

BEST PRACTICES - II

1. Title of the Practice

Implementation of Sara Portal (ERP)

2. Goal/Objective of the Practice

Saranathan always encourages In-house resources and talents for design and development of software, advertisement material and information brochures. Our college motivated the faculty members and students to develop an integrated platform for smoothly & conveniently running the various academic activities of the college. SCE has developed an Institution ERP for timely availability of data which can be accessed through Intranet. The Sara Portal has been implemented for the past ten years and is very user friendly. This has been very helpful in improving the performance of the institution.

3. The Context

Sara Portal has been developed for effective and End-to-End Campus Management. The aim is to inculcate management practices among these students as well as optimum utilization of the available resources. Most of the college related advertisements, posters and banners are designed by creative students under the guidance of faculty members.

4. The Practice:

Our College has always encouraged and promoted the practice of involving the faculty members in automating the institutional academic and administrative work to some extent. The staff members of SCE have created Sara Portal – an Intranet portal which maintains most of the administrative and academic details. The Sara Portal is hosted with role based access for easy access from anywhere.

The main features of this Portal are:

- ❖ Access to information regarding status of each and every student to all academic stakeholders including Director, Principal, Deans, Head of Departments, Faculty, Students, Administrative Office and Central Library Staff.
- ❖ **Sarastaff module:**
 - The faculty can post all periodic entries from daily attendance, syllabus coverage, assessments marks etc. on time.
 - The status of missing attendance entry, mark entry at the department level allows the HODs to undertake necessary follow up actions.

- The availability of academic records like attendance, internal assessment test marks, subject wise failure list of the students help the faculty to provide proper guidance and counselling.
- Sara Portal has many features like Continuous assessment mark calculation, Internal Assessment Test Performance analysis, CO-PO mapping.
- The Curriculum and Syllabus of current regulations of Anna University and NPTEL study materials are available for all branches.
- The strength and name list of every class, feedback given by the students, details of library books borrowed, details of bus facility availed by students & staff are been provided in the Portal.
- Details of conferences, seminars attended, and publications in Journals and Conferences Additions can be added by the staff members to their profile in the Portal which will reflect in the faculty database.

❖ **Sarahome module for students**

- The students may access their academic details like attendance, Internal assessment test marks, University grades, their ranking in the class.
 - Course exit survey is given by the students for the subjects based on the course outcomes at the end of every semester.
 - The students provide feedback about the staff members handling the subjects for the semester twice during every semester.
- ❖ The students of our college are encouraged to design and develop information brochure, advertisements, posters, leaflets, promotional material, etc. which has helped the Institute.
- ❖ Most of the staff communications are (i) through mail which was created in Gmail under the domain name of saranathan and (ii) whatsapp group.
- ❖ The staff members of our college are instrumental in the design, development and maintenance of our College Web Site .Online payment facilities for paying Tuition fees, University Exam fees, hostel fees, etc. are provided through the website.

5. Evidence of Success

- ❖ Management is able to get the data on all activities of the college on real time basis which helps in decision making process.
- ❖ Enormous amount of time and effort is saved because required data is available at all the time. The faculty are able to spare the saved time in Research and other development activities.
- ❖ The cost and time of procuring materials is reduced in bringing the system across the Institution.
- ❖ Students and parents feel comfortable to access information.
- ❖ Online payment helps to monitor and keep track of payments in a better way.

6. Problems Encountered and Resources Required:

SCE has not encountered major problems in implementing the Intranet based Sara Portal.

Problems Encountered:

- Certain advanced software require sophisticated technical configuration for the implementation of the institution Website.

Resources Required:

Knowledge on how to frequently upgrade the existing system, in order to keep abreast with the latest technologies.