

Best Practice – 1 (2017-18)

Title of the Practice

College Management System (CMS)

Objective

The College Management System (CMS) refers a large software application which is designed to manage the entire college campus activities. The main objective of developing the CMS is an effective system which helps the organization for future enhancement.

The Context

Time and manpower can be used effectively with this system. All information's regarding academic and non-academic easily available to the user. It helps the institute to maintain the higher level of security. It increases the quality of work in the organisation. Each user can able to see the information of each student through online from anywhere and anytime.

The Practice

It empowers the employees and stakeholders to manage regular task such as student enrolment, admission, attendance, fees, marks etc.

The major features which our CMS provides are:-

1. Academics
 - Student Attendance
 - Examination and marks
 - Lesson Plans
 - Course outcome
 - Time table
 - Subject wise Attendance
 - Course coverage Report
 - Lesson Plan Report
 - Teaching Load Report
 2. Online Examination
 3. Library
 4. Mentor Activity
 5. Leave Management
 6. Feedback/Appraisal
 7. Payroll
 8. Rooms and Halls
 - 9. Report Centre
- It helps students to view their updates, faculty members to manage their time table and administrative staff to keep a vigilance of all the process. The previous CMS was offline that means it was accessed only from college but now it is online that means it can be accessed from anywhere with the sight cms.gift.edu.in

The faculty members can easily get information about their scheduled lectures, students are aware about their academic information and administrative executives can easily keep track of all operational functions. Different types of users are:--

1. Admin
2. Student
3. Employee

When any student takes admission in the institute, he/she will be provided the particular student Id and password by college and then student can log in from student panel from the given student Id and can accessed the belonging services which are provided for them such as attendance, marks, timetable and calendar. The institute is continuously enhancing the CMS. In the year 2017 Self -Development and Placement Cell has been introduced and in hostel room allotment has been included in CMS. In 2018 transportsations, research and development, feedback, performance appraisal, grievance redressal, accounts also included in it. In 2019 rooms and halls management, user rights, floor manager report, course coverage report, videos of different subjects have been introduced in CMS

Evidence of success

1. The existing CMS is a grand success. Students' and parents' positive feedback is the great example of evidence of success.
2. Students, administration and employees can operate and get update knowledge with the help of CMS.
3. It helps in increasing the students' percentage of attendance and marks.
4. Enhance the quality of education.
5. Improve communication

Problems Encountered

1. We have encountered a big problem while uploading data from offline server to online server.
2. It is not connected with outsources.

Resources Required

1. More sophisticated server is required to store and maintain the data.

BEST PRACTICE-2

Title of the Practice

Training and Placement Cell

Objective

The main objective of the Training and Placement Cell is to groom the students to excel in the competitive world and to enhance their technical skills. It boosts the technical skill, communication assessment, language skill of the students. It basically gives training to the students to enhance their employability skills and help students to excel in language and communication skills. This cell trains the students to face interviews and boost the students'

confidence levels through soft skill training. It grooms the student's up to the corporate level and to ensure that all eligible students must place in good sectors.

The Context

It's a competitive age and students have to face lots of challenges to be employed. In this situation, if an institution has to find a place of repute and to employ the students in different sectors, it has to be different and it has to be elite in terms of academic and in terms of training it offers to enable the students to get a job successfully. If not, the survival of the institution is put under a question mark. In this context, it has become imperative for a reputed institution like ours to ensure to the level best, that its primary stakeholders are satisfied with respect to their expectations. Our management being not new to this aspect of success has a pointed focus on the training of the students for placement from the first year onwards. Within a short period, a placement has been established with an experience placement officer and a team. Since, then the placement process of the college has taken a step towards successful placement of students.

The Practice

The campus recruitment comes under the purview of the placement officer. The placement officer is assisted by a team which consists of both technical and non-technical professionals. There are placement coordinators the activities related to placement training.

At the end of the third year, students are given the choice to opt for campus placement, the other choices being progression to higher studies/aiming to be an entrepreneur. The choice of the students is endorsed by the parent/guardian in writing. This choice stream lines the students towards his/her future. The intensive placement training is offered only to those who have opted for campus recruitment. It is worth mentioning that till the third year all students undergo the common training programs irrespective of the options they may be choosing. Such an approach to the training program ensures that all students get equipped to employability to a certain extent. The time table of the students is scheduled accordingly.

A systematic and scientific approach has been developed for effective training of the students towards campus recruitment.

In 1st year, the placement cell providing training in mathematical and general aptitude tests and also developing language skills. In 2nd year, it provides communication skill development, mathematical aptitude training and training in different technological aspects. In 3rd year, the placement cell provides intensive training in programming skills, numerical skills (oriented towards company specific requirement). In the final year, it provides intensive training in group discussion and trained the students to face technical interviews and HR interviews.

Experts from different sectors also give lectures regarding placement of students.

Problems Encountered

Number-wise top recruiting companies that for campus selection demand for day I and this demand is very difficult to meet.

- Although certain companies are willing to offer weekend internships spreading over two or three months, due to tight academic schedule, financial constraint on this part of the students, distance etc. students are not able to utilize such opportunities.

Resources Required

Personnel with expertise in aptitude test and in developing soft skills can permanently be employed for continuous training of the students