

Best practices 2016-17

Best practice-1: Organisation Development Process

1. Title of the Practice:

Organisation Development Process

2. Objectives of the Practice:

- Understand the institutional behaviour
- Develop better coherence among departments
- Better communication between staff members
- Increase work efficiency
- Work towards improving happiness/ satisfaction index

3. The context that required the initiation of the practice:

The success of any academic institution is the cohesiveness that exist among faculty, between teaching faculty and supporting staff, between management and staff and staff and students. With the introduction of CBCS and autonomous system, there is a need for greater responsibility and accountability. Several activities of the institution is based on mutual trust. In the above scenario, the institution felt the need to develop the trust quotient among staff members. Therefore the organization development process was initiated.

4. The Practice:

An external agency was assigned with the task of this programme. Mr Arwind Chittewale of 'the learning circle' from Nasik conducted programmes in the following manner.

- (1) All staff members: However only about 30% of the faculty participated
- (2) The same programme was offered to those who missed in the first round. About 20% more participated.
- (3) In the third round, the programme was offered at departmental level and almost all members participated

The programme consists of building confidence level in each other and in others by simulation, interaction, discussion and feedback

5. Obstacles faced if any and strategies adopted to overcome them

This is a process oriented approach. Most faculty members were reluctant to take part, especially the seniors

In order to have greater participation, in the third round, the programme was organised at departmental level

6. Impact of the practice

There is greater collaboration among faculty

7. Resources required

Stationary, finances and infrastructure facilities

BEST PRACTICES-2

1. Title of the Practice: Dynamic Data Management

2. Objectives of the Practice:

- To move towards dynamic data management from manual mode
- Make same data available to all staff members and generate multiple access points
- Follow up of students in academics and attendance
- Ease out examination related work
- Increase transparency
- Improved data management and retrieval
- Decreased use of paper
- Monitoring of progress of students more feasible
- Good system to support mentoring practice

3. The context that required the initiation of the practice:

With the introduction of autonomous status, data management became an important responsibility of the institute. At the same time college also opted for online admission process which deals with huge volume of data. In order to manage institutional data, handling of examination etc. college thought of migrating to a dynamic mode. An Enterprise resource planning was purchased for this purpose.

The administrative efficiency is a key to the success of an autonomous institute, as inadvertently the number of courses and students keep increasing, thereby becoming an uphill task of data management. Thus, a sound management information system for students' data is the key to catering to the needs of the stakeholders. Moreover, data analysis and retrieval enables prepare various reports for strategic action plans. A basic training of the staff and students in use of online systems is imperative to also decrease the use of paper in an institution that believes in environmental audit.

4. The Practice:

After purchasing the data, customization was carried out. Staff members were trained in using the ERP system. Training was offered based on job description. Currently it is being implemented for dealing with admission process, attendance and examinations.

There are modes for teaching – learning modules as well. The affirmation of data required becomes easy and fast. Currently, the admission process, the website as a mode of day to day notifications and examination system are success stories in the journey of St. Xavier's becoming more e – based. Several training programmes have been conducted to enable the smooth transition to online operating systems.

5. Obstacles faced if any and strategies adopted to overcome them:

Several obstacles were encountered. There was a lot of resistance from staff members who are used to the manual mode of data management. So few persons continued operating the system. Most faculty refused to enter attendance using ERP.

In order to overcome the obstacles, staff were given encouragement and training were offered. We are in the fourth year of establishing ERP. Still obstacles are many and being sorted out

6. Impact of the practice:

Currently we are in a position to monitor attendance on a regular basis

Students are also able to monitor their attendance, take print out of their mark sheets, apply for courses, moving into another semester, paying college fees, apply for examinations, transcript etc.

IQAC is able to follow up with weak students and students with less attendance etc.

7. Resources required:

Finances, Computers and internet