MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(DEEMED TO BE UNIVERSITY)

ANNUAL E-GOVERNANCE REPORT

AY2019-20

Manav Rachna International Institute of Research and Studies (MRIIRS) has subscribed to a comprehensive Cloud based EMS (Education Management System) from M/s iCloud EMS, Pune which provides integrated solution to enhance and digitize the processes including Admission, Fee, Student's academic life cycle, Transport, Hostel, Feedback, Grievance, Recruitment &HR processes and other administrative operations in the university through its web & mobile based applications. Apart from i-cloud EMS, multiple software's have been procured as per the requirement in different domains.

1. **E-Governance initiatives taken during AY2019-20:**

During AY2019-20, multiple e-governance initiatives were taken at MRIIRS including:

- Online filling of Supplementary Exam Form has been introduced during this year.
- Configuration of Open Elective Courses was made fully functional during the even semester of AY2019-20. Open elective course allocation is done through EMS.
- Improvements in working of Finance/Accounts
- Admission Module – Lead Management/ Token Report
- Examination Processes were shifted to fully online mode via Microsoft Teams, Google Meet, i-cloud EMS, Ginger and Mettle (for MRNAT Entrance Examination).
- Establishment of Nodal Centre of Virtual labs- IIT Delhi: Nodal Centre of Virtual labs- IIT Delhi have been established successfully at MRIIRS to incorporate ICT based learning during practical sessions. Curriculum mapping with respect to practical's of engineering and computer application programmes have already done to utilize the virtual lab simulators for practical sessions. Awareness workshop on its usage has already been conducted during July 2020.
- Establishment of Local Chapter of NPTEL-SWAYAM at MRIIRS: Local Chapter of NPTEL-SWAYAM have been established successfully at MRIIRS during AY2019-20 to encourage ICT based learning with credit transfer.

For successful implementation of e-Governance, training programmes were conducted for teaching and non-teaching members of MRIIRS in association with IQAC, MRIIRS.

2. Current Status of implementation of e-Governance at MRIIRS:

Current Status of implementation of e-Governance at MRIIRS is presented as follows:

E-Governance Areas	Modules	Implemented through Platform
Administration	1.Biometric Attendance Marking, Monitoring and Leave Management 2. Circulars 3. Grievances 4. Student Satisfaction Survey 5. Feedback module 6. Hostel and Transport 7. Human Resource and Recruitment 8. Staff Achievements Module 9. Institutional email-ids for all Administrative officers, Teaching and non-teaching members	1. Starlink 2. I-cloud EMS 3. I-cloud EMS 4. I-cloud EMS 5. I-cloud EMS 6. I-cloud EMS 7. I-cloud EMS 8. I-cloud EMS 9. Microsoft office 365
Academics	1. Course allocation, Time table and Lesson Plan 2. Attendance Module 3. Assignment Uploading and marking 4. Academic Content Uploading Module 5. Course Outcome-Program Outcome mapping 6. Mapping of questions with course outcomes, Question wise uploading of internal and end semester examination marks uploading 7. Continuous internal assessment through Rubrics 8. Conduct of Workshops/Training Sessions/Online Classes/Exams	1. I-cloud EMS 2. I-cloud EMS 3. I-cloud EMS 4. I-cloud EMS 5. I-cloud EMS 6. I-cloud EMS 7. I-cloud EMS 8. MS-Teams. Google meet, Zoom, I-cloud EMS
Finance and Accounts	1. Salary and Budget 2. Fee module	1. Tally 2. I-cloud EMS

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Student Admissions and Support	1. Student Admission 2. Temporary I-card 3. Student Profile 4. Academic Records 5. Hostel and Transport 6. Book issuing and Return 7. Library user account record 8. Plagiarism Checking of Reports 9. Institutional email-ids at the time of Admission itself	1. I-cloud EMS 2. I-cloud EMS 3. I-cloud EMS 4. I-cloud EMS 5. I-cloud EMS 6. Library RFID setup 7. LIBSYS 8. Turnitin and Urkund 9. Microsoft Office 365
Examinations	1. Final Result and Grading 2. Generation of internal Assessment Reports 3. Course outcome and Program/Program Specific Outcome Attainment Reports 4. Conduct of Examination 5. Uploading of Degrees and Transcripts	1. Inhouse developed resulting software 2. I-cloud EMS 3. I-cloud EMS 4. MS-Teams, Google meet, Mettle, Ginger 5. CVL - National Academic Depository

Following modules have been implemented successfully at MRIIRS through i-cloud EMS

1. **Planning and Development**

a. **Role Setup-** Module wise access rights to respective stakeholders like teaching staff, departmental heads; administrative, Admissions, Hostel/Transport, Finance, HR and other Department staffs.

b. **Faculty- course allocation, Time table, Lesson Plan and Attendance Module:**
   - Students are divided into sections and practical or tutorial groups, further courses are allocated to Faculty members according to specific batch/section/practical or tutorial groups and teaching load according to lecture per week is defined.
   - Time table is prepared according to the defined teaching load. Tagging of alternate arrangement, extra lecture in TT free slots, are some of the added features offered. Date wise time table can be viewed by students and faculty members.

- Module for conduct of open elective courses is also made functional during the even semester of AY 2019-20.
- Topic wise lesson plan for the whole session with proposed date is prepared and uploaded by all faculty members and it can be viewed by students as well.
- Faculty members mark the student attendance by selecting the topic taught in the lecture within 24 hrs of the lecture conducted otherwise marking of attendance gets freezed.
- Attendance of students engaged in extra circular activities are marked from "Event Attendance Module" separately.
- According to the attendance marked for the topic, system updates the conducted date for all the topics. Thus, generating report considering all parameters- Proposed date with the topic and actual conducted date.
- Lesson plan and date wise/course wise/aggregate attendance report can be viewed by students and faculty members.

c. **Assignments and Academic Content Module:**
- Faculty members upload various assignments for the allocated courses. It can be viewed/ submitted by the students and afterwards faculty members can view/download/evaluate/reject the student's submitted assignments. Marks/remarks given by the faculty can be further viewed by the students.
- Uploaded course contents like syllabus, previous year question papers, lecture notes, PPTs, relevant web-links and videos can be viewed by students.

d. **Staff achievements Module:**
Teachers can upload the personal, academic and data related to their publications, conferences attended, etc and the same can be viewed/downloaded for preparation of reports required for various accreditations, rankings, surveys and compilation of data for regulatory bodies.

2. **Administration**
a. **Circular Module:**
- Important information/circulars can be shared with all the students/faculty members/staff members by the competent authorities by posting them through Circular Module. It can be viewed/ downloaded by students and staff members.

b. **Feedback Module:**
- Course-Faculty Feedback is being submitted by the students in response to the defined parameters two times within a semester.
- Feedback on Curricula and Student Satisfaction Survey: Feedback is taken from stakeholders including Faculty, Students, Employers, Alumni and Parents for overall analysis and further necessary action.

c. **Grievance Module:**
- Students/ Staff members can raise Grievances from the portal and depending upon the nature of grievance. System will allocate the issue automatically to the

set competent authority at Level I. If the matter is not resolved at the Level I, he/she can transfer the issue to the next Level mapped in the system against the same issue for timely solution of the issues.

d. **Hostel and Transport Module:**
- Allocation of Hostel Beds and Transport vehicle according to facilities and Route/Stop opted by the student.
- Hostel and Transport ID Cards can be generated from the system.

e. **Recruitment form and HR Module:**
- Prospective candidates can apply at MREI by filling online recruitment form, collected data can be used for short listing, scheduling interview and sending E-Mail/SMS to the candidates.
- Staff members can view their daily attendance (IN and OUT timings).
- Check their head wise total leaves credited, leave application module, leaves status check and balance module.

3. **Finance and Accounts Module**

Fee Module:
- Student can view/Pay (Through Credit card/Net banking) their previous balance amount with current Academic, Hostel/Transport or Miscellaneous dues.
- Generate/Print Fees challan.
- View/Print Fee receipts for the Paid amount.

4. **Student Admission and Support**

a. **Admission Module:**
- Online Application form is available.
- Merit list preparation from all applicant data
- After verification of eligibility criteria, student goes through few stages for confirmation of admission namely- Data scrutiny, uploading/verification of required documents, Temporary batch allocation, Payment of fees, Final seat allocation seat,
- automatic allocation of Temporary roll no. & CLAN, Generation of Admission letter & ID card and allocation of Hostel/Transport facility on ERP.
- After successful admission of student, system generates his/her EMS Login ID and Password which can be further accessed by him/herfor viewing academic performance and performing other activities.

b. **Student Module:**
- Admitted student data is well maintained/viewed with respect to Academic year, Department, batches, student status, Roll number etc fields.
- Batch/Institute transfer, Withdrawal and editing etc activities can be performed in student profile.

- Generation of student Permanent ID cards.

c. **Student Course registration Module and course approval:**
   - Students need to register to the courses offered to them under various academic baskets, which include courses from current and previous semesters.
   - Students can register for the courses within the set credit limit of the offered academic basket only.According to the course pre-requites and Payment of fees, Courses are approved by the department.

5. **Examination Module:**
   - Parameter wise internal assessment marks for theory and lab courses are entered by course faculty and the same can be viewed by students.
   - Question Paper of Internal assessment tests is created by mapping each question with the Cognitive Level of Bloom's Taxonomy and Course Outcome, Question wise marks scored by the student are entered which further helps in measuring the student's attainment level of Course outcome.
   - Average of Internal assessment tests is calculated by the software by using the average formula.
   - Attendance and Assignment marks are automatically picked from the respective module and gets converted to Maximum marks of the parameter.
   - Students can view marks scored by them in every parameter, thus increasing transparency of their academic performance.
   - Program Outcome/Program Specific Outcome and Course outcome attainment is computed by using both Direct and Indirect Tools using i-cloud EMS itself. Course exit, Program exit and Alumni surveys are conducted for computation of attainment through indirect tools.
   - Admit cards to be issued to students for End semester examination are generated through EMS.
   - Submission of Supplementary/Re-appear Examination forms is now done through EMS.

Sabyasachi Sen
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