

# SURENDRANATH LAW COLLEGE

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## BEST PRACTICE: DIGITISATION & STREAMLINING OF ACADEMIC AND ADMINISTRATION WORK

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**The Context:** The college took cognizance of the high data loss, delays, paper piling, misplacing/damage of paper records and use of higher man-power resource that are prone to happen due to over-reliance on offline administrative procedures. Along with, it was also recognised that over-reliance on offline admission related procedures, fee payment, assignment submission tasks cause students to make repeated physical visits with long waiting times, and delays in getting official work done. Lastly, the excessive paper usage has long term implications on the environmental damage and monetary cost. These factors collectively motivated the college to adopt a digital system, such as the ERP that is fast, reliable, seamless, transparent, paper-free and sustainable with low operational costs.

**The Practice:** The ERP was officially incorporated in a full-fledged manner in administrative and academic work in 2024-2025. The ERP system was implemented for teachers, students, and non-teaching staff to facilitate real-time access to various modules on admission, enrolment, fee payment, assignment submission, attendance records, evaluation, marksheet record, feedback, accounts, scholarship data, registration for seminars, workshops, certificate course, alumni registration, feedback system, LMS, lesson plan, grievance submission, updating of teachers' diary etc.

**Outcome and Success:** The ERP has been a landmark initiative that has digitised most of the administrative and academic work. In terms of physical work and staff deployment; the tasks are now completed quickly, with less manpower and physical stress for students and staff. The online fee payment, particularly, suits and is at par with the pan-India digital payment system that is quick, safe

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and reliable and less cumbersome. Remotely performed tasks such as registrations for various seminars/workshops/certificate courses, applications and fee payments have significantly made work efficient. Students also found it convenient to apply for various certificates in the ERP. On the academic side, students received a new experience of using technology in legal education and were connected digitally with the workings of the college. Teachers particularly found it convenient to use the lesson plan, LMS and project assignment evaluation module. The ERP database was useful to access updated data of all kinds.

**Challenges Faced, and Future Plans:** The adoption of the ERP modules has been significantly successful. However, this step towards digitisation will take some time to function in its full potential since it is a novel initiative that requires time, experience and training amongst all stakeholders. Towards this, the college has been organising training and demonstration sessions continuously for students, teachers and staff members to help them use the software. It was also observed that there is need for more computer access to teachers and students. As the features of the ERP are best suited for use in a computer, the extensive use of it in mobile phones by students has slowed down work due to errors. However, the expansion of access to computers for teachers, students and staff members and regular training can effectively improve the outcome of ERP use.