SOPHIA GIRLS' COLLEGE (AUTONOMOUS), AJMER

2020-21

6.2.3 Implementation of e-governance in areas of operation:

1. ***Administration***
2. ***Finance and Accounts***
3. ***Student Admission and Support***
4. ***Examination***

MANAGEMENT INFORMATION SYSTEM

The Institution has a Management Information System using an Enterprise Resource Planning (**SOPHIA- ERP**) which assists in the implementation of the E-Governance in the areas of Administration, Finance, Accounts, Student Admission and Support, and Examination Administration. Information can be availed through the Student and Staff Portal which provides multiple functions via different modules.

1. **Administration:** E Governance is a part of daily life at Sophia College. The College / Administration makes use of various available tools in the process of planning College-events and activities and for smoother and better administration.

- **<u>Admission</u>: Various functions are performed using the SOPHIA- ERP, Website and the Bank portal in the Admission Process:**
  - Uploading Admission forms,
  - Admission Form Payment,
  - Submission of Admission Form,
  - Verification of Documents,
  - Generating Merits lists of Students,
  - Providing information to the students,
  - Conduction of Entrance Exams for various courses
  - The Hostel admission and allotment.
  - Student Readmission process
  - Admission and management of students registered for various International courses, Vocational Courses, Diploma Courses, Certificate courses.
- **<u>Administration</u>:**
  - Personal Emails with institute domain names have been assigned to each member of the College and to various departments for better inter communication.
  - Circulation of important notices and reports through e-mails, whatsapp and the College ERP.
  - Storage of all student data, staff data in a dedicated central server.
  - Storage of all data for Core, Certificate, Diploma courses in the College ERP
  - Auto generating a coded
  - Form No,
    - Student ID Number
    - Student Roll number

- **<u>Learning Management System:</u>**
  - Creating subject/ paper wise batches using the ERP
  - Sharing of assignments with students
  - Uploading monthly attendance

- Entering Internal Marks
- The College E-content created by the College staff is uploaded and stored on a dedicated Google Cloud Server.
- The E-Content is shared with students using the College ERP and the student Portal.
- The College has Biometric attendance for teaching and non-teaching staff and students.
- Student
- Student Information system (SMS Portal)

- **Office Management System:**
  - Various Students reports like
  - Class Wise list,
  - Subject Wise list,
  - Category / Religion Wise list,
  - Academic Year wise list can be generated as per the requirement with a single click using the College ERP.
  - Generate various student certificates like
  - Provisional Certificate,
  - Transfer Certificate,
  - Bonafide Certificate
  - Migration Certificate
  - Character Certificate
  - Generate various Staff / Faculty reports.
  - Student Enrollment data / Report is also generated using the College ERP.

- **Library Management System:**
  - The College ERP has a separate Library Module which manages the Cataloguing Process. All library book data is entered in the College ERP.
  - The library module handles issue return of books via a bar code scanner, printing of the various bar codes for the library and generation of various reports related to the library.
  - The various modules of the College library are completely automated and embedded with the College ERP.
  - The library module is connected with the College website providing OPAC to students.

- **Website**
  - The College website is a dynamic website which displays various information related to the Vision and Mission of the College, Courses offered, Admission Process, College Infrastructure, AQAR and NIRF reports, etc.

- The website consists of dynamic quick links for students and visitors giving information about examinations, admission process, notifications, webinars, Faculty Profile etc.
- The website also has a dedicated Examination Section for displaying various exam related information for students.

- **Infrastructure**
  - The College campus is equipped with 130 Hik Vision CCTV Cameras for security of the College.
  - The College has 2 separate (BSNL and Airtel) high-speed internet connections of bandwidth 40 MBPS.
  - Fully computerized, wireless connectivity in office, hostel and College campus with 24x7 internet facility.
  - The College office is linked through intranet with the Principal's office for online supervision by the management.
  - EPBX Facility is available for the smooth working in office.

2. Finance and Accounts:

- The accounts of the institution are maintained through the ACME software and a dedicated bank portal.
- Bill Desk Portal is used for online payment of various fees like Admission Fees, Term Fees, Examination Fees, Revaluation Fees, Due Examination, and Fee for Diploma and International Certification Courses.
- Most financial transactions of the government and other organizations are through the PFMS software.

3. <u>Student Admission and Support</u>: The College has a dynamic E governance for Student Support system. The College Website, A student portal, Online Fee payment system and the College ERP combine to form a highly digital Student support system.

- **The College Website**
  - The College website is very dynamic and updated regularly with various information pertaining to students.
  - The College website has a dedicated Student Support Services Section which informs students about various committees like the Anti-Ragging committee, Anti Sexual harassment Cell, Career Counseling.
  - The website is also handles various student queries via email. Dedicated emails with College domain have been created to handle student queries and complains related to Admission, Grievance, Examinations, Alumni, Student Incubation, Welfare, Research etc.
  - The College website displays and manages the complete Admission Process.

- All information related to admission like How to apply online, the dates of form filling, Courses offered, Fees, Hostel admission, Library etc is displayed on the College website.
- The website also has a link to the online Fee Payment portal, Examination Cell, Syllabus, Old Question Papers, Webinars, Feed Back forms etc for students.

- **Student Portal**
  - Students are provided with a multi-functional Student Portal in the College.
  - The student portal displays various student information like:
    - General student information
    - Monthly attendance
    - Books issued from library
    - No of due papers
    - Readmission form
    - Subject change option (For first Year Students
    - Alumni Form
    - Feedback form
    - Assignments
    - Submission and downloading of the Examination Form
    - Downloading of the Hall ticket
    - Declaration of Online Result
    - Generating and Filling Revaluation Form.
- **Online Fee Payment Portal**
  - The Online fee payment portal allows students to fill the following fees :
    - Examination fee
    - Admission Form Fee
    - Admission Fee
    - Hostel Fee
    - Revaluation Fee
    - Due Examination Fee
- **SOPHIA- ERP**
    - Central Storage of Student and Staff Data
    - Managing various courses
    - Generating Student Roll No, Form Number, Student ID no
    - Creating Batches for uploading monthly attendance,
    - Uploading of internal and external student marks.
    - Generating various student list as per requirement like
      - Attendance list
      - Subject wise list
      - Category wise list
      - Enrollment data
      - Hostel Student List
      - Student Information System SMS Sending Portal

- Extended counters – Examination , Back office

- **Library Module**
  - Automated issue return of books
  - OPAC

4. **Examination: The Examination Management System:** has automated the entire Examination System.

- **Written Examination:**
  - **Pre Examination Process**
    - Generating Exam Forms using the ERP in the student portal.
    - Submission of Exam Form (Fee payment checked)
    - Generating Exam Hall Ticket with the Exam Time Table
    - Submission of question papers via email on a dedicated College server.
    - Maintaining and Generating Due Papers student list.
    - Due Exam fee payment using bank portal.
    - Display of Exam Time Table on the College Website.
    - Informing students about Examination using Student Information system.
    - Using mail to dispatch different letters to Paper Setters, Practical Examiners.
    - Database of Old Question papers on College website
    - Syllabus on College website.

  - **Examination Process**
    - Generating attendance list of students for Internal and External Practical Examination
    - Attendance list with a fictitious code for End Semester Examination as per seating arrangement.
  - **Post Examination Process**
    - Online entry of marks at a College portal by Examiners.
    - Generation of Online Remuneration bills and Mark slips by Examiners
    - Declaring Online Results via Student Portal
    - Online Generation and submission of Revaluation form by students via student portal.
    - Printing of marksheets using the College ERP.

- **Online Examination**
  - Online examination module embedded in College software allows
    - Creating question bank

- Scheduling of a paper wise password protected online exam.
- Online Exam Student Login Module
- Automatic checking of online Exam Answer copies
- Using Google Forms for online Exams.

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