



## **BEST PRACTICE: STUDENT AWARDS**

### **Objectives of the Practice:**

The principal objective is to promote healthy competition amongst the learners. A hard working and consistent learner excelling in academics, co-curricular and extra-curricular activities is suggestive of holistic development and is worthy of recognition leading to a motivation to transform to leading performers. A recognition from their peers, teachers and the entire college is a realization and appreciation of their hard work and inculcates the value of diligence. By personalising student award programmes, we aim to establish a framework that recognises the positivity and hard work promoted in academic environment.

### **The Context:**

Awards and accolades are pivotal in a student's life. Student awards have been provided by colleges so as to encourage better performance in students. They also help motivate students to strive for better academics and career goals. Awards are well appreciated by students, because they provide validation of their achievement and imply that they have special value or worth. A valued student always goes above and above what is required. Students that receive prizes and diplomas stand out, which further pushes them and inspires other students to strive more.

### **The Practice:**

The college focus is on excellence and education with a human touch which has attracted the attention of noted statesmen, academicians, and scientists from different parts at National and International levels. The college provides ample opportunity for career advancement and extracurricular achievement.

At Mithibai, students are motivated through the following awards for various categories:

- Endowment Prize of Rs. 10,000 for topper of every class
- The runner ups are awarded with a certificate and trophy
- Best Male Athlete – Sports
- Best Female Athlete – Sports
- DLLE
- Male – NSS
- Female – NSS
- Male – NCC Cadet
- Female – NCC Cadet
- Overall Best Student – Cultural
- Extra - Curricular – Cultural
- Drama – Cultural
- Debate – Cultural
- Subject toppers in all programs

Selection of subject toppers is based on the average scores attained in all the semesters of the degree program. Learners performing exceptionally well in Sports, DLLE, NSS and Cultural are the contenders for the awards under these categories.



*KDeora*



For the Best Student Award, a Screening Committee is appointed by the Principal, that invites applications from learners accompanied by their curriculum vitae. The committee interviews the learners and deliberates upon their performance in their overall development, academics and sports as well as the accolades achieved for the college.

#### **Evidence of Success:**

Learners are informed about the awards through notices put up on college website, notice boards as well as information is disseminated by the teachers. The learners are motivated to set target to compete for the top position and excel in studies. Many learners themselves come forward and seek the guidance of their mentors and teachers in their quest for the award. Besides the college awards the learner achievements are reflected as they win accolades in Intercollegiate and University events.

The student award is thus a useful academic tool for learners, who use it to gain more experience and knowledge.

These awards have proved to be a strong motivator for learners to apply for the accolades and work harder to achieve more. It pushes the academically inclined to achieve excellence and promotes cultural and holistic development. There is an increase in the number of applicants and the stage for cultural growth is further expanded.

#### **Problems Encountered and Resources Required**

Awarding excellence achieved by learners has been a practice over the years, and no major obstacles have ever been faced in the implementation of this best practice. It has been going on in a smooth, efficient and well- planned manner. The practise was initiated as Endowment awards which were sponsored by individual donors as well as industries. Thereafter the Management has been a benevolent contributor towards the subject wise toppers and other awards.

Expenditure for the conduct of the Annual function itself, is borne by the College through an ear marked budgetary provision made for the purpose. In spite of this, if there is a shortfall in funds, it is met through by the Management.

*KDesai*





## **BEST PRACTICE: SYSTEMS APPLICATIONS AND PRODUCTS IN DATA PROCESSING -ENTERPRISE RESOURCE PLANNING (SAP-ERP)**

### **Objectives of the Practice:**

An ERP is a software to automate all the administrative procedures related to Student Admission, Student life cycle, Student and Staff Management, HR Management, Procurement and Finance Management, Library Management as well as academics. This system facilitates the collection and storage of all the required data in a centralized manner for easy retrieval. With constant input provided by the Managements IT team for any customizations, SAP-ERP provides end-to-end management system.

The objective of this practice has been to perform various administrative, academic and examination works using the digital SAP system to automate much of the processes involved, thereby to simplify the process, reduce the paperwork required, make it more confidential, efficient and also minimize errors.

### **The Context:**

The ERP software can be accessed from anywhere and the access is based on role of the user. The highlight of this system is the ease of access to academic as well as administrative information. The ERP system time based locking of entries which streamlines entries and management and helps the respective process owners in quick dissemination of information at click of a button. At the same time confidentiality is ensured.

The college has been using the student lifecycle module of SAP for all processes from admission to progression to final exit post completing the degree programs since 2012 and thereafter customised the software based on changing needs Also during the pandemic due to lockdown, Covid protocol and restrictions, it became necessary for office staff and faculty to work remotely to carry out most of the admission, examination and other student related work. This was possible and facilitated by the use of the SAP system via which most of the related work could be done from home. The practice of using SAP system made it possible to ensure that all such work was done easily, efficiently and completed in a timely manner.

### **The Practice:**

At Mithibai College, the SAP system has been used for all the following administrative, academic and student related tasks:

- Admission of students: Students apply to the college through an entirely online process via which merit lists are declared and students confirm admission and make the payment of fees via online mode. Faculty and office staff work with the SAP system to complete the admission process and accordingly a seat is allotted to each student with division, roll no. and unique sap id.
- Module Booking: Using the sap system the students are booked for the respective modules according to the course and program of admission. As per timetable the faculty are also assigned the respective lecture slots with days and timings for the term.
- Attendance Capturing: Daily attendance is entered directly into the SAP system which is used to maintain the record of attendance for students as well as details of lectures conducted, exchanged, rescheduled etc. Students are able to view their lecture wise and overall attendance directly on the portal. The system makes it easy to access the attendance record of any student



*KD Desai*



and defaulter lists are directly generated each month as well as the final debarred list at the end of the semester.

- Examination and Evaluation: The entire examination and evaluation process as well as continuous assessment is carried out with the help of the SAP system. The Sap generated report is used to ensure that the subjects and credit structure is as per the approved Course Structure. Through the Interactive student portal (LMS) assignments/projects can be given to students for which they directly get notifications. Continuous Assessment is conducted via the portal component wise and marks for the same are uploaded in a time bound manner. The marks are then published for the Continuous Assessment subject wise and students are notified automatically via email/SMS. There is a provision for the students to raise queries with the respective faculty for each subject, stating reasons and within a specified timeline. The faculties are then notified and can address the queries by editing marks if applicable. Finally, the entire process of migration of continuous assessment marks from the student portal to SAP is automated through API's. Exam assessment is created in SAP for all students booked to a particular module and compliance of pre-requisites for the examination is checked using SAP system. Time-table and seating plan is uploaded in SAP and hall tickets are sent to students on their respective email ids with intimation on their registered mobile numbers. Barcodes, attendance sheets and exam room plans are generated with the help of SAP. Upload of absent students and unfair means cases is done in SAP on a regular basis. Barcodes on the answer books are scanned and subject wise marks entry is done in SAP. Reports are then generated for verification directly of Internal Continuous Assessment, practical mark lists and End semester examination. In case of Onscreen Marking, there is auto migration of evaluator's and moderator's marks from OSM to SAP through API's. Results are processed and generated and declared online itself for which students are intimated via email/SMS. Grade sheets, passing certificates are directly printed. For Photocopy/Re-evaluation, applications are made online and there is a provision of online photocopy for students on their email id's. Re-evaluated marks are entered in SAP through barcode scanning. Final grade sheets are printed after Re-evaluation/ UFM committee decision where applicable.
- Grade sheets including duplicate grade sheets and Transcripts of Percentage Letters can be obtained by students after applying online for the same using SAP portal.
- Automated Progression of Students: Student progression record is directly obtained from SAP system without added paperwork as the entire data is digitally stored and easily accessible.
- Automated generation of eligible student's data for Convocation: List of students who have successfully completed their respective programs is automatically generated from SAP.

#### **Evidence of Success:**

Enormous amount of time and efforts is saved by using the ERP system because of the ease in availability of the data at all the time. The time thus saved can be used for other productive activities. The linking of all student activities as admission application, selection in merit list, fees payment, academic courses, and examination and evaluation removes redundant data and results in saving of effort and at the same time increases accuracy of data. Decision making by Management has been hastened as they are able to information on all aspects of the working of the college on real time basis from anywhere.





Shri Vile Parle Kelavani Mandal's

**MITHIBAI COLLEGE OF ARTS, CHAUHAN INSTITUTE OF SCIENCE &  
AMRUTBEN JIVANLAL COLLEGE OF COMMERCE AND ECONOMICS**

(AUTONOMOUS – Affiliated to University of Mumbai)



NAAC Reaccredited 'A' Grade, CGPA:3.57 (February 2016 to December 2023)

Best College (2016–17), University of Mumbai

The SAP-ERP system and tools has thus facilitated all processes from admission of students, maintenance of attendance records, examination and evaluation of marks, generation of grade sheets, transcripts etc., to progression of students right to final exit post completing of their respective programs. Using SAP-ERP most of these processes could be done in a paperless manner which led to significant cost savings by reducing requirement for printing, archiving paper work, shredding sensitive information. Most of the work including examination and evaluation was duly completed as the processes involved were time bound. Overall processes became more confidential from a security point of view also as everything was digital and login was required for accessing the same. Data was stored digitally and was easily and quickly accessible to faculty, office staff and students. Admissions and other applications for academic records was done online which was time saving, efficient and minimized errors. Much of the related work could easily be done remotely so faculty and office staff could complete most of it from home. Students also could complete the entire admission process online including payment of fees without coming to college premises.

**Problems Encountered and Resources Required:**

With the college progressing towards setting stringent quality control measures to excel in academics technical hardware and software issues come up occasionally. The college had a team working in the background at all times specifically to address any technical problems and resolve the same. SAP-ERP training is regularly given so update them with the development of the A challenge at times is poor network and WiFi facilities and so we have established more efficient server

