Two Best Practices of the Institution

S. No.	Practice
1	**Career Guidance Training (CRT) Programmes**
2	**Implementation of e-Governance**
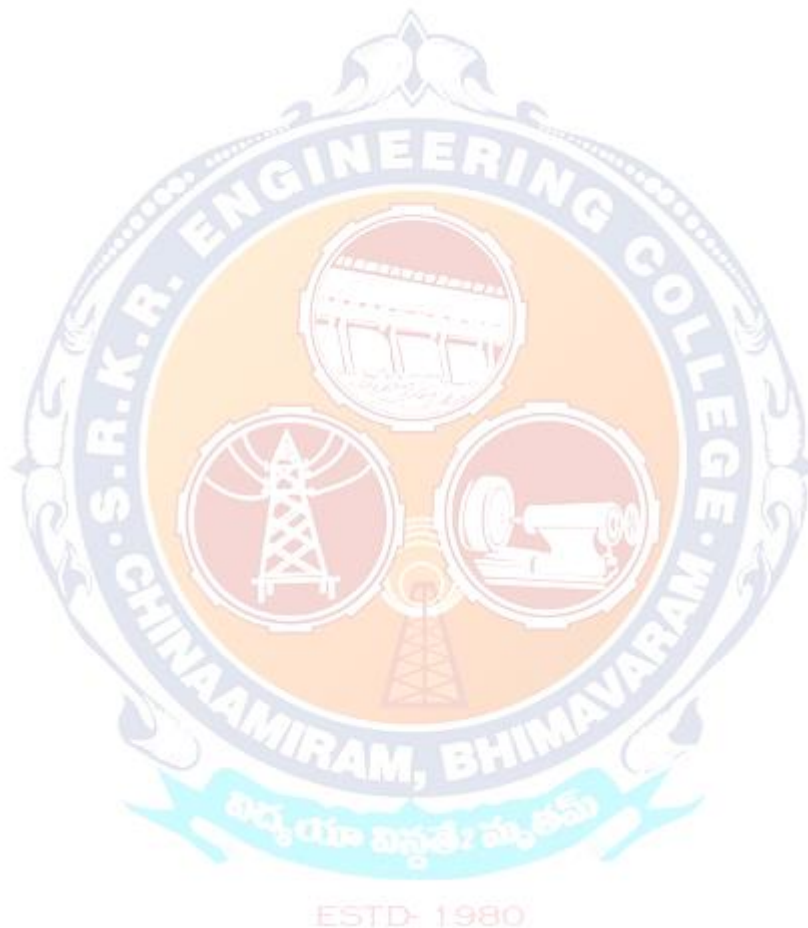
Practice – I

1. **Title of the Practice:**

Career Guidance Training (CRT) Programmes

The Training and Placement Cell of SRKREC holds a dominant position shouldering various responsibilities and running a gamut of activities intended to cater to the needs of the students. The Cell plays a pivotal role in locating jobs for UG and PG students by being constantly in touch with the reputed firms and industrial establishments. Equipping the students with the required technical, quantitative, verbal and behavioral skills for placements and also assisting them in terms of future academic prospects, the Cell relentlessly strives to channel their creative energies into what they aspire for i.e., either a professional or a researcher.

2. **Objectives of the Practice:**

In today's ever-changing dynamism, Career Guidance to the students is the most vital aspect of college education. The students are expected to serve the needs of the ever-changing and dynamic market. In order for students to choose the right career path, SRKREC offers education beyond the curriculum and provides career guidance to the students in following aspects.

- Enriching the skills of the students to meet the industries' recruitment process.
- Locating employment opportunities available across the industry for the students.
- Establishing a relationship with the corporate leaders and present a brief profile of the college and invite them to conduct campus recruitment for engineering graduates.
- Assisting students in developing technical knowledge, quantitative and verbal aptitude, and also arranging industry interaction programs either through outsourcing or by in-house faculty.
- Looking for the industries that support the college in terms of providing technical support, lab establishments, and internships for PG & UG students and make MoUs with them.
- Motivating students to aspire for higher studies and guiding them to take up competitive exams such as GATE, CAT, GRE and so on.
- Conducting seminars on various opportunities available for higher education or research field in India and abroad.
- Gathering constant feedback from the companies about alumni working with them and analyzing it for bettering the present training methods or curriculum.
- Moulding the personality of the students holistically by imparting training on personality development.

3. The Context:

- In today's competitive markets, right path of career choice matching with the potential and the interest is not an easy task for the students.

- To keep the students career-focused and make them aware about the industry and social needs, career guidance through different training processes beyond the curriculum is most essential.

- The need of the hour is also to induce a habit among the students for lifelong learning to progress in the career. The challenge is changing the mindset of students to become skillful at how to learn new things and update themselves with the latest knowledge and techniques.

- Career growth culture among students is to be developed which will be of particular importance for ensuring their employability and facilitating their transition from college-level education and internship to facing the challenges of the future.

- Finding the correct resource person for effective guidance (external or in-house) with competencies is highly important in the design and implementation of this practice.

4. The Practice:

The goals are achieved through the following activities of Training and Placement

Training & Placement Activities:

The following are the programs planned, monitored and executed for the engineering students from time to time.

1. British English Certification by Cambridge University
2. APSCHE-British Council Communication Skills Project
3. GRE Coaching
4. Civil Services Coaching

Communication & Soft Skills Programme:

English is a language of opportunities and it plays a vital role in securing desirable employment. Accuracy and fluency in the use of language are very essential. Technology – aided learning has started playing a significant role in the pursuit of language learning. The state - of -the - art language laboratory been established in college aims at facilitating the learners to gain mastery over English. It enables the students to expedite the process of improving learning skill with more emphasis on LSRW (Learning, Speaking, Reading, and Writing) leading to desirable employability. The language lab intends to develop the confidence level of students and it would motivate them to use their language skills outside the classroom as well. The technology thus fulfills all the needs of language learners and educators.

Objectives:

- To enhance the proficiency of the students in all four primary skills (LSRW) of English through computer aided teaching.
- To emphasize the importance of English as a medium of learning for all the academic subjects.
- To facilitate the students to shed fear and anxiety while using English and also overcome their mother tongue influence
- To equip students with confidence to undergo placement training programs throughout the year by practicing in presentations, group discussions, debates and mock interviews.
- To enhance spoken skills through various software/ computer programs.
- To develop interactive approach in learning the second language.
- To provide every student enough time to practice the components of the language through repeated exposures.
- To make them aware of the need to learn better pronunciation in terms of word accent, intonation and rhythm.

Facilities:

An exclusive language laboratory with advanced software is available. The language lab has excellent teaching material production facilities in the form of audio – studio with duplication facilities of audio and video software equipment and the peripheral equipment. The entire equipment is housed in an acoustically treated and centrally air-conditioned language lab. The language lab room is used for about 6 hours per week.

Highlights of the Communication Skills Lab:

The students are given training in the areas of

- Conversational English
- Language skills
- Soft skills
- Interpersonal skills
- Decision making skills
- Business communication
- Group discussion
- Pre-placement training
- Corporate readiness
- Resume preparation
- E-mail writing
- PPT Preparation and presentation

- Business English Certification and 10 Students have cleared their BEC with the assistance of English Communication Skills Laboratory.

Business English Certification by Cambridge University

We have had a tremendous track record in the exams conducted by Cambridge University, especially BEC-Vantage. Cambridge English Qualifications are in-depth exams that make learning English enjoyable, effective and rewarding. Designed to help students and professionals develop the English language skills to communicate confidently in an international workplace, these business qualifications prove to employers that the certified individuals have the English language skills to succeed. These qualifications are accepted and trusted by thousands of leading employers and organizations worldwide. They are a mark of excellence, opening doors and giving individuals the skills and confidence to thrive.

Objectives of Business English Certification:

- To help students improve career opportunities of students.
- To enable students to make use of English correctly and meaningfully.
- To acquire the business vocabulary required for various business situations.
- To get practical language skills needed in a business environment.

Industry-Academia Relationship:

The Training & Placement Cell firmly believes in 'Industry-Academia Relationship'. In order to bridge the gap between Industry and Academia', it organizes technical talks and national seminars to provide a platform for the budding engineers to interact with professionals from various industries. It encourages visits to the industries by the college students.

5. Evidence of Success:

The Training & Placement Cell, of SRKR Engineering College facilitates the process of placement of students passing out from the Institute besides collaborating with leading organizations and institutes in setting up of internship and training program of students. The Cell liaises with various industrial establishments, corporate houses etc which conduct campus interviews and select graduate and post-graduate students from all disciplines. The Training & Placement Office provides all the necessary infrastructure to conduct Tests, Group discussions and interviews besides catering to other logistics. The Department interacts with different companies across the country to visit the campus for conducting campus interviews. The industries which approach the institute come under the purview of: Software Engineering, Core engineering industries, IT enabled services Manufacturing Industries and R & D laboratories.

- The performance of the practice is reflected in the campus placement of the students. The total placement scenario has changed and the placement percentage has taken an upward trend year-by-year.

- Moreover, students started reading that they are to be industry-ready as per the market need and it will create their demand. In the process, a larger section of the students get inclined to jobs of different flavor other than the jobs related to their specific technical skill sets.

- To add to this, career guidance helps the students to understand their inclination towards higher studies and thus they appear for GATE, GRE, etc. examinations. Although the success rate is not commendable, this kind of preparation makes the students ready for facing tough technical interviews as well their confidence increases many-fold on attempting public service examinations.

- This is evident from the fact that several students are placed in diversified multinational software and core industries.

- For the last 5 academic years T & P Cell has proved and successfully achieved all the afore mentioned objectives and is keen to continue the same

For the 2021-22 academic year statistics of department wise students placed in different companies

Year	Department	No. of Students Placed
2021 – 2022	Civil Engineering	126
	Computer Science and Engineering	255
	Electronics and Communications Engineering	138
	Electrical and Electronics Engineering	218
	Information Technology	169
	Mechanical Engineering	207
TOTAL		**1113**

6. **Problems Encountered and Resources:**

   The problems encountered in implementing the practice are as follows:

   - Difficulty in motivating students about different flavors of jobs available as per industry demands.

   - Finding out right type of professional agencies who can provide training and skill sets to the students as per market demand.

   - Difficulty in convincing students for regularly attending the training programs by the professional agencies for facing tests/interviews.

   - Difficulty in motivating students for higher studies and public service examinations for which attending classes beyond the regular class hours is a requirement.

- Making the faculty members convinced to deliver beyond the curriculum to prepare the students for competitive examinations.
- Difficulty in making student understand about the fact that instead of short term goals, long term goals are more effective. Although there are various problems, the institute has been able to realise the practice effectively through decentralizing the training and placement activities and mobilizing its technical and non-technical resources in an efficient manner.
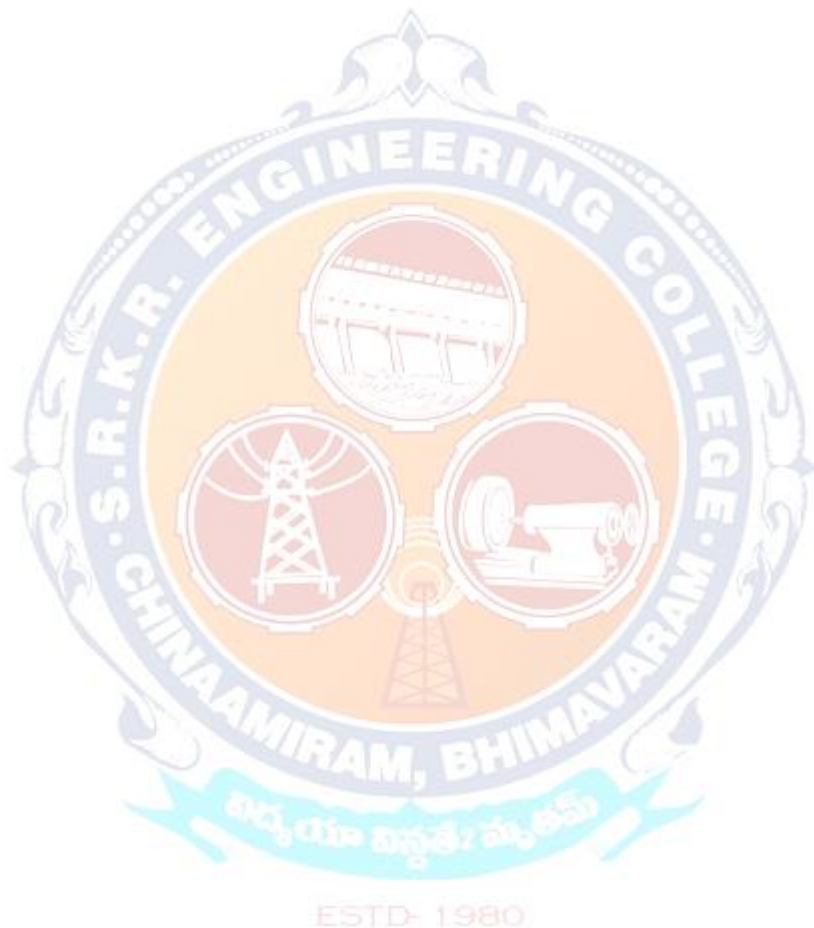
Practice – II

1. **Title of the Practice:**

Implementation of e-Governance:

In order to provide simpler and efficient system of governance within the institution, it is decided to adopt and implement e-governance in maximum activities of the functioning of the institution. The institute has implemented a value-added feature, i.e, ERP for students, parents and staff members. This facility provides an access to student's attendance and performance which the parents also can access online. The student lifecycle module digitizes the process of admission, time-table, attendance, exam and grading.

2. **Objectives of the Practice:**

The goal of e-governance is to make good governance even better. Participation, openness, and being held responsible are often signs of good governance. Recent improvements in communication technologies and the Internet have made it possible for Institute administrations to work together in new ways, which will help achieve good governance goals. Information technology can help get more employees involved in governance at all levels by allowing online discussion groups and making it easier to move quickly and do their jobs well. The College may be able to give better service in less time, which is good for the Institute because it makes governance more efficient and effective. Also, the costs of doing business can go down and services can be easier to get.

3. **The Context:**

- E-Governance strengthens the very fabric of democracy by ensuring greater student, staff and parent's participation at all levels of governance in institution.

- As the information regarding every activity of institution is easily available, it would make every department responsible as they know that every action of theirs is closely monitoring and audited.

- Bringing in Transparency, Accountability, and timely resolution of process vulnerability that exist within higher education system.

- Empowering students and other stakeholders.

- Promoting autonomy, innovations and academic reforms in institutions of higher learning.

- Providing opportunities of higher education to socially deprived communities and removing disparities by promoting the inclusion of women, minorities and differently-abled persons.

- It makes an excellent way for ties between alumni and the institution and continues with the program of lifelong learning and get help to the institutions for placement.

4. The Practice:

E-Governance at S.R.K.R. Engineering College uses the latest technology to create a system that can handle all of the challenges that come with running an engineering college. It automates every part of an educational institution and lets you process information and manage knowledge in real time. It is an integrated solution that makes it easier for its stakeholders to process and keep track of a lot of information. S.R.K.R. Engineering College has implemented e-governance in the areas of operation of:

i. Administration:

S.R.K.R. Engineering College tries its best to keep pace with the recent applications of e-governance in terms of various functions being performed digitally. A well-equipped General Computer Centre (GCC) established in the College to monitor and regulate smooth functioning of computer systems and to address all IT related issues so that maximum benefits can be ensured. Students and staff-members are provided with help-desk pattern assistance and are supportive through GCC. The college also established digital library to provide an access to the e-journals, e-books etc.

Online official communications regarding academics and administration are realized through WhatsApp, e-mails, SMS Software and other social media apps, which in turn reduces paper usage on the campus.

The college has ERP software i.e. web-based **ECAP ERP Software** (developed by M/s WEBPROS India Pvt. Ltd.), which was implemented in the year of 2021 onwards.

ii. Finance and Accounts

As a basic ingredient of the e-governance concept and as per the instructions of the government, all kinds of financial transactions are cashless. The salaries of employees including remuneration for the examinations are paid online through NEFT/RTGS and rarely by cheques. Apart from that, the payment of scholarships and all purchasing transactions are made cashless to maintain transparency and financial accountability in the system. All financial related tasks are managed through *Tally ERP9* software for smooth and secured functioning. Outlined below are some of the major transactions being performed digitally at the college level:

- Online payment of examination and admission fees.
- Pay bill preparation & management of various scholarship schemes.
- All kind of payments including salaries to the staff-members.

- Disbursement of salary slips & accounting of GPF.

iii. Student's Admission and Support:

Institutional operations for online admission to various courses/classes are performed with the support of ECAP ERP software qualified and skilled staff without missing the element of transparency and the order of merit. The online admission and support activities are done though ECAP ERP software, which includes:

- Verification of documents, payment of fees & other admission formalities.
- Preparation & publication of admission rolls and related statistics.
- Admission related data management.
- Maintenance of students' attendance in web-based formats.

The afore-mentioned digital functions are realized online through internet with support of ICT based infrastructure available in the college.

iv. Examination System

Under the scheme of autonomy there is a fully computerized Examination Cell which conducts examinations, maintains curriculum and publishes results online for different courses/programs. From 2017 onwards, the examination management is all done through fully customizable rigorous security features i.e *i –Campus software*, developed by M/s D Base solutions Inc. The digital features of examination system include:

- Online registration, fee payment & issuance of admit cards on web address.
- https://services.billdesk.com/console/
- Intranet for entering CCE marks and other data.
- Declaration of results on website.
- Preparation of mark-sheets and degrees.

The college administration is committed to an automated examination system based on the features of e-governance for bringing reliability & efficiency into the system and eventually to improve the quality of education.

v. Library:

The central library at S.R.K.R. Engineering College holds the credit of housing massive stock of books and reference materials. To magnify its strength, more and more e-learning resources are added as and when

available for the benefit of the faculty and the students. The library holds the membership of DELNET, N List and also provides e-learning, reading room, book bank, reference section with reprographic and scanning facility. The digital learning centre has over 200 systems and printed books are also available in the reference section. The library is presently using **ECAP** *ERP software* for its internal working and updates it time to time. It needs to update timely. The library is fully integrated with Barcode Technology where user can enter, search a catalogue, borrow and return the books on his own. Similarly new e-learning resources are identified and subscribed taking into account the recommendations of the library advisory committee. Recommendations of the faculty and the students are also taken into account while subscribing to the resources. Appropriate training to the staff and the students for using the e-learning resources should be provided as and when necessary.

5. Evidence of Success:

E-Governance has changed the way things are run at S.R.K.R. Engineering College. The e-governance system is made to be easy for people to use, save time, and save money. The S.R.K.R. Engineering College can implement full supervision of all service units in the office through the ERP software. The Administration communicates with Governing Body members as well as the teaching and non-teaching staff through email. All important administrative information including notices is regularly published on the website.

The accounts of the institution are maintained through the Tally software which reduce the paper work, manual errors and enhance the speed and transparency. All financial transactions through online banking saves time. The college website acts as a mirror of the college information. Student information and online transaction interfaces are provided on the website. College has a full time web developer and team members. Alumni portal is provided on website for the information of pass out students. Examination Process is handled through *i-Campus* software. Filling in of examination forms, obtaining admit cards, uploading of marks etc. are all done in online mode. College Examination Cell oversees the complete process of examination under the guidance of the Examination Controller of the institution. All these processes make our students meet the ever evolving demands in today's highly-competitive environment

To achieve the target of going paperless, IQAC committee members of it started using Google facilities like

- Google sheet : For data collection from Various Departments
- Google Docs: To prepare notices and activity reports.

- Google Forms: To prepare Feedback forms and get online feedbacks of Students, Parents.

The college campus is equipped with CCTV Cameras installed at various places of need. WhatsApp Group helps to provide the brief notices of any event to be happened on college. WhatsApp Groups are also used for awareness and of smooth functioning of the same.

6. Problems Encountered and Resources:

For e-Government to work well, all stakeholders or at least the vast majority of them must be able to use the Internet. So, to connect to websites, you need a device that can connect to the Internet. Institutions also need high-tech servers and security systems to deal with the huge amount of information and the complicated cyber threats they face. All of these are an expensive investment. Some students may have trouble using e-Government if their internet connection is slow or goes in and out. Some people may not have infrastructure because they cannot pay for it. Also, not all resources are appropriate for all stakeholders based on their culture. For e-governance to work well, it needs security, a database of best practices, and more ways to analyse information, among other things. For making and collecting online information, there needs completely new infrastructure, procedures, policies, and work skills.