

**MANAV RACHNA INTERNATIONAL INSTITUTE OF
RESEARCH AND STUDIES
(DEEMED TO BE UNIVERSITY)**



**ANNUAL E-GOVERNANCE REPORT
AY2021-22**

Annual E-Governance Report AY2021-22

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 (since AY2017-18), 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 AY2021-22:

During AY2021-22, multiple e-governance initiatives were taken at MRIIRS including:

- **Proctor module** has been activated on EMS to support student mentoring. Mentors are able to schedule mentor-mentee meetings, float messages to their respective mentees and monitor their academic performance including attendance of the mentees in all the registered courses.
- **Upgradation of module related to uploading of assessment marks of open elective courses**, course coordinators are able to upload the marks of students of multiple programmes/semesters through single sheet only.
- **Incorporation of survey to assess students' satisfaction levels on Teaching Learning Process on EMS.** Student Satisfaction Survey at MRIIRS now includes following components:
 - Feedback on Curricula
 - Feedback on Generic Facilities
 - **Feedback on Teaching Learning Process (introduced from AY2021-22)**
- With respect to Feedback Analysis part, the **facility to obtain bar graphs along with consolidated reports** based on the responses as obtained by the respondents for various parameters of different types of feedback is fully functional on EMS now.
- **One Time Password (OTP) facility** has been incorporated and activated for the security features on EMS.
- **Study Scheme Maintenance Module** is fully operational now at the department end. The process has been decentralized now. EMS coordinator will be able to add the exam parameters at the start of session and same will be reflecting at faculty account for marks uploading.
- **Ticketing System for Quality Maintenance** has been introduced by the IT department for the timely management of issues/concerns with respect to the support services related to IT/ General Admin/Students/EMS/Admissions etc. through a single window system. This brings complete transparency to the complainant about the latest status of the complaint lodged and also keeps supervisor informed about pending complaints till ticket is closed.



- **Implementation of module for computation of attainment of Programme Education Objectives** of the various programmes is under process.
- An increasing trend in student Enrollment and beneficiaries in terms of credit transfer for SWAYAM/NPTEL courses has been witnessed during the AY2021-22. **Swayam Local Chapter of MRIIRS is Awarded as an Active Local Chapter for this year.**

2. Conduct of Training Programmes

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

- **IT Training Program: Training on MAC systems** was conducted for IT staff on 2nd-3rd July 2021.
- **Orientation Programme on EMS-New Academic Developments and Reports for Quality Assurance** was conducted on 24th July 2021 for all the department Heads and Deans/Directors of all Faculties of MRIIRS.
- **Orientation Workshop on usage of newly developed modules of Virtual Labs** was conducted on 7th Oct 2021 for the faculty coordinators of FET and FCA. The resource persons for the same were coordinators of Virtual Lab IIT Delhi.
- **Orientation Workshop on updated Modules of EMS: Assessment of Open Elective Courses** was conducted on 7th Oct 2021 for the open elective course coordinators from different departments of MRIIRS.
- **Training Session on Proctor Module-New Updates** for EMS Coordinators was conducted on 20th Oct 2021 to impart the user training at both Mentor and Mentee end.
- **Orientation Programme on Ticketing System for Quality Maintenance** was conducted on 24th Oct 2021 to understand the whole process of raising the ticket till closure for the support services related to IT/ General Admin/Students/EMS/Admissions etc. through a single window system.
- **Training Program on Outcome Attainment and Assessment and usage of Module on EMS for Quality Assurance** was conducted on 26th Nov 2021 in collaboration with JC Bose University of Science and Technology, YMCA Faridabad.
- **Symposium on The Role of INFLIBNET in Quality Control Processes of HEIs** was organized on 31st Dec 2021 to understand the details of Vidwan portal-Expert Database and National Research Database.
- **Training Program for Generating Admit Cards on EMS** with respect to detained list was conducted on 3rd Feb 2022.
- **Workshop on Open-Source Library Software Koha** and How library can transform lives was conducted on 26th March 2022.
- Session on Paperless Admission System was conducted on 29th April 2022.
- Awareness Program on Conduct of Student Satisfaction Survey: A Key for Quality Improvement in HEIs was conducted on 17th June 2022.

Apart from these training programs, multiple trainings were conducted by the central EMS team for different verticals of MRIIRS for the following modules:

- To monitor the status of Feedback filled by the stakeholders.
- To track the status of uploading of Examination at the end of course coordinators.
- How to use Seating arrangement module for conduct of Examination.
- Decentralizing the rights of creating schedules for marks entry. A new "Scheme Maintenance Module" has been implemented for the same. EMS coordinators are now able to add the exam parameters at the start of session and same will be reflecting at course coordinator account for marks uploading.
- Multiple meetings conducted for the indirect attainment of CO's and PO's/PSO's with respect to course exit and programme exit surveys.



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

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

| Area of e-Governance | Module | 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 10. Office Meetings 11. Support Services and Quality maintenance | 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 10. MS-Teams, Zoom 11. OSTicket Helpdesk Service Portal |
| 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 including Open Elective courses 7. Continuous internal assessment through Rubrics 8. Conduct of Workshops/Training Sessions/Online Classes/Exams 9. Conduct of Practical classes of multiple courses of Engineering and Computer Application Programmes 10. Proctor Module (Mentoring of | 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 9. Virtual Labs IIT Delhi 10. I-cloud EMS |

| | | |
|---------------------------------------|--|---|
| | students) | |
| Finance and Accounts | <ol style="list-style-type: none"> 1. Salary and Budget 2. Fee module | <ol style="list-style-type: none"> 1. Tally 2. I-cloud EMS |
| Student Admissions and Support | <ol style="list-style-type: none"> 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 10. Proctor Module (Mentoring of students) | <ol style="list-style-type: none"> 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 and Koha 8. Turnitin and Urkund 9. Microsoft Office 365 10. I-cloud EMS |
| Examinations | <ol style="list-style-type: none"> 1. Final Result and Grading 2. Generation of internal Assessment Reports 3. Course outcome and Program/Program Specific Outcome Attainment Reports 4. Admit Cards generation as per detained list 5. Result Processing on EMS 6. Examination Seating Arrangement 7. Grade Card Generation Through EMS 8. Online uploading and showcasing of Examination Answer Books 9. Uploading of Degrees and Transcripts | <ol style="list-style-type: none"> 1. Inhouse developed resulting software 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. 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.
- Module for conduct of open elective courses is also fully functional now. The respective courses are allocated across the different Programmes of the University through EMS only.
- 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.
- 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.

e. Proctor Module: Tagging of students is done against the assigned faculty mentors. Proctor module has been developed to support student mentoring for completing



different tasks on EMS like meetings, verification of student attendance, student performance during the semester, schedule a meeting individually, broadcasting messages, checking student time table. Mentor can add details of issue raised by the student and solution provided at their end on EMS after the meeting.

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 for overall analysis and further necessary action.
- A third part under Student Satisfaction Survey (SSS) on Teaching Learning Process has been included from this year onwards. Now, SSS is collated via Feedback on Curricula, Feedback on Generic facilities and Feedback on Teaching Learning Processes.

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.
- Improvements in working/integration of Finance/Accounts module



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/her for viewing academic performance and performing other activities.
- Lead Management/Token Report is also available
- Bulk email sending module is also fully functional now.

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-requisites 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.
- External assessment marks for theory and lab courses are also entered by course coordinators while mapping with COs and Bloom's Taxonomy level 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.
- Grade cards of students are generated on EMS.



- Answer books are uploaded on the EMS and showcased to the students after evaluation. Students are able to review their evaluated answer books and report their observation in terms of any totalling error while mentioning the section/question no. and any unchecked question. The report is accessible only at the end of CoE for further verification and rectification.
- 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.
- Seating arrangement for the examination are generated on EMS
- Submission of Supplementary/Re-appear Examination forms is done through EMS.



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