**BEST PRACTICE - 1**

1. **Title of the practice**

**Centralised Attendance Management System**

1. **Goal**

* To streamline the attendance management system
* To improve punctuality and discipline
* To incorporate technology to enhance effectiveness
* To enhance the role of parents in the learning process of their children

**3. The Context**

As part of our attempts to incorporate latest technology to the administrative process of the college, we were eager to implement centralised attendance management system, which we hope would further improve the punctuality and discipline of the students as well as the accountability of the faculty and staff. This goes together with our commitment towards environment to reduce the carbon print and beginning of making our administrative system, paperless, more accurate and effective.

**4. The Practice**

All the relevant data , student and faculty details, time table, work load etc are feeded into the system. Attendance is entered each hour and its possible to generate attendance report accurately. Monthly attendance is published in the notice board of concerned department and conveyed to the parents.

**5.Evidence of Success**

Improvement in percentage of attendance of the students, greater punctuality and discipline suggests the success of the practice. This changed the attitude of the students and they began to under took the class room learning process more seriously.

**6. Problems encountered and Resources required**

Changing from a conventional system that existed for long to a more technology savvy method caused initial problems. The workload to enter huge amount of data to the software at the beginning was also an issue