

Best practices 19-20

1. Academic Monitoring System

Goal: AMS mainly helps teachers to monitor the progress and performance of the students. It also helps the Management and Principal to keep track of faculty performance. Various kinds of reports can be generated easily using it which helps teachers to analyse the student performance quickly and precisely. AMS ensures accurate time records and minimizes the inevitable and costly errors with manual data entry.

The Context: AMS maintains digital records of students and faculty data such as attendance, test marks, course study material, and so on. Students' counselling minutes, curricular, co-curricular, and extracurricular achievements and activities are also well maintained in it. The online attendance management system has been built to eliminate the time and effort wasted in taking attendance. It is software that fulfils the requirement of academic record maintenance. It not only maintains the attendance data but also has the feature of maintaining the unit test marks of the students. Overall academic performance of the students can be easily monitored. On AMS the faculties upload teaching plans of their respective subjects. This teaching plan helps faculties to manage the syllabus completion in a given time.

The Practice: Every activity of the faculty and students is continually updated. Being an online portal, retrieval and updating of information are convenient. Updating AMS is considered an integral part of the academic process. A timely update of attendance helps teachers and class coordinators to monitor the performance of students. The performance reports of each student are shared with parents during Parent-Teacher Meeting (PTM) and as and when required.

Evidence Of Success: Monitoring and tracking of students' performance is enabled using AMS. Reports can be generated at any instant and allow slicing and dicing of information pertaining to their performance. During PTM reports of overall attendance and marks of individual students are obtained in a report on a single

click. With an automated attendance management system, you can drastically save time and effort in keeping track of students. Eliminate duplicate data entries and errors in time and attendance entries. Improve visibility to track and manage student attendance & absenteeism across multiple campuses. Auto-generate various types of reports of class or student attendance

Problems Encountered and Resources Required:

- Damage to the hard disk or CPU is a problem and is addressed by frequent back-ups. The software may slow down the process and the software must be updated regularly. Delay in updating leads to ambiguity.
- Authorization and authenticity must be monitored closely.
- Inconsistency in data entry can generate errors.
- Measures need to be taken to prevent false information.

2. Professional Body Student Chapters (Forums)

Goal:

- To effectively promote the general advancement of engineering, engineering science and technology, and their application
- To facilitate dissemination and exchange of information and ideas amongst the students
- To instigate, enforce, and obtain projects and activities that will help the institution.
- Grow the ability of students and empower them to become well-informed, truthful, engaged and involved people.
- To promote continuous professional and intellectual development and contributing significantly to the growth of technological knowledge, skills and capacity building in students.

The Context:

Creating the conditions that foster student engagement, success and retention remain a perennial issue within the higher education sector. Traditionally satisfaction has

been prioritized in assessing student success. The formation of an association which is entirely for students can increase the involvement of students in the affairs of the institution, in co-operation with the teachers.

Student chapters provide support both within the student community and to local communities outside the institution. An environment conducive to educational and personal development can be molded with the help of a student chapter. Student chapters can assist in organizing various activities like guest lectures, seminars, workshops, etc.

The Practice:

A teacher is assigned as a faculty advisor who coordinates with the students to arrange various activities. HOD along with the faculty advisor creates a team of student coordinators. The team consists of Chairperson, Vice-Chairperson, Secretary, Treasurer, and members. After the formation of a student chapter, the activities are planned for a semester. While making plans different suggestions from students and faculty members are considered in a meeting.

PHCET has nine student chapters which are Institution of Engineers (India) -Civil, Indian Society of Remote Sensing, Association of Structural Rehabilitation, Indian Green Building Council, The Institution of Electronics and Telecommunication Engineers, Institution of Engineers (India) – Electrical, The Indian Society of Heating, Refrigerating and Air Conditioning Engineers and Society of Automotive Engineers India, Computer Society of India.

Evidence of Success:

Numerous workshops, guest lectures, seminars and other non-technical events were conducted under the student chapters. All these events were well coordinated by students where the faculty advisor served as a guide. The students who are participating in activities are appreciated with certifications and prizes. All required documents such as reports, photos and attendance of participating students are maintained with the signature of the event in-charge.

The active participation of students which was evident through the gradual increase in number of participants in different activities made a positive improvement in students like personality development, communication skills, management skills, programming skills, etc.

Problems Encountered and Resources required:

- Initially the number of students who showed interest in joining the chapter were very few.
- Students showed less interest in participating in the activities organized on weekends.
- Organizing various programs during working hours, sometimes has led to sacrificing the classwork.