



Swami Swatantranand Memorial College Dinanagar (Punjab)

Accredited at 'A' Grade by NAAC Affiliated to GNDU, Amritsar

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Digitalized World of SSM

...all at a single click...



Best Practice 1:

Digitalization of Campus:

A Step towards Digital India

Digitalized India was such a **revolutionary campaign** that **knocked the door of each campus but the way it spreads with leaps and bounds**, really created a history. The reason behind **its pandemic like expansion** is the **transparency and visibility** in every single field. **Tell me a single arena where it doesn't leave its imprints?** Digitalization is an integral part of the present day education system. It has become the **necessity of all academic institutions** but it has **become the best practice of SSM** because it has made the **campus life so simple and fast that everything seems to be possible just at a simple but smart click.**

OBJECTIVES:

- To ensure **simple and smart support** to all the **stakeholders.**
- To inspire **vulnerable communication among students, faculty, and others.**
- To make **information accessible at a single click.**
- To enhance **transparency and visibility in the administrative and academic fields.**
- To guarantee an **accurate, quick, hassle-free** and efficient data processing, decision-making, and ongoing improvement process within a campus.
- To automate and standardize the numerous institution-wide processes.
- To address the issues of relevant, and readily available data throughout the organization.
- Reducing paper use and gradually transitioning to a paperless office.
- To become leading institutions in terms of technology.

Covid-19 opened new vistas for ICT tools and the student's dependency on these tools. No doubt **Students' face many problems while working with the newer applications but they have learnt a lot about ICT tools willingly.** During these Pandemic times **when online was the most trending word all over the world,** **our college** with its **innate habit of being at the forefronts couldn't resist** and organized **numerous online activities** like **online** quiz competitions, **online** poster presentation competition and **online power point presentation** and many more **seminars, webinars, faculty development programs, workshops and conferences...**all through **online mode.** **The active participation and inclination of our students and faculty towards digitalization, is the strong evidence of taking digitalization as our Best Practice.**

The Practice

We at SSM opted to minimize the use of paper gradually since it results in the cutting down of trees. The transition from paper files and handwritten papers to electronic files and prepared documents was really a great challenge which was accepted and won by the institution by converting some of the paper content to electronic format.

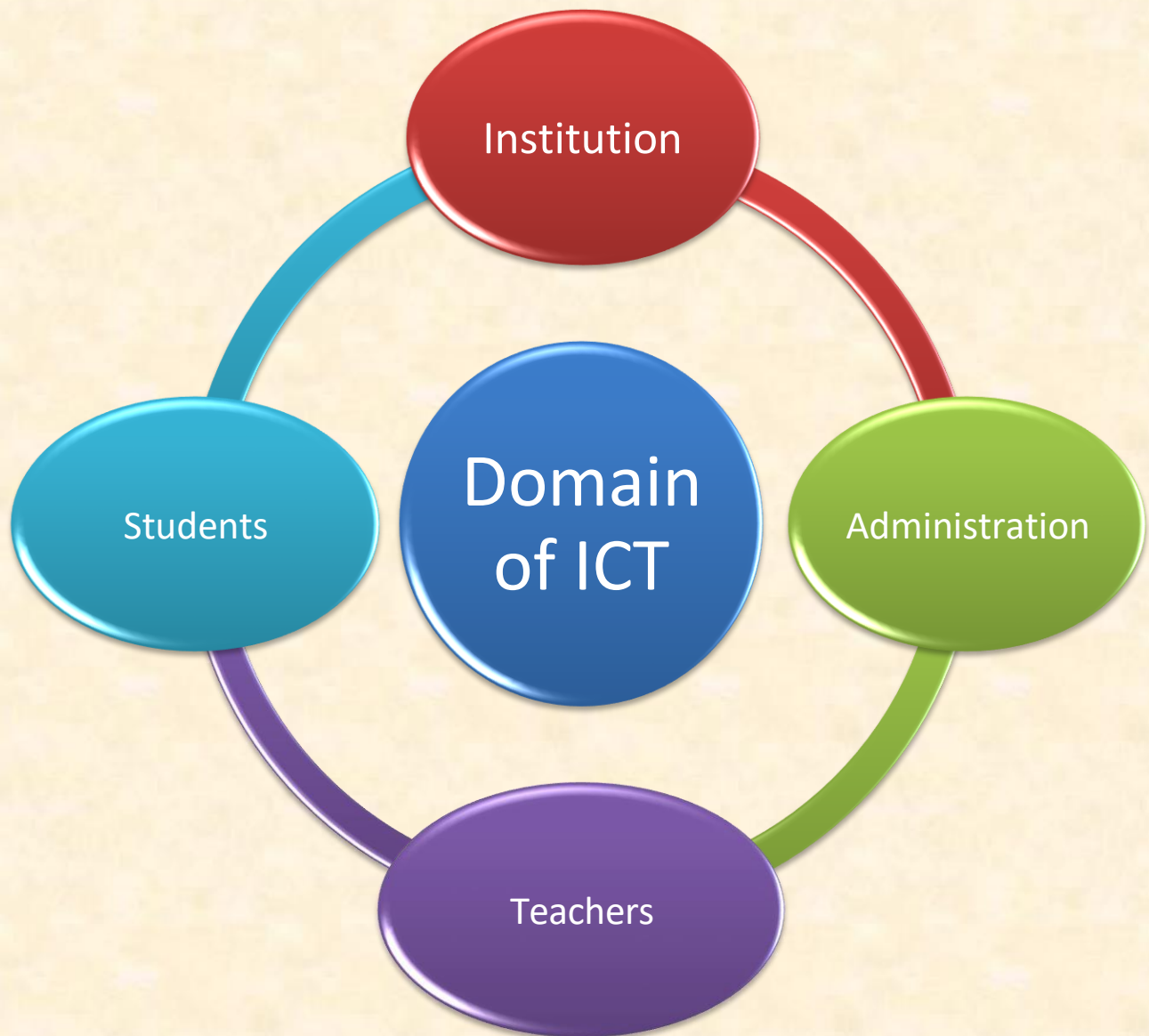
The Context

More academic and administrative procedures are engaged from student admission to degree completion. The computerization and management of operations including registration, admission, student information, classes, timetables, transport, attendance, libraries, salaries and costs, exams, results, hostels and reports are just a few of the standards that the institution has adhered to.

Data generation, storage, and retrieval using a manual procedure take longer and have lower accuracy levels. To fix these problems Digitalization is the correct approach. Throughout the year, it can be utilized to make access to any

Institutional detail rapid, accurate, hassle-free, and safe. No doubt working with modern computers is challenging task as compared to paper-based governance, but we should not forget that the key to effective e-governance lies in the latest software's and future technologies.

Domain of ICT



ICT Being Used at Institutional Level

The progress of any institution depends on its ability to keep pace with ever-changing technology. Technological advancements not only help in increasing efficiency but also create a hassle-free environment. Swami Swatantranand Memorial College acknowledges this fact and has inculcated ICT in its work in every possible way. From top to bottom ICT has become an important part of our institution. The following ICT Facilities are being used in the college:

Tools	Description
Subscription to Vidwan Database & National Researcher's Network	It provides important information about expert's background, contact address, experience, scholarly publications, skills ,accomplishments and researcher's identity, etc.
GPS and Camera Facility in College Buses	Real-time tracking and display of buses provide additional advantages in case of any emergency.
Bio Metric	One time for all...biometric attendance
CCTV Surveillance	Security & Safety
College WhatsApp Group	Information at a click
Message Sending Mobile App	Transfer of Collective messages to students.
Online Absentee Software	For marking the online attendance of the students.
Internet Speed Tester (Mobile App)	To test the speed of internet.
Bio Tap and Speakers System	To transfer the voice messages& instructions to students and teachers.
Learning Management System	Digital platform for teachers and students to post their e-notes .

ICT Being Used in Administrative Level

Digitalized Administrative Block

ICT plays an important role in the working of the Administration. It improves efficiency and catalyzes the day-to-day functions by simplifying the work processes via internal computerization and automation, thus fostering transparency and accountability. The administrative Block of the college uses the following software:

Tools	Description
Latest Tools & Technologies	PC's, Printers and Scanners.
Akal Web Soft	To maintain fee system and students' details.
Koha Software	Koha software is used to manage the library.
N-List	It provides remote access to licensed content based on the user's authorization.
DELNET	The main objectives of DELNET is to promote resource sharing among member libraries by collecting, storing and disseminating information by offering networking services to users.
Salary Management (Tally)	Managing employee salary in an effective way.
Card Presso Software	For generating and printing student's and teacher's ID CARD.
Online Students and Exam Portal	For storing students information for exam.
Cash Counting Machine	To count cash.

Teachers with Tools (ICT)

Teaching is crucial amongst all functions of the college. With changing times, the need to adapt according to the needs of students gets very important. In this era of digitalization, the role of the teacher is not just confined to class teaching only. It has become all time job with ICT tools in hands.

Tools Used	Description
Latest Tools and Technologies	Like PC's, Printers and Scanners etc.
Google Class Rooms	To reach the students at every corner.
YouTube Channels	Understand the concepts with YouTube
G-Suit	No need of Planning for Google meets
Zoom App	Online meetings with students.
Smart Board/Projectors	Understanding levels enhanced via 3d views and animations of various models.
Learning Management System	The LMS system is portal created by our institute to post e-contents like audios videos, power point presentations and pdfs .
WhatsApp Groups	One App with multiple uses
Student Mark Sheet Software	Results Without Delay

ICT is a Boon Not Ban for Students

The introduction of ICT in the Education system has proved to be a blessing in students' life. It has transformed the education system at a different but unique level.

Tools Used	Description
ICT Based Rooms	Learning via smart boards and projectors.
ICT Enabled Labs	ICT based practical and projects.
ICT Enabled Language Lab	Improve Your language skills.
Learning Management System:	Unlimited e-content ...A Gift from teachers.
Online Admission Portal:	Online admissions ...Without Delay
Online Help Desk for Students on Website	Query portal...If you have any ...
E-Notice System	Notices to students
Grievance Portal	Register complaints...If you have any ...
Photo Copier Facility	Students can get photo copies.

Problem Encountered and resources required

- Training and technical sessions from experts were required to train the non-teaching staff to use these services.
- The institute also invested more to train the staff for upgraded techniques and tools.
- E-content generation was hard for teachers as it requires lot of time to generate quality contents for students.
- Major resources were required to implement this practice

Evidence of Success

- The office is now more productive and requires less storage space as result of using upgraded e-services.
- Paper usage has significantly decreased in campus.
- ICT in education improves engagement and knowledge retention. It gives following benefits to students:
 - Improved learning efficiency.
 - Reduced the burden on teachers.
 - Simplified information sharing.
 - Increased student motivation.
 - Improved IT literacy of students.
- The amount of time needed to spread information has decreased significantly.