E-governance policy approved by Governing Body

MINUTES OF THE 23RD MEETING OF GOVERNING BODY OF SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY, GURGAON HELD ON 10TH AUGUST, 2021 AT 02.30 P.M. IN THE COMMITTEE ROOM OF THE UNIVERSITY.

The following members were present :-

1.	Shri Ram Bahadur Rai, Chancellor	-	Chairperson
2.	Prof. (Dr.) Vinod Kumar	-	Member
3.	Shri Manmohan Singh Chawla	-	Member
4.	Smt. Madhupreet Kaur Chawla	-	Member
5.	Dr. S.R. Musanna	-	Special Invitee
6.	Dr. D. Jaghannathan	-	Member
7.	Shri Inderjeet Singh Arora	-	Member
8.	Dr. Joginder Yadav	-	Member Secretary

The meeting commenced with the welcome address of the Chancellor. Thereafter, he requested the Registrar to take up the item wise agenda of the meeting which went as under:-

Agenda Item No. 23.1
To consider and confirm the minutes of the last 22nd meeting of the Governing Body held on 30th March, 2021 at 11.30 A.M.

Considered and resolved to confirm the minutes.

Agenda Item No. 23.2
Action taken report on the decisions of 22nd meeting of the Governing Body held on 30th March, 2021.

Action taken report noted.

Agenda Item No. 23.3
To consider the minutes of 32nd meeting of Board of Management held on 21st May, 2021.

Considered and noted.

Agenda Item No. 23.4
To consider the minutes of 33rd meeting of Board of Management held on 23rd July, 2021.

Considered and noted.

Agenda Item No. 23.5
To consider and approve the E-governance policy of the University as prepared by the Director - IQAC.

Considered and approved.

The meeting was concluded with a vote of thanks to the Chair.

Registrar
SGT University
Budhera, Gurugram

Registrar cum Member Secretary

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ERP Process Management Controls

Data/Document in support of the claim for implementation of E-governance

Scope

To define the features and functions of the ERP system together with SLCM function for the control and management. The main digital transformation is done for Students enrollment, Academic management, Learning management control, Serviceadministration,Examination, Hostel Management, Transport management, Notification and alerts. The main objective of the system is to provide a non biased and controlled Academic improvements. And inter maintain the governance and Segregation of duty to meeting the fast changing academic environment.

Background

SGT ERP has been in being developed progressively form 2015 onward. It was developed by a local vendor based in Gurgaon, as identified by then SGT management team.

Development of the ERP has happened module-wise as per the requirements shared by different user groups and Functional experts, at different points of time, without having a holistic view of the academic or administrative processes. Due to this fact log of challenges was being met with and overcome due to the extensive customization and corrections required to meeting the regulatory compliance.

However, with time and as per the direction of the SGT Management, improvisations and customization of all the modules happened. There is a good amount of time spent by various entities and experts to improve this application and to reach to today's level of maturity.

Today, entire student engagement is through the ERP, Student Admission, Fee Payment, Course, Semester & Batch allocation, Class Attendance, Time-table, Date-sheet, Marks Entry, Result Declaration, Promotion to the higher semester, Student Certification etc. all is managed through ERP System.

List of different modules which are in the ERP are depicted in this document with a brief about their functionality.

Student Related Functionality in ERP

The life journey of a prospective student starts from CRM application as a Lead. The respective Tele-counselor/faculty group counselor/face to face counselor will work as the front end counseling partner to the engaging the lead to correct academic course details and path. As per the consultation if the lead decides to proceed with enrolment for academic process, will start with online purchase the prospectus of the courses they would like to join. Once the prospectus is purchased, student is allocated a unique form number by the ERP system. Next step would be that the student submits the documents required for taking the admission. Based on the documents submitted, a student is provided a provisional registration number by the system till he/she submits the semester fee for the course for which admission is granted. Once the semester Fee is received, provisional student becomes the regular student of the university. Each student will have a unique Registration number which will be the identity for the Students life cycle.

STUDENT SECTION

1. PROSPECTUS SALE – An aspiring student has to purchase soft copy of the prospectus from the system after submitting the enquiry form. This is mandatory. Multiple courses prospective can be purchased.

2. UPLOAD SCANNED DOCUMENTS – Aspiring student after the prospectus purchase, uploads necessary documents for the registration purpose.

3. STUDENT REGISTRATION – Provisional Registration Number is generated till the student submits the semester Fee for which he is granted the admission.

4. SEMESTER ALLOCATION & SUBJECT ALLOCATION – Students is allotted the semester and the subjects as per the request of the student at the time of admission.

5. IDENTITY CARD GENERATION AND PRINTING – This is mandatory for all students.

6. BATCH ASSIGNMENT – Student is assigned a Batch.

7. ATTENDANCE REGISTER – student class attendance is captured by the faculty who is assigned the batch.

8. STUDENTS PROMOTION – Students is promoted to the next semester as per the academic process.

9. CHANGE COURSE – students submit the request which systems notifies to the approving authority. Approval workflow is used by the system for approval processes.

10. GRIEVANCE – Student can send his/her grievance to the relevant department to get the resolution.

11. ACADEMIC CALENDAR – Is published for the students by the authorized person.

12. LECTURE SCHEDULE – For a semester within a course is published in the system.

13. HOLIDAY'S – Holiday List is made available for the students in the system.

14. MANAGE LEAVE & LEAVE REQEUST – This is student leave management module.

15. ASSIGNMENT – Students can submit their assignments here.

16. CONTENT LIBRARY – This is a module for concerned role holder / faculty to upload pdf books for students to read.

STUDENT ACCOUNTING

This section allow student to submit their semester fee online or at the respective Fee counter. Based on the selection criteria, some can be entitled for scholarship also. Students, who want to withdraw from their course are given the Fee refund as per the policy. Similarly, at the time of certification, no dues etc. facility is also provided by the system. Various modules which are enabling all student Fee related functionality are,

17. FEE TEMPLATES
18. FEE HEADS
19. FEE SUBMISSION
20. LATE FEE
21. RECONCILITATION
22. UPLOAD SCHOLARSHIP/WAIVER LIST
23. APPROVED WAIVER

24. APPROVED SCHOLARSHIP
25. FEE REFUND
26. HOSTEL FULL AND FINAL
27. FULL AND FINAL
28. NO DUES

STUDENT EXAMINATION

As a part of the learning management for the specific course /program the system is having features of vetting the eligibility of student to pursue to respective subject exam for earning necessary credits /Marks/ Grades. System is enabled to make the system settings for the examination at the beginning of an academic cycle. According to the Exams conducted by the COE, the respective student is awarded attendance and marks as per the evaluation control mechanism.   All data pertaining the marks awarding,attendance,examiner,evaluation, result publishing.etc. are processed via ERP system . According to the system setup of passing criteria and Grace control the system automatically calculates the Result sheets. The major functionality enabled in system for various control of Examination module are defined as below.

29. EXAMINATION SCHEME – system calculates weightage for different types of tests (theory & Practical) based on the examination scheme put by the concerned authority in the system.
30. EXAMS FEE
31. GRADE MASTER
32. EXAMINATION SCHEDULE&DATE SHEET
33. EXAMINATION FORM
34. STUDENT ELIGIBILITY CRITERIA
35. EXAM ATTENDANCE
36. ASSIGN EXAMINER
37. ASSIGN EVALUATOR
38. AWARD ENTRY(EXAMINER)
39. AWARD ENTRY(FACULTY)
40. RESULTS
    1. RESULT REMARKS
    2. SECRET CODE REPORT
    3. PASS PERCENTAGE REPORT
    4. DATE SHEET REPORT
    5. ADHOC GRACE
    6. SIMPLE GRACE
    7. RESULT REVALUATION APPROVAL
    8. EXAMINATION CONTROLLER SIGNATURE
    9. PRINTING AND SCANNING
        - Degree Printing
        - DMC Printing
        - Records
        - Result Sheet Report
        - Result Gazette

STUDENT HOSTEL MANAGEMENT

As a part of facility services provided to students there is on campus residing. System is enabled to accept request from the students who want to avail the hostel facility, approve the request and grant them the facility. Once the student is provided the hostel, his fee head automatically takes the hostel fee charges in the student account. Various functionalities which manage the complete hostel system are,

41. HOSTEL
42. ROOMS
43. STUDENT ROOM REQUEST
44. HOSTEL REQUEST APPROVAL
45. HOSTEL ALLOTMENT
46. HOSTEL ALLOTMENT APPROVAL
47. ROOM ALLOTMENT
48. ROOM TRANSFER MOVEMENT
49. HOSTEL MOVEMENT INFO
50. METER READING
51. MESS VOUCHERS
52. MESS STAFF ATTENDANCE
53. ACTIVITY MASTER
54. HOSTEL LOCAL STORE
55. HOSTEL STORE TRANSACTIONAL
56. HOSTEL ATTENDANCE
57. MESS MANAGEMENT
58. Manual Attendance
59. Voucher Based Attendance
60. Barcode Attendance
61. STUDENT TRACKING
62. ALERT HOSTEL USER
63. ROOM TRANSPORT CHARGES
64. HOSTEL CHARGES
65. HOSTEL SURRENDER REQUEST
66. REQUEST GATE PASS
67. GATE PASS REQUEST
68. SECURITY GATE PASS
69. STUDENT BALANCE TRACKING
70. APPROVE SURRENDER REQUEST

STUDENT TRANSPORT

Similar like hostel as a facility service, students have the possibility to opt for Transport servicers. System is enabled to accept request from the students who want to avail the transport facility, approve the request and grant them the facility. Once the student is provided the transport, his fee head automatically takes the transport fee charges in the student account. Various functionalities which manage the complete transport system are listed as below

71. MANAGE ROUTE
72. MANAGE STATION
73. ROUTE AND STATION
74. MANAGE VEHICLE CATEGORY
75. MANAGE VEHICLE
76. ASSIGN VEHICLE
77. MANAGE SCHEDULE
78. VEHICLE READING

79. EXPENSE CATEGORY
80. MANAGE EXPENSE
81. ASSIGN TRANSPORT TO STUDENT
82. BUS PASS &EXPIRY
83. MANAGEVEHICLE MAINTENANCE
84. MANAGE AMBULANCE TYPE
85. MANAGE AMBULANCE BOOKING
86. MANAGE GARAGE
87. MANAGE MAINTENANCE REMINDERS
88. ONLINE BOOKING FORM
89. ALERT USER
90. APPROVE TRANSPORT REQUEST
91. ALLOT VEHICLE
92. TRANSPORT SURRENDER REQUEST
93. FINE
94. TRANSPORT BALANCE TRACKING

ACADEMICS

The Academic Management facilitate to setup the students learning /progression to a specific course or program with proper course structure setup. This module manages course, subjects, session and faculty. Various functionalities provided in this module are,

1. MANAGE FACUTLY
2. MANAGE COURSE
3. MANAGE SESSION
4. MANAGE SUBJECTS
5. ASSIGN SUBJECTS
6. MANAGE SUBJECT SUB PARTS

OTHER SETTINGS

7. MANAGE EMAIL TEMPLATES
8. MANAGE FEEDBACK TEMPLATES

EMPLOYEE

All the Employee of the university is being created in ERP which is not for the payroll purpose. Purpose of this module is to manage housekeeping vendor and its employees, and also to provide transport facilities to the regular employees. It does not have any other functionality for the human resource management. This employee master is used to activate the access permission for access to various application and systems

1. EMPLOYEE
2. HOUSE KEEPING
   - House Keeping Vendor
   - House Keeping Employee
   - Housekeeping Employee Attendance
   - Monthly Attendance Report
3. IDENTITY CARD

4. REGISTRAR SIGNATURE
5. MEETING SCHEDULE
6. ASSIGN TRANSPORT TO EMPLOYEE
7. EMPLOYEE TRANSPORT DETAILS
8. APPROVE TRANSPORT FOR EMPLOYEE

Supply chain management

The complete procurement process for the different sub entity under the umbrella of entity is being routed through the SCM Module. The inventory management system, Lean warehouse management,procurement of the material. Control of release process, including source and negotiation process are conducted through the module. Main the warehouse of Dental, General, mess are handled via SCM module.

1. VENDOR MANAGEMENT
2. MEASUREMENT UNIT
3. CONVERSION UNIT
4. ITEM CATEGORY
5. STORE ROOM
6. STORE EMPLOYEE
7. TAX MASTER
8. ITEM MASTER
9. INVENTORY
10. MATERIAL REQUEST
11. ISSUE AND RETURN
12. INDENT REQUEST
13. PURCHASE ORDER
14. RECEIVING
15. INVOICE
16. ITEM TRANSFER
17. APPROVE TRANSFER REQUEST
18. ITEM TRANSFER HISTORY

USER SECURITY

The main purpose of this module is for the segregation of duty and access controlling on different module. The user permissions are created and updated with roles creation against each function /feature of the system
1. MANAGE GROUP
2. MANAGE PERMISSION

REPORTS

There are multiple reports created in system for the purpose of management control, Review and analysis. According to legal compliance requirement ad hoc reports are incorporated to system. As per the Academic development plan and the compliance requirement the extension of report will be added in. The below standard reports are already provisioned in the system for analytical support and controlling.

1. Provisional Registrations
2. Seat Booking Report
3. Refund of Seat Booking

4. Online Interested Candidates
5. Registration Date Wise
6. Registration Status
7. Students Details
8. Domicile
9. Withdrawal Student Report
10. Archived Provisional Registration
11. Student Attendance Report
12. Alumni Report
13. Student Educational Details Report
14. Document Upload Report
15. Active Students
16. CBCS Report
17. Student Attendance Report
18. Internship Report
19. MASS MAILING REPORT
20. Feedback Reports
21. No Due Request Report
22. No Due Department Report

EXAMINATION REPORTS

1. Student Overall Result
2. Student Result (Tri/Semester/Year)
3. Students Results IA
4. Faculty IA Not Updated
5. Student Exam Form Report
6. Signature Chart list
7. Course Wise Subject
8. Late Result Report
9. Examination UGC Report
10. Merit list Report
11. Result Declared Report
12. CBCS Subject Report

ACCOUNT REPORTS

1. Reconciliation Repot
2. Daily Transaction Report
3. Scholarship/Waiver Report
4. Student Records
5. Head/Summary wise Report
6. User wise Collection Report
7. Fee Template Report
8. Fee Due invoice
9. Outstanding Report
10. Return/Refund Report
11. Seat Booking Report
12. Total Seat Booking Report
13. Master Report
14. Seat Booking Refund Report
15. Change of Courses Report

16. Prospectus Sale
17. Prospectus Sale Difference
18. Advance Fee Report
19. Hostel Income Report
20. Transport Income Report
21. Adjustment Report
22. Cancel Receipt Report
23. Received Cheque Report
24. Miscellaneous Report
25. Faculty Outstanding Report
26. Student income Tax/Loan Letter Report

HOSTEL REPORTS

27. Vacant and Allotted Rooms Report
28. Hostel Occupancy Report
29. Hostel Attendance Report
30. Mess Reports
31. Bar-Code Attendance Report
32. Hostel Charges Report
33. Hostel inventory Report
34. Hostel Out Pass Report
35. Room Category Wise Report
36. Continue Hostel Student Report
37. Hostel Availing Report
38. Hostel Wise out Pass Report
39. Hostel Occupancy Summary
40. Electricity Changes Report

TRANSPORT REPORT

41. Transport Report
42. Bus Pass for Employee
43. Bus pass for Student
44. Duplicate bus pass report
45. Vehicle report
46. Online booking report
47. Ambulance booking report
48. Ambulance expense Report
49. Vehicle Maintenance Report
50. Bus pass expiry Report
51. Transport charges Report
52. Transport Occupancy Report
53. Transport Projection Report
54. Transport Report
55. Continue Transport Student Report

SCM REPORTS

56. Inventory Reports
57. Issue and Return Report

58. Receiving Report
59. PO Reports
60. Cash Purchase Report
61. Invoice Reports
62. Item Availability
63. Indent Request Report
64. Stock Consumption Report
65. Indent Cycle Report

BUSINESS SUPPORT FUNCTIONS

The ERP application is interfaced with multiple alerting and notification services, which include SMS alerts andEmails alert. Online registration features via web portals. Interface to CRM for lead profile and data collection and reverse mapping for lead to Student status update. Interfaced with Payment gateway for 24 x 7 fee/due/payment process. Online Fee due portal, Vendor registration portal, Gate entry portal are some of the features ongoing.

 Summary

The function in ERP is being pragmatically update according the industry standards and academic development. New version will move into NEP, NAAC compliance, Government policy for academic bank of accounts. Ease of use the SCM module and SLCM.   ERP system is planned to be the central system with interface to multiple business system to provide data accuracy and compliance too.