Co-Curricular contests are:

- To enhance technical skills.
- To improve communication and presentation skills.

- To improve organizational skills
- To develop team and time management ability
- To inculcate competitive spirit among the students
- To do self-assessment and to improve

The Context:

Co-curricular activities conducted by the departments include guest lectures, workshops, training programs and various technical contests. Participation in co-curricular contests help the students do self-assessment and prepare themselves ready for placements. Faculty members train the students, monitor and guide the students in organizing the events like seminar, quiz, paper/ppt presentation and programming contest.

The Practice:

Internal participation:

Professional Societies

Each department is having a local chapter of a professional society like ACM, CSI, IETE, IEEE etc. and these chapters are conducting various events and contests on a regular basis.

Technical Clubs

The departments have their own clubs and/or associations and various technical programs and contests are organized under these clubs to improve the technical knowledge of the students.

Technical student meets

National level technical student meet is organized by each department on a regular basis inviting students across the country to participate in the contests held in the meet. Technical contests like paper presentations, programming, quiz etc are conducted in this meet.

External participation:

Coding contests

The students are motivated to participate in the coding contests conducted by MNCs like TCS codevita and Infosys hack with INFY to improve their coding skills

Technical contests

Students are motivated to participate in the technical contests organized by various institutions and develop various skills for their career development. Students are invited for exhibiting their technical talent and to interact with all student communities.

❖ Student participation is encouraged by providing one-way fare and attendance on those days to participate in the events.

❖ The college management sponsors partial amount of the expenses of the project model building and to participate in the contest

Evidence of success:

- The active participation of students in intra and inter college contests is an evidence of the impact of this best practice.
- The prizes/awards received by the students in various competitions held by prestigious institutions indicates the outcome of this best practice.
- Placement and higher studies count is an ample testimony of it.
- Successful professional career of the students with the skills acquired is an evidence

Problems Encountered and Resources Required:

Resources Required:
- Venues (class rooms/seminar halls) required to conduct the events.

- Computer labs required for programming contests

- Time slots and transport required for conducting events beyond regular shifts.

- Prize money required for all the contests

- Financial support required for conducting intercollege events

- Encouragement required for students to participate in contests organized by other institutions.

Problems Encountered:

- By properly adjusting the regular classwork and venues, the events are conducted without any problem.

- The institute kindly sponsored prize money and financial support for organizing the intercollege events.

- Students are encouraged to participate in the contests by providing one way fare and attendance.

- The college management sponsors partial amount of the expenses of the project model building and to participate in the contest

- Faculty are motivated to put efforts to train, monitor the students and to conduct the contests without any problem.

No problems are encountered in conducting the events because the institute provides all the resources required. With the cooperation of faculty, principal and management, this best practice is being implemented without any problem