

## **7.2 State at least two institutional best practices (as per NAAC template)**

### **Response:**

#### **1. Title of the Practice**

Enterprise Resources Planning (ERP)

#### **2. Objectives of the Practice**

Technology in the education enables students, faculty and researches with easy access to the internet and open networks, to adopt high degrees of sharing, collaboration and participation.

We are fully clued up on the hypothesis that the dimensions and quality of education keep on evolving with time. In every walk of life, there has to be very copious intervention of technology in general and that of Information and Communication Technology (ICT) in particular. In consonance with this, our entire essential processes which appertain to academics, examinations student support services like hotel and transport, various human resources functions are executed through a highly sophisticated ERP platform developed by ITM University.

- To provide an integrated platform for smoothly & conveniently running the various processes of the university.
- An Automated maintenance/service facility across organization through helpdesk.
- To reduce the time & effort for maintenance of Students as well as employee record.
- To provide a single window solutions to various workflow across university.

#### **3. The Context**

An integrated management information system is essential for any organization with large amount of data, multiple processes, and varied requirements. Enterprise Resource planning (ERP) applications are the answer to such requirements. ERP covers the techniques and concepts employed for the integrated management resources, to improve the efficiency of an enterprise. ERP software package are integrated covering all enterprise business functions.

At ITM University ERP portal is being used for the last four years. The key modules include:-

- Management Information System comprising of:-

**(i) Student Information System**

- Applicant Database
- Student Database
- Timetable Module
- Attendance Module
- Exam & Grading Module
- Activity Based Learning Module

**(ii) Faculty & Staff Management:-**

- Employee Information
- Leave Management
- Performance Appraisal

**(iii) Finance & Account Management:-**

- Student Fee Management
- Account payable
- Balance Sheet

**(iv) Purchase & Inventory Management**

**(v) Self Service portals for students & employees**

**(vi) Learning Exchange module** Moodle is a single sign on portal enabling the authenticated users to experience a social networking like interaction with students, Faculty member, Industry Interaction Cell (IDEAPAD).

This portal also as, Management Information System (MIS) and Learning Management System (LMS) for the student, participate in online quizzes, debates, and much more.

#### 4. The Practice

The ERP System enables integration which facilitates the entire student life cycle management through a tamper proof workflow; from enquiry to alumni by MIS module. The solution encompasses the entire student life cycle management activities, institutional support activities, and efficient control of management resources by providing education platform solutions, such as learning management, virtual community, assessments, and distance learning to support teaching, and increase teacher student collaboration.

This is a platform solution that has following features:

Students can apply & provide their personal details at remote accession on their comfort of time & space & create application form on further scrutinizing the documents at the time of admission

The **Admission** module of MIS defines the entire admission process in an end-to-end way. Other related activities, such as configuring the roll number elements; performing seat allocation, etc. are also performed with the help of this module.

The same has been deployed to integrate the process starting from the online application to making a complete student database for accessing the information throughout the university procedures.

##### **a. Student Management:-**

Student: Student can view its lifecycle processes such as student complete details, Fee, Timetable, Attendance, Transport and Hostel, Exams, Results.

##### **b. Self Service:-**

- i. Faculty: Apply leave, approve leave and mark student's attendance.
- ii. Student: Student can apply for his Hostel request, Transport request and view his stoppage routine.

##### **Moodle (Learning Management System) facilitated faculty and students as:-**

### 1) Faculty:-

- a) Batch wise communities are created for all the batches to students where Media/Videos, Blog posts, Bytes, File sharing/ Notes Sharing by Faculty members can be posted.
- b) Subject wise content can be uploaded in which file/notes in the form of Pdf, text document, word or excel file, presentation and video can be shared.
- c) Subject wise assignment can be given to the students and examinations could be conducted.

### 2) Students:-

- a) Student can share his ideas by posting Media/Videos, Blog posts, Bytes and files.
- b) Subject wise content can be viewed / downloaded by the students,

## 5. Evidence of Success

At ITM University ERP portal is being used for the last four years and almost each module is in place and the performance of ERP system is on the ascending side with its implementation.

## 6. Problems Encountered and Resources Required

In initial phases when the ERP solutions were implemented the network connectivity within the campus was through LAN. All the users were forced to sit in labs for accessing ERP solutions resulting into lower usages. To provide anytime anywhere access the campus was made Wi-Fi enabled resulting into more usages across & beyond the campus periphery.

## 7. Notes

In order to make the solution functional, lot of exhaustive training sessions were conducted for inducing & galvanizing the implementation across the University.

## 1. Title of the Practice

Activity Based Continuous Assessment (ABCA) System

## 2. Objective of the Practice

- To help a student to exhibit his talent through activities.
- To assist students individually for learning.
- To support learning through improved student-teacher interactions
- To lead the students toward better understanding of the concept.

## 3. The Context

The learning process is more effective and consistent by systematically linking activities to course structure and grading practices to intended learning goals. The teacher provides systematic feedback to students about their own progress. The following are the changes addressed for implementing ABCA system.

- What do you really want students to know and learn?
- What are your students actually learning?
- What can you do to help students learn what you believe they need to know?

## 4. The Practice

Continuous Internal Assessment System comprises in the form of

Activity Based Continuous Assessment (ABCA) system has two components in theory and practical courses:

### **Internal Assessment-60%**

This consists of the assessment of day-to- day performance of the student, based on activities in the theory and practical courses.

### **External Assessment-40%**

This consists of the assessment of the student in the End Term Examination in both theory and practical courses.

Assessment System for Theory Subjects comprise of:

End Term Examination- 40 Marks

Mid Term Examination- 30 Marks

Class Participation- 30 Marks

Assessment System for Practical Subjects comprise of:

End Term Examination- 40 Marks

Progressive Evaluation- 30 Marks

Internal Viva Voce- 30 Marks

Marks of class participation is allocated on the basis of regularity and on the basis of following application based activity (Minimum 03 in each subject per semester)

- Seminar Presentation
- Review Paper / Articles
- Poster Presentation
- Case Writing
- Open Book Test / Quiz
- Framing of Relevant Questions

Marks of progressive evaluation are allocated on the basis of regularity. and, on the basis of experiment conducted in the labs, practical record (file or Journal), unique experimental design & development / application of experiments

Marks for internal viva-voce are allocated on the basis of internal viva evaluation (based on practical classes) and on the basis of PBL (Project Based Learning) / Application-Based Activity

- The university follows transparency in the continuous internal assessment system.

- The answer books of the mid-semester examination are shown & discussed with the students.
- The weightage of the various components of continuous evaluation as a part of ABCA, are
- Explained to the students during the first session of the course.
- The evaluated components of continuous evaluation are discussed in the class room.
- The marks of each component of the continuous evaluation are made available to the student's MIS
- Account at the time as decided in the first session of the course.
- Continuous evaluation of students is analyzed that helps in ascertaining whether the learning
- Outcomes are achieved or not.
- Every effort is made to follow the criteria of quality assurance through Continuous evaluation.

ITM University is the first University in the country to implement such student centric pedagogy. In a few selected programs, the University has implemented Centre of Excellence concept to specially groom the students with spark to enhance their employability.

## **5. Evidence of Success**

Activities are unique hence enhance the eco-system for innovation. Students are using effective tools throughout the semester for understanding based assessment. Students are motivated towards research and innovation. An environment is created for research at UG level.

## **6. Problems Encountered and Resource Required.**

Teachers indicated that the workload became higher as they were required to mark and keep records of the progress of all learners. Another problem with activity based continuous assessment is the issue of record keeping. Learners' Records have to be adequately and meticulously kept over a long period of time. They should be properly stored and easily retrievable.