

Best practice 1-

Title: Student Admission Process through ERP Software

Objectives of the Practice

Manual admission process is time consuming and error prone. So, we are using online admission process using ERP software. This ERP software makes the admission process 'online' enhancing the efficiency of the process.

Following are the objectives and concepts of this online Student Admission Process:

- To automate the admission process and its related operation and functionality
- To provide support to the administration and admission seeking candidates by providing a faster, transparent and easy way of keeping records
- To pay admission fees online by the students
- To generate section wise roll list
- To generate different types of statistical Information about students etc.

The Context

Many times, student related data is required by authorities like AICTE, DTE, University, Central or State government. This data required can be generated easily from 'Student Admission Module' of Enterprise Resource Planning (ERP) software which otherwise become very difficult to generate. For example

- a. Number of students and list of students admitted from J & K state was asked by central government. This information is easily generated using 'Student Admission Module' and was provided immediately.
 - b. Similarly, information related to students of North East region and students of Maratha Arkansan was required by central and state government respectively. This information was generated and provided to respective authority.
 - c. This module has the ability to calculate number of students and generate list of students based on reservation of seats as per Govt. of India norms.
 - d. The information like Number of students from Maharashtra state & other state, number of differently abled (divyangjan) which was required in the NAAC SSR could be obtained easily.
- So, the online admission process is a streamlined process which reduces the delay and hassles.

The Practice

Large number of students in the colleges causes tremendous pressure on the administrative body of the institutes to manage and arrange the admission process manually. So, to improve the admission process we are using online admission system which is internet based and can

be accessed from anywhere. All the admissions of students from first year to final year of U.G. and P. G. Programs in Priyadarshini College of Pharmacy are handled by 'Student Admission Module' of ERP software.

Following is the procedure to complete online admission process

- I. Admission form can be obtained online by logging in to ERP software
- II. Online filling of admission form by students and uploading of scanned copies of their certificates of academics
- III. Scrutiny /Verification of the forms by student section online
- IV. After verification, corrections if any are to be done by students and Payment of fees to be done
- V. Receipt of payment is then generated on cashier panel of Account section.
- VI. Students are admitted to the corresponding program of the institute after meeting the specific requirements for the program and the enrolment process is completed.
- VII. Allotment of sections & Roll numbers to the students is done by academic section/student section
- VIII. Roll list is provided to the departments on HOD Panel.
- IX. Allotment of Subject Teachers, Class Rooms, Practical subjects etc is done by departments before commencement of classes.
- X. Subject Teachers enter teaching plan, Practical Plan, Tutorial Plan from their respective panels.
- XI. Teachers enter the attendance of their subjects through their ERP Panels during the teaching session.
- XII. Updating of result is done by students through their panel after declaration of semester result.
- XIII. Promotion of students to next higher semester of studies.
- XIV. All the admitted students have login id and passwords to access this software.
- XV. Admission process can be blocked at any stage if required.

Impact of the Practice/Evidence of Success

This process is providing support to the administration as many kind of information is generated automatically.

A) After completion of the admission process, this module generates the Strength and list of students for following types of statistical information:

- Branch wise

- Year wise
- Branch, Year, Category Wise
- Branch, Year, Category Wise, Male/Female
- Branch, Year, Religion wise
- Branch, Year, Male/Female
- New Admission Strength
- State- wise Strength etc.

B) The online admission process is providing a faster, transparent and proceedings. Following are some of the records and facilities created automatically.

- a. Student roll list and database is generated. Student I Cards are generated.
- b. Feedback form is generated on the student's panel which is used by students to provide the academic feedback online.
- c. Status of pending fees of the students can be known.
- d. Information regarding the status of working & position of parents could be known, if required.
- e. Data required by AICTE is available from this module on the panel of Academic/Student section.
- f. Data required by RTMNU is available from this module. e.g.Enrolment Process, Examination Process etc.
- g. All certificates like bonafide certificate, NOC, Exam Appearing certificate, Character certificate, College leaving certificate, attendance certificate are generated automatically.
- h. Admission Register, Enrolment register, Degree issue register are maintained easily in this software.
- i. Student attendance record of all the subjects is also maintained.
- j. Minimized time of processing, avoid hectic submission process, No Long Queues, Man Power Saving, Reduced Paper Work is the evidence of success of this process.

Obstacles faced/ Problems Encountered

- Online application forms if not user friendly can cause lot of issues for the students while filling it online. For this it is necessary to provide simple and easy to understand user interface.

- Due to lack of detailed knowledge of the process and unaware of how to use it effectively many times students have a query related to form filling process which needs to be resolved.

Resources required

- Internet server
- Internet Connection
- Software Maintenance team
- Manpower to handle and manage all the information.

Best practice: 2

Title: PJLCP Green Initiative

Objectives of the Practice

Environmental issues bring about thoughtful questions on the roles of Institutes in society. Irrespective of whether they are contributing to a better environment or worsening it, Institutions have to acknowledge environmental or green issues through impact research and measurement. Based on the approach PJLCP has significant Green Initiatives to;

- Promote sustainability by creating awareness
- Share knowledge & Expertise. Expert talks about environmental problems and possible solutions
- Deploy eco-friendly technologies for greening and cleaning our campus.

The Context

The main contexts are

- (i) Water Management,
- (ii) Waste management,
- (iii) Energy (conservation and generation) and
- (iv) Landscaping and Trees.
- (v) Green Chemistry Approaches (Green Solvent and Green synthesis)

The Practice

The Green initiative is driven by the ‘Green Initiative Cell’ which runs all the activities & the maintenance of the systems used in the operation.

(i) Rain Water harvesting

The water shed management systems help in the betterment of flora & fauna around the area. They also increase the soil quality. Rain water harvesting structures have been created. Drain pipes collect the roof top rain waters and discharge it to rain water harvesting pits.

(ii) Energy conservation & use of renewable energy

The Internal stakeholders takes all measures to save the power. More than 80% lighting requirements are met through LED sources. One Solar power generating systems of 33KW is provided on the roof top of the college buildings. The systems are equipped with net metering. With the installation of this system, more than 80% of the total electricity requirement is met.

(iii) Plantation

The institute has decided to focus upon betterment of environmental conditions in & around its campus by having major plantations inside the campus. We believe that with the plantation of native trees of different varieties we shall be able to add oxygen & reduce the load of carbon di oxide & strengthen the ecosystem in the surrounding atmosphere.

- Every year students along with the staff, plant trees in campus.
- Due to this program over the years the campus has become lush and green. Also, a herbal garden consisting of plants with medicinal values is proposed to be cultivated in the college campus.

(iv) Waste Management

Bio degradable waste

- As a practice the institute does not allow any bio degradable waste to be discarded out of campus. We use it to prepare compost manure.
- There are two types of bio degradable waste in the campus one is the canteen waste & the other is garden waste.
- Composting pits have been dug at many places inside the campus & are taken care with best composting practices.

E-waste management

- Students & teachers are encouraged to collect e-waste from their homes & neighbourhoods. The institute runs e-waste collection drive from time to time. This reduces the e-waste in the society.

- The e-waste thus collected & the e-waste generated within the institute, is then disposed off by selling it to government authorized e-waste collection agencies. These agencies in turn dispose off the e-waste as per the procedures laid down by relevant department.

(V) Efforts for carbon neutrality

By conserving and reusing energy, the need for excessive use of fossil fuels can greatly reduce, thus reducing carbon emissions. Installing solar panels helps in reducing carbon emissions. The installation of 33 KW solar power systems has saved a lot of amounts of carbon dioxide released into the air.

The movement of people inside the campus also requires great deal of fossil fuel consumption. The institute encourages the staff & students to use the bicycles & battery powered vehicles provided in the campus for this purpose. The trees are natural carbon dioxide sinks. Large numbers of trees inside the campus add a lot to carbon sequestration. Thus, the emission of carbon dioxide is greatly reduced with these efforts in the institute to achieve carbon neutrality.

(VI) Green Chemistry Approaches

- The design of chemical products and processes that reduce or eliminate the generation of hazardous substances.
- Use of green solvent in synthesis of compounds
- Microwave assistant synthesis are adopted by institute
- Our institute follow 12 principles of green chemistry

1. Prevent waste
2. Maximize atom economy
3. Use less hazardous chemical syntheses
4. Design safer chemicals
5. Use safer solvents and auxiliary substances
6. Design for energy efficiency
7. Use renewable feedstocks
8. Reduce derivative reagents
9. Use catalysts over stoichiometric reagents
10. Design for degradation
11. Use real-time analysis to prevent pollution
12. Use safer chemicals to minimize accidents

Evidence of Success

1. Water levels in surrounding area wells have risen & is greatly appreciated by local public.
2. Many large trees in the campus are self -supported without any external watering, which clearly indicate the high-water table in our campus.

3. Solar Power Systems

- Reduction in cost of electricity;
- Expenses before Solar systems
- Expenses after installation of Solar systems

4. Landscaping and Trees

Total No. of trees and plants in the campus Approx. 500.

Total no of medicinal plants in campus Approx 210.

5. The green initiative activities in & out of campus by the students are creating greater awareness in the society as well as upon the students themselves. The expert talk in the campus also strengthens the commitment to the environmental protection amongst students & staff.

Problems Encountered and Resources Required

The Green Initiative requires to identify the areas which can have greener solutions. It takes a great deal of research in resolving these problems. This research requires time & resources as well as great deal of capital allocation. Cost for implementation sometimes puts barrier for immediate deployment.

A handwritten signature in blue ink, appearing to read 'Toher', with a horizontal line underneath it.