



Dr. SIVANTHI ADITANAR COLLEGE OF EDUCATION
[Re-accredited with 'B+' grade by NAAC with CGPA of 2.74 (2nd Cycle)]
TIRUCHENDUR-628215, Thoothukudi District, Tamilnadu, India



INSTITUTIONAL BEST PRACTICES

(2020-2021)

❖ **ENTERPRISE RESOURCE PLANNING**

❖ **E-LEARNING PLATFORMS - LMS AND MICROSOFT TEAMS**



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[Signature]
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BEST PRACTICE – 1

1. TITLE OF THE PRACTICE

ENTERPRISE RESOURCE PLANNING

2. AIM

Dr. Sivanthi Aditanar College of Education aims at an efficient and transparent administration and academic for its stakeholders. To bring this in to reality Our College has introduced implementing ERP Version 2.0 for not only to reduce paper works in turn make it digitalize but also to assist in improving the efficiency, reliability and transparency on every possible ways of the administration.

3. OBJECTIVES OF THE PRACTICE

The following are the objectives of the best Practice adopted:

- To improve information supply and flow for planning and controlling processes of the college.
- To improve service for faculties, students, and staff;
- To Lower administrative risks.
- To reduce expenditures through increased process efficiency.

4. THE CONTEXT

Educational sector is a rapidly growing sector where the flow of data is very high. The implementation of ERP in our College makes the educational operating process more efficient. This software helps to manage and keep track of day-to-day activities, including administrative process, curriculum management, student attendance, student information, fee record management, etc. The system improves efficiency by eliminating data redundancy. The system will provide beneficial to the institution by making it faster and efficient as most of work done by the ERP system. In this context Our College implemented **ERP V2.0** for effective and successful administration.

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A customized ERP that takes care of all the academic, administrative, auxiliary and financial processes on campus addresses the following:

- Student – Admission, Exam, Library, Accounts, Transcripts, etc.
- Staff – Biometric-based Attendance capture and calculation system, Payrolls, Leaves, Stores and Inventory Management, etc.

5. THE PRACTICE

The Management of Dr. Sivanthi Aditanar College of Education has implemented ERP for moving into paperless environment and easy access of administration. ERP software helps to manage Our College daily tasks, internal and external resources, control processes like fee payment, library, student enrollments and management, courses and curriculum, exams and results, teacher and other employee management, lectures, and more. ERP Meetings will be conducted periodically including the College committee members to discuss about the updates of the software and functioning of the software. In case any discrepancies, the coordinator intervenes for rectification. Mr. R. Ajay, Asst. Prof. in English Education is being the ERP coordinator of Our College.

• SYSTEM DESIGN

An ERP software system for Our College will include the following primary modules/components:

ERP Module Users				
S.No.	Module	Name	Designation	Teaching/Non Teaching
1	Organization Setup	Mr R. Ajay	Assistant Professor	Teaching
2	Fees Management	Mrs K. Nivedhidha	Junior Assistant Cum Accountant	Non - Teaching
3	Admission Management	Mrs C. Mary Pushpalatha	Junior Assistant	Non - Teaching
4	Program Management	Mr. R. Ajay	Assistant Professor	Teaching
5	Campaign Management	Mr. E. Sam Jebadurai Mr. K. Natarajan	Assistant Professor Arts & Craft Instructor	Teaching
6	Enquiries Management	Mrs. C. Mary Pushpalatha	Junior Assistant	Non - Teaching

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S.No.	Module	Name	Designation	Teaching/Non Teaching
7	Timetable Management	Mr.E.Sundar Ganesh	Assistant Professor	Teaching
8	Student Information System	Dr.A.D.Vasanthy Vinoliya	Assistant Professor	Teaching
9	Examination & Marksheet Management	Mr.E.Sundar Ganesh Mr.D.Sivasubramanian	Assistant Professor	Teaching
10	Course Management	Mr.R.Ajay	Assistant Professor	Teaching
11	Attendance Management	Mr.S.Rajamanickavasagan Ms.P.Divya Mrs.Uma Saraswathi	Assistant Professor Computer Lab Technician Lab Assistant	Teaching Non - Teaching Non - Teaching
12	Certificate & Document Management	Mr.P.Pratheep Raja Mrs.C.Mary Pushpalatha	Assistant Professor Junior Assistant	Teaching Non - Teaching
13	Integration with Tally (Accounting Software)	Mrs.K.Nivedhidha	Junior Assistant Cum Accountant	Non - Teaching
14	Calendar Management	Mrs.W.Ruby Dr.A.Krishnarathi	Store Keeper Assistant Professor	Non - Teaching Teaching
15	Completion Management	Mr.T.D.Suresh	Assistant Professor	Teaching
16	Faculty Portal & Faculty Record Management	Mr.R.Ajay	Assistant Professor	Teaching
17	Student Portal	Mr.R.Ajay Ms.S.Azhagu Mariammal	Assistant Professor IT Executive	Teaching Non - Teaching
18	User & Role	Mrs.K.Sujavathi	Music / Dance Teacher	Teaching
19	Messaging Engine for Notification (SMS/Email)	Dr.D.Jeyaseelan Selvakumar	Assistant Professor	Teaching
20	Placement Management	Dr.T.Uma	Assistant Professor	Teaching
21	Committee Management	Dr.H.Gayathri	Assistant Professor	Teaching
22	Hostel Management	Mr.R.Karthick	Assistant Professor	Teaching

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S.No.	Module	Name	Designation	Teaching/Non Teaching
23	Front Desk management	Dr.S.Sorubakumari Mrs.M.Jeyalakshmi	Librarian Library Assistant	Teaching Non - Teaching
24	Mobile App	Mr.D.Sivasubramanian	Assistant Professor	Teaching
25	File Management	Mr.E.Sam Jebadurai Mr.K.Natarajan	Assistant Professor Arts & Craft Instructor	Teaching
26	Infirmery Management	Mrs.E.Revathi	Physical Directress	Teaching
27	Task Management	Mr.P.Pratheep Raja Mr.S.Rajamanickavasagan	Assistant Professor	Teaching
28	Security Gate Management	Mr.R.Karthick	Assistant Professor	Teaching
29	Scholarship Management	Mrs.W.Ruby	Store Keeper	Non - Teaching
30	Transport Management	Mrs.E.Revathi	Physical Directress	Teaching
31	Alumni Module (Stand Alone)	Mr.E.Alwin	Assistant Professor	Teaching
32	HR & Saral Payroll Integration	Mrs.C.Tharani Devi Mrs.K.Nivedhidha	Superintendent Junior Assistant Cum Accountant	Non - Teaching
33	Koha Library Integration	Dr.S.Sorubakumari Mrs.M.Jeyalakshmi	Librarian Library Assistant	Teaching Non - Teaching
34	Inventory Management	Mrs.W.Ruby	Store Keeper	Non - Teaching

• STAFF MODULE

Staff members are registered by admin and login details are generated by admin which can be managed by the staff afterwards. Staff has access rights to manage all the data of their subjects of respective class. They can manage daily attendance of all students of respective subjects and classes. Staff members are able to give notifications and can upload some documents related to their respective subjects. Staff can generate the daily, monthly or yearly report of individual student as well as class. Mark sheet generation is also available for staff. Instead of manual work this application gives automatic work.

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- **STUDENTS MODULE**

Students are admitted by admin only to the system. When the student successfully gets registered into the system he/she gets an automatically generated username and password on their registered e-mail id and can be managed by student from that point on. Student has access to personal profile, current attendance record, Class Tests records, Daily Class Routines and all the notifications and upcoming events which are managed by admin.

- **SNAPHOTS OF THE ERP MODULES**

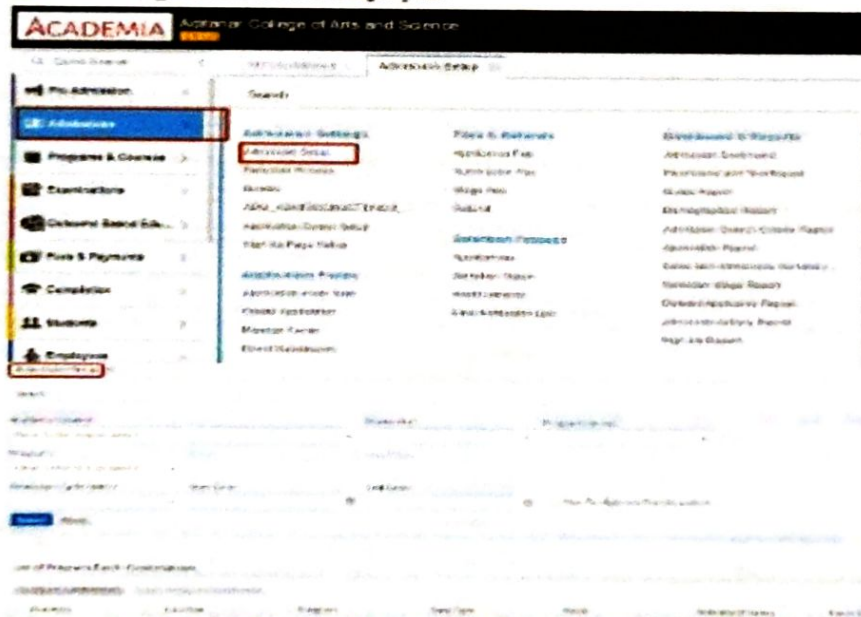
Admission Mgnt.pdf

Admission Setup:-

Prerequisites for doing Admission Setup

1. The program batch seat type should have been created beforehand as the admissions can be given to some program batch seat type only.
2. The documents which might be required should have been created from Setup-> Document Master.
3. Selection process should have been created through Admission Module-> Selection Process.

- **Navigate to Admissions -> Admission Settings-> Click on Admission Setup**
- **The following screen will be displayed.**



- **Click on Not Configured Combination filter and select the Academy Location-> Program-> Batch-> Seat Type for which you would like to start the admission process and click on search button.**



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AEI-Faculty Portal Co....pdf

1. Purpose

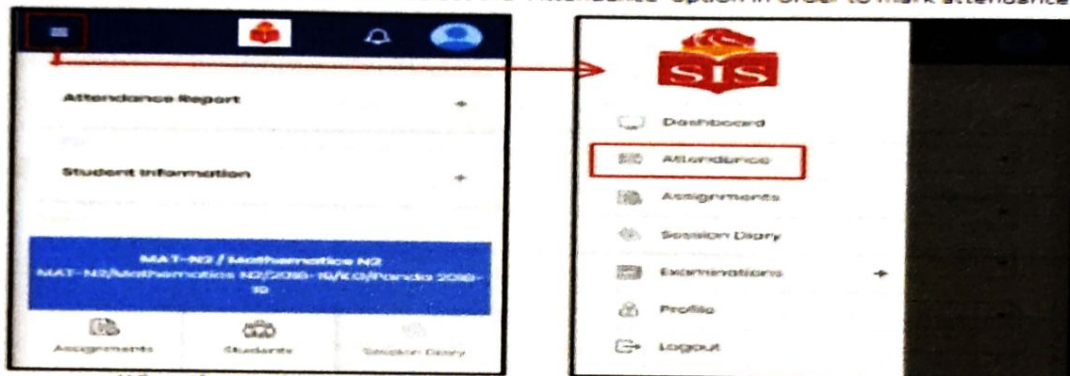
Purpose of this document is to showcase a functionality to mark complete day student attendance from the mobile.

2. Steps to mark attendance

Access the below mentioned URL from Mobile web browser:
<https://erp.aei.edu.in/facultyportal/>

The teacher can mark the attendance by following ways:

1. Way 1 - Get Login to the Teacher Portal from mobile, tap on the icon present at top left the corner a navigation panel will get open, select the Attendance option. When the teacher taps on this option, the following screen will get open where the teacher needs to select the 'Attendance' option in order to mark attendance.



When the teacher taps on Attendance option following option will get open



Aditanar Educational Institutions (User manual - Student Portal)

Student Portal:-

Student portal is designed for the students so that they can access the required details by using the portal provided by the Academia.

By using the portal students will be able to retain the following information:-

1. Students will be able to change the login password.
2. Students will be able to check their Academia data.
3. Students will be able to check the details of the Fees and can also pay the fees using online payment facility.
4. Students will be able to check the status of the request raised by them.
5. Students will be able to check the details of the services opted by them and can also be apply to opt for new services.

Steps to operate the student portal are as follows:-

1. Students can use any of the browsers and use the URL: <https://erp.aei.edu.in/M> to access the login page of the Academia Student portal. (Ref: Image-1)

(i) Students need to click on "Student Icon" to access the student portal.



(Image-1)

2. After accessing the URL the student will be directed to new tab for entering the User Credentials provided by the College Authorities (Ref: Image-2).

(i) Students have to enter the credentials in the respective fields of Username and Password and click on "Sign in" icon to access the Academia Student portal.



(Image-2)



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Committee Management

HOW TO CREATE COMMITTEE IN ACADEMIA?

- Navigate to Tools & Services -> Under Committee Management -> Click on **Manage Committee**

- Click on **Add** button to add a Committee



Committee Management

Manage Committee



Add Meeting

Send Message

- Enter following details to add a Committee:

Committee Code:

Committee Name:

Committee Coordinator:

From Date:

To Date:

Status:

Description:

Save **Edit**

- **Committee Code:** Enter the Committee Code
- **Committee Name:** Enter Name of the Committee
- **Committee Coordinator:** Enter three characters to auto search the User that belongs to one of the selected Academy Location/s
- **From Date:** Enter the start Date of Committee to begin
- **To Date:** Enter the last Date of committee functioning
- **Status:** Whether Active or Inactive
- **Description:** Enter the description related to Committee
- Click on the **Save** button to save basic details of Committee & it will be listed in the gridview under List of Committees
- You can edit the Committee details by selecting individual row from the grid & clicking on **'Edit'** button.
- You can view the Committee details by selecting individual row from the grid & clicking on **'View'** button.

Manage Timetable

HOW TO CREATE TIME TABLE FOR COURSE SECTION IN ACADEMIA ?

- Navigate to Programs and Courses Module -> **Manage Timetable**

- You will be redirected to **'Manage Timetable'** tab:

Manage Timetable

Create Master Timetable

Course Section

View Master Timetable

Extended Timetable

Support Master Timetable

Create Master Timetable

Program Unit Section

Course Section

Calendar

Academic Term

Calendar

Academic Term

Calendar

Academic Term

Calendar

Academic Term

Calendar

Academic Term

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Academic Term

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Academic Term

Calendar

Academic Term

- The following screen of Master Time Table will be displayed.

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Task Management

Create Tasks
My Tasks
Task Reports

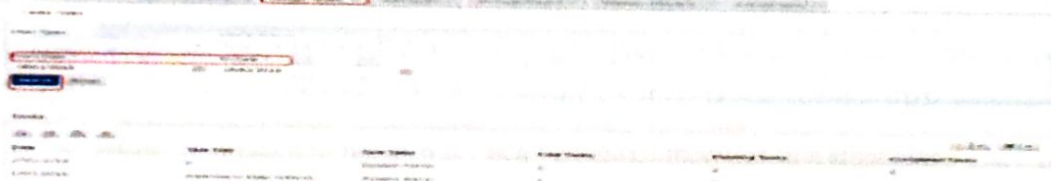
Create Tasks:-

- **Task Management:**
Navigate to Tools and Services → Under Task Management → Select Create Tasks

Task Management
Create Tasks
My Tasks
Task Reports



- The following window will be displayed.



- Select From Date till to Date and click on Search button. The tasks will be visible in the Task grid.
- Now, click on the Add button. The following screen will be displayed.

6. BENEFITS OF THE PRACTICE

Several benefits result from the implementation of ERP systems in Our College:

- Improve resource Management
- Cost effectiveness
- Simplified Admission Process
- Real-time Data Record
- Automated Fee Payments
- Centralized Data Management
- Prompt Decision Making
- Faster Management Process
- Reduced Paperwork

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7. EVIDENCE OF SUCCESS

Like with any new technology, there were issues in users getting familiarized with it. ERP has been implemented in our College successfully. It automates and streamlines all the processes taking place within our institution and greatly upgrades the efficiency of operating and allocating academic resources better.

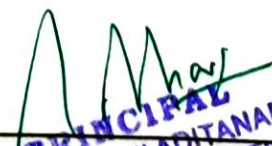
8. PROBLEMS ENCOUNTERED IF ANY AND STRATEGIES ADOPTED TO OVERCOME THEM

The implementation of integrated application systems such as ERP systems is a complex and time-consuming project during which organizations face both great opportunities and enormous risks. Implementation of ERP at Our College represents a doubly difficult task as these systems influence both the academic and administrative fields. However, the ERP system not just simplifies this entire procedure but also it has all essential modules in a standalone place that administrators can effortlessly access and thus accelerates the process.

9. RESOURCES REQUIRED

ERP systems require considerable amount of hardware components, data management and security requirements, dedicated servers and cooling systems. The software, purchasing considerations and licenses are also very important. In addition, ERP software vendor will suggest the company about robust servers to run the software, so that the software works efficiently.




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BEST PRACTICE – 2

1. TITLE OF THE PRACTICE

E-Learning Platforms – LMS and Microsoft Teams

2. AIM

Dr. Sivanthi Aditanar College of Education initiated the Best Practice of using E-learning platforms in the campus such as Microsoft Teams and Learning Management System in order to enhance the learning process. E-Learning Platforms not only helps to deliver content, but also handles registering courses, course administration, skill gap analysis, tracking, and reporting.

3. OBJECTIVES OF THE PRACTICE

The following are the Objectives of the Best Practice initiated by Our College.

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

4. THE CONTEXT

Our College uses E-Learning platforms such as learning management system (LMS) and Microsoft Teams for educating the students as they are integrated set of interactive online services that provide teachers, learners, and others involved in education with information, tools, and resources to support and enhance education delivery and management.

Learning Management System and Microsoft Teams make it easy for educators to set up virtual classrooms, keep assignments organized, and collaborate on Word, Excel, and PowerPoint files in real time.

- To view complete course listings and course information
- To register, schedule and track training sessions
- To create, edit, manage and deliver content
- Enhance the quality of learning and teaching
- Meet the learning style or needs of students
- Improve the efficiency and effectiveness
- Improve user-accessibility and time flexibility to engage learners in the learning process

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5. THE PRACTICE

In line with Government of India's initiative of Digital India, Dr. Sivanthi Aditanar College of Education has set up the following Provisions to promote active use of technology on the campus. Learning Management System (LMS) provide access to Online learning Services for Students, teachers and administrator. Microsoft Teams is a popular unified communication and collaboration platform in Office 365.

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

E-learning Platforms of LMS and Microsoft Teams are the unique concept and Best Practice initiated by Our College keeping the above in mind for strengthening academics and enhancing the Institution.

• SNAPSHOTS OF THE PRACTICE



Microsoft Teams
Microsoft Corporation

Uninstall

Open



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2:28 PM

4.38K/s 4G 81%

Tap to return to meeting 07:50



In meeting (40)



Mute all

Organiser



Natarajan. K
Organiser



Participants



ANTONY IRIS SKLEVA . T



ANTONY JEYA DEEPA . A



BHARATHI . S



BRINDHA . S



GANESAMOORTHY P



GANGA LAKSHMI . P



GOMATHI . P



Microsoft Teams interface showing a meeting titled "Philosophical and Sociological Perspectives in Education (SMPA)". The meeting is scheduled for Nov 23, 2020, from 9:30 AM to 10:30 AM. The meeting options show it is a 1-hour meeting. The meeting is currently in progress. The meeting options show it is a 1-hour meeting. The meeting is currently in progress.

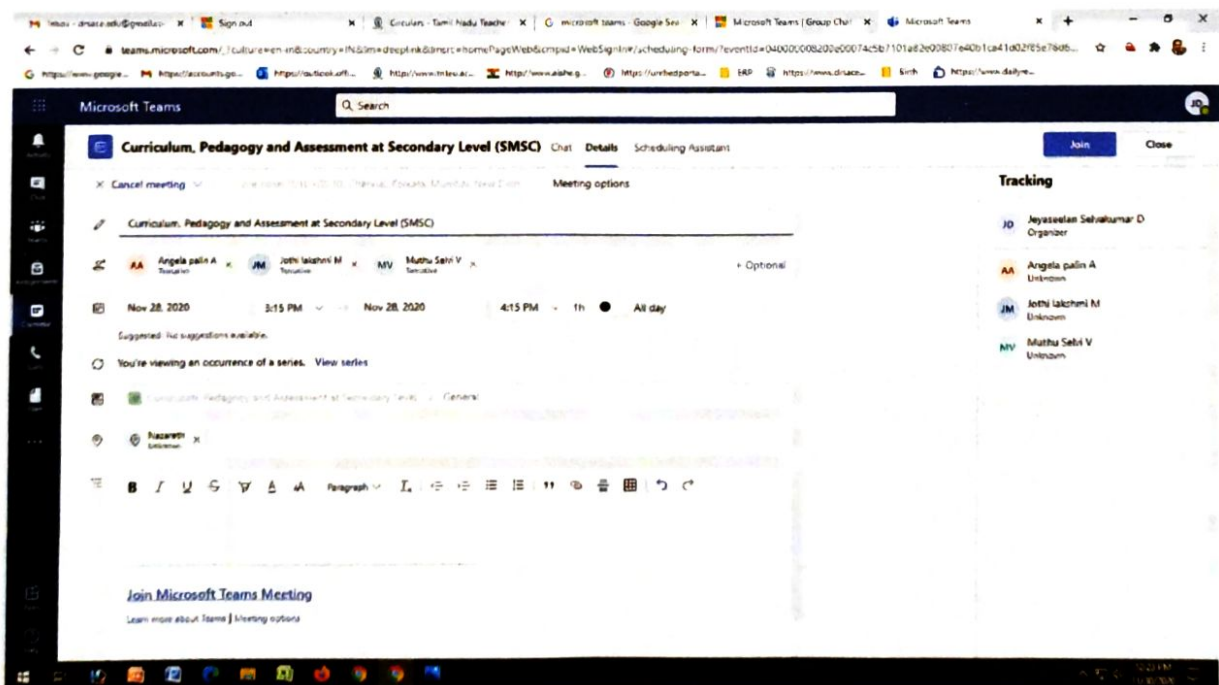
Tracking

Participant	Status
Jeyaseelan Selvakumar D	Organiser
Angela palin A	Unknown
Jothi lakshmi M	Unknown
Muthu Selvi V	Unknown

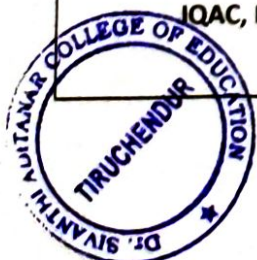


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15:51

In the meeting (80)

Mute all

Organiser

SK Sujavathi K
Organiser

Participants

AR ABIRAMI. R

AS ABISHADEVI. S

AS AMIRTHA LINGESWAR...

ANANTHADEVI. R

A ANANTHI.M

ANUSHIYA. P

BJ BEBITHA. J

CL CHITRA. L

C CHRIST.S

III

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Learning Management System

Powered By AdrolT Technologies Innovative Solutions Private Limited

User name & log enter



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LEARNING MANAGEMENT SYSTEM - FIRST YEAR B.Ed.

Name of the Teacher	Name of the Module	Name on which module in development	Name of the Launching e-content
Dr.Uma T	B.Ed 1st Year (2020-21)	Pedagogy of Biological Science - Part-I	Jan 16, 2021
Mr.Sivasubramanian D		Pedagogy of Commerce Education - Part-I	Jan 13, 2021
Mr.Sundar Ganesh E		Pedagogy of Economics Education - Part-I	Jan 17, 2021
Mr.Ajay R		Pedagogy of English Education - Part-I	Jan 16, 2021
Mr.Alwin E		Pedagogy of Mathematical Education - Part-I	Jan 20, 2021
Dr. Gayathri H		Pedagogy of Physical Science - Part-I	Jan 21, 2021
Dr.Swamydhas P Dr.Uma T Mr. Suresh T D	B.Ed 1st Year (2020-21) (Common Paper)	Contemporary India and Education	Jan 20, 2021
Mr. Rajamanickavasagan S Dr. Mrs. Vasanthy Vinoliya. A. D		Childhood and Growing up	Jan 21, 2021
Mr.Sundar Ganesh E Dr. Gayathri H		Gender, School and Society	Jan 20, 2021
Dr. Jeya Seelan Selvakumar D Mr.Alwin E		Language across the Curriculum	Jan 19, 2021
Mr. Rajamanickavasagan S Dr. Jeya Seelan Selvakumar D		Learning and Teaching	Jan 19, 2021
Mr. Suresh T D Dr. Jeya Seelan Selvakumar D		PLANNING AND ADMINISTRATION ELEMENTARY LEVEL	Jan 20, 2021
Mr.Alwin E Mr. Rajamanickavasagan S		Practical - Critical Understanding of ICT	Jan 20, 2021
Mr.Natarajan K Mrs.Sujavathi K		Practical - Drama and Art in Education	Jan 20, 2021
Mr.Pratheep Raja P Dr. Jeya Seelan Selvakumar D		Practical - Reading and Reflecting on Texts	Jan 20, 2021
Mr.Pratheep Raja P		Understanding Disciplines and Subjects	Jan 13, 2021

LEARNING MANAGEMENT SYSTEM - SECOND YEAR B.Ed.

Name of the Teacher	Name of the Module	Name on which module in development	Name of the Launching e-content
Dr.Krishnarathi A	B.Ed 2nd Year (2020-21)	Pedagogy of Biological Science - Part-II	Aug 13, 2020
Mr.Sivasubramanian D		Pedagogy of Commerce Education - Part-II	Aug 13, 2020
Mr.Sundar Ganesh E		Pedagogy of Economics Education - Part-II	Aug 13, 2020
Mr.Karthick R		Pedagogy of English Education - Part-II	Aug 14, 2020
Ms.Ahino Charlet Mary M		Pedagogy of Mathematical Education - Part-II	Aug 13, 2020
Dr. Gayathri H		Pedagogy of Physical Science - Part-II	Aug 13, 2020
Mr.Pratheep Raja P Mr.Ajay R Mr. Suresh T D	B.Ed 2nd Year (2020-21) (Common Paper)	Assessment for Learning	Aug 14, 2020
Mr.Pratheep Raja P Dr. Mrs. Vasanthy Vinoliya. A. D		Creating an Inclusive School	Aug 13, 2020
Teacher: Dr. Jeya Seelan Selvakumar D Teacher: Mr. Rajamanickavasagan S Teacher: Dr.Uma T		Knowledge and Curriculum	Aug 13, 2020
Teacher: Dr.Krishnarathi A Mr.Sivasubramanian D Mr.Alwin E		Practical - School Internship	Aug 13, 2020
Mr.Sundar Ganesh E Dr. Gayathri H Mr.Karthick R			
Mr.Sam Jebadurai R Mrs.Revathi E		Practical - Understanding the Self	Aug 13, 2020
		Yoga, Health and Physical Education	Aug 13, 2020

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6. BENEFITS OF THE PRACTICE

The benefits of Learning Management System and Microsoft Teams for Students are,

- Interact with classmates in a familiar environment.
- Easily upload assignments and work in one place.
- Collaborate with other students on projects and homework.
- Simple and easy to use and students can manage their time.
- Safe and secure working environment and file storage.

7. EVIDENCE OF SUCCESS

It is a successful endeavor at the College. As a result of this process, uninterrupted learning experience can be provided for the prospective teachers. Online Learning Platforms aids to extend the lesson plan and delivery methods beyond traditional textbooks to include online resources, which made the student - teachers able to become more efficient educators by acquiring the 21st century skills demanded in the future.

8. PROBLEMS ENCOUNTERED IF ANY AND STRATEGIES ADOPTED TO OVERCOME THEM

Since there are many challenges in making eLearning effective, it is important to know how to manage it and access to the resources. The best way to overcome such problem is to understand on setting the right eLearning goals to enhance better teaching and learning for both educators and students. The most important thing is to create customized software and its continuous Upgradation. Our College also provides seamless connectivity of internet for smooth functioning of provisions.

9. RESOURCES REQUIRED

Dr. Sivanthi Aditanar College of Education is equipped with all the resources and infrastructure required for the utilization of Provisions which is now a well-established best practice at the Institution. Our Management takes care of all technological related issues.

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