

E-GOVERNANCE REPORT 2021-2022

Manav Rachna University has embraced e-governance to bring transparency and better services accessible to its stakeholders and enhance the overall learning experience for its students. Manav Rachna University has implemented an Education Management System like iCloud EMS to digitize its administrative processes. By using web- and mobile-based applications, the university has been able to streamline administrative tasks and make them more efficient, saving time and efforts for both staff and students.

1. e-Governance initiatives adopted during 2021-2022

- Course scheme mapping on ERP as per Course Assessment Plan
- Publishing and processing of results
- Course wise result processing
- Grade cards generation
- Admit cards with detention
- Seating plans for conduct of examination
- Invigilation duties and attendance sheets for the conduct of examination
- Conduct of Open House

MRU is taking a proactive approach to implementing e-Governance and providing training and development opportunities for its staff. This can go a long way in ensuring the successful adoption and integration of technology into the institution's processes and operations, i.e. from administrative staff who are responsible for managing the digital systems, to the teaching staff who are using them in the classrooms. In the academic year 2021-22, MRU has organised training sessions/workshops for both teaching and non-teaching staff to support the implementation of e-Governance. Apart from this, various workshops on software are organised for the faculty members depending on their specific areas of expertise/training need analysis to provide professional development opportunities and improve their skills and knowledge and the needs of the institution.

The following training sessions have been conducted for the teaching and non-teaching staff:

- Education Management Systems (EMS) - Platforms like iCloud EMS to enhance the learning experience of the students
- Examination module - Hands on training session on examination module like creation of exam scheme, publishing and processing of results, grade cards and admit cards generation
- Library management System (LMS) - Training on LMS LIBSYS for the Library Staff
- Software - The FDPS/STCs on software like Autodesk Fusion 360, Sim Solid Software, Machine Learning Using Python are organised on a regular basis
- Outcome Based Education (OBE) - Modules for CO-PO attainment



Current status of e-Governance implementation at MRU is as follows:

E- Governance Areas	Modules	Implemented Through Platform
Administration	<ol style="list-style-type: none"> 1. Biometric attendance marking, monitoring & leave management 2. Circulars 3. Grievance 4. Student Satisfaction Survey 5. Hostel & transport allotment 6. Human resource & recruitment 7. Staff achievement module 8. Institutional email-ids for all administrative officers, teaching & non-teaching members 9. Office meetings 10. e-ticket Raising 	<ol style="list-style-type: none"> 1. Starlink 2. iCloud EMS 3. iCloud EMS 4. iCloud EMS 5. iCloud EMS 6. iCloud EMS 7. iCloud EMS 8. Microsoft Office 365 9. MS Teams, Zoom, Google Meet 10. In built software
Finance & Accounts	<ol style="list-style-type: none"> 1. Salary & Budget 2. Fee Module 	<ol style="list-style-type: none"> 1. Tally 2. iCloud EMS
Student Admissions & Support	<ol style="list-style-type: none"> 1. Student admission 2. Student temporary I-card 3. Student profile 4. Academic performance and records 5. Hostel & transport allocation and I-card generation 6. Book Issuing & return 7. Library user account record 8. Institutional email Ids at the time of admission and Wi-Fi access IDs 9. Plagiarism checking of reports 10. Mentor-mentee meetings and grievance redressal 11. Student placement 12. Bulk emailing facility 	<ol style="list-style-type: none"> 1. iCloud EMS 2. iCloud EMS 3. iCloud EMS 4. iCloud EMS 5. iCloud EMS 6. LIBSYS 7. LIBSYS 8. Microsoft Office 365 9. Urkund 10. MS teams, Google Meet 11. Superset 12. Institutional email
Examinations	<ol style="list-style-type: none"> 1. Conduct of online examinations 2. Generation of Internal Assessment report 3. Online uploading and showcasing of examination answer books 4. Final result and grading 5. Conduct of open house 6. Registration for supplementary examination 7. Import of marks in excel with course outcomes and Blooms Taxonomy mapping 8. CO-PO/PSO attainment reports 9. Uploading of degrees & transcripts 	<ol style="list-style-type: none"> 1. MS Teams, Google Meet, iCloud EMS 2. iCloud EMS 3. iCloud EMS 4. iCloud EMS 5. iCloud EMS 6. iCloud EMS 7. iCloud EMS 8. iCloud EMS 9. National Academic Depository (NAD)



Academics	<ol style="list-style-type: none"> 1. Feedback module 2. Course allocation, time table and lesson plan 3. Attendance module 4. Assignment uploading & marking 5. Academic content uploading 6. Continuous internal assessment through rubrics 7. Course outcome - Program outcome mapping 8. Mapping questions with course outcomes, question wise uploading of internal and end term examination marks 9. Conduct of workshops/ Trainings/Sessions /Online classes/Exams 10. Conduct of practicals classes of Engineering & Sciences courses, simulated teachings for education students 	<ol style="list-style-type: none"> 1. iCloud EMS 2. iCloud EMS 3. iCloud EMS 4. iCloud EMS 5. iCloud EMS 6. iCloud EMS 7. iCloud EMS 8. iCloud EMS 9. MS Teams, Google Meet, Zoom 10. Virtual Labs of IIT Delhi, Zoom, MS Teams, Google Meet
-----------	---	--

Current status of e-Governance implementation:

Following modules have been implemented through iCloud EMS

1. **Administration** - E-governance plays a vital role in the administration system of MRU in the following ways:

- **Faculty management** - E-governance is used for faculty management including managing faculty records, maintaining leave records (Leave Management System), and monitoring their attendance (Biometric attendance marking). Staff have access to their daily attendance; and application, status, balance and head-by-head total credits for leaves.
- **Recruitment form and HR module** - Interested applicants can apply by completing an online recruitment form; the information gathered may be used to shortlist candidates, schedule interviews, and contact them by email or text message.
- **Library Management System - Koha software** is used to automate operations such as cataloging, circulation, acquisitions, and serials control. Digital library provides access to digital resources such as e-books, e-journals, and other digital content. They allow users to access library resources remotely. E-governance in library management has improved library services, and increased user satisfaction.
- **Circular module:** The important circulars may be uploaded on the Circular Module for the students and staff.
- **Grievance module:** Depending on the type of complaint, students and staff can submit their grievances on the portal available on website/ERP. The issue is automatically assigned by the system to the competent authority.
- **Hostel and transport module:** Allocation of hostel and transport according to facilities and route/destination opted by the student and hostel and transport ID cards can be generated from the system.
- **Staff achievement module:** Faculty update their personal, academic and research data in their profile section.
- **Recruitment form and HR module:** Institutional email ids are generated for all the administrative officers, teaching and non-teaching staff.

2. **Finance and accounts module**

- All financial books are maintained on Tally



- Students can check and pay the fee through credit card or net banking and Paytm and Create or print a fee challan; and view and print the fee receipts for the fee paid.

3. Student admission and support module

- **Student admission**
 - There is an online admission application form.
 - Merit list is prepared from the all the applicants' data.
 - Once the student's eligibility has been confirmed, there are a few steps to confirm their admission, including data/document uploading and verification, temporary batch assignment, payment of fees, final seat allotment, automatic generation of temporary roll number and CLAN, generation of admission letter and ID card, and allocation of hostel/transportation facility on ERP.
 - After a student is successfully admitted, the system generates his or her EMS Login and MS Team ID and passwords, which may then be used to view academic performance and carry out other tasks. Fortinet ID for WiFi access are provided to the students.
 - Hostel and transport facilities are allotted to the students on need basis and their respective IDs are generated through ERP.
- **Academic performance and placement**
 - Academic records for each student are maintained by the respective faculty mentor which may be accessible to the HODs and the Examination office for generation of final grading and result.
- **Mentor-mentee and grievance redressal** is mediated through ERP to resolve the academic, and personal issues and provide guidance.
- **Placements:** are channelised through Superset portal to manage and extract student data & resumes, send company invitations log and track corporate outreach progress, manage campus placement and track live job.

4. Examination module: The implementation of examination module has digitised the entire examination process from scheduling to evaluation and enhanced the efficiency and accuracy.

- **Question papers (subjective/objective):** Question papers are 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 outcomes.
- **Conduct of online proctored examination:** Proctored examinations are conducted via online platforms like MS Teams, Google Meet for both objective and subjective type questions. Online examination eliminates the need for paper-based exams and enables faster evaluation of results. Registration for supplementary examination is done through ERP as per the notification received from the Examination cell.
- **Report and result generation:** Internal assessment marks for theory and lab courses are entered by course faculty on iCloud EMS as per the course assessment plan. The reports for the same can be fetched for final result compilation. Students can view marks scored by them in every parameter, thus increasing transparency of their academic performance. Attendance status and assignment marks are automatically picked from the respective module and get converted to maximum marks of the parameter. Final result and grading is done as the marks obtained by the student.
- Uploading of degrees & transcripts is done on National Academic Repository.
- **Conduct of open house**
- **CO-PO attainment:** Import of marks in excel with course outcomes and Blooms Taxonomy mapping and helps in the analysis of CO-PO/PSO attainment reports.

