7.2 Best Practices

Best Practice#1
Title of the Practice
E-governance in administration and management of the institution
Objectives of the Practice
- To provide easy and secure access to stakeholders for all activities of the institution
- To establish transparency and accountability in the governance process
- To minimize the resources/spending through digitalization and automation.

The Context
The world is moving to digital platforms, it is much needed for educational institutions to quickly adopt and adapt to information and communication technologies. The core functions of the academic institutions – academics, administration and finance have to be transposed to digital platforms for ease of operation, transparency, accountability and cost effectiveness.
The Practice
The institution has made requirements gathering from all the stakeholders and made identification of applications and its dependency; Then the user friendliness was considered critical for operational convenience. The Institution now implements an ERP provided by BeeS Software Solutions Private Limited
Evidence of Success
The management at all levels has become very convenient. The entries and records for admission to attainment of program outcomes, everything is available in one single platform for use. The efficiency of the systems and ease of functioning has increased
Problems Encountered and Resources Required
Requirements gathering was too exhaustive and identifying the dependency between different verticals and parameters sometimes is tough. Resources required are internet, relevant hardware and the ERP package besides training for all the users by the vendor.
Notes: In this digital age, the educational institutions must take advantage of Information and communication technologies to manage the institutions with transparency and accountability

Best Practice#2
Title of the Practice
Training Needs Analysis for comprehensive Faculty Development
Objectives of the Practice
- To train members of faculty holistically
- To achieve enhanced organizational performance by improving employee performance through training in domain areas, research and pedagogy
The Context
Professional development promotes faculty responsibility for continuous, career-long growth with the understanding of instructional concepts and teaching processes that can be expanded and deepened. We will be using Training Needs Analysis (TNA) for developing a comprehensive Teacher development plan. TNA is a tool to measure the gap between the current and desired individual and organizational performances
The Practice
- Enumerating organisational goals and challenges in faculty competence
- Assessing required employee performance to meet the goals and challenges
- Assessing required employee Skills, Knowledge and Attitude to deliver the performance
- Identifying employee training needs to bridge the gap
It is very significant, since all the teachers will give their individual training needs plan. All these plans putting

together will result in a comprehensive training plan. Identifying the right host institution for sending our teachers for capacity building is always a challenge because of the rigidity of the academic calendar and availability of requisite time.

Evidence of Success

The teachers training has yielded quality in teaching, introduction of new teaching methodologies, increased research output and student progression

Problems Encountered and Resources Required

- Availability of suitable training programs during semester breaks or summer vacation
- Teacher's commitment to stay in the institution post training

Notes

Teachers training in domain knowledge, research competence and pedagogical skills is much required for excellence in student development and organized process of conducting Training Needs Analysis will help the institution with an advantage.