

Heartian
E-GOVERNANCE POLICY
2016



SACRED HEART COLLEGE
(AUTONOMOUS) THEVARA
KOCHI - 682 013

Sacred Heart College

(Autonomous)

Thevara, Kochi, Ernakulam,

Kerala 682 013



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1. About E-Governance Policy

Sacred Heart College, Thevara, has introduced the e-governance to enhance good governance through transparency, participation and accountability from the stakeholders. The Enterprise Resource Planning of the Sacred Heart College, Thevara, provides various privileges to its stakeholders. Two major fields under e-governance are e-administration and e-services. E-administration uses the ICT for information process and decision making by the administrators. E-services provides various service facilities.

2. Goals

- a. Improve internal process of governance
- b. Provide better information and service delivery to stakeholders
- c. Increase transparency of the college
- d. Reinforce accountability and credibility in stake holders
- e. Promote stakeholder participation through a decentralized approach.

3. Users and Privileges

The Sacred Heart e-Administration Resource Programme (SHARP) provides various privileges to its stakeholders. The Principal, Controller of Examinations, Assistant Controller of Examinations, Academic Department Heads/Deans, Programme / Semester/Time Table Manager, HR-Administrator, Faculty, Non-teaching staff, Student, Parents. Each of the stakeholder has got access to various relevant data and functions to be performed at their level through ERP. Each of the stakeholder will have a unique username and password through which they need to log in the ERP.

3.1. The Principal

The college Principal has got access to details of students, their attendance percentage, internal and external marks, time table for each semester, academic workload of each faculty member, feedbacks from the student, fee payment details of student, individual profile of the students and faculty members, examination schedule, mark entry status, student admission status. Principal can also access the list of failed/passed students of each programme through SHARP.

3.2. Controller of Examinations

The controller of examination has got access to examination related functions of entire academic programmes of the college. The CoE can access the examination schedule, student attendance status, exam application status, condonation status of students, access to mark entry done by faculty members (internal score), semester examination result, eligibility list of students from each programmes for applying examination, status of examination fee paid, generation of hall ticket and preparation of semester mark list.

3.3. Assistant Controller of Examinations

In each academic department there will be an Assistant Controller of Examination (ACE), who will be facilitating the examination formalities in their department concerned. ACE has got access to various privileges in ERP. ACE can schedule the examinations, he can open and lock the mark entry portal for faculty members to upload the marks of the students. ACE can also create various evaluative components for the courses in the ERP.

3.4. Programme/Semester/Time Table Manager

The programme/semester/time table manager has got limited access to creating various academic programmes in the ERP, structuring the academic programme in ERP, managing the semester in ERP, exporting students from one semester to the other semester, creating time table for various batches and making necessary adjustments in the time table on

request from the department. If one faculty member is on leave, then the time table manager has the responsibility to swap those faculty's session to the other faculty based on the communication from the department concerned. He has to support the Head/Dean of various academic departments in managing the ERP in their departments.

HR-Administrator

HR-Administrator has the duty to creating individual accounts to newly appointed Faculty members, staff, students in the ERP – Fedena. HR-Administrator will assign privileges to various stakeholders in SHARP.

Faculty

Faculty members will have access to student attendance of respective batches in which they are engaging sessions. They will have access to mark entry portal, time table, attendance status of individual students, number of sessions engaged for each batches. Faculty members can notify the students regarding their attendance status, assignment status and other relevant matters using SHARP.

Non-Teaching Staff

The non-teaching staff, who are working in various administrative and other departments will have access to various privileges in ERP-Fedena. The personnel who are in charge of student affairs will have access to student profile, fee payment details, and attendance reports. The staff who are in charge of faculty affairs will have access to details of courses handled by each faculty, faculty profile and faculty academic work load. They can also notify the students regarding their attendance status through SHARP.

Student

The students of Sacred Heart College has extensive use of SHARP. The complete life cycle of the student is managed in SHARP. Right from the application to different programmes to admission list, fee payment, time table, attendance, internal marks, semester

examination result, application for examination, examination schedule, academic time table and other relevant academic matters from this ERP.

Parents

Parents will be continually notified of the activities in the campus and all the details regarding their ward.

Other Electronic Activities

E-mail & SMS

SHARP will also generate E-mails and SMS to students and parents regarding matters which are relevant to them. These E-mails and SMS are generated on special commands provided.

Following are the e-governance activities carried out through SHARP.

1. Admission

In the Admission level, SHARP provides platform for online application, Help desk for applicants, Rank list generation, admission process, Profile creation, and ID Card Printing.

2. Student Portal

Here a prospective student can perform Fee payment, Duplicate ID card request, Class Time table, Attendance checking, application for Co-curricular leave, check Internal Marks, Examination registration, Hall ticket printing, view Exam results, apply for Revaluation/Improvement application, view Semester marks card, submit Grievance form, fill Faculty feedback system/ suggestion and do Open course selection.

3. Faculty

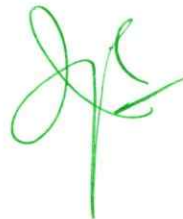
Faculty can create Teachers Profile, Teacher timetable, view Subject allocation, Students list, Incident reporting, Students attendance marking, Internal mark entry, upload Teacher's request to principal, TC Approval.

4. Examination cell

This includes Question bank, Question paper printing, Examination Rule setting, Curriculum setting, Examination creation, Pseudo code generation, Exam class allocation, Exam mark entry, Result publication, Tabulation Report printing, Grace mark allocation, Marks card printing, Revaluation/ Improvement exam creation, and Duty certificate issuing.

5. Administrative

This area includes Fee payment setting, Students enrolment, Students promotion, and Issuing of TC and Conduct certificate.

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