

Criteria VII : Institutional Values & Best Practices

Best Practice 1

1. **Title of the Practice**

Student E-Attendance Monitoring System

2. **Objectives of the Practice**

The Student E-Attendance Monitoring System was initiated with the following objectives:

- i. To instill discipline in the college campus.
- ii. To lower the rate of absenteeism by means of proactive mechanisms.
- iii. To avoid unauthorized absence and act as a watchdog in continuously monitoring the attendance.
- iv. To function independently in the matters pertaining to attendance related issues.

3. **The Context**

The rising number of attendance defaulters in every semester has been a bubbling issue for the College in instilling discipline, complying with minimum percentage of attendance required by the students to become eligible for appearing in the University examinations. Thus, as a proactive remedy to bring a transformation in the system, it was decided to initiate an exclusive committee that would act as watchdog to monitor irregularities and absenteeism of the students.

4. **The Practice**

The E-System installed operates as below:

1. The system functions on full-fledged basis covering the second and final year students of all the academic programmes. Manual system was in practice for the first year students and they would be into the system from the upcoming semester. However, though being manual, faculty had no intervention in the matters pertaining to grant of credit attendance. This was carried out under the supervision of committee.

2. Though it being E-system of monitoring and tracking, the committee followed a practice of double system of scrutiny and verification in order to avoid unauthorized granting of attendance. Therefore, in each hour of the class, after calling out the attendance, the list of absentees is to be entered by the concerned subject faculties in the 'Absentee Statement Book' that is brought by the attenders within the first fifteen minutes of classes.

3. Each faculty is assigned with separate login name and password.

4. Every day the hourly attendance is updated in the E-System by each faculty on the same day by 5:00 PM.

5. A SMS message of consolidated hourly absence (i.e., in each subject) of the ward is sent to the parent's mobile number on the same day.

6. In case of any manual or technical errors detected, the same is rectified by the System Admin on the receipt of form seeking for rectification.

7. pdf files of class-wise statement of shortage of attendance were forwarded on regular intervals through e-mail to the faculties concerned for notifying it to their students.

8. Periodical updates to the students to notify their shortage of attendance is given by the concerned Academic Class Advisor and are cautioned, counselled in this regard.

9. The consolidated status of shortage of attendance is also conveyed to the parents via SMS and they are informed to meet the concerned faculty / Academic Class Advisor / Head of the Department for further follow up.

5. **Evidence of Success**

True to the objectives laid down, to a larger extent this attendance monitoring through E-System has significantly brought a positive impact into the system. To mention a few:

1. The list of attendance shortage has tremendously lowered down in comparison to past.

2. To a greater extent, it has enabled to instill discipline within the College campus.

3. Absenteeism has reduced.

4. Unauthorized missing of classes and such other unofficial conduct too has come under control.

6. **Problems Encountered and Resources Required**

Erroneous marking of online attendance by the faculty members, following up of the rectification of the same, sorting & granting of credit attendance of the students, facing of external pressures & interventions when a student is shortlisted for having shortage of attendance making him/ her to lose the eligibility for appearing University examinations.

7. **Notes (Optional)**

On evolving this system, it has tremendously contributed in computing & ascertaining periodical shortage of attendance. As attendance related issues are universal to all the Higher Educational Institutions it is advisable & suggestible to initiate such practices and thereby make it effective in addressing such issues.

Best Practice 2

1. Title of the Practice

Continued Collaboration through MoU with ICT Academy.

2. Objectives of the Practice

- i. To endeavour the training of the higher education teachers and students thereby enable developing of next generation teachers and industry ready students.
- ii. To meet the skill requirements of the industry and there by generate more employable individuals.
- iii. To strengthen the areas of Faculty Development, Student Skill Development, Entrepreneurship Development, Youth Empowerment, Industry-Institute Interaction, Digital Empowerment and Research & Publications through collaborative approach.
- iv. To play a key role in holistically developing the next generation by making them creative innovators and responsible leaders.

3. The Context

The changing need of education system and employment market, today expects holistic transformation in terms of building capacity, enhancement of skills and professional excellence in all its endeavour. On understanding these growing expectations our institute took a leap forward in widening its horizons by means of collaborating through signing MoU with ICT Academy in the academic year 2017-18 and its membership is renewed for its reporting year too.

4. The Practice

The higher education system today strives for creation, transmission and dissemination of knowledge. ICT Academy fosters all these through its wide range of developmental programmes reaching out the benefits to its members. A number of capacity building programmes both for teachers and students, power seminars, Faculty Development programmes, fostering industry institute interaction. Such benefits have been availed by the college through its membership.

5. Evidence of Success

The intellectual inputs so gained through these capacity building programmes have contributed in enhancing the participation of our students & faculty members in their respective areas of interest. Apart from intellectual enrichment, it has also contributed in skill enhancement, personality development and creating innovators & more leaders.

6. Problems Encountered and Resources Required

No doubt, associating with ICT Academy is a matter of pride and pleasure. However, it demands additional allocation of funds.

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