#Best Practice 1#

ACADEMIC REVIEW AND PREVIEW

Objectives/intended outcomes:

- To assess the academic preparedness of faculty for effective curriculum delivery. (Plan)
- To verify and validate components of Academic Administration Plan (AAP), and ensure its completeness by a panel of experts.

Underlying Principle of this Practice:

Preparation is the key to success (Academic Preview); feedback is the key to continuous improvement (Academic Review).

The Context:

Academic planning and preparation are meticulously monitored (Academic Preview) and its efficacy is checked and quantified in a well-defined process (Academic Review).

Academic Preview and Review are uniquely designed to meet the Institute's requirements to ensure quality education.

Development of systematic mechanism for compliance is achieved through the Preview/Review Processes.

Challenging issues:

Designing and developing of Academic Preview and Review process –identifying parameters, assigning weightages and deciding the marking scheme.

Designing the AAP template after incorporating recommendations by Cluster Mentors, in addition to the University norms.

Preparation of Course File comprising 32 predefined items including Course Diary and Staff Diary and relevant evidences which requires meticulous documentation skills.

Creating awareness of the significance of the Preview/Review Processes, and orienting faculty towards the same.

The Practice:

MHRD and UGC focus on quality education in higher educational institutes through faculty development and curriculum enrichment. VSIT also believes in this philosophy and has therefore initiated Academic Preview and Review Processes in 2014 to help set benchmarks for quality technical education and to streamline curriculum delivery.

VSIT's Preview and Review Processes are strategically designed in terms of planning, implementation and their continuous improvement. Academic Preview of every faculty member is conducted before a semester begins and Review at the end of the semester.

Academic Preview:

As "Well begun is half done", VSIT has introduced Academic Preview which contributes to meticulous planning and use of appropriate academic resources for effective course delivery. It is carried out in three stages:

Stage 1: Faculty prepares draft AAP with inputs from Cluster Mentor/s (Internal and External). The Cluster Mentor scrutinizes the AAP and strengthens as required.

Stage 2: Faculty then submits information in the standardized self-evaluated Preview form as per the activities proposed in AAP to the HOD.

Stage 3: HOD along with DAO verifies and validates the academic preparedness.

After the final approval, AAP is disseminated to students through vLive and vRefer.

Academic Review:

Academic Review is an evaluation of the implementation of AAP. Faculty appears for the Review process with respective File that contains well-documented proofs of 32 predefined items along with duly filled in Staff Diary and Course Diary. It is carried out in three stages:

Stage 1: Faculty submits standardized self-evaluated Review form to HOD. HOD and DAO validate the information at the Department level and the same is forwarded to the Institute Panel.

Stage 2: The Institute Panel (comprising VP/CAO/Technical Advisor/Senior faculty along with the respective Head and DAO of that Department) verifies the contents in the Review Form, Course File including Staff Diary and Course Diary based on guidelines.

Stage 3: Report along with the grades is submitted to the Principal and feedback is communicated to the faculty

Uniqueness:

Development of a comprehensive AAP. Systematic mechanism for pre-teaching (planning) and post-teaching (evaluation) compliance through the ever evolving SMARTER (S=Specific, M=Measurable, A=Attainable, R= Relevant, T=Time bound, E=Evaluated and R=Reviewed) Academic Preview/Review Processes.

Constraints/limitations faced in designing and implementing:

- Moving from paper to paperless
- Logistics of organizing Preview/Review processes for all faculty

- Time constraint in implementing AAP activities (e.g. availability of industry expert on weekdays for guest lectures)

Evidence of Success:

Academic Preview and Review are successful endeavors at VIT and lead to curriculum enrichment. Implementation of Preview and Review processes has brought in significant positive changes in performance in the following areas:

- Development of comprehensive AAP including BSA activities
- Innovative teaching learning styles
- Development of E-learning resources
- Adherence to academic calendar and AAP
- Proper documentation retrieval through Course Files

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#Best Practice 2#

ICT ENABLED PROVISIONS

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Objectives/intended outcomes:

- To create digitally-enabled platforms to enable a smart environment for learners
- To effectively manage academic and administrative resources.

Underlying principles of this practice:

In line with GOI's initiative of Digital India, VIT has set up the following provisions to promote active use of technology on the campus:

- vLive
- vPrint
- vRefer
- vMIS
- E-learning
- vTutorials
- vAttendance

Contextual Features of ICT Enabled Provisions:

1. Centralized for efficient management of academic, administrative, auxiliary and financial aspects.
2. User-friendly and can be accessed on and beyond the campus.
3. Save energy, time, and are eco-friendly.
4. Quick dissemination and remote access of information.

Challenges/Issues:

1. Creating customized software and its continuous udgradation
2. Data and system security

Brief description about ICT Enabled Provisions:

VSIT takes pride in its in-house ICT enabled provisions which were ideated and executed in Incubation Centre by students and guided by faculty.

- vMIS: A customized ERP that takes care of all the academic, administrative, auxiliary and financial processes on campus. It addresses - o Student – Admission, Exam, Library, Accounts, Transcripts, etc. o Staff - Attendance, Payrolls, Leaves, Stores and Inventory Management, etc.
- vLive: A platform and discussion forum for dissemination of information such as notices related to exam, placement, academics, competitions etc.
- vPrint: A web-based centralized printing service that allows users to give print jobs from any location to "Any Time Print" (ATP) stations at the Institute.

- vRefer: A file transfer protocol (FTP) repository for students to access educational materials.
- E-learning: Digitized course material integrated with images, animated videos, web links, MCQs, quizzes and games to make learning engaging.
- vAttendance: Biometric-based attendance capture and calculation system.
- vTutorials: Software which generates random mathematical assignments.

Uniqueness:

VSITians can access most of the all these provisions remotely. vPrint, vLive, vAttendance are unique platforms with respect to VSIT and are developed in-house by students.

Constraints/limitations:

Keeping up the demand of internet throughout the campus during peak hours and providing seamless connectivity for smooth functioning of all provisions.

Evidence of Success:

• vLive: Users on vLive have increased over the years, if compared from 2015 till 2018

• vRefer: Repository of academic resources of 200 courses till 2018.

• E-Learning: The number of e-books uploaded on the college repository includes even e-books and now around 146 e-books are available.

Problems Encountered:

Like with any new technology, there were issues in users getting familiarized with it.

Resources required:

VSIT is equipped with all the resources and infrastructure required for the utilization of ICT enabled provisions which are now a well-established best practice at the Institute. Helpdesk system takes care of all IT related issues.

Welcome To Vidyalankar

Office Use	V Print	Home Use

Vidyalanakar Live	Email	VSIT

Summary

BALANCE	PRINT JOBS	PAGES
Rs.79.90	16	137

Activity

Balance history for poonam.mirwani
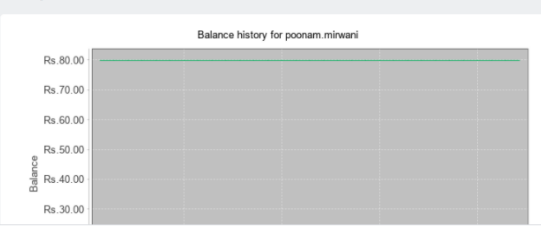
Environmental Impact

🌿 0.1% of a tree

〜 324 g of CO2

⚡ 20.4 hours running a 60W light bulb

Since May 9, 2019

Environmental Dashboard