

BEST PRACTICES

BEST PRACTICE 1

- **TITLE OF THE PRACTICE: MIS (MANAGEMENT INFORMATION SYSTEM)**

- **GOAL**

The college has adopted the mechanism of ‘**SPEED**’ – **SYSTEMATIC PERIODIC ELECTRONIC ENTRY OF DATA** for maintaining its MIS system. The goals for the implementation of the MIS include:

- To undertake continuous information generation and to track the progress of the institution.
- To standardize the content to be uploaded across the departments of the college.
- To serve as an aid to generate and prepare periodic reports for the submission of AQAR, College Annual Report and the Annual Report to the University of Madras
- To aid the top level management in goal setting, strategic planning and evolving the institutional plans and their implementation.
- **THE CONTEXT**
 - The MIS scrutinizes the operational activities of the college and provide summaries and information to decision makers and the IQAC.
 - The MIS is fully utilized to efficiently track the resources and make appropriate decisions.
- **PRACTICE**
 - A separate web portal for MIS is created in the official college website. Every department is given a Login ID and Password to access the portal.
 - Every department of the college has a MIS coordinator who coordinates, collects and enters the data pertaining to their respective department in the Online MIS portal.
 - The main fields and the sub fields in the MIS include:
 - a. College activities
 - b. Department activities
 - c. Student Cabinet
 - d. Staff achievements
 - e. Student achievements
 - f. Research and Consultancy
 - g. Sports & NCC
 - h. NSS & Extension activities
 - i. Internship & Placement
 - A separate Login is provided for the Controller of Examinations Office to record all academic and examination related information.

- The IQAC (Internal Quality Assurance Cell) of the college consolidates the MIS report on a monthly basis and submits it to the Principal for review.
- Areas of concern are taken into consideration and action is taken based.
- **EVIDENCE OF SUCCESS**
 - The MIS serves as a one point source of all data required for reports.
 - Timely Updation of data has made tracking of information easier.
 - The web portal has made MIS process specific and not person specific.
- **PROBLEM ENCOUNTERED & RESOURCES REQUIRED**
 - Technical glitches in uploading data
 - Adoption of the new MIS format as per NAAC norms

BEST PRACTICE 2

- **TITLE OF THE PRACTICE: PENDING REGISTER**
- **GOAL**
 - Timely completion of tasks and duties.
 - To instil and practice time management skills
 - To categorize pending work by depending upon the urgency and importance.
- **THE CONTEXT**
 - The pending register gives a consolidated overview of the work completion status of the institution and individual departments.
 - The Principal and the IQAC will take corrective actions based on the pending register.
- **PRACTICE**
 - All Heads of Departments are asked to maintain a Pending Register with the following headers:
 - a. Time line
 - b. Work completed
 - c. Work pending
 - d. Action taken for pending work
 - The pending register is submitted on every Friday of the week to the Principal.
 - The Principal records her comments based on the status of work completed.
- **EVIDENCE OF SUCCESS**
 - Overall control of tracking tasks and work done by faculty based on allocation of work.
 - Delegation of work. Heads of Departments were able to delegate work and do a periodic follow up of it.
- **PROBLEM ENCOUNTERED & RESOURCES REQUIRED**
 - Unforeseen delays in execution of plans