MALWANCHAL UNIVERSITY, INDORE

E-GOVERNANCE REPORT
2021-22

➢ Electronic governance is the integration of Information and Communication Technology (ICT) in all the processes, with the aim of enhancing Institution ability to address the needs of the Students, faculty, Government and general public. The basic purpose of e-governance is to make the process of delivering and exchanging information, communication transactions, integration of various computer systems and services with speed and reliability. The E-Governance services is made available to four main targets groups namely, Management (Governance), Faculty, Non-teaching staff and Students, providing information in a convenient, efficient and transparent manner. Benefits of E-governance • Reduce corruption • High transparency • Increased convenience • Direct participation of constituents • Reduction in overall cost.

➢ Malwanchal University has been at the forefront, embracing this change for benefit of all stakeholders.

➢ Malwanchal University is serviced through 1 GBPS leased line from airtel and is used to connect all the constituent faculties and buildings on the campus as per the e- governance infrastructure

➢ Security of the network is ensured through

- Sophos XGS2100 firewall
- Online and physical access control to the data center
- Antivirus installation

➢ All requisite documents and reports are updated on various government and accreditation sites using this secured network.

➢ Various connectivity options available are lease line, LAN, Wi-Fi.
➢ Localized backups are carried out periodically (manual and automated).

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Accsoft2.0 has the following communities including:

1.Management Community

Management can view each department report from dashboard.

2.Administrative Section Staff Community

Role and rights based software online accessibility.

3.Academic Section staff Community

4.Student/Parent Community

5.Technology Framework

The Accsoft2.0 technology framework for University automation provides effective technology option to the users.

Various modules are used as a part of daily functions at the university. Some important e-governance modules include:

Administrative Section (12 Modules):

1. Fees (including online fees) Management
2. Accounts Management

3. Material / Inventory / Store / Asset and Mess / Dining Management Transport Management.
4. HR and Payroll Management
5. Staff Attendance, Leave, Salary Management
6. Inward Outward Management
7. User Management (including Student / Teacher Portal)
8. Performance Based Employee Appraisal System
9. Hostel
10. Residential Management
11. Visitor Management
12. E-Filing (Electronic filing) management

Academics Section (05 Modules)

1. Admission, Enrollment, Course Registration Management
2. Student Section / Scholar Management.
3. Student Attendance Management
4. Result Processing cum Examinations including Marks sheet printing

(Internal/

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Semester / External Examinations)

5. Library Management

Value Enhancers (06 Tools):

1. Bulk SMS
2. Personnel Management
3. Cheque Print, Label Print, Identity card Print and Bar code & Web camera integration
4. Reminders from various Modules
5. Time Machine (Biometric) Attendance Integration (ESSL Co.)
6. Payment Gateway Integration

✓Patient Services

- Hospital Information Management Systems

- Pharmacy and billing management

➢ **H.R. Module:**

- Job Application List

- Interviewer Feedback

- Resignation/Termination Applied

- Tour Bill Search

- Tour Expenses Bill Entry

- Employee Transfer Reports

- Employee Experience Reports

- Jobs Application Details Reports

- Job Post Master

- Job Consultants Master

- Employee Certificate Print

- Employee Icard Print

- PBAS

- Admin - Staff Setting

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- Faculty - Self Appraisal Form
- PBAS Course Master
- PBAS Approver Setting
- PBAS Approval
- Faculty / Staff - Peer Assesment
- Director - Appraisal Form
- Director - Staff Appraisal
- Student Feedback - Score Calculation
- Faculty Performance - Class Results 2
- Faculty Performance - Class Results
- Staff Appraisal Result
- Appraisal Result
- Student Feedback - Questions
- Student Feedback -Rate Master
- Student Feedback - Appraisal no Setting
- Configuration
- Tour Head Master
- Tour Expense Settings
- Exit Interview Questions
- HR Policy
- Certificate Templates

❖ **Inventory Module**
  - Detailed Menu
❖ **Purchase Process**
  - Purchase Order
  - G.R.N. (Purchase)

- PO Approval
- Clear Pending PO
- GRN Approval
- Bill Pass Approval
- Purchase Order Register
- Purchase/Bill Pass Reg.

❖ **Stock Flow**

  - Daily Consumption
  - Return After Issue
  - Outward Entry
  - Return Outwards
  - Outward Maint.
  - Shortage Excess
  - Consumption Register
  - Outward Register
  - Shortage / Excess Reg.

➢ **Other Operations**

  - Stock [+]
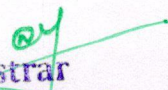 - Assets [+]
  - AMC / CMC

➢ **Configuration**

  - Various Masters [+]
  - Inventory Configuration [+]
  - Party Master

➢ **Miscellaneous**

  - Material Requisition Process [+]

➢ **Library Module**

➢ **Operations**

- Purchase Order
- Purchase (GRN)
- Accession No. Allotment
- Circulation
- Class - Section Wise Circulation
- Book Bank [+]
- Periodicals [+]
- Fine Collection
- Member No Dues
- Discontinue / On Hold Check
- Research Article Entry
- Binded Volumes Entry
- Set Status Group By
- Exchange Periodical
- Stock Verification
- Stock Type Correction
- Location Shifting
- Library Gate Entry
- Missing Book Entry

➢ **Reports**

- OPAC
- OPAC (Detailed)
- Accession Register
- Catlog Reports
- Analysis Reports
- Library Custom Report
- Members Bar Code Reports
- Bar Code Print of Accession No.

- Circulation Register
- Member Ledger Report
- Purchase Order Reports
- GRN / Purchase Reports
- Subject Wise Titles Report *
- Fine Collection Reports
- Subject Wise Cost Reports *
- Reservation List
- Over Due Report
- Circulation History OfAcc No

➢ **Configuration**

- Members & Groups [+]
- Library Config [+]
- Library Creation
- Party Creation
- Author Creation
- Title Creation
- Opening Stock
- Wave Off Dates(Class Wise)
- Settings
- Due Date Extend
- Bulk Title Photo Updation
- Late fine wave off dates
- Initial Stock - Binded Volume

➢ **Transport Module**

- Detailed Menu

➢ **Operations**

- Route Creation
- Vehicle Challan
- Schedule Creation
- Scholar Bus Assignment
- Student Bus Link (Excel)
- Teacher's And Bus Link
- Maintenance Entry
- Diesel Consumption
- RTO Paper Entry
- Transport Reminders
- Transport DashBoard
- Maintenance Entry New
- Daily Route Creation
- Daily Vehicle Running
- Vehicle Expenses
- Daily Despatch Route
- Behaviour Observation
- Vehicle Requisition [+]

➢ **Reports**

- General Reports
- Vehicle Average Report
- Diesel Consumption
- Bus And Placement Fees Collection
- Consumption Register
- Vehicle Maintenance Reports
- Student Transport Detail
- Other Reports

➢ **Configuration**

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- Vehicles
- Areas
- Bus Stops
- Nature of Work
- Driver / Conductor Master
- R.T.O. Paper Master
- Spare Item Master
- Maintenance Group Master
- Maintenance Head Master

Party Master

Transport Management Summary

➤ **Hostel Module**

- Detailed Menu

➤ **Operations**

- Hostel Dashboard
- Hostel Room Allotment
- Hostel Room Left By Student
- Hostel Room Shift
- Hostel Room Status *
- Hostel Student On Leave
- Hostel Attendance
- Gate Pass
- Approve Hostel Requests (Old)
- Hostel No Dues
- Hostel Notice
- Approve Hostel Registration
- Approve Hostel Requests
- Boarders Daily School attendance

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- Behaviour Observation
- Complaints / Requests

➢ **Reports**
  - Room Search *
  - Attendance Report
  - Hostel Reports
  - Hostel Custom Report

➢ **Configuration**
  - Hostel and Warden Master
  - Hostel Member Master
  - Room Type Master
  - Room Categories
  - Room Facilities
  - Floor Master
  - Hostel Room Master
  - Amenities

➢ **Utilities Module**
  - Mobile Application
  - Faculty Portfolio
  - Faculty Feedback
  - Student Dashboard
  - Visitor Management
  - Student Feedback
  - Question Paper Setter
  - Grievance
  - Official Reminders
  - Services

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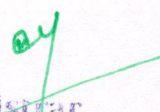# MALWANCHAL UNIVERSITY, INDORE

➢Hospital:

- The University teaching hospital has a Hospital Information Management System for streamlining patient and patient services.
- HIMS deals with patient's data.
- Pharmacy and the accounts department are fully automated so as to ensure a seamless patient experience as well as optimal efficiency in work.

➢Staff:

- Biometric devices are used to capture staff attendance.
- These devices are integrated with compatible software to generate different types of custom reports for processing salary and benefits as well as a part of Management Information System.

➢Licensing:

- All operating software, applications and antivirus 'are licensed from the software developers (e.g.Microsoft, Quick Heal, Manorama, Tally etc.)

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S   Tally (latest version) is used in the finance and accounting department to keep track of all incomes and expenses.

H   Fees for all students are collected through online mode (NEFT/RTGS) through Bank of India.

E-GOVERNANCE IN STUDENT ADMISSION & SUPPORT

The following processes which were carried out manual previously, are carried out online. This module covers various activities including: collection and scrutiny of admission related enquiries, student enrollment and examination fee Application & Payments, Generation of Hall Tickets, End Semester Examinations results were also computerized through soft wares.

➢

Academic Modules in electronic learning management system program are designed for academic administration of students. All students, parents, alumni and teachers are registered on this platform. Its primary function is storage and dissemination of learner support services, management of various student records, dissemination of time-tables notices and circulars etc.

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H **Library:**

- Library Management System is used to integrate and facilitate services, activities and information.
- The ILMS is clubbed with In/Out system for seamless delivery.
- Training programs are carried out for concerned faculty and postgraduate students to familiarize them with various tools and applications installed in the library.

H **Teaching/ Learning:**

- State of the art technological advancements form an important part of the teaching learning experience at Malwanchal University.
- LCD projectors, sound systems and computing devices are integrated in all lecture halls and classrooms.
- Interactive classroom tools like smart boards are installed for a more interactive teaching / learning experience.

- E-GOVERNANCE INEXAMINATION

4 Examination Management System:

With this automation following activities of the examination section are carried out.

1. Communication to the students individually by examination section regarding
   a. Time Table of examination.
   b. Seat number of the examination.
   c. Availability of Admit Card/Hall Tickets
   d. Link for online examinations.
   e. Declaration of date of Result.

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    f.   Individual result of examination.

H Library:

2. Data of all the students programme wise/course wise, applied for the examinations is stored.

3. Data of Hall tickets of all the students with seat number course wise is stored.

4. Data of result of all the students with seat number course wise is stored.

S. There is a provision in the software to retrieve all above data of any programme, any subject, any examination, any year along with seat number and PR number of the candidate.

6. University examinations of all programmes/courses run by the university.

    a.   Online Registration for the examination

    b.   Online issue of admit card

    c.   Online downloading of examination schedule

    d.   Link for online examination

    e.   Online result is available.

    f.   Online mark sheet can be downloaded.

7. Examination grievances

    a.   Online submission of grievances

    b.   Online reply to the grievances

8. Examiners Database

    a.   Eligible faculty can apply online for inclusion of name in panel of internal examiners

    b.   Eligible faculty can apply online for inclusion of name in panel of external examiners

    c.   Appointment order can be generated for internal examiner programmes wise subject wise on rotation basis.

    d.   Appointment order can be generated for external examiner programmes wise subject wise on rotation basis.

    e.   Examiners are kept wait listed automatically if appointed examiner conveys inability to conduct the examination.

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Website updation:

» A dedicated webmaster is engaged with development and upkeep of the University website.

➢ The webmaster is also entrusted with the responsibility for periodic updation and safety and security of the website from any internal and external attacks.