CAMPUSSYNC

Integrated Academic and Administrative Excellence

Via campus 7 software

<div align="center">**Best practice I**</div>

Title: CampusSync- Integrated Academic and Administrative Excellence Via campus 7 software

Objectives of the Practice

Elevate academic and administrative efficiency with Campus 7 software, fostering seamless workflows, transparent information access, and personalized support for students and faculty. The key objectives include;

Administrative

- Optimize administrative workflows such as admissions, fee collection, and record management.
- Enhance the efficiency of work
- Digitize processes for a paper-free office
- Ensure transparent information access for stakeholders.

Student service and support

- Facilitate official communications through digital platforms
- Facilitate students to access their academic and other co-scholastic information at any time
- Facilitate online provision of study materials and free access to learning management systems (LMS).

Faculty management

- Facilitate online leave applications, leave status and duty changes
- Provide an online platform for attendance entry, continuous assessment mark entry and internal assessment

The Context

Establishing an online platform streamlines administrative processes, benefiting both students and staff by reducing time and effort for admissions and fee payment. This digital transformation promotes transparency, ensuring accessibility of academic and administrative information for stakeholders. A paper-free office not only contributes to environmental sustainability but also minimizes administrative overhead. The online platform mitigates the

risk of data breaches, ensuring confidentiality and reducing errors associated with manual data entry. Additionally, the digital platform enhances student engagement, facilitating access to course materials and online discussions, while providing employers with easily verifiable digital credentials, thus reducing the risk of fraud.

The Practice

The college has seamlessly integrated the advanced "Campus 7" system for efficient student attendance and academic data management. The teachers timely update data covering attendance records, internal assessment marks, continuous evaluation parameters, timetables, and academic calendars, and the students can assess these data 24/7.

Other practices through "Campus 7" include

- Submission of assignment and test
- Distribution of study materials
- Avenues for mentor-mentee communication
- Grievance reporting
- Preparation of internal exams question paper
- Individual student-wise report cards.
- Creation of individual student profiles for showcasing awards, achievements, and extracurricular activities, contributing to their resumes.
- Fulfil the requirements of statutory bodies and HR services.

Evidence of Success

- The admission process and fee payment are done successfully through online portals; thereby reduce the paper use in office
- Attendance registers and mark entry books are completely replaced by Campus 7 software.
- Students have instant access to their attendance, internal marks and continuous evaluation marks through the software.
- Students have instant access to study materials through campus 7 and google classrooms.
- All official information, circulars and notices are timely available for students and staffs
- Faculties use Campus 7 software to apply leave and exchange duties.

Problems Encountered and Resources Required

Problems Encountered	Resources Required
Few parents are lacking the necessary digital skills for effective usage	Training and support are required to bridge this gap
Newly appointed faculty face difficulties in using Campus 7 software properly	Induction programs are required to bridge this gap
Fresh batches of students faced the difficulties of campus -7 usage fully	Regular training and demonstration need to be provided periodically.