

BEST PRACTICES 2020-21

Title of the programme: Military Science as elective paper

Objectives: To inculcate the sense of patriotism and discipline in students.

Context:

The University Grants Commission, New Delhi in year 2014 granted permission to College to Start the Military Sciences as one of the elective papers to the undergraduate students under letter no . The purpose of the programme was to introduce the sense of valor, patriotism and discipline in the students from early stages in a professional manner. Under the choice based scheme adopted by the college from 2016 the subject was offered to the students as Skill enhancement scheme of 4 credit paper. The College offers Military Sciences as the skill from 3rd to 6th semester. At present the total students enrolled for military sciences for the academic year 2020 is 476.

Practice: Though the institute has a NCC and NSS wing but all the students are not able enroll themselves in these units due to various constraints. The institute in this backdrop has taken a novel step of offering a course entitled “Military science” as skill subject so that students who have urge to serve the nation in these allied sectors can get the insight into the same in professional manner without compromising their academic course credit journey, thereby providing the platform for students to serve the country in the much better way.

Evidence of success: Out of 453 students some students have got preference in local Police, Paramilitary forces, Defense services and Merchant navy due to the course.



Classwork, Seminars of Military science 4 th Semester class

Problems encountered and resources require:

1. Lack of infrastructure for the practical component of the course

Title of the programme: IN-HOUSE DEVELOPED ERP SYSTEM

Objectives: Automation in the Examination , evaluation and teaching learning process

Context:

The college automation software is meant to cater to the assorted needs of students, faculty members, administration and departmental staff. The automation software provides the following features.

1. Student Registration and Admission Management.

The software manages the entire registration and admission procedure of students. It records the educational details of students for the past years, uploads photographs of each student for easy identification, generates a unique ID for students, uploads and stores data, and reports related to students, such as character and transfer certificate, family background, etc.

2. Examination Management

The software enables the administration to set up subject-wise examinations or tests and generate admit cards along with date sheets for each exam. Besides, it helps to generate results based on the percentile or grading system.

3. Students' Inquiries Management:

The software allows the college authority to respond to students' queries received by email, walk-ins, or on phone, with ease.

4. LMS

ICSC learning management system is a software application or web-based technology used to plan, implement and assess a specific learning process. It's used for e-learning practices and, in its most common form, consists of two elements: a server that performs the base functionality and a user interface (UI) that is operated by instructors, students and

administrators.

ICSC LMS provides an instructor with a way to create and deliver content, monitor student participation, and assess student performance.

Practice:

The ICSC-LMS is an in-house developed software and constitutes one of the modules, integrating to the existing working modules of the ICSC-ERP (Islamia College of Science & Commerce-Enterprise Resource Planning). Students are introduced to working and Interface of the ICSC-ERP as they get a student (s) console at the time of conformation of admission in their Semester 1. Through this LMS students are provided addendum in terms of on-line, Virtual classroom infrastructure which include the requisite tools for virtual learning. The ICSC-LMS will be equipped all the tools and technologies making it robust, scalable, user -friendly and secure with upcoming versions. Current version that is in operation is Version 2.0.0 responsive. Important Features of ICSC-LMS

1. Verified student Login based on students roll numbers and registered telephone number Combination. (no uninvited or spammers to trouble the classroom progress)
2. Easy assignment of classes to Faculty Members as through Timetable creator.
3. Viewing of created time table (s).
4. Auto assignment of students to their classes as per batch/programme/course/Semester to the time table and teacher allocated.
5. Provision for up-loading of Assignment which include Text, Audio, Video.
6. Provision for students to ask a question to teacher (s),. Pertaining to a general academic query (Department Based).
7. Provision for Faculty Members to easily enter a classroom, post lecture , reply to queries of the student (s) within the classroom. Up-Load - Video , Audio text lectures , tutorials, assignments, additional

online support though incorporation of external URLs, video resources etc. View student (s) enrolled for the class and currently online, view lectures delivered etc.

Access: ICSC-LMS can be accessed through College website at Url: <http://www.islamiacollege.edu.in> (clicking on IC-CMS (Islamia College –Content Management System) encircled red. The Islamia College website index page is displayed below. The access link to IC-CMS is encircled in RED.

Flow chart

Access: ICSC-LMS can be accessed through College website at

Url: <http://www.islamiacollege.edu.in> (clicking on IC-CMS (Islamia College –Content Management System) **encircled red**.

The Islamia College **website index page** is displayed below. The access link to IC-CMS is encircled in **RED**. (click on the red encircle within the document to access the page)

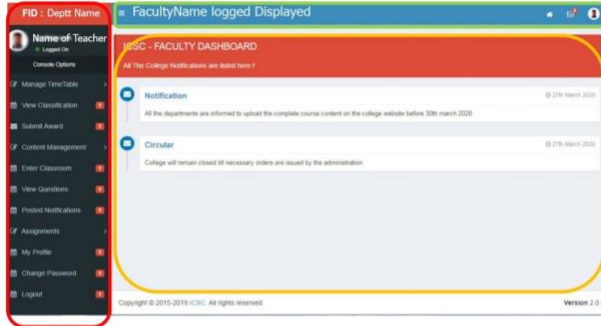


Authorization: The page presented will require authorization.



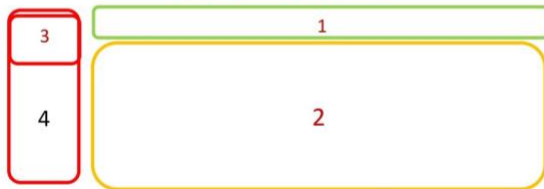
- Faculty Members are provided with login ids and default passwords.
- To login to the LMS portal. Faculty Members must ensure to change the default password and use a very strong password which should typically be not less than 8 Characters and must contain an Uppercase character, a numeral and at least one special Character.
- Faculty Members must ensure to change password (s) regularly.
- **Security Info.** ==> Faculty members profile through authorized access levy's liability of content posted in the classroom (s) with the owner of the password. Ensure safety of password.

• **LMS ENTRY PAGE & ITS COMONENTS (DESKTOP VERSION)**



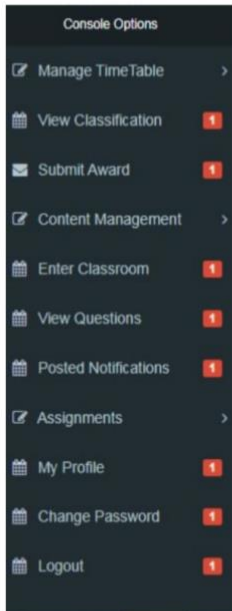
SECTION(S) of Landing/Intro Page:

Very Important please NOTE



1. FacultyNameDisplayed, Home Icon, **NOTIFICATION ICON**, picture
2. Work area, dynamic -will display contents based on Console option.
3. FID Department Name with Name of the Teacher Logged ON, with profile picture.
4. **CONSOLE OPTION'S.**

SECTION 4

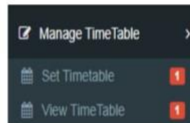


The **Options** available are self explanatory .

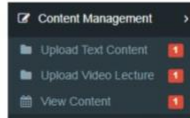
With a > sign indicating a sub menu for the options

Options with > sign

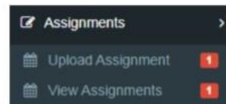
Manage Time table has two sub options.



Content Management has three sub options.



Assignments has three sub options.



Note Some of the options may not work over INTERNET however they will work over **INTRANET (local LAN)**

SECTION 1

FacultyNameDisplayed, Home Icon, **NOTIFICATION ICON**, picture

Icon **resembling mailing envelope** indicates new notifications. **Number 0** here indicating zero or no questions to respond to.

1 indicates one question to respond to and 2 likewise.



SECTION 2

Will get populated based on the chosen options.

SECTION 3

Will display

Department Name

Name of the Teacher Logged ON,
with profile picture.

SECTION 4

Will be discussed in detail in the preceding section (s)

Time table : Set Time table

This option will help set the time table

(Available with faculty members with set attributes—May not be available with all the users)

Sequentially proceed to set the time table by setting

1. Faculty Name
2. Batch
3. Course
4. Semester
5. **Subjects will populate automatically** . Select subject to be assigned to the faculty member and use set Assign Class.
6. Record of time table will be overwritten if the same class is assigned to new faculty member. The time table will reflect the name of last entry.

Time Table Information	
Department	
Computer Applications	Auto Set Department Name
Faculty Username	
Profile/Avatar	Use drop down to select faculty Name from deptt
Batch	
2017	
Course	Use Drop Down options to set
Select	* Batch.
	* Course
Semester	* Semester
Select	
Subject Name	
Subject Names will be Automatically populated	
Select Subject and Use ASSIGN CLASS	
Assign class	

View Timetable

Allows user to view the set time table.

View Classification

Allows user to view the classification of enrolled students based on batch, programme & Course . (INTRANET)

Submit Award

Allows user to submit the award of the classes set by timetable module for classes conducted by the faculty member. (INTRANET)

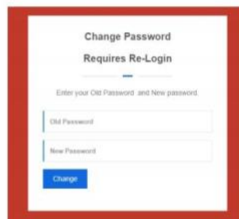
My Profile

Allows user to modify profile. Which includes change in email, phone, Image etc. old information will be overwritten.

Change Password

Allows user Change the set Password.

This option will ask for current password and change it to new password. After changing password user will have to re log with NEW PASSWORD

A screenshot of a 'Change Password' form. The form has a title 'Change Password' and a subtitle 'Requires Re-Login'. Below the subtitle, it says 'Enter your Old Password and New password'. There are two input fields: 'Old Password' and 'New Password'. A blue 'Change' button is at the bottom.

Log out

Is used to leave the portal.

Content Management

Select

Department

Course /Subject

Semester

Subject Title

Choose a file to upload

For Text files please use
PDF format

A screenshot of a 'Content Management' form titled 'UPLOAD CONTENT AS PER SYLLABUS'. The form has several dropdown menus: 'Department' (set to 'COMPUTER APPLICATIONS'), 'Course / Subject' (set to 'BSC'), and 'Semester' (set to '1'). There is a text input field for 'Subject Title' with the example 'e.g NUCLEAR PHYSICS UNIT -I'. Below this is a file upload section with a 'Choose File' button and a note '(PDF, PPT, MP4)'. At the bottom is a blue 'Upload Content' button.

Evidence of success:

Flawless online Student registration and admission, Generation of admit cards, date sheets , generation of result , marks card during the session.

Problems encountered and resources require:

- Inadequate technical staff in in the IT and SS section.
- Infrastructure upgradation
- Space constraint.

