

# **Best Practice: 2017-2018**

## **Best Practice 1**

### **Title of the Practice: Fully automated Students' Admission System**

1. Objectives of the Practice: The increasing numbers of students seeking admission in the Colleges are causing tremendous pressure on the college administrative body to manage and arrange the admission process manually. It is difficult now to conduct the process accurately and in a timely manner. Hence, the need for online admission is inevitable. The goal of the 'Online Admission System' is to automate the college admission structure and its related operation and functionality.

2. The aim of the study was to: to provide support to the college and admission seeking candidates by providing a faster, transparent, and easy way of keeping records and use them for reference and further proceedings.

3. The Context: The admission management system is software that enables educational institutions to conduct student admission and enrollment procedures online. The admission management system manages student admission form collection, collects documents, and shortlists candidates to complete the admission process online.

### **Importance of Fully automated Students' Admission System:**

- **Automated Online Software System Works 24 x 7:** Minimizes time of processing - due to no time barrier, institutes admission process time is reduced. Institutes can publish their merit list a lot earlier compared to the manual way.
- **Avoid Hectic Submission Process:** Allows candidates/students to fill application form at their convenient time in a comfortable environment.
- **No Geographical Boundary:** Educational institutions don't need to take the burden of posting the application form for outstation candidates. Candidates can fill the application form from anywhere i.e. convenient place.
- **No Long Queues:** Candidates don't need to stand in long queues to get their queries answered. Candidates don't need to queue up to get an application form; they can directly submit an online application for college.
- **Man Power Saving:** Institutes don't need to assign additional security to manage huge crowds.
- **Reduces Paperwork:** Since the work processes are streamlined, paperwork is minimized significantly.
- **Only Eligible Candidate Can Apply:** Student data is filtered through the admission eligibility criteria - checks can be provided so that only eligible candidates can apply. Moreover, the candidate data is to be entered only once.
- **Enhance Productivity:** As a result of the online admission process, institutes can utilize their man-power resources in other activities.

- **Accurate and Reliable:** The process is very accurate and reliable due to reduced human errors.
- **Dynamic and User Friendly:** The entire process is very dynamic - any changes can be reflected in real-time & will immediately reach the candidates. The online admission software is simple & user friendly. Similar to filling a form manually, the difference is the keyboard being in use instead of a pen.
- **Real-Time Reports:** Institutes can monitor the ongoing process. Have a day-to-day summary of the progress of the admission, and generate real-time analytics-driven student admission-related reports such as student payment history, final student list, etc via the system.

#### **4. The Practice: The online admission system has the following three tier access models: Administrator, Applicants, and the System.**

##### Administrator:

As an administrator, college can set the student enrollment & online admission benchmark & maximize the efficiency and productivity of the institution seamlessly.

- **Open Admission:** One can begin the process by opening the online registration & admission procedure link where students would be able to send online application forms along with registration fees.
- **Pre-define Eligibility Criteria:** College get the provision to predefine the eligibility criteria for online student admission based on various factors such as marks, caste, category, religion, specially-abled quota, etc.
- **Merit List Generation:** Once the system starts receiving the online applications, college might be administrating and can generate a merit list by filtering out most eligible students who fit into the admission criteria.
- **Verify & Close the Admission:** Next step is the online verification of the student documents that are shortlisted for admission. The department can verify & scrutinize the scanned copies of documents directly via Departmental user id and password & confirm the admission.

##### Applicants:

The online admission management system simplifies the hassles of a student's journey of admission to their desired college.

- **Online Registration:** A student can register & apply for online admission for college by login the student portal for admission by entering your credentials.
- **Upload Scanned Documents:** To confirm his/her eligibility for admission in the desired institution, one need to upload scanned copies of the required documents such as previous mark-sheets, caste certificate, bonafide certificate, etc.
- **Online Fees Payment:** Along with the documents, student will need to pay nominal registration fees via the admission system integrated with a secured payment gateway.
- **Merit Status Tracking:** Students can keep a tab on the status of the admission application via the dashboard of the system.

- **Admission Confirmation:** Students will get a notification on portal as well as email/SMS if he/she get shortlisted for admission. Then he/she will need to pay the admission fees to confirm admission.

System:

The system empowers the colleges by helping them manage online admissions by eliminating the long-queues and paperwork & engaging students at every step of the admission process.

- **SMS & Email Integration:** The dynamic admission management system portal offers SMS & email integration to send an online notification whenever required. For instance, if a student in college pays the admission fees online, he/she'll receive e-receipt confirming the same on their SMS & email via the college admission management system immediately.
- **Online Payment Gateway:** online admission software facilitates students and parents with 100% safe & secure payment gateway to ensure smooth fees payment online.
- **Comparison of Qualifying Scores:** The admission software for colleges is inbuilt with tools that compare & determine the qualifying score based on the predefined eligibility criteria of students for admission.
- **Merit List Generation:** The software generates the final merit list and enables stakeholders to determine deserving candidates for admission based on the availability of seats in the school.
- **Reports for All Stakeholders:** The software generates real-time smart reports for all the stakeholders.

**5. Evidence of Success:** The online admission system is **highly reliable and efficient and eliminates chances of manual errors**. Demolishing Geography – Another great advantage of the online admission system is that it makes it possible for candidates from across the country and even abroad to apply without any hassles.

**6. Problems Encountered and Resources Required:** Computer Literacy and Internet Access is a major problem of this system. Infrastructural Requirements – Building a robust and secure online admission process is a task that requires financial and infrastructural resources.

## Best Practice 2

**1. Title of the Practice:** The Medicinal plants garden and its importance

**2. Objective of the practice :** To create awareness among the students about the medicinal plants and their use in day to day life.

**3. The context :** Due to the modern way of life the number of deceases have increased among the people. Some deceases which were very rare in the past have become common deceases today. They are like asthma, diabetes, hypertension, acidity etc. There are number of medicine in the allopathic system of medicine today which causes so many side effects but our rich and traditional ayurvedic system has hundreds of years of history which is also considered as one of the best systems of medicine in the world without any side effects. Therefore there is a greater need today to popularise this system of medicine among the Indians particularly to the students. The medicinal plants which are at the core of all medicines of ayurveda are available in the abundant in our country. These medicinal plants are used for treating the common deceases like diabetes, burns, ashthama, cough etc.,

**4. Practice :** Besides an ecofriendly campus the college has the best practice of growing and maintaining a medicinal plants garden. Different types of medicinal plants are grown in this garden. The following are the medicinal plants with their scientific names. i) Ashwaganda, ii.) Aloe Vera, iii) *Nerium Indicum*, iv) *Sentellaasiatica*, v) Bramhi, vi) *Leugas aspera*, vii) *Secaras ponteneum*, viii) *Catharanthes roseus*, ix) *Ciss quadrangularis*, x) *Tylophona Astham Tica*

**5. Evidence of success:** The students of all three programmes B.A, B.Sc and B.Com of our institution have a continuous access and view of medicinal plants inside the campus. As the awareness grows among the students about the use of each medicinal plants for different deceases they inculcate the habit of using them wherever and whenever it is necessary. Not only to the science students particularly in the Biology students and even the students of Arts and commerce too have a general knowledge and awareness about the use of these simple and easily available medicinal plants in abundance everywhere. Even the teaching and non –teaching staff and the public who visit the college have a common knowledge about these plants.

**6. Problems Encountered:** There are no problems in maintaining these medicinal plant garden as there is enough place inside the college campus to grow theses plants. The maintenance of this garden is not expensive. But creating awareness continuously about the use of these plants among the students is a bit difficult task particularly among the Arts and Commerce students but this problem is overcome by generating interests among the students about the utility of these plants.