



IPS ACADEMY

INSTITUTE OF ENGINEERING & SCIENCE

BEST PRACTICE-1

1. **Title of the Practice** :Campus active
2. **Objectives of the Practice**: Campus Active is a next generation MIS that is transparent, flexible, paperless, and easy to use and has been designed & developed to deliver real conceivable benefits to institutes. Hence Campus Active plays an important role in making the working as desired for fulfillment of all academic activities.
3. **The Context**: Initially, when campus active was introduced, it was very difficult for the faculties to get acquainted with the system because of the basic fact that the entire system was dragged from offline system to online system. Also, Due to the frequent changes in the university schemes, very often modifications had to be made in the CMS.
4. **The Practice**

Institute Profile:

- Number of Program.
- Number of Streams.
- Sanction Intake stream wise.
- Academic Calendar Creation.
- Defining Compulsory and Elective Options.
- Creation of Templates for each Program-Stream-Class-Sem-Batch.
- Entry of Subjects against each Template.

Student Profile:

- Student Personal Information (Name, DOB, Father's Name etc).
- Student Academic Information (Computer Code, Enrollment No., Practical Group etc).
- Registration of students as per their Program-Stream-Class-Semester – Batch.

- Student login feature enables to check his/her attendance record (daily as well as in total percentage format), practical grades, MST marks and assignment grades given to him/her for final sessional evaluation.

Academic Management System (AMS):

- Academic Management System performs all types of academic activities like online maintenance of attendance, MST marks, Assignments and practical grades etc.
- AMS includes Principal login that enables to monitor all records of all the departments.
- HOD login provide facility to register students, create semester id, class coordinator assignment and check all the activities of the department related to each and every faculty and student.
- HOD define Program Outcome (PO), Program Educational Objective(PEO) of their respective department.
- Class Coordinator login provide facility to assign subject coordinators with subject details and to provide the facility to monitor the daily attendance record.
- Faculty login provides the facility to take attendance online via desktop and online/offline via mobile.
- Subject Coordinator defines Course Outcome (CO) and Blooms taxonomy level of their respective subjects.
- Automatic generation of sessional marks in university formats.
- AMS also maintains database that can generate back up sheets for 25+ schemes of different subjects including CBCS system.

Ward Monitoring System:

- Parent login feature creates a great impact on student's performance as parents can monitor their Ward's Attendance.

- Parent can check the ward progress (MST Marks, Practical Grade, Assignment Grade etc.).

Feedback Management:

- Various Types of Feedback creation for workshop/conference etc.
- Feedback taken from Students/Staff.
- Course Content, Institute Feedback, etc.
- Input of different questions for each feedback type.
- Answer options for each question can be given, by multiple choices.
- Provision exists for entering the Feedback Schedule.
- Actual Feedback taken against a CODE generated for each person giving, to maintain secrecy and freedom.
- Web-based so any number of people can give feedback together.
- Feedback Analysis.

Online Exam Management:

- Defining Paper Template – no of Questions, Unit-wise, Topic-wise.
- Auto Timer Facility.
- Marks per Questions and Negative marking.
- Random allotment of terminals.
- Random generation of Questions and answers.
- Provision of pictures, images, etc. in Questions and Answers.
- Immediate result calculation on submission of paper.
- Report generation of individual/overall student.

Leave Management System (LMS):

- Employee registration with categorization of Teaching and Non-teaching staff etc.
- Defining employee code, department, designation, branch along with personal details.
- Defining Leave Types Casual leave, Earn Leave, Duty leave, Medical Leave, Leave without pay etc.
- Application of Leave from staff.
- Staff must assign their work to substitute staff at the time of applying leave.

- Recommendation/Approval of leave by Head of Department.
- Final Approval from Principal/Director.
- Category wise leave report generation.
- Auto updation in Leave Balance.
- Notification of staff assignment, Leave sanction/ rejection by SMS.
- Track leaves status.
- Generation of leave history, year/month/week/day wise.
- Leave report can be printed in customize form.

Outcome Based Education System (OBES):

As per National Board of Accreditation's (NBA) requirements, OBES has introduced a new process, parameters and criteria with the best orientation to assess the outcomes of the programme based on defined rubrics.

- CO-PO mapping define by respective subject coordinator.
- Auto generation of direct Assessment of COs through internal Assessment (MST, Assignment/Practical Grades etc).
- Auto generation of indirect Assessment of COs through course exit survey.
- Auto generation of Actual Attainment of CO through internal assessment.
- Auto generation of Evaluation of each PO through CO.
- Auto generation of direct assessment of CO through external assessment (University Result).
- Auto generation of final attainment of PO through student exit survey, internal and external assessment.
- Auto generation of final attainment of PEO through student performance, placement and higher studies, Alumni Survey, Employer Survey.

Faculty Academic Performance Index (FAPI):

- Teaching Learning And Evaluation Related Activities.
- Academic Feedback Appraisal form.
- Co-Curricular, Extension, Professional Development Related Activities.
- Research And Academic Contributions.

- Combined Assessments with calculation of scores for decision on Annual Increments and/or Promotions to higher cadre.

5. **Evidence of Success**CMS has helped maintaining the above mentioned modules in online format. Faculties can update the data anywhere in the campus. It has made the campus fully automated, transparent, flexible, paperless, and easy to use and has been designed & developed to deliver real conceivable benefits to institutes.

6. **Problems Encountered and Resources Required**

1. Training the faculties about the campus active.
2. Since the Campus active can be accessed by the parents so , it was little cumbersome to make them aware of the system.
3. Managing of Schemes- With the frequent changes in the scheme by the university, it was very difficult to manage so many different schemes at the same time.

BEST PRACTICE-2

1. Title of the Practice : **Waste Management**

2. Objectives of the Practice

The institute is working on concept of clean energy and zero waste policy. All the waste is get collected in waste management zone, where plastic waste is sent to agglomeration plant. The biodegradable waste is sent to composting unit. The institute has in-house sewage treatment plant for grey water treatment. Also there are automatic taps & toilet flushes in washrooms to reduce water wastage. There is rain water harvesting facility. The institute is working on green building concept.

3. The Context

One of the challenging issues in waste management is the segregation of waste at source. In institute premises there are separate dust bins for paper waste, plastic waste, biodegradable waste, glass and dust. Students, faculties & staff are segregating the waste at source by putting waste in different bins.

4. The Practice

The institute is working on concept of clean energy and zero waste policy. The institute is planning to replace all the light by LED in next two year. The institute has two solar system of 64 KW for generating of electricity and hostels are equipped with solar heating system. The construction and architecture is such that all rooms have proper sunlight and ventilation. The institute has in-house sewage treatment plant for grey water treatment operating since 2011-12. Also there are automatic taps & toilet flushes in washrooms to reduce water wastage. There is rain water harvesting facility. The institute is planning to increase its green area in near future. The institute has installed incineration unit for pyrolysis of sanitary waste. The Biodegradable waste is composted. The composting can be done in pits, pots, drums etc. The non-biodegradable waste includes cans, bottles, metals or rubber objects. It is sold to junk dealers. In educational institute paper waste is predominant; it is segregated in separate bins, and sold to junk dealers. E-waste is collected & sells out to junk dealers.

5. Evidence of Success

The compost produced from kitchen waste is used in gardening. The treated water from sewage treatment plant is used for gardening. In agglomeration plant small agglomerate granules are formed from plastic waste and are sold as raw material for various plastic industries.

6. Problems Encountered and Resources

- Collection and segregation of waste
- High cost associated to waste management
- The lack of understanding over a diversity of factors that affect the different stages of waste management.
- The cafeteria generates a lot of waste both biodegradable and non- biodegradable types. Their cooperation is necessary in terms of proper segregation & disposal. The use of disposal container should be limited.

Efforts should be made to **reuse** non biodegradable non recyclable items.