

## **Best Practice 2**

### **1. Title of the Practice: TOWARDS PAPERLESS MANAGEMENT: Institutional Automation: Education Management Online System**

#### **2. Objective:**

Objectives of the practice are summarized below.

- a. Better communication: Management, Staff, Students, Parents
- b. Administrative transparency
- c. Efficient data storage, processing and report generation
- d. A platform for e-recourses: Virtual campus
- e. Take advantage of technologies and devices like tabs and smartphones to keep files and notes
- f. Reduce Paper Foot Print, Save Water, Save Environment, Save Our Planet

#### **3. The Context:**

The conventional practice of paper filing systems has been found with several disadvantages. It takes up a lot of space and time to generate and store. Decision-making is usually delayed. The paper-based administration is almost centralized restricting the benefit of decentralized Space–Time advantages.

It has also been understood that one tree is equal to 12,000 papers. By saving a ton of paper, 17 trees, 26000 litres of water, 4000 kilowatt of power supply and 240 litres of fuel can be saved. A typical office worker produces 160 kilograms of paper waste and 45% of all the papers are thrown away in the course of the day after printing. It takes an average of 5 litres of water to produce one piece of A4 paper. Paper accounts for 25% of landfill waste and 33% of municipal waste. 93% of paper comes from trees. Every tree produces enough oxygen for 3 people to breathe during their lifetime. So, just 4000 sheets of paper cut the oxygen source of a human being. 50% of the waste of businesses is composed of paper. It is estimated that paper production in the world would touch 500 million tons in the year 2020. Pulp and paper is the 3rd largest industrial polluter of air, water and soil. Chlorine-based bleaches are used during production which results in toxic materials being released into our water, air and soil. When paper decomposes naturally, it emits methane gas which is 25 times more harmful than CO<sub>2</sub> in global warming. Demand for paper is expected to double before 2030. In general, going paperless helps businesses save space and money, boost productivity and keep information more secure while also making sharing it easier. Besides, paperless offices help the environment: the less paper we use, the fewer trees are chopped down, the less methane is emitted, and the less water and energy are consumed.

It is in the above context that the Institution has introduced a practice titled **TOWARDS PAPERLESS MANAGEMENT: Institutional Automation: Education Management Online System**

#### ***4. The Practice:***

The Institution procured a Learning Management System known as LINWAYS. Teachers and students were given the training to adapt and use the online platform for all educational transactions and related communications. Teachers, Students and Parents are given login UID and PW for using the system. The system is regularly updated for fixing bugs and leveraging benefits. Lecture notes and sample QAs are also uploaded to the system for easy access to students. Facilities for putting Assignments, Video lectures and online tests are also made available on the system so that the environment of a virtual classroom is enabled. SMS facility is also integrated into the system. This facility enables the Class Advisor to send bulk SMS to all the students under his/her control thereby reducing communication barriers and ensuring authenticity and safety. Parents can know the progress and performance details of their wards by sitting in the comfort of their homes or office. Faculty Members, Class Advisors, HoDs, and the Principal are assigned graded access to the system to ensure security.

All official communications from the Principal, Students, Staff, HoDs and Management have been streamlined through Google forms ensuring Space–Temporal flexibility. All the staff is given unique mail IDs for this purpose.

#### ***5. Evidence of Success:***

The system is very efficient and transparent in the administrative decision-making process. As a Case Study; let us take the application for casual leave of an employee. Normally in a conventional paper system; the applicant fills up the form and submits it to the HoD. He in turn recommends and forwards the same to the HoI. He verifies eligibility and applicability and conveys remarks to the sanctioning authority [Managing Director]. The Managing Director in turn conveys the administrative decision down the line. Normally, these administrative process demands one or two working days. Further, the decision can be taken only during office hours. But, due to the introduction of the online system, all these processes take place in the comfort of Space and Time.

Another success indicator is that of Reducing paper Footprint. Consider that 100 staff is employed in the institution. Every Employ has eligibility for 20 casual leave in a year. If they use one sheet of paper for every leave application, a total of  $20 \times 100 = 2000$  sheets of paper will be used for the purpose. It accounts for half of the oxygen needed in the lifetime of a human being and 10,000 liters of water. There are about 900 staff and students put together in the institution. If they together save 24000 sheets of paper a year, they save two trees, 120000 liters of water, 400 kilowatts of power supply and 24 liters of fossil fuel, reducing methane emission and ensuring lifetime oxygen supply for 6 human beings. This is the GREATEST success of the practice titled **TOWARDS PAPERLESS MANAGEMENT** system in the institution.

#### ***6. Problem Encountered & Resources Required:***

It is the will of the management, staff and students that act as success indicators of the project. However, technical adaptability is a challenge when it comes to the case of a few staff and parents. Bandwidth and limitation of supporting devices are also issues at times. Wi-Fi on the campus solves bandwidth issues to a certain extent. However, it persists while off campus.

**7. Notes:**

The contributions to the well-being of the Environment and limiting Climate Change will be tremendous if all the campuses in the country are converted to paperless.



**SREE NARAYANA INSTITUTE OF TECHNOLOGY<sup>®</sup>**

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Managed by: Pattayil Kunjukunju Memorial Charitable Trust, Adoor

# **REPORT ON TOWARDS PAPERLESS** **CAMPUS**

## **TOWARDS PAPERLESS CAMPUS**

The idea of becoming paperless calls for doing away with all paper on our campus. Even though the usage of paper has declined, it is still widely used, and few businesses are totally paperless. Significant resources are utilized on campus to create, route, store, and search for paper documents. This is accomplished through the digitization process, which involves transforming papers and other objects into digital form. Going "paperless," according to proponents, can save costs, increase output, free up storage space, facilitate information sharing and documentation, maintain the security of personal data, and benefit the environment. Since it takes 10 to 20 trees to manufacture that much paper, going paperless is better for the environment. Three people's worth of oxygen may be produced by one tree, hence using one paper instead of two results in a 30 to 60-person reduction in oxygen generation. The Paperless Campus initiative was undertaken to minimize the waste associated with these practices by identifying and making available workflows and technologies designed to reduce the need to use paper as a medium for transferring information. With a paperless system in place, documents may be promptly retrieved and searched on a computer. Paperless automated document processes, like reviews and approvals, are possible. Additionally, because electronic files are stored and managed in paperless repositories, the risk of information loss is decreased.

### **GOALS:**

- Support sustainability efforts by reducing the amount of paper used on campus.
- Increase efficiency and cost savings through reduction in printing, scanning, and faxing volume; reduced turnaround times; and automated workflow processes.
- Take advantage of technologies and devices like tabs, Smartphones to keep files and notes.
- Administrative transparency.

The Paperless Campus program is designed to reduce and remove existing paper documents stored within each department's physical repository. The increasing trend of paper production and consumption has more serious future negative environmental impacts. Document filing doesn't require laboriously printing them out, then conducting a manual search to find them later. Digital data may be stored quickly, and retrieval only requires a brief computer search. The amount of time employees spend working on tedious jobs has significantly decreased. Some alternative measures can play an important role to reduce paper in the working place and academic arena for the protection of the forests and the upgradation of the environment. So on our campus, we introduced many new technologies to reduce the usage of paper, which are mentioned below:

### **1. LINWAYS**

The Institution procured a Learning Management System known as LINWAYS, which is an online platform for all educational transactions and related communications. Linways ERP software is used for student other academic activities like attendance, assignments, examination, online classes, online study materials, grievances, feedback etc., and it is functioning very well.

Date: 11/06/2020  
Ref: LIN/202021/200112

**To Whomsoever It May Concern**

This is to certify that Sree Narayana Institute of Technology, Adoor have been using Linways Academic Management System (AMS/ERP) from April 2017 till date.

Following are the sections where our system is being used.

- 1) Admission Management.
- 2) Academic / Administration Management.
- 3) Examination Management.

Sincerely,

Linways Team.





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Approved to AICTE, New Delhi & Affiliated to APJ Abdul Kalam Technological University  
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Managed by: Pathayil Kunjukkranju Charitable Trust, Adoor  
An ISO 9001: 2008 Certified Institution

### OFFICE OF THE PRINCIPAL

#### PROCEEDINGS

Date:06/04/2017

Sub: - Introduction to LMS- LINWAYS

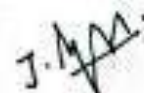
#### ORDER

Vide minutes of College Council read above, it was unanimously resolved to take measures to implement LMS in the Campus for imparting effective teaching learning transaction. Subsequently the Manager was requested to identify suitable vendors for providing LMS as required. A set of proposals received by the Principal in this regard was also forwarded to the Manager.

The Manager has taken necessary steps in this regard and was pleased to procure and supply the LMS captioned LINWAYS to the college.

LINWAYS is an Online LMS that is customized to the requirement of Courses under APJ Abdul Kalam Technological University. Therefore all the HODs and members of faculty are hereby instructed to contact the System Administrator in the college to receive Login ID and Password to the LMS. A training Program on the system is also scheduled. All the faculty members have to attend the training program without fail. LMS will come into force with immediate effect.

Orders are issued.

  
Principal

Copy To.

1. HODs
2. Managing Director
3. File Copy
4. Office File

Fig: Proceeding of the principal announcing LINWAYS

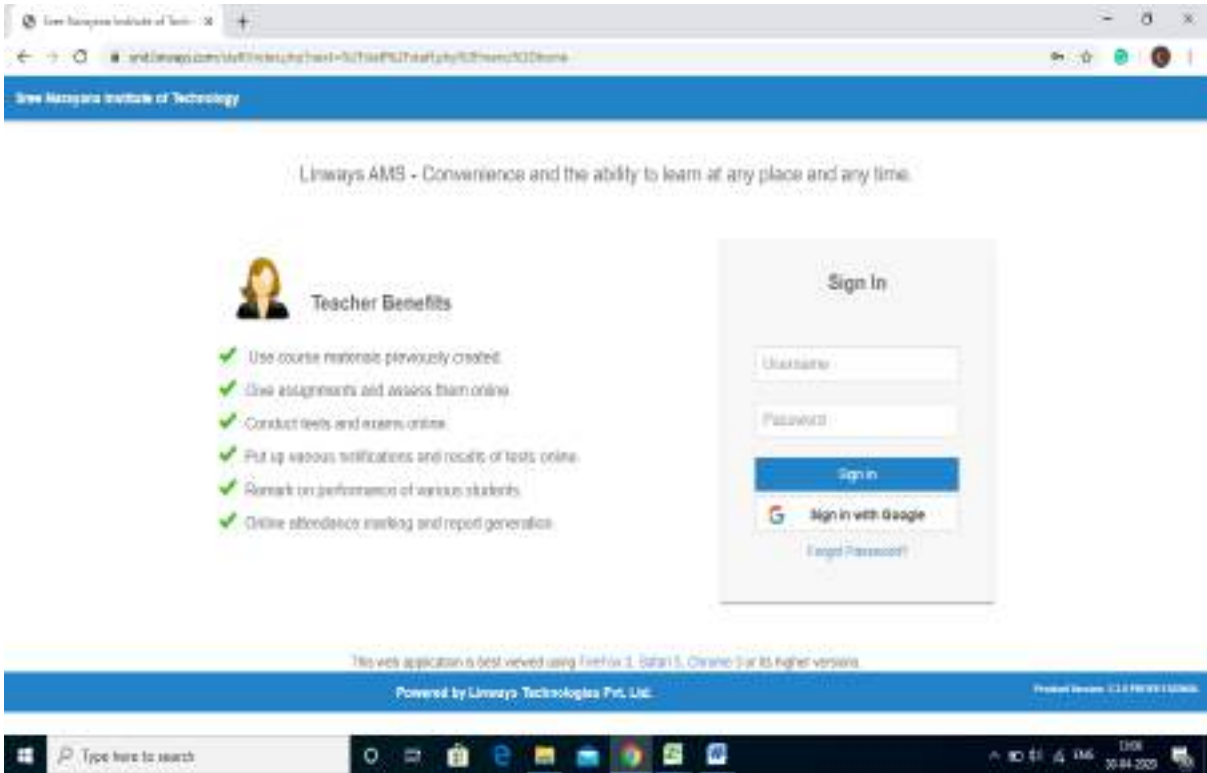


Fig: LINWAYS login

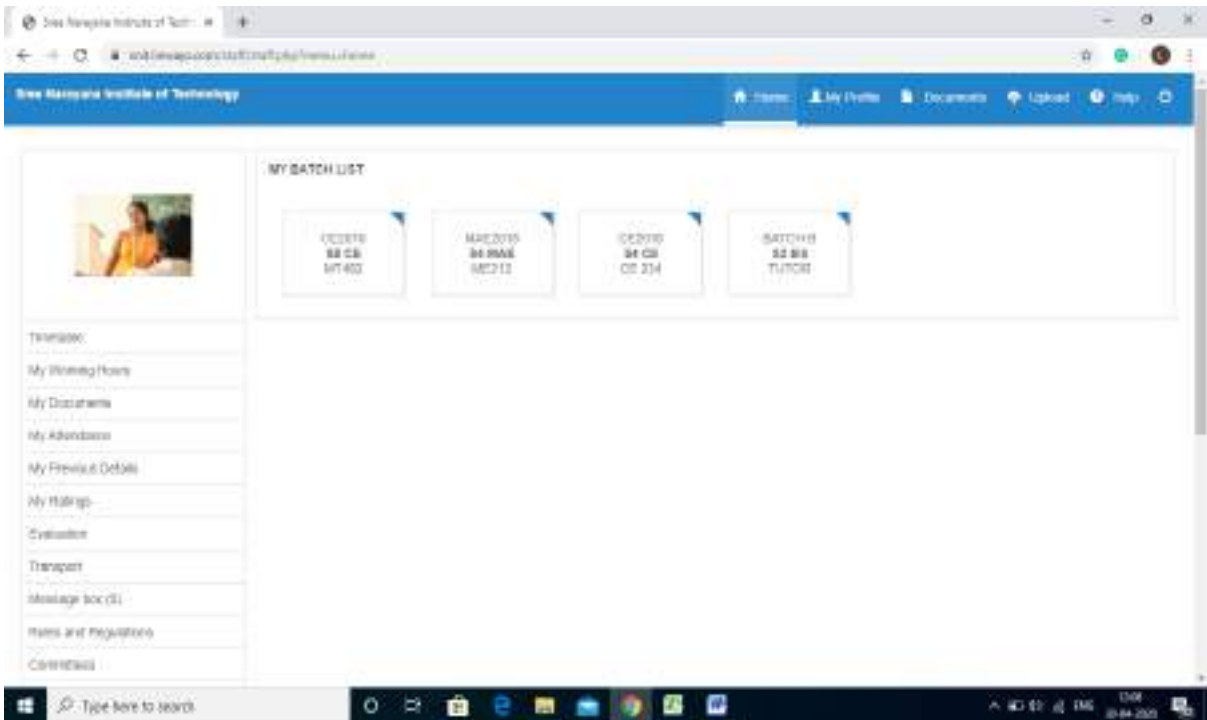


Fig. LINWAYS Staff Profile

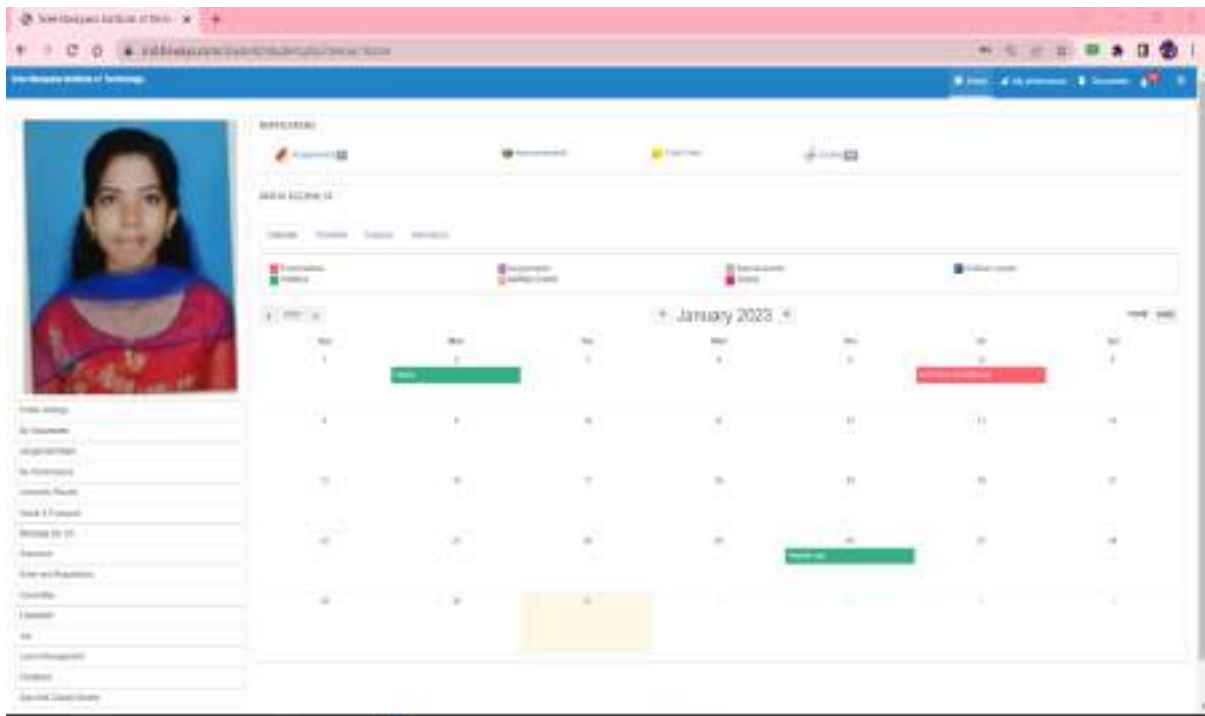


Fig. LINWAYS student profile

Teachers, Students and Parents are given login UID and PW for using the system. The teachers can mark and record the day to day attendance of each student in this. They can also upload lecture notes; sample QAs and assignments in the system for easy access to students.

Facilities for putting Assignments, Video lectures and online test made available on the system so that the environment of virtual classroom is enabled. Through this the amount of paper used for assignments and tests can be saved.

Staff profile URL: <https://snit.linways.com/staff>

Student profile URL: <https://snit.linways.com/student>

This software can also be used for conducting online examinations. The results of the offline examinations are published through the website. The maintenance of the website is found good.

## **2. LEAVE APPLICATION**

Leave management is the process of managing employee time-off requests in a fair, accurate, and efficient way. As a part of paperless campus we promote online leave management system. Online leave management system is a web-based leave management application that automates every step of the employee leave management process without compromising on functionality. The Leave Management System enables employees to submit leave requests online. It eliminates paper works, removes manual interventions and improves communication. Here the leave application is done through google forms. The employee can

fill up the google form and forward it to higher authority. Confirmation of the leave will be received through reply mail.

## Application for Leave - Teaching Staff

Leave Application form for Teaching Faculty in Sree Narayana Institute of Technology Adoor

reshmanuraleedharaneed@srit.edu.in [Switch account](#)

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Only the email you enter is part of your response.

**\* Required**

**Email \***

Your email \_\_\_\_\_

**Name \***

Your answer \_\_\_\_\_

**Designation & Department \***

Your answer \_\_\_\_\_

**No. of days leave required \***

Your answer \_\_\_\_\_

**Date of Leave \***

Your answer \_\_\_\_\_

**Nature of Leave \***

Casual Leave

Duty Leave

LOP

Vacation Leave

If there is more number of days  
Mention Starting Date - End Date(for continuous leave)/All Dates(for non-continuous leave)

Your answer \_\_\_\_\_

Total leave availed in the month \*

Your answer: \_\_\_\_\_

Total leave already availed \*

Your answer: \_\_\_\_\_

Remaining Casual Leaves \*

Your answer: \_\_\_\_\_

Date of Intimation , if yes, To whom

Your answer: \_\_\_\_\_

Reason for leave \*

Your answer: \_\_\_\_\_

Day 1 \*

Mention details of alternative arrangements of Classes

Your answer: \_\_\_\_\_

Class - Timing - Substitute Faculty \*

Your answer: \_\_\_\_\_

Compensatory Class Arrangements \*

Your answer \_\_\_\_\_

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Day 2

Your answer \_\_\_\_\_

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Class - Timing - Substitute Faculty

Your answer \_\_\_\_\_

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Day 3

Your answer \_\_\_\_\_

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Class - Timing - Substitute Faculty

Your answer \_\_\_\_\_

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Details of other duties (if any):

Your answer \_\_\_\_\_

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Exam Duty Arrangements \*

Your answer \_\_\_\_\_

---

For Long Leave Application  
Mention all duties substituted here

Your answer \_\_\_\_\_

---

Supporting Documents (if any)  
(Medical Certificates/ Duty certificates / Appointment Orders)

[+ Add file](#)

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A copy of your responses will be emailed to the address you provided.

**Submit** Clear form

Never submit passwords through Google Forms.

UNIVERSITY  
OF ALABAMA

This form was created inside of [UAA](#).

**Google Forms**

Fig. Google form for leave application

### 3. REQUEST FOR CAUTION DEPOSIT

The requests for the caution deposits of pass out students are accepted through the mail. Students need not come to college. The request is to be mailed to their respective class advisor. The class advisor will forward the request to HoD. They verify eligibility and applicability and conveys' remarks to the sanctioning authority [Managing Director]. The Managing Director in turn conveys the administrative decision down the line. Normally, these administrative process demands one or two working days. Further the decision can be taken only during office hours. But, due to introducing the online system, all these process takes place at the comfort of Space and Time.

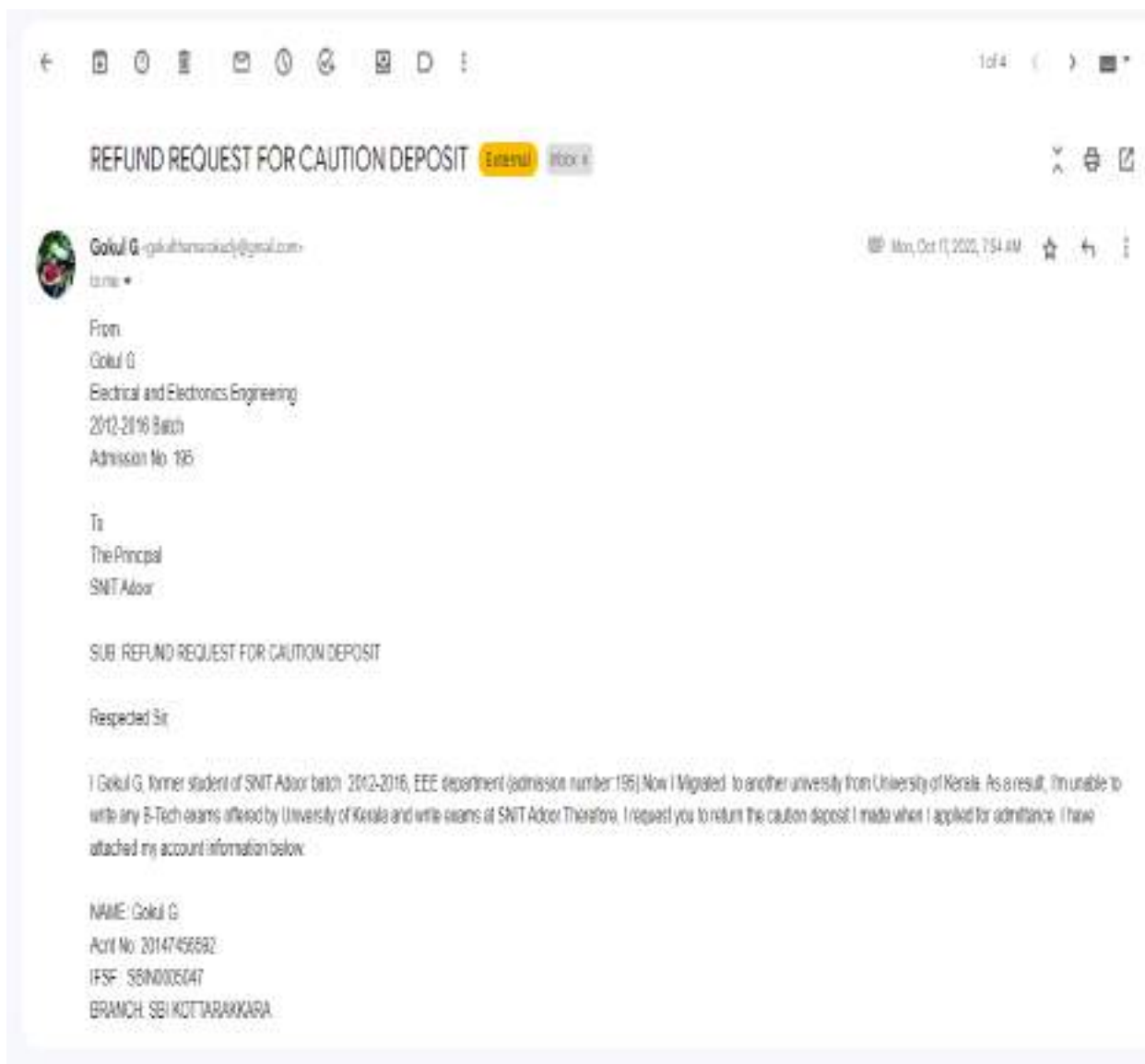


Fig. Request for caution deposit from Gokul G (2012-2016 EEE Batch)

#### 4. PAGAR BOOK

Pagar book is used for managing staff attendance and salary managements. And it is functioning very well.

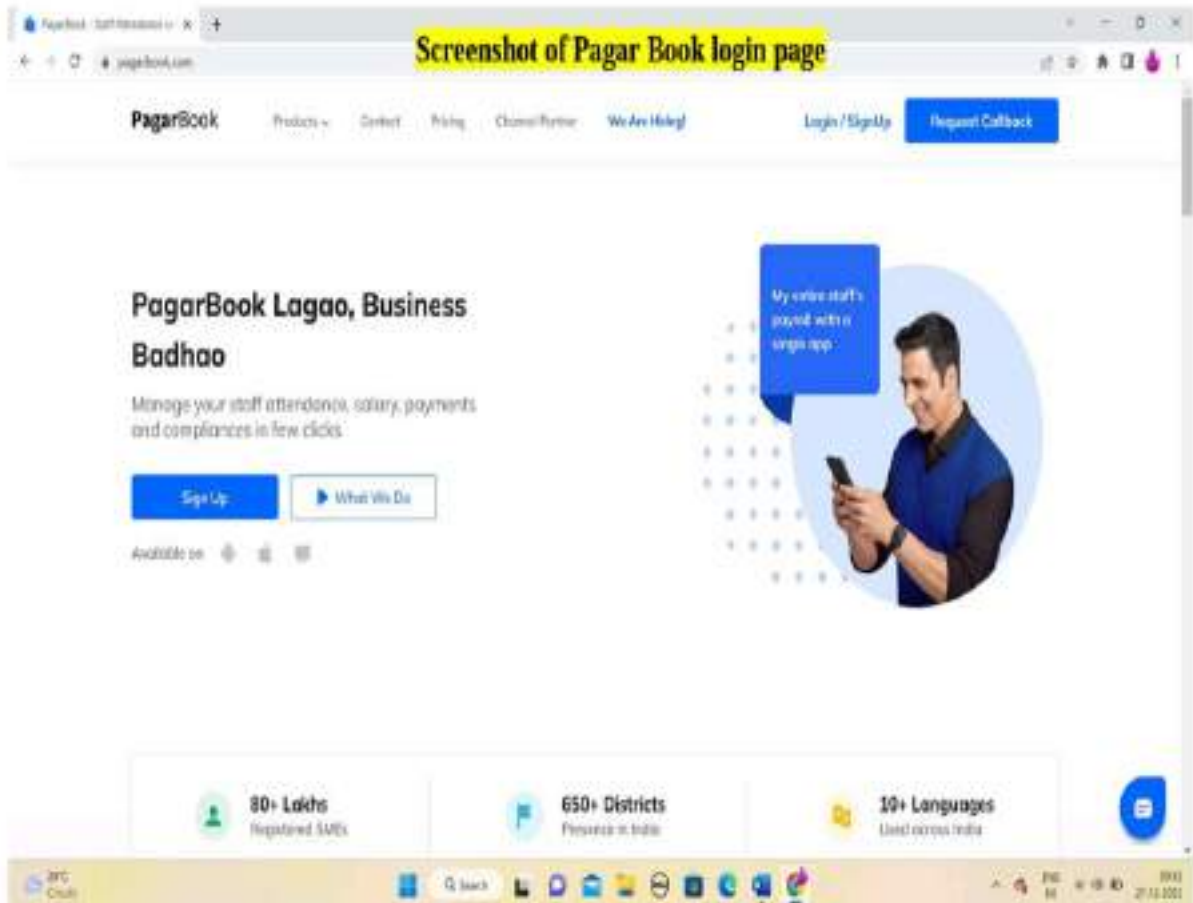


Fig: login page

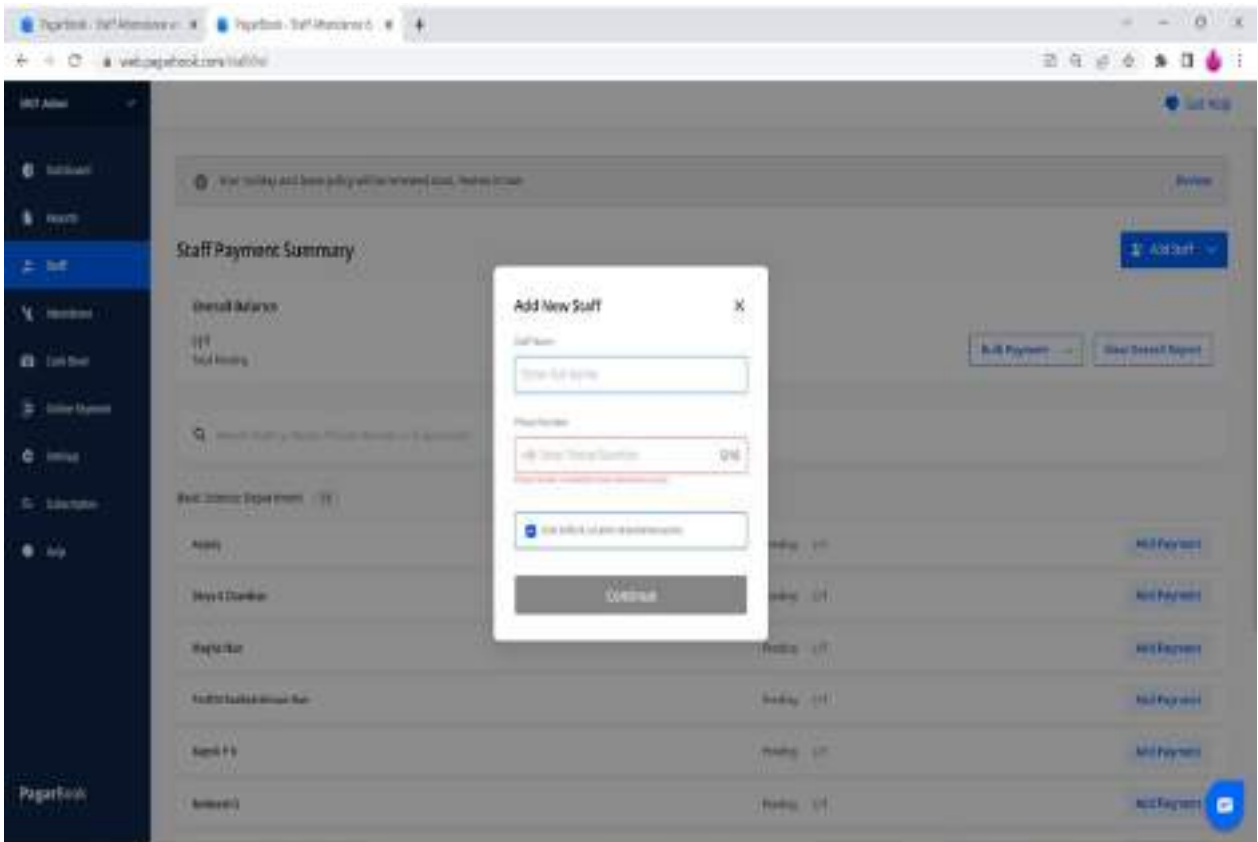
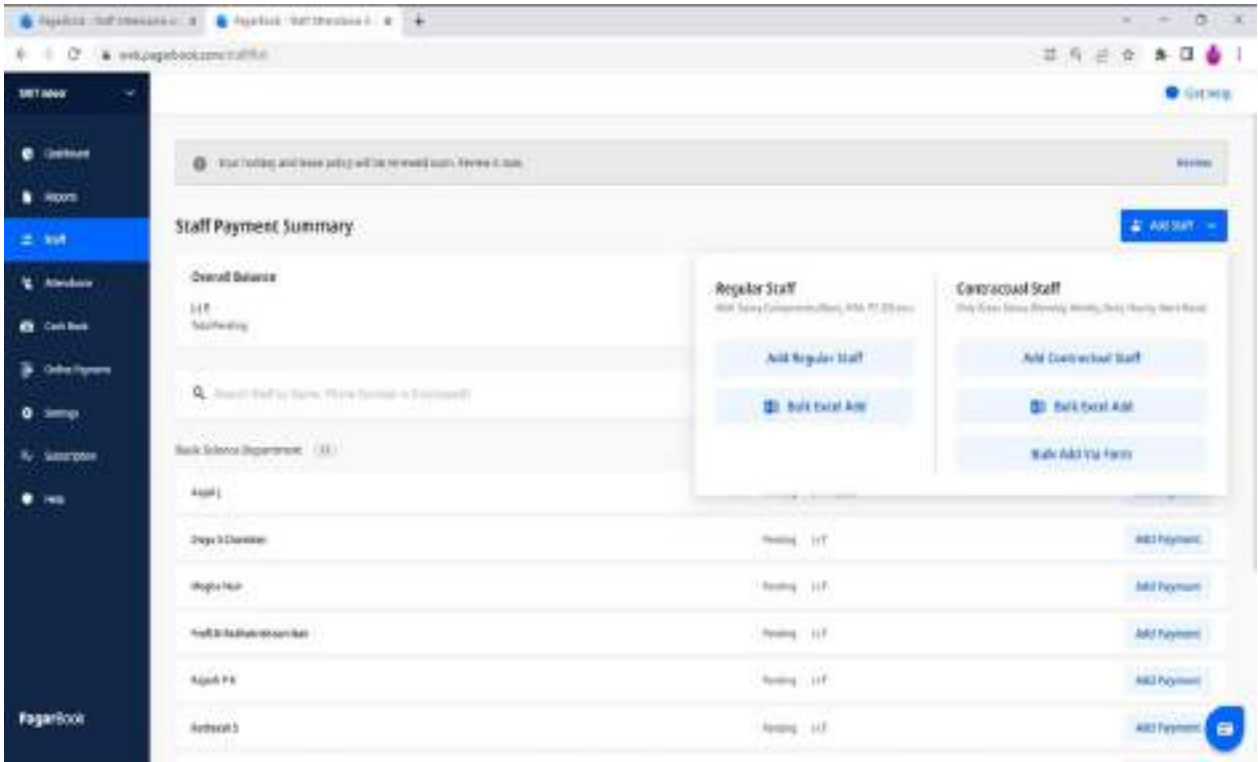


Fig: Staffs payment page

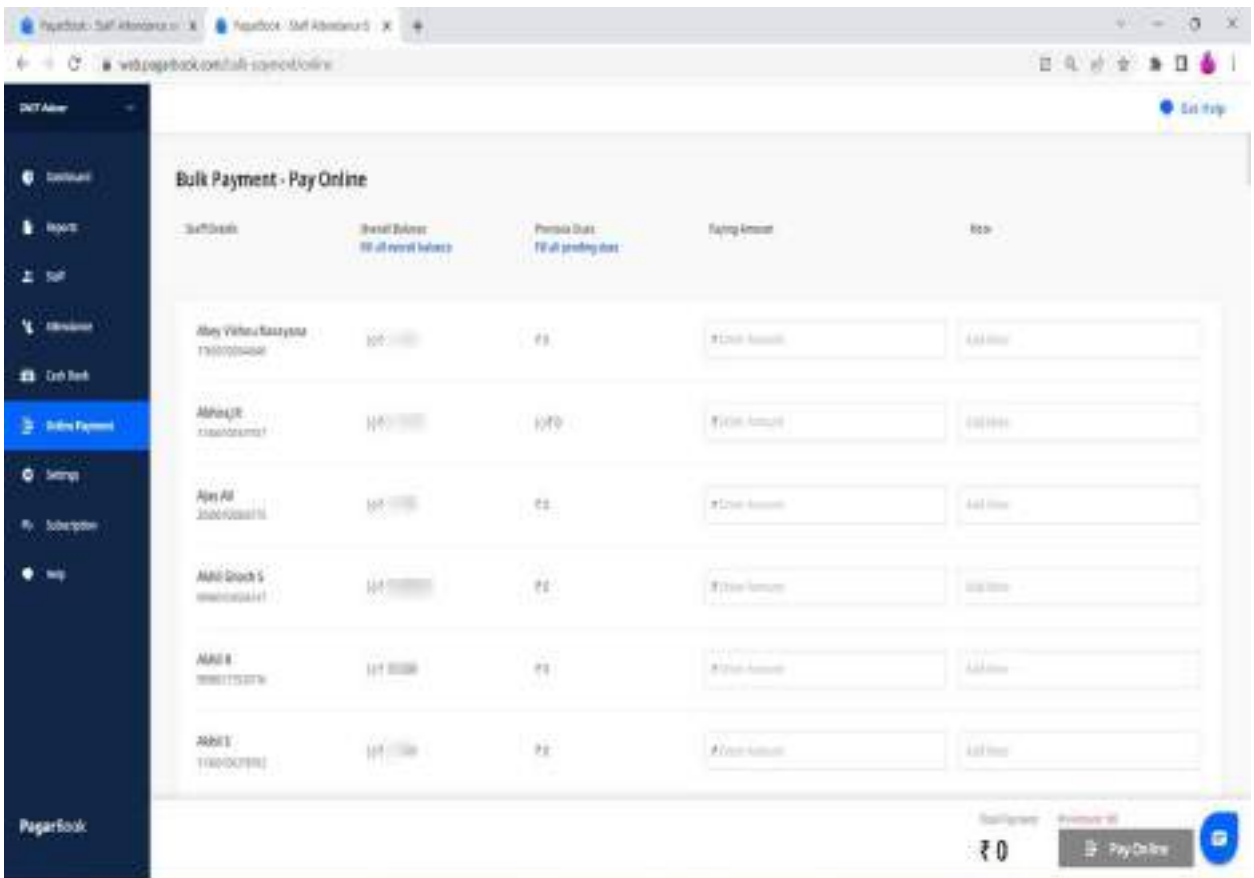
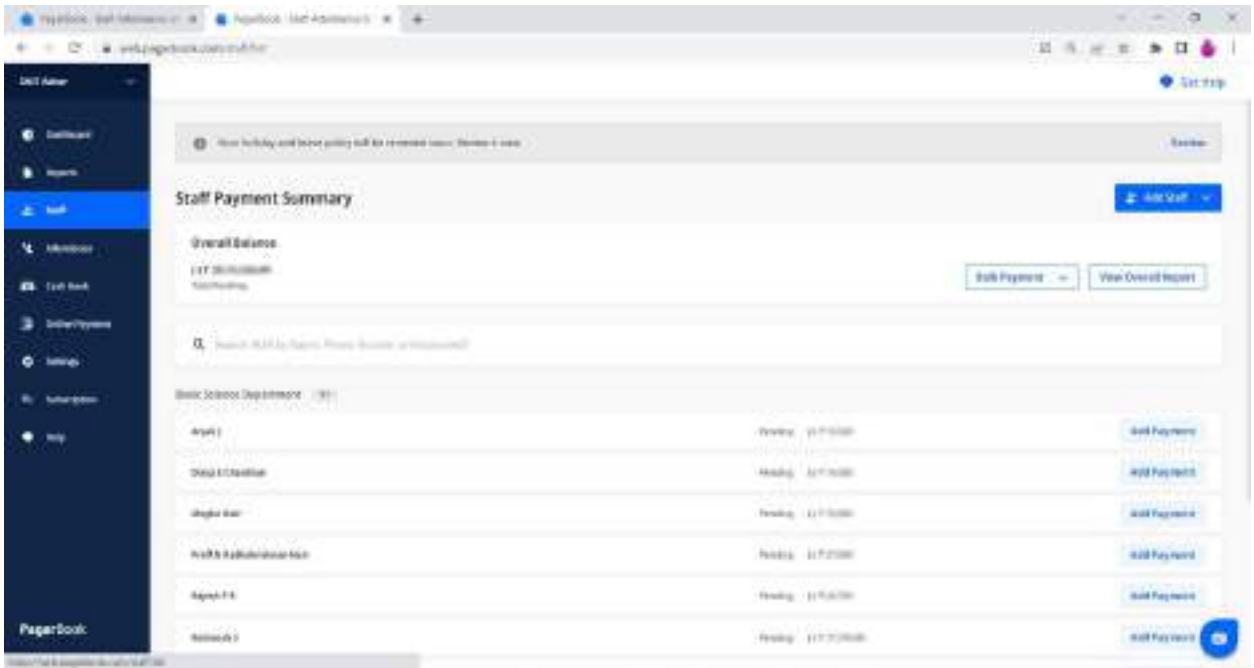


Fig: Staffs payment page

## STAFF ATTENDANCE PAGE

We can track our attendance with selfie, location, or face biometric based attendance.

The screenshot displays the 'Pagar Book - staff attendance page' in a web browser. The page title is highlighted in yellow. The interface includes a dark sidebar on the left with navigation options like 'Dashboard', 'Reports', 'Staff', 'Attendance', 'Cash Book', 'Online Payment', 'Setting', 'Subscription', and 'Help'. The main content area shows an 'Attendance Summary' for '27 Dec 2022 | Tue' with a status of 'All Approved'. A table provides the following data:

Category	Value
Total Staff	52
Present	47
Absent	2
Pending	3
Quitted Hours	00:00
Day Book	30:14
Paid Leave	11

Below the summary, there are sections for 'Leave' and 'File', a search bar, and a list of staff members. Two staff members are visible:

- Asaf J**: ID: 10396, Academic/Pres: 0:00 AM - 12:00 PM, Address: /Homepage. Buttons: Present, Not On Site, Absent, On, Onleave, Not Leave.
- Divya S Choudhri**: ID: 10396, Academic/Pres: 0:00 AM - 12:00 PM. Buttons: Present, Not On Site, Absent, On, Onleave, Not Leave.

Fig: Staffs attendance page

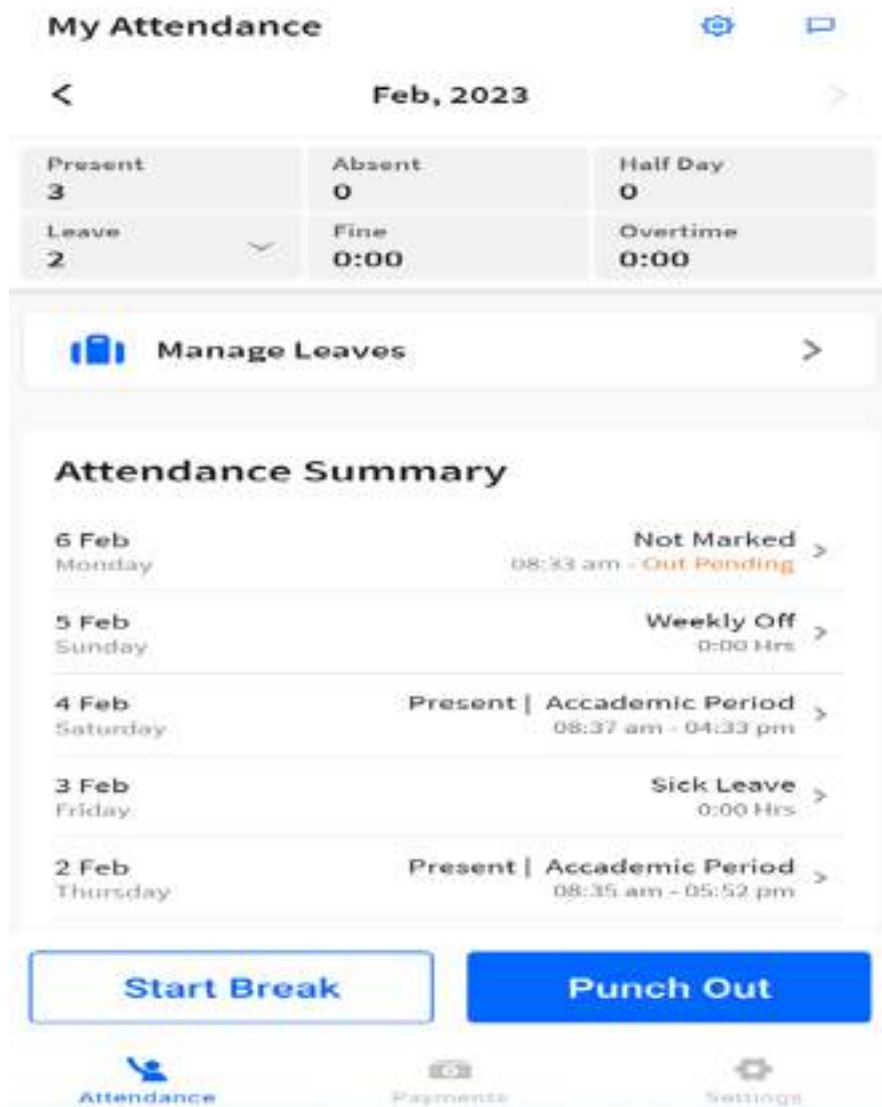
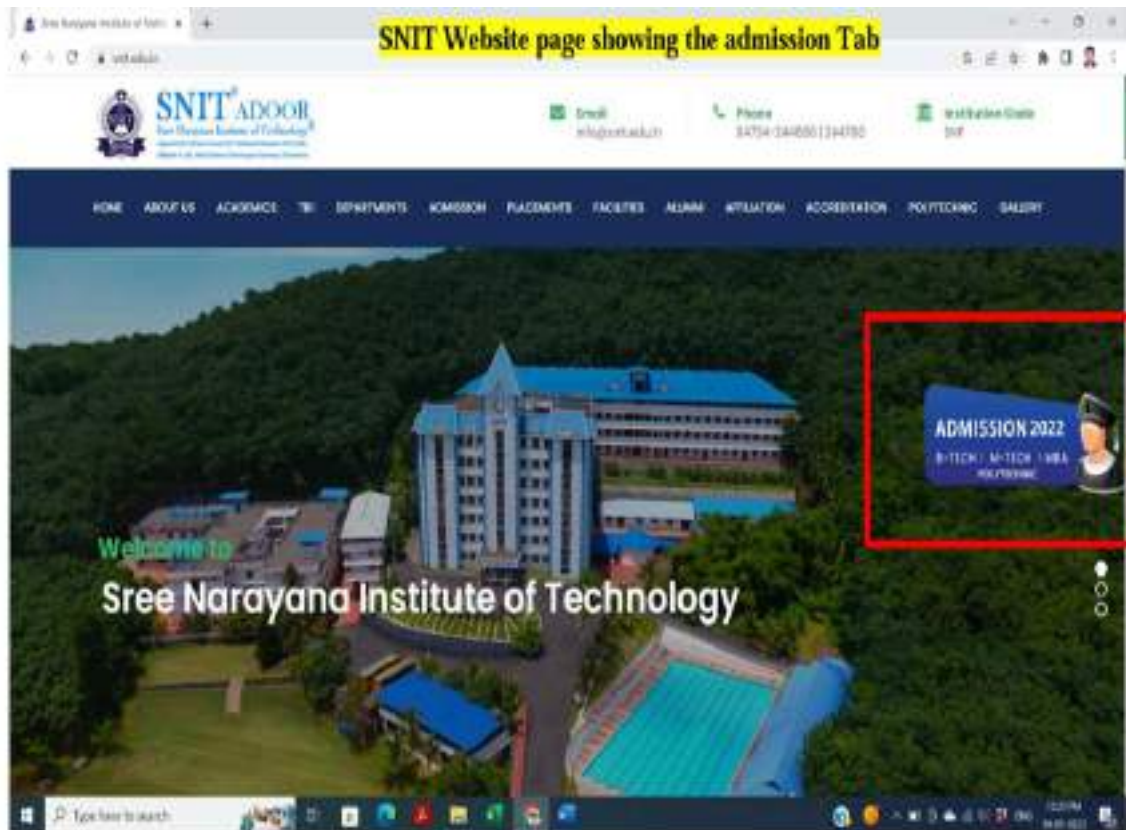


Fig : Daily attendance sheet

### 5. STUDENT ADMISION AND SUPPORT.

SNIT maintains and updates its website on a regular basis which is governed by the website committee. The college website is used for student admission and support and it is found satisfactory.

Students can access the college website to apply for admission online.



# B.Tech Registration Form

Home > Admission > B.Tech Admission > B.Tech Registration Form

## B.TECH REGISTRATION FORM

*Academic Year 2022 / 2023*

Name of the Applicant*	<input type="text" value="Name of the Applicant"/>	Date of Birth*	<input type="text" value="mm/dd/yyyy"/>
Gender*	<input checked="" type="radio"/> Male <input type="radio"/> Female	Nationality*	<input type="text" value="Nationality"/>
Religion*	<input type="text" value="Religion"/>	Community*	<input type="text" value="Community"/>
Mother Tongue*	<input type="text" value="Mother Tongue"/>	Name of Parent/Guardian*	<input type="text" value="Name of Parent/Guardian"/>

Address for Communication\*

Address for Communication

Pin Code\*  Telephone\*

Mobile\*  Email\*

**Detail of Marks Obtained at the Qualifying Examination**

10<sup>th</sup>

Board of Examination  Name of Institution  Year & Month of Passing

Marks Obtained  Maximum Marks  % of Marks

Registration photo:

No file chosen

Declaration: I hereby declare, I shall abide by the rules and regulations of the College and the information furnished above are true to the best of my knowledge.

Signature of the Parent / Guardian\*  No file chosen

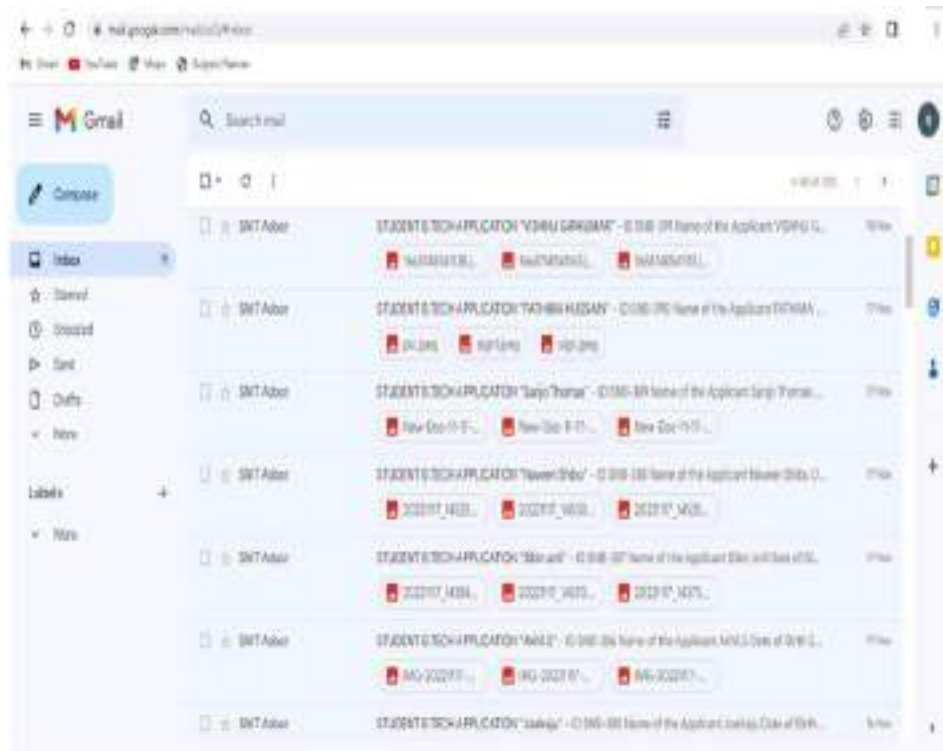
Signature of Applicant\*  No file chosen

Place

Date

Fig: B.Tech registration form

After the online submission of admission forms, emails are received in the college admission mail id.



## **6. UTILISATION OF WASTE PAPER**

In our campus we are reusing the waste paper such as old newspaper and other paper waste for creative purposes for making of recycled paper bags, recycled paper pens stand, news paper baskets etc.



Fig : Collection of old news paper and paper waste for creative purposes