Criteria 7.2.1: Best Practices

Best Practice 1:

1. Title of the Practice:

Scanning and Indexing of Documents

2. Duration (year of inception-year of discontinuation) what is year of inception?

Year of inception : 2022, Yes, this practice still continuing

3. Objectives of the Practice: What are the objectives / intended outcomes of this "best practice" and what are the underlying principles or concepts of this practice (in about 100 words)?

- Better organization: Digital documents can be easily organized and searched, making it easier to find the information you need.
- Improved collaboration: Digital documents can be easily shared and collaborated on, regardless of location.
- Easier audit compliance: Digital documents can be easily tracked and audited, making it easier to comply with regulations.
- Time and cost savings: Scanning and indexing documents can save time and money by eliminating the need for manual filing and retrieval.
- Reduced risk of data loss: Digital documents are less likely to be lost or damaged than paper documents.
- Eliminate bottlenecks created by manual paper-based processes.
- Make sharing and collaboration hassle-free.

4. The Context: What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice (in about 150 words)?

Scanning and indexing documents is important because modern-day operations generate a tremendous amount of paperwork. Invoices, employee files, and other records often require long-term storage. Maintaining a large repository of physical documents can lead to challenges such as missing or damaged files and privacy issues.

There was an urgent need to create a easy management of system managed by IQAC Coordinator to add/update/delete various data provided by Faculty and other members, which will provide secure login with proper authentication and providing the searching facilities based on various factors increasing the efficiency of managing the result. Through this system we save huge amounts of time in the long run and document indexing is a great way to help the Institute get original files secured— and keep future files organized.

5. The Practice: Describe the practice and its uniqueness in the context of India higher education. What were the constraints / limitations, if any, faced (in about 400 words)?

With the Scan and index system, we not only digitize paper-based documents but also upload them

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directly on the relevant platform.

There are many benefits to scanning and indexing documents, including ease of navigation and control flow of information.

The scanning and indexing process involves converting paper documents into digital format and then organizing them into a searchable database.

Some of the features of the process are:
- Quarter wise indexing for faculty achievement and separate indexing for events & activity organized by the Institute.
- Manage the information of Result Editing, adding and updating of records are improved whichresults in proper resource management of result data
- Shared drive with access to all in-house faculties for data sharing
- The IQAC has developed a systematic format to document events. This format has to follow the prescribed format to streamline documents to maintain uniformity.
- Data is subsequently frozen quarter wise by IQAC.

Taking a step forward towards green initiatives SRBS IQAC developed quarter-wise indexing is performed for faculty achievements and separate indexing for events and activities organized by the institute. A shared drive with access to all in-house faculties is used for data sharing. The IQAC has developed a systematic format for documenting events. This format must be followed to streamline documents and maintain uniformity. This data is subsequently frozen quarter-wise by the IQAC.

This system is user friendly with friendly interface for easy navigation between documents. All stakeholders including Faculty & Staff can easily access the system. Faculty can use the system in a secure manner to add/update the files and documents as per convenience from work place as well as from home. IQAC coordinator can view and suggest changes and revisions as required.

6. Evidence of Success: Provide evidence of success such as performance against targets and benchmarks, review/results. What do these results indicate? Describe in about 200 words.

SRBS IQAC has integrated paper to computer-based filing systems by scanning the documents and linking it in shared formats with the Faculties

This system has reduced the manual work and accelerated the processes which helped to get a summarized view of the activities done at any point of time.

It helps in getting the macro and micro picture at the same time allowing the team to make changes at their end which gets automatically saved in the Google docs and then review it later
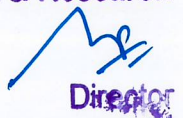
It has also minimized the need of the particular faculty being present at the time of review and hence leads to more time devotion to teaching and other curriculum related things.

7. Problems Encountered and Resources: Required please identifies the problems encountered andresources required to implement the practice (in about 150 words).

- Training of Faculty and developing formats easy to understand

- Scanning huge amounts of files and documents

- Large storage space with backup facility - Internet/intranet connection

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Best Practice 2:

1. Title of the Practice:

Institution's Innovation Council (IIC) and Entrepreneurship Development Cell (EDC)

2. Duration (year of inception-year of discontinuation) what is year of inception?

Inception of Entrepreneurship Development Cell: A.Y 2020-2021 & Inception of Institution's Innovation Council: A.Y 2021-2022, Yes, this practice is still continuing.

3. Objectives of the Practice: What are the objectives / intended outcomes of this "best practice" and what are the underlying principles or concepts of this practice (in about 100 words)?

To develop an innovation ecosystem and to encourage the creative energy of students and faculty to work on innovative ideas and stimulate them towards entrepreneurial ventures.

To train the students to analyze the Market Opportunities and develop products which will have commercialization value.

The main objective was to conduct various innovation and entrepreneurship- related activities, organize periodic workshops/ seminars / interactions with entrepreneurs, investors, professionals and create a mentor pool for student and motivating students to come with new ideas for more start-ups.

4. The Context: What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice (in about 150 words)?

With India poised for an exponential growth there are many young students who want to be part of the Innovation and Entrepreneurial culture. It was necessary to encourage and support the budding minds to reinforce their aspiration for becoming young entrepreneurs.

5. The Practice: Describe the practice and its uniqueness in the context of India higher education. What were the constraints / limitations, if any, faced (in about 400 words)?

- Institution's Innovation Council was established in the A.Y 2021-2022 and since then lot of activities were carried out in the institution involving faculty and students for the benefit of them. The main mottoof establishing IIC at SRBS is to bring out the entrepreneurial acumen and mind-set in students andfaculty through our programmed ecosystem so that aspiring students would plunge into entrepreneurial ventures.

- Conducting various innovation and entrepreneurship-related activities like periodic workshops/seminars/interactions with entrepreneurs, investors, professionals and create a mentor pool for student innovators.

Organize Hackathons, Ideathon and Business model competition with Industry involvement

Our IIC journey has so far been successful and useful for all our stakeholders, students and faculty
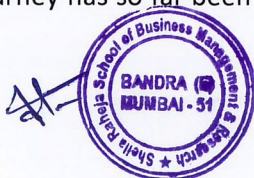
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in particular, as a well-established ecosystem has been provided in the campus to scale up their potential in pursuit of their entrepreneurial ventures.

6. Evidence of Success: Provide evidence of success such as performance against targets and benchmarks, review/results. What do these results indicate? Describe in about 200 words.

SRBS IIC has played an instrumental role to drive innovation and start up ecosystem at campus while connecting with ecosystem enablers at regional and national level. For this, the role of faculty being a member of IIC is very important to play as a mentor or guide young minds in their pursuit of Innovation.

IIC has conducted more than 11 events in the calendar year and has been instrumental in organizing sessions from Start-up founders, Legal and Ethical consultants and industry experts.

7. Problems Encountered and Resources: Required Please identifies the problems encountered andresources required to implement the practice (in about 150 words).

Identifying experts and speakers

Stimulating the students interest in Start-ups and innovative ventures

Dr. Harish Kumar S. Purohit
Director