CRITERIA 6

Governance, Leadership and Management

6.2 Strategy Development and Deployment

METRIC NO 6.2.2

CRITERIA 6

Governance, Leadership and Management

6.2 Strategy Development and Deployment

6.2.2   *Implementation of e-governance in areas of operation*
   1. Administration
   2. Finance and Accounts
   3. Student Admission and Support
   4. Examination.

SR.NO.	DOCUMENTS
A	Administration
B	Finance and Accounts
C	Student Admission and Support
D	Examination.

E-governance Policy Version 1.0 Dated July 2022

This policy is for all the employees of the campus for performing their routine activities mainly through the ERP system in the campus. Wherever possible as per the module availability in the system, accurate data should be maintained about the academic and administrative activities so that, digital services can be provided to the stakeholders. Also, availability of data to Management and for all the compliances purposes will be ensured. Detailed training should be obtained from the ERP coordinators of the Institutions, Campus ERP coordinators and the service provider as per requirements.

(A) Using Collpoll ERP system for the Institutes

1. <u>Administration</u> - Collpoll ERP system should be used for all areas of administration whatever are being developed and are available with the product.

   1.1. HR master data management - Data of all faculty and staff should be maintained in this module. Data capture should be done at the time of joining when the user is created. When faculty resigns, on last day of working, the user should be deactivated.

   1.2. Attendance and Leave Management - Punch In and Punch Out in the Biometric devices as per applicable should be done by every employee of the campus. Employees attendance should be available in the ERP system and leave applications should be processed in online mode. Leave report and monthly attendance report should be used for salary purposes and should be made available to Management whenever required, hence maintaining accurate data at all times should be a priority.

   1.3. Infrastructure data management and Venue Booking- All data of Infrastructure such as classrooms, laboratories, seminar halls etc should be maintained in the erp system. Record of various venues such as auditorium, seminar hall, board room etc. of the organization can be maintained and a procedure can be setup for booking of the same. This can be done through the module owner and can be approved by respective authorities.

   1.4 Communication - Use of e-Notices on Collpoll platform should be done

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whenever possible and email notifications and InApp notifications should be used for important notices.

1.5   Institutional Calendar should be maintained by the module owner and updated from time to time as per requirements so that it is correct and visible to all the students, staff and faculty members.

1.6   Faculty Feedback should be taken twice in a semester or as per applicability to the Institution for improving the quality of academics.

1.7   Attendance Notification should be setup to send the email and In-App notifications to the students who are not participating in the academics as per prevailing rules and regulations.

2. Finance and Accounts -

2.1.   Fees management module- Fees plan setup, Programme -Fee plan mapping should be done at the start of the academic year for collection of academic fees from the students. All quota wise fees and scholarships should be setup before collection of fees start date.

2.2.   Dues Management module- All payment to be made by the students other than academic fees such as examination fees, library dues (financial and non financial) etc. should be setup in dues management module for ensuring online payments and transparency.

2.3.   Payment Module- Payment module should be used for monitoring the payments, successful or failure for handling any issues related to payments from students.

2.4.   Scholarship Setup -Scholarship details should be uploaded while fee plans are being setup. Scholarships disbursed from social welfare department etc. should be uploaded in the scholarships tab for reconciliation purposes and deficit scholarship received should be recovered from students by rejecting the remaining amount.

2.5.   Fees Reports- Fee reports download option should be used for various reports download and referred as per requirements of financial audit.

3. Student admission and support -

3.1.   Admission management module – When a student comes for admission, a user should be created with his mail-ID as user name using his details such as allotment number. The students should fill the admission form as per his/her admission

category. This form needs to be verified/approved/registered by the student's section, ensuring that all the fields are filled by the students.

When the form is approved, students will be visible in the academic management module and can be added in various classrooms.

3.2. Students master data management – Once the student admission form are approved, the data of student is available in this module. It can be viewed/edited/downloaded as per the rights given to the user.

3.3. Campus Help Centre -Bonafide Certificate-The students can request for various services through the campus help center in the following categories:

Student section: Bonafide certificate should be provided on demand when students ask for it using campus help center. Standard Bonafide Certificate should be provided which is setup in the system, generated as per request in certificate section and the link provided for download to the student.

Accounts Section- Fees Structure should be provided to student who has applied for the same through campus help center.

4. <u>Academics</u> - All the academic activities should be recorded in the ERP system such as curriculum, courses and their credits, lecture sessions, topics covered and topic level outcomes, study material shared with students, students attendance, assignments of students, quizes conducted etc. Curriculum mapping, Course Registration and faculty allocation to courses should be carried out before beginning the academic term for the semester or year as per applicable.

5. <u>Examination</u>

5.1. Examination Management module comprises of Assessment types setup, Evaluation Schema setup, Exam planner, Exam Enrolment(if applicable) Question paper setup, Examiner appointments, Answer Sheet evaluation, Marks Ledger and Grade sheet generation. The Institutions should use the module and the functionalities as per applicable to them to the fullest extent.

(B) Using Email registered Email Addresses -

1. All the communication, internal to the Institute should be done through the registered email ID on the ERP portal.

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2. The communication through registered Email IDs should follow the email etiquette and professional email usage standards.

3. Official Email IDs on domain should be strictly used for the official purpose of academic and research activities and correspondence with stakeholders of the Institution and campus as part of the duties and responsibilities of the employee.

4. Passwords of the email ID should not be shared with anyone. Designation email ID should be handed over on the next member holding the position or designation.

5. The communication through the designation email ID is the responsibility of the employee holding the designation. The communication through the personal email ID on the domain and/or the registered email ID is the sole responsibility of the individual holding the email ID.

6. Use of official email IDs on the domain for any other purposes other than the intended, if harmful to the interests of the Institute and Management, may fetch disciplinary action.

This policy may be revised from time to time, once in a year and customised as per the Institute requirements to make it more specific.

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Annual E-Governance report 2021-22

Institutional expenditure statements for the heads of e-governance implementation reflected in the audited statement.

-ERP Document

- Screen shots of user interfaces of each module reflecting the name of the HEI.

- Annual e-governance report approved by Governing Council.

-Policy document on e-governance

Implementation of E-Governance in the areas of operation

1. Administration -

2. Finance and Accounts -

3. Student admission and support

4. Examination

Collpoll software is used as ERP system for all operations within the college. It is cloud based SAAS model. Annually paid service is taken by the Management

1. Administration -

- ☐ Communication - Use of e-Notices on collpoll platform is done which provides sending inapp notification.
- ☐ Campus Help center- For student requests and responses, faculty requests and responses
- ☐ Infrastructure setup and venue booking - All classroom and laboratory data is added in the system which is used for time table mapping. Infrastructure utilization can be known through the infrastructure calendar.
- ☐ All staff user data is maintained by Est section in collpoll. New faculty joins, email ID on domain is provided, user in collpoll is created and appropriate access is given based on the role. Once faculty is relieved, email ID access is removed and collpoll user is deactivated.
- ☐ All students data is maintained in collpoll. After admission is taken, student is registered, if admission is cancelled, cancellation is marked. Students master data

is maintained and collpoll access to the students is not revoked by deactivation of the student till the students programme is completed and all dues cleared.

2. Finance and Accounts -

☐ Annual academic fees collection is done through Fees management Module which is working for all students, annually fees are setup and receipt is generated for students immediately on payment of fees.

☐ Scholarships data is available and verified in collpoll system

☐ Exam fees are collected as charged by SPPU through Dues Management module. Notification email is sent to students about dues paid.

3. Student admission and Support -

☐ Students admission is done through admission management module in collpoll when the student reports to the college after allotment through centralised admission process.

☐ Admission form is filled by the student in collpoll system and documents are uploaded as per requirements that is configured in the system. Every year admission form is configured as per the data capture requirements.

☐ All kinds of support is provided in online mode through campus help centre where workflows are configured. This is ongoing work.

4. Academics (LMS) -

All academic activities are conducted through the academic module in collpoll.

This comprises of

☐ Course registration module -
☐ Roll number Generation -
☐ Structure Setup
☐ Curriculum Mapping
☐ Faculty Allocation
☐ Time Table setup
☐ OBE setup- Programme level

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- ☐ OBE setup - Course level
- ☐ Institutional Calendar
- ☐ Quiz module
- ☐ Gradebook Setup and use
- ☐ Attendance marking
- ☐ Rubrics based assessment
- ☐ Discussion Forum
- ☐ Assignments - creation by faculty, uploading by students and assessment by faculty

Academics monitoring is done through

- ☐ Attendance console-
- ☐ Analytics Dashboard
  - ○ Course Progress
  - ○ Class Attendance

5. Examination -

All examination activities are conducted through collpoll.

- ☐ Exam Schema-
- ☐ Exam creation-
- ☐ Exam scheduling-
- ☐ Examiner appointments
- ☐ Question paper uploading -
- ☐ Exam conduction (online)
- ☐ Exam evaluation- online MCQ and subjective
- ☐ Exam marks uploading in case of offline examinations
- ☐ Marksheet generation (wherever needed)

6. Faculty Feedback Module -

☐Faculty feedback is taken from students twice in a semester and reports shared with them for improvements.

7. Access rights and Security -

☐ Access is provide to users with 2 phase authentication on email ID and mobile number

☐ Access to modules is provided based on the role of the individual such as academic coordinator, admission coordinator, Principal, Vice Principal, accountant, Student section member, scholarship section member, registrar etc.

☐ Access is provided or revoked as per requirement sent by resp. ERP coordinators and authorities.

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