



## **BEST PRACTICES FOR THE ACADEMIC YEAR 2017-18**

### **Best Practices – 1**

#### **1. Title of the Practice**

#### **Real-time Attendance System.**

#### **2. Objectives of the Practice**

The objectives of the Real-time attendance system is, the staff members mark the attendance on a real time basis in the class and the students who were absent, an SMS is immediately sent to the parents. The principle behind this best practice is to intimate the parents about their ward attendance, so that there is more regularity among the students, which will in turn improve the students' performance and their results.

#### **3. The Context**

Before, the faculty used to mark the attendance in the attendance register and during the internal assessment student's regularity was analysed and the same was communicated to the parents. This process took a lot of time to analyse and communicate to the parents. This did not immediately ensure corrective action that needs to be taken and concerned parents gave us the feedback to intimate their ward attendance on a real time basis.

#### **4. The Practice**

For the progress of any student, all the stakeholders namely Parents, Faculty and the Management has to work hand-in-hand. Most of the Institution mark the student's attendance manually and irregular student's parents are not intimated about their absence immediately for corrective actions.

To address this issue where student performance depends on their regularity, the institution implemented a real time attendance system, where faculty immediately mark the students attendance and the absentee's parents will receive an SMS immediately and parents contact the concerned Head of the department or their proctors for corrective actions.

Initially the constraints faced by the faculty were with respect to the mapping of the student's names, delay delivery of the SMS to the parents and the need for faculty to have a portable device to mark the attendance.

#### **5. Evidence of Success**

This enabled the institution to reduce the number of absentee students in the class by 5% and also increased over all results in the higher semesters and in particular first year results, improved by 9% compared to the previous year.

The results indicate that the performance of the students improves once the regularity is maintained. The parents are also keeping due diligence on their ward, which is enabling the institution to work closely with the parents for the progress of their ward.



Basavarajeshwari Group of Institutions

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### **6. Problems Encountered and Resources Required**

New software was developed and it had faced few technical issues initially with respect to the Mapping and Delayed delivery of SMS. The SMS Gateway was changed to address the above problem. Institution procured a new server to host the application and the application was implemented at a fractional cost. To make it successful, the Institution has to provide portable to all the faculty members to take the attendance. To address this, the system was made to access through the mobile device of the faculty or through college laptops by connecting through Wi-Fi. So this ensured, entire process is implemented at a lower cost.

### **7. Notes (Optional)**

The software was implemented by Eduwize Software Pvt. Ltd., which cost less than 1Lakh. Since the price and cost is lower, this system can be implemented in all the Higher Education Institutions.



## **Best Practices – 2**

### **1. Title of the Practice**

#### **PROCTORING SYSTEM**

Each staff is allocated 18 to 20 students, who counsel and mentor them for their academic and co-curricular progress. Each student is provided with a proctoring book, where the proctor will discuss with the student and log all his previous academic details and his personal details. Students meet the proctors to discuss any problems faced by them both academically and personally. Proctors also log their examination details and look into the revaluation results aspects for the weaker students. Proctors regularly call the students' parents as and when needed.

### **2. Objectives of the Practice**

The objectives of the above practice, is to allocate 18-20 students to each proctor. Each student is provided with a proctoring book to log the information. The underlying principle is, the Proctor (Teaching faculty) who is also the class teacher will regularly interact with counsel and monitor the students' progress with respect to academics and students' professional growth. The Proctor regularly interacts with the parents and updates the students' progress. Chief Proctor (HOD) gets the overall information from their department proctors. The intended outcome is to improve a faculty student communication, results, placements, R&D and participation in co-curricular and extra-curricular activities.

### **3. The Context**

The challenges faced initially were the reporting mechanism and taking students into confidence with respect to its importance and benefits. Induction and orientation program for every student was conducted by the department heads to explain the importance and benefits of the proctoring.

### **4. The Practice**

The uniqueness of this proctoring practice is the faculty and the students are collaborating for the improvement through counseling and proctoring. This proctoring is not only to improve academics but also counsel with respect to higher studies, participating in various competitions, overcoming the students' emotional challenges and for their overall development.

The constraints initially faced by the faculty are taking the students into confidence, so that the students express their concerns without inhibitions. Girl students were not that expressive with the male faculty and care was taken to inform the students to express their concern with their department's female faculty.

### **5. Evidence of Success**

The overall results of the institution improved by **3.46%** and number of students participating in co-curricular and extra-curricular activities were **1811** against the total number of students. The number of students who have published papers are **82**.

The above results indicate that, by taking students into confidence by removing the inhibitions, the students freely expressed their concerns, which enabled the proctor to suggest corrective actions and encouraged the students to improve academically and in extra-curricular activities.



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### **6. Problems Encountered and Resources Required**

The initial challenges encountered were, the proctors were not sufficiently trained to counsel the students and the students were hesitant to express their concerns to the Proctors.

All the proctors were trained in counseling techniques by the senior faculty members in their departments. Faculty development program by NITTTRC also covered topics on Student psychology and understanding student differences. These two workshops empowered the proctors to counsel the students and take them into confidence.

Awareness program on importance of proctoring was conducted by the department heads and students were explained during the 1<sup>st</sup> year induction program, about the importance of proctoring and its benefits.

### **7. Notes (Optional)**

This practice can be adopted across the higher education institutions by training the faculty in counseling techniques and faculty can become a better proctor.