Shri. Dadapatil Rajale Shikshan Sanstha's

Dadapatil Rajale Arts, Science and Commerce College, Adinathnagar.

Tal : Pathardi, Dist : Ahmednagar

Web : www.dprcollege.edu.in

IQAC

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Best Practice

1. **Title of the practice:**

Use of **'Trello Application'** in Academics and Administration of the College.

2. **Objectives of the practice:**

- To make IQAC more functional and more empowered.
- To enhance quality culture in academics and administration.
- To visualize workflow of the academics and administration.
- To establish personal goals and accountability.
- To organize and monitor various activities in the college throughout the academic year.
- To work from anywhere anytime and getting more outcome from spending minimum time.
- To create, coordinate, and share plans with all teachers and colleagues.

3. **The Context:**

The institutions going for NAAC accreditation/reaccreditation have to gather information or maintain records for the last five to six years. For this purpose, they have to use different tools to keep records and track of everything. Earlier, our college uses a paper planner i.e. academic calendar as a tool for road-mapping (future plans) and issues notices every now and then to inform the staff members about all the activities. Moreover, the IQAC of the college has to conduct several meetings of the stakeholders to prepare institutional future plans and documentary evidences to be furnished before the Peer Team during the process of accreditation/reaccreditation of the NAAC. Conducting meetings is a time-consuming activity and the staff members were fed up with the repetitive meetings as most of the time they were unfruitful. In addition, the academic and administrative work gets heavier because of the academic growth of the college. Therefore, it becomes more difficult for the IQAC to monitor, coordinate and circulate information to all the members of the staff. One of the members of the IQAC suggested to use Trello application for updating and monitoring routine activities of the college. Through this application, the IQAC can communicate with an entire staff as well as with the management of the institution.

4. **The Practice:**

Trello is a visual-based project management tool that applies Japanese productivity methodology **KANBAN**. It is a way of organizing information and tasks. Whether you are at work, at home, or

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anywhere in between, all the stakeholders can collaborate and organize their tasks and activities. The IQAC of Dadapatil Rajale Arts and Science College has been using this web-based platform since the academic year 2015-16. Presently there are two major boards. The first one is **i) Internal Quality Assurance System** (hereafter IQAS) and the second is **ii) College Committees 2017-18.** The board "IQAS" has seven lists namely IQAC Discussion and Decision, Decision Implementation Plan I and Plan II, Information Board, AQAR, Research and Publication and Unaided Courses. Each list contains various cards with their owners, members, descriptions, checklists, due date and attachments etc. The board is purely dedicated to the data needed for third cycle of the NAAC. The second board entitled as **College Committees 2017-18** consists of various academic committees divided into seven lists and grouped according to activities. These committees are constituted to organize academic, co-curricular and extra-curricular activities during the Academic Year 2017-2018. The IQAC administers the day to day functioning of these committees through the board. The IQAC coordinator overviews the Trello Boards from time to time and updates the individual cards with a status report in the comments or description sections. He gives a timeline to the card owner for updating the progress of the initiative. The IQAC assigns responsibility to a particular person. Thus, the IQAC monitors proper implementation of the institutional plans and analyzes overall academic and administrative performances of various academic committees of the college.

In addition, stakeholders have been invited through emails to join these boards. Stakeholders can work on these boards through log in either on their PCs, Laptops or simply installing android app on their smart phone. Every action on board is intimated to board members by phone message alerts and email. Comments can be addressed to particular board member beginning with @ character, filters to card on some queries possible. Overdue activities automatically red marked. Unattended cards get dimmer.

5. **Evidence of Success:**

The College started using the Trello Application since the academic year 2015-16. Since use of this board we were able to perform more precisely and collaborate effectively with perfect Team.It has made dynamic changes in the day-to-day operations of the college. One of the biggest changes we come across after using Trello is the transparency and openness it creates between staff members. As the board is visible to all, it becomes easy to find out a particular member who is not pulling his/her weight. We observed that people started completing their tasks within the due date as their faces are

stuck to the card for all to see. It means that there is a remarkable improvement in the time and task management skills of the staff members of our college. The IQAC Coordinator or Admin, at any point of time, provides updates of the overall activities of the college. He has all the resources, links and tasks available in one place. Trello gives a visual overview of what is being worked on and who is working on it. This keeps everyone accountable to do their work.

Using Trello in this way obviates the need to meet everyone in person for collecting information and provides a central space where all my communications can be stored and organized. Trello has improved everyday operations and overall performance of our college tremendously and helped all of us to understand the importance of deadlines, project management, and persistence.

6. **Problems Encountered and Resources Required:**

    1. **Problems Encountered:**

        a) Internet connectivity.

        b) Technically poor staff members don't respond positively.

    2. **Resources Required:**

        a) Trello Application.

        b) Laptop or Computer.

        c) Android Mobile or Tablet.

        d) iPhone and iPad.

        e) Internet connectivity.

7. **Notes (Optional):**

With the use of Trello Board which is the free, flexible, and visual way to organize anything with anyone without using lengthy email threads, out-of-date spreadsheets, no-longer-so-sticky notes, and clunky software for managing your projects. Trello lets you see everything about your project in a single glance. We have devised our unique method of conducting business of our IQAC similar to functioning of multinational IT companies, "Business at the speed of thought".