



VIJAYA INSTITUTE OF TECHNOLOGY FOR WOMEN

An ISO 9001:2015 Certified Institute, Approved by AICTE, Affiliated to JNTU Kakinada, AP
Phone: 0866-2844444, Email: vijayatechfw@gmail.com Website: www.vitw.edu.in
College Code: NP, Enikepadu, Vijayawada-521108

ANNUAL REPORT ON E-GOVERNANCE

Good governance is one of the cornerstones of any well-run organization, and colleges are no exception. Effective and efficient governance helps to strengthen participation and exercise individual rights; Governance is also the process of decision-making and the process by which decisions are implemented. Vijaya Institute of Technology for Women adopted the e-Governance system to manage its academic, administrative and student affairs effectively. It is an ERP solution that enables the college to conduct online admissions, generate reports, create ID cards, enable online communication, manage curriculum, time tables and conduct online evaluations, track student progress, conduct data analysis, teach remotely, and handle enquiries and leads for admissions in the college.

The college ERP software is designed keeping in mind the different operations of a college via:

Implementation of ERP in Academic Process

The Institution maintains the data in ERP for effective resource planning. The service provider was identified for effective implementation and support activities since 2021.

1. The following areas of Teaching-Learning process were taken for full automation. (Staff & Student)

- Pedagogical Syllabus, lesson plan, planning of teaching hours, teaching methods and aids, Student database and creation of learning resources)
- Student Attendance (Daily attendance, weekly attendance and master attendance for monitoring the student performance)
- Student support activities (internal marks entry, compilation and conversion of internal marks, log in e-mail creation, online fee payment, choice of open elective and feedback system,)
- Staff support activities (creation of database, staff personal / official portal, attendance, MIS - staff android app, MIS linked salary and compensation, leave entry, payroll connectivity and performance appraisal)
- Administrative Area (Admission, Enquiry, Selling/Processing of application, student database, Transfer certificate, Project Bonafide certificates etc.)
- Finance area - Accounting and report generation, pay roll, online fee payment,



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2. **Full Automation of Library Services** (Student, Staff Login, Book Issue, Return, Reports, Maintenance of Books, Records and retrieval of Data etc.)
3. **Full Automation of Office and Administration** (Generation of various reports, Payroll, Inventory, Fee, Exam, Human Resource, Hostel, Academic, and Admission etc.)
4. **Full Automation of Finance Section** (Usage of Tally for accounting and other Accounting Management system through College MIS)

About College Management System

HIROTOINDIA is focused to overcome the major drawbacks of the existing administration system in the instituting of higher education in India. It is a package of automation and efficient administration can get extraordinary outcomes with integrated solution for the entire academic and administrative requirements of the institution.

Benefits of the College Management System

1. Automatic Upgrade
2. A Built-As-You-Grow Approach
3. Relevance
4. Ease of Deployment
5. Data Security
6. Cost & Operational Efficiency
7. Robust Maintenance
8. Integrated Solutions
9. Increase Agility
10. Personalized Solution

ERP Documents and screen shots are classified as follows:

1. Academic
2. Administration
3. Faculty / Staff information



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5. Finance / HR /
6. Library Services

Major modules

1. Admission and Counseling
2. Student Information System
3. Learning Management
4. Examination Management
5. Automated Online Examination – Online Test
6. Admin Module – System Administration
7. Staff Information
8. Notice Board – e-Notice / e-Communication / e-circular
9. Student Feedback
10. Human Resources
11. Fee Management

With the help of e-Governance software the following actions can be done with ease.

STUDENT ATTENDANCE

- Student attendance
- Subject/ Class wise attendance (Daily, weekly, monthly view)
- Event based Alert within module / Email, SMS alert
- Attendance MIS reports
- Graphical Representation Tools

End of every semester, a Proforma is taken from the MIS for knowing the attendance status of a student

ADMISSION MANAGEMENT

- Details of admission type, seat category, etc. can be entered easily
- Personal & academic details of students can be key
- Student information available on one screen,
- Searchable by roll no, Name, Aadhaar Number, address etc.
- Provision for branch / course changing with given pre-requisites.
- Student Feedback to be collected based on configurable parameters.



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- Recording communications with students
- Generation of exam application form and Hall ticket with student photograph
- Online Fee payment, generation of receipts

PEDAGOGY:

Course, subjects, batches, etc. can be added, edited, removed, etc. as per institutional need

- Approved Syllabi are uploaded by each faculty to view and verify online.
- Defining Learning pedagogy like CO & LO and mapping of PO with CO is done.
- Individual subject card is created for each subject.
- Project and Assignments is assigned by faculty and the same can be intimated to the students.
- Date of submission of assignments is defined by the faculty
- Evaluation and marks submission is done using MIS
- Timetables is prepared & viewed for each elective subject and student group
- Event Creation & management.
- Lesson Plan is prepared for each subject
- Subject progression is tracked by breaking down the subject into modules and each module to have hours of instruction associated with it.
- Remedial Classes & counseling with analysis and graphical tools.
- Content can be uploaded with association with modules.
- Study Materials are uploaded for flipping class rooms, during study, post study.
- Advanced Archiving Options of and retrieval of uploaded subject materials.
- Generation of Faculty Record report.

REPORT GENERATION:

The following reports can be viewed & printed

- Term Wise Subjects
- Subject Wise Course Coverage Report
- Student Attendance Report
- Compiled Student Attendance Report
- Course Progression Report



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- Course wise Subject Report
- Course Coverage Report
- Absentee List Report
- Fee Defaulter List Report
- Lesson Plan Status
- Course Wise Renewal Report
- Faculty Wise Attendance Report
- Subject Wise Faculty Wise Timetable
- Term Wise Timetable Report
- Faculty Wise Student Attendance
- Subject wise Student Attendance
- Master Time Table Report

EXAMINATION MANAGEMENT:

- Semester Wise Student Performance
- Exam fee applied Report
- Exam fee Paid and pending student details Report
- Department wise Exam Time Table
- Session wise Exam Time Table
- Student Individual Exam time Table
- Overall Exam time Table
- End Semester Exam Time Table
- Arrear Exam time Table
- Exam Absentees Report
- Room Allotment Report
- Room Allotment Date wise
- Exam seating Arrangement Board Copy
- Exam Room Allotment Details
- Seating arrangement details consolidated
- Exam hall Ticket
- Student duplicate Hall ticket



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- Subject code wise student count
- Exam date wise Report
- Exam attendant student Signature copy

Summary: With the help of e-Governance or ERP software it has become very easy for the college management to maintain the affairs of the college and have strict vigilance over the student and faculty affairs

G. Chinn

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