



### 7.2.1 Best Practices:

**1. Title of the Practice:**

**Usage of ICT Tools for teaching – Learning and ICT Integration in Administration and Financial record management.**

**2. Objective of the practice:**

To match up the global trend of using ICT tools to incorporate into the teaching-learning process as well as into other academic and administrative services, the institute has taken Office 365 subscription. Various tools and applications of office 365 like Microsoft teams, Microsoft Forms are used for quick understanding, responses, and assessment of students.

Utilization of digital platforms and tools for better coordination and smooth functioning of institute administration, financial activities, accounts & admission. The use of various digital social apps leads to the enhancement of quick communication and dissemination of information amongst the staff and the students.

**3. The Context:**

Indira College of Engineering and Management (ICEM) is committed to taking utmost care in ensuring efficient and effective teaching by adopting the National and Global trend of ICT applications in the teaching-learning process. The faculties and staff of the college are continuously trained in their respective disciplines with ICT usage and enabled technologies by way of participating in training and programs both inside and outside of the college. ICT tools contribute to high-quality learning since they have the potential to increase students' motivation, connect students to many information sources, support active in-class and out-class learning environments, and let faculty allocate more time for facilitation.

Administration and accounting activities are also made simpler and time-saving with more effectiveness with the incorporation of various ICT Tools like Tally, ERP. These digital tools helped significantly in working administrative activities during pandemic (online mode) and normal (offline) days.

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

The teachers at the College have been accepted the modern ways of delivering lectures using ICT tools along with the traditional “chalk and talk” method of teaching slowly moved towards more active and interactive forms of teaching by way of adopting ICT-enabled and smart classes.

The ICT tools in Engineering education are being used for developing course material, delivering and sharing content, communication between learners, teachers, and the outside world.

Creation and delivery of presentations and lectures are accomplished by using MS team in online mode and for off-line mode, Smartboard and LCD projector enabled smart classrooms are used.

Academic support is also extended by taking the online information with the creation of the Google forms and MS team forms, creating official What’s app and Telegram groups for staff and students, etc.

To compete with the pace of the digital age and to overcome the pandemic constraints in the teaching-learning process, Virtual Vidya is an initiative by the Indira Group of Institutes (IGI) to train the staff on modern usage of ICT tools and ICT-enabled services useful in education.

To gain extra knowledge many students join various online courses like NPTEL, Coursera, etc. Further, students are offered many online/offline courses through student training like aptitude & soft skills.

Microsoft teams are utilized by the teaching staff in conducting lectures, providing study material, conducting the test, Assignment assessment & analysis. Further, Microsoft teams were used for the conduction of various curricular & extracurricular activities like Umang, Tejas, Mentoring sessions, etc.

Administration and accounting activities are also made simpler by using Tally and the centralized Tally server. Usage of various office 365 tools & applications, ICEM online payment gateway, Fingerprint attendance monitoring linked with salary and leave counting for staff.

Admission processes are made simple by using ERP (NPF System) developed for admission by adopting and following the government rules and regulations. The college has developed software to provide online support and execution of getting a Bonafide certificate and LC right from application to issuing the document online.

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

The college has given due importance to ICT enabled teaching-learning process and encourage students to prepare their projects and seminar using PPT and simulation.

All faculties are certified by Microsoft Certified Innovative Educators (MIE) by Microsoft Incorporation and in-house certification by Virtual Vidya FDP. Creation, assessment of tests & assignments are done using the MS team.

Difficult subjects like Mechanics and Engineering drawing concepts are made easy, understood in a better manner by using ICT tools like cad/drawing sim, etc. Many of the faculty members have their recordings on Microsoft streams, which students can access at any time.

All accounting and administrative staff is trained in Tally which leads to effective and simple admission and accounting procedure. Circulation of official notices and responses is quick and effective using office365.

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

The main constraint that the faculties are facing is that most of the learners are from very remote rural areas and many of them are first-generation learners. Hence, the challenge that lies in front of the teachers is to make them tech-savvy and make them understand the redundancy of the traditional teaching-learning methods.

To encounter the problems addressed above and to match the digital pace the institute has invested and procure ICT devices and Smartboards, MS team software, and up-gradation. Further up-gradation is done by installing routers for improving the network on the campus.

Usage of faculties YouTube channels and recorded videos on teams or drives helps students in remote areas to access the missed content anywhere and anytime due to network connectivity and bandwidth availability issues in rural areas.

To improve the admission process and documentation work, the institute has taken a subscription for NPF admission software which helps different admin sections to work collaboratively and smooth functioning of the admission process.

#### **7.2.1 Best Practices:**

1. **Title of the Practice:**

**Student-Centric Holistic Development activities ( Sports, Yoga, Cultural, other club activities etc )**

2. **Objective of the practice:**

To adhere and give chance to explore the veiled talent, through sports, cultural programs and different activities under various clubs.

3. **The Context:**

Indira College of Engineering and Management (ICEM) organizes different cultural fest and days celebration, Yoga day celebration along with different technical and non-technical activities under various clubs to ensure efficient and effective communication and leadership qualities among students.

4. **The Practice:**

Education with a holistic perspective is concerned with the development of every person's intellectual, emotional, social, physical, artistic, creative and spiritual potentials. It seeks to engage students in extracurricular and co-curricular activities and encourages personal development. Utilization of sports equipment's and other Gym tools for making better health. Mind control through yoga for concentration on difficult subject studies.

5. **Evidence of Success:**

The college has given provisions for exploring student's talent on various platforms. Participation in inter colligate as well as zonal level sports competitions and won the prizes. Various national and regional festivals organized and successfully run by college students which enhances their working together capabilities and leadership qualities along with time management skills.

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

Availability of all the students are not possible due to exam, internship in industry, and academic schedule to participate in the cultural and sports event.



A handwritten signature in blue ink, appearing to be "Raj", written over a horizontal line.