

# SEVA BHARATI MAHAVIDYALAYA

(A multi-faculty college affiliated to Vidyasagar University and funded by UGC & Govt. of W.B.)

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## **BEST PRACTICE -I**

**Academic Session: 2022-23**

### **Title: USE OF ACADEMIC ERP SOFTWARE FOR MANAGEMENT OF ADMISSION AND ADMINISTRATION**

#### **Objectives of the Practice:**

- To provide a simpler, effective, efficient, secured, cost-effective system of governance for the maximum benefit of all stakeholders.
- To comply with the admission guidelines of Higher Education Department, Government of West Bengal and the affiliating university, Vidyasagar University.
- To make the admission process and administrative works transparent, error-free, time-saving, and user-friendly.
- To centralize the data for effective management and utilization by the administration.
- To cope up with the changing scenario in academic processes and administrative systems in the post-COVID-19 pandemic situation.

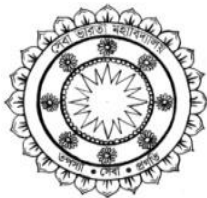
#### **The Context:**

Seva Bharati Mahavidyalaya is a multidisciplinary college with the B.A., B.Sc., B.Com. (Hons. & General) & B.P.Ed. Courses and it offers degrees in 18 disciplines. More than 1500 students are enrolled across all the streams in each academic session. Apart from this, the college has more than 80 faculties, non-teaching staffs and casual workers. Physical maintaining of the academic, official and financial documents of this huge number of students and faculties is practically impossible. Moreover, it is not error-free. Preservation of such a huge amount of physical data is not feasible. Installation of an ERP Software can help the college to run smoothly, and can be beneficial for both the administration and for the stakeholders.

#### **The Practice:**

The college implemented the academic ERP software in admission process through the following ways:

- Conduct of online form fill-up of the applicants for admission
- Preparation of subject-wise merit list
- Online payment of admission fees



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- Final admission through the online admission portal
  - Generation of payment receipt of admission fees
  - Preparation of Identity Card and Library Card of the admitted students
  - Preparation of student data for university registration

The following administrative works were performed through ERP software:

- Management of finance and accounts
- Secured management of data regarding publication of research articles in journals and book chapters by the faculty members
- Maintenance of service documents of the teaching and non-teaching staff the college
- Management of student data related to admission, fees payment, progression, etc.
- Library automation through the Integrated Library Management System (ILMS)
- Preparation of the profile of the college staff and utilization of the information for administrative purposes

## **Evidence of Success:**

The total admission process of a student takes 10-20 minutes for each student. Online payment of admission fees takes 5 minutes to complete. Payment related issues are also resolved in a smooth and hassle-free manner. Administration can effectively manage and utilize data for multiple academic and administrative purposes.

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

The students coming from the rural tribal belt of the neighboring villages of the college have encountered problems in during online admission due to poor network connectivity, lack of smartphone and computer facility. To overcome the problem, the college creates a number of Helplines and opens Helpdesks for assistance during admission.

Cloud-based ERP software was the key resource required to resolve the issue.