

For AQAR 2025-2026

Best Practice: Digital Transformation for Academic and Administrative Efficiency

1. Title of the Practice Digital Transformation for Academic and Administrative Efficiency

2. Objectives

- To improve efficiency, accuracy and transparency in institutional processes.
- To reduce paper-based work and duplication.
- To promote technology-enabled academic and administrative practices.

3. Context

With increasing academic and administrative data, the Institute adopted digital tools to simplify routine processes and strengthen documentation. The practice supports academic management, examination processes, IQAC activities, communication and institutional reporting.

4. The Practice

The Institute uses **MS Excel, Google Forms/Sheets, digital communication tools** for:

- Collection and management of academic and student data.
- Internal assessment and examination-related processes.
- Student/faculty feedback and surveys.
- Data collection and documentation.
- Preparation of reports, dashboards and analytical charts.
- Digital communication and sharing of academic information.

5. Evidence of Success

The practice has resulted in:

- Faster data collection and report preparation.
- Better accuracy and accessibility of institutional records.
- Reduction in paper-based documentation.

- Improved coordination and communication.
- Greater use of data for monitoring and decision-making.

6. Problems Encountered and Resources Required

Challenges include varying levels of digital proficiency, data verification and the need for regular technical support. The practice requires computers, reliable internet, digital platforms, data storage/backup and periodic training of faculty and staff.

7. Outcome

The practice has strengthened digital governance, academic administration, quality documentation and data-driven decision-making, contributing to continuous institutional improvement.