



SCMS SCHOOL OF ENGINEERING & TECHNOLOGY, KARUKUTTY

2015-16

BEST PRACTICE 1

STRATEGIC PLANNING FOR INSTITUTIONAL DEVELOPMENT

1. Title of the Practice: Strategic planning for Institutional development

2. Goal

To set out precise targets for continuous development, in every sphere of activity of the Institution - academics, research, collaboration with industry, entrepreneurship, infrastructural development, up gradation of facilities, placement, community outreach, and alumni relations to enable the organisation to adapt to the ever changing needs of the industry and the society.

3. The Context

Without change and improvement the output value of any institution will decline. Output value can be sustained only by bringing about continuous improvement in all domains of activities of the institution. Strategic planning has been adopted by the institution since 2008 as a management tool for enriching the organisations capability to proactively anticipate the changes needed, cause the changes and manage them. Our five-year Strategic Plans represents our commitment to every student and our readiness to anticipate, drive, and embrace change in an endeavour to uphold the vision and mission of SSET.

4. The Practice

The comprehensive planning exercise starts with formation of working groups called Strategic Planning groups. Strategic Planning Group (SPG) meets and analyses the current position of the institution – Strengths, Weakness, Opportunities and Challenges. An idealized or better situation is then visualized for future growth of the institution. A mission consisting of goals and values that will direct the course of action of the college is then drafted. Elaborate set of broad goal directions is prepared for the purpose; strategies to be deployed for attainment of these goals are then chalked out through brain storming sessions. The strategies are then subdivided into small project objectives. These small projects are

planned and organised in detail, inviting voluntary leadership and commitment to implement the project. Action plan prepared for each project ensures time bound execution of projects. The strategic planning document prepared acts as a guideline to take up projects in a prioritized manner. SPG's continues to function in its role of generating ideas, organising projects and recognising the work of volunteers. The planning group and sub groups meet regularly to monitor and evaluate the success of the implemented projects; new projects are identified and implemented to march towards the vision of the organisation.

5. Evidence of Success

With the thrust areas identified and centred around academics, research, collaboration with industry, entrepreneurship, infrastructural development, up gradation of facilities, placement, community outreach, and alumni relations several projects have been undertaken in the past, accomplished and are still continued in an attempt to strengthen the institution and the aspirations of the faculty, staff and students. Several Projects visualized in the past, accomplished and actively taken forward are:

- Excellence in teaching learning - learning process
 - Continuous evaluation
 - Open house meetings
 - Strengthening Class Tutor System
 - Enrichment programmes
 - Analysis and remedial measures
- Staff development
 - Staff profile
 - Induction programs
 - Performance Appraisal and Development System
 - Training programs for institutional development
- Industry Institute Interaction
 - Establishment of Industry institute Interaction Cell
 - Industry visit and training for students
 - Industry oriented student projects
 - Joint conferences/ workshops with industry
- Continuous Education Programmes
 - Value Addition
 - Certification Courses
- Students Services
 - Guidance and Counselling Cell
 - Women empowerment
 - Anti Ragging
 - Inculcating Social values
- Research , Consultancy and extension
 - Collaborations/ MoU's with industries for capacity building

- Establishment of Research centre
- Academia Societal Interactions
- Quality management and facility development system
 - ISO certification
 - Campus Automation
 - Starting P. G. courses

6. Problems Encountered and Resources Required

Throughout the process faculty are given support, encouragement and freedom to think and act and their contributions helped the institution go a long way towards excellence which in turn has invigorated the staff and management to strive harder. As such problems encountered are few, and in cases of gaps in implementation the reasons are analyzed and hurdles are overcome with support and encouragement by management.

BEST PRACTICE 2 **CAMPUS AUTOMATION**

1. Title of the Practice: Campus Automation (Ecoleaide Software)

2. Goal

- To ensure transparent, effectual and faster operations pertaining to academic and administrative activities.
- To bring efficacy in monitoring and control mechanism.
- To ease information sharing at all levels.
- To enable parents to keep track of the progress of their children.

3. The Context

In order to make student administration effective, the Institute has implemented educational institution management software named *Ecoleaide*. This system encompasses all the facets of academic and administrative management to ensure efficacy and transparency and provides a drive for strategic decision making.

4. The Practice

- Entire processes of admissions are made online and stored in database.
- Information on any student from the time of joining till leaving the college can be generated at any time.
- The *Ecoleaide* contains personal information and academic details of the students enabling easy access by teaching and non teaching staff.
- The information related to academics such as class attendance, test marks, end semester marks are updated regularly by the concerned faculty members for monitoring the academic progress of the students

- Student fee information including semester fee, transportation fee, mess fees are updated in the system. At any point the finance department can track the status of fee payment and can generate reports.
- Information of employees is also maintained and updated using *Ecoleaide*.
- The Library Management System module under *Ecoleaide* ensures ease for search, issue and return of the text books, magazines, journals, and periodicals. The implementation of this module is under progress.

5. Evidence of Success

Based on various reports generated through *Ecoleaide*.

- Tracking the academic progresses of students by faculty members has become easier and more streamlined.
- Identification of student groups weak in various subjects can be easily identified and remedial classes can be designed accordingly

The *Ecoleaide* facilitates paperless work culture and information can be easily retrieved as and when required.

6. Problems Encountered and Resources Required

Managing the change from a file based system to a paperless system was little difficult. This was overcome through appropriate training, hand-holding and piloting the system for few departments first and subsequent rolling out to all departments.

BEST PRACTICE 3

EFFECTIVE UTILISATION OF FREE AND OPEN-SOURCE SOFTWARES

1. Title of the Practice: Effective Utilisation of Free and Open Source Software (FOSS)

2. Goals

- To familiarize Linux operating system for faculties and lab staffs across the various engineering disciplines.
- To provide training in various open source software's used in the various departments of the college.
- To help the office and administration staff in working with open source software's like LIBRE Office.
- To make everyone understand about the advantages of open source operating systems and software's and to increase its popularity.

3. The Context

Many organizations and universities are completely moving towards Linux operating systems and open source software's because of its multiple advantages. Open source software's are freely available and their source code can be customized. With this in mind a unique laboratory has been set up by the institution for familiarization and promotion of the use of various open source software by its staff and students. Exposure to the large number of scientific applications in the open source domain helps faculty to install and practice these tools in their own systems and train students on the same. Technical and non-technical staff members are also trained on productivity enhancement tools like LIBRE office available in the open source domain, so that over a period of time, the same can be used for college administration and make some savings on the operational cost of the college. Many departments in the college uses a number of open source operating systems and software's like Redhat Linux, Ubuntu, LIBRE office, Latex, Perl, Python, SciLab, Eclipse IDE etc. To use each of these open source software's effectively, it is important to have proper training.

4. The Practice

- Every month the institution organizes workshops on open source technologies in the FOSS lab. All the interested employees attend these workshops. Hands on training is given in each software by experienced resource persons.
- Workshop on Linux Operating System and LIBRE Office is conducted
- Institution is planning to organize a workshop on Latex software to enable faculties from every department to write their research reports and thesis.

5. Evidence of Success:

- Most of the faculties, lab staffs, and office and administration staffs became familiar with the Linux Operating system.
- The trainings led to increased popularity for open-source software and this enabled the institution to move more towards open source technologies, thus cutting down the cost in buying vendor specific software.

6. Problems Encountered and Resources Required:

- Most of the people are unfamiliar with the Linux Operating system.
- Most of the people are unaware of the advantages of the open-source software.