Overview

This e-governance policy aims to transform our college into a technologically advanced and efficient institution, enhancing administrative processes, improving transparency, and providing better services to students, faculty, and staff.

The Vidyalankar Management Information System (vMIS) serves as a College ERP System and has been developed by the College IT Team. Additionally, it operates on the college server, and its maintenance and updates cost is covered in infrastructure maintenance expenses.

Our VMIS simplifies and automates Institute administration process. The VMIS is accurate and reliable and can be conveniently accessed from Institute intranet as well as from the public internet. It is fully browser-based which also includes virtual campus which can be linked with Institute portal and contains powerful online access to bring parents, teachers and students on a common interactive platform. Yet another advantage of the VMIS system is that it runs on minimal hardware and easily fits in the budget of Institutes. In VMIS users have role-based access rights which tightly models existing Institute hierarchy. Institute VMIS is totally customizable according to the needs of Institute.

Objective:

- To promote transparency in Institute operations.
- To ensure availability of real time up to date information.
- To provide better management of Institute academic process & administration.
- To provide instant access to required information and activities of the Institute.
- To implement centralized system which makes reporting possible at one place.
- To ensure Easy access through a web browser having an Internet connection.
- To enable online Registration, easy follow up and Admission.
- To provide Efficient computing centralized storage, high memory, and fast process.
- To foster Integration of Academic Calendar, Notices, and other activities.
- To provide High level security at application-level , user level and program level.
- To improve accessibility and reduce paperwork.

Scope:

The scope of this policy extends to the following areas:

- Website
- General Administration
- Student Admission
- Examination
- Finance and Accounts
- Library
- ICT Infrastructure

Website:

The website will act as an information centre which will reflect about the college, all its activities, important notices, courses offered, etc. For this purpose, a Website committee constituting faculty members of the college to be formed. The Committee will look after the process of updating, maintaining and working of the website on a regular basis. The Committee will also look for other changes that are required on the website. The College strives to showcase its vibrant self and activeness through its website. All the important notifications have to go live on the website as and when they are released.

Administration:

- **Student Details**: Maintaining and updating information about students, including personal details, academic records, contact information, etc.
- **Bonafide Certificate**: Issuing a certificate to verify that a student is a bonafide member of the institution.
- **Apply for No Dues**: Students apply for a "no dues" certificate when they have cleared all their outstanding fees and obligations to the institution.
- **Update Admission Category**: Admin can change the admission category, typically for specific circumstances or eligibility criteria.
- **Leaving Certificate**: Issuing a certificate to students who have completed their studies and are leaving the institution.
- **Modify Division**: Admin can change in the division/class allocation for a student.
- **Issue Railway Concession**: Providing concession passes for students who travel by railways.
- **ID Card**: Issuing identification cards to students for easy recognition and access to campus facilities.
- **I-Card Lost**: Reporting the loss of an ID card to the administrative office.
- **Duplicate I card Printing**: Requesting a replacement for a lost or damaged ID card.
- **Entry Pass**: Issuing passes for specific events, seminars, or restricted areas on the campus.
- **Guest Register**: Keeping a register to record details of visitors or guests entering the campus.
- **Vehicle Parking**: Managing and allocating parking spaces for students' vehicles on campus.
- **Parking Sticker**: Issuing stickers to identify authorized vehicles allowed to park on campus.
- **Security Remarks**: Noting down security-related observations or incidents.
- **Block Parking**: Temporarily restricting parking in certain areas due to events or maintenance.
- **Overnight Parking**: Allowing vehicles to park overnight in designated areas.
- **Gymkhana Login**: Providing access to the gymkhana (sports and recreational facilities) using a login system.
- **Block/Unblock Gym**: Temporarily blocking or unblocking access to the gymkhana for maintenance or other reasons.

Student Admission and Support:

The college's brochure with admission guidelines is available on the website. To handle admissions efficiently, the college has adopted an VMIS system. This system serves as a centralized portal for managing the entire admission process, including course applications, course allocations, fee submissions, and withdrawals. VMIS account is created for each newly admitted student. The college uses the portal to process admissions for all its programs, and all subsequent information related to students' admissions is recorded in their respective accounts. The VMIS system streamlines the admission process, reducing manual work and enhancing transparency and accuracy. It also allows college authorities to access real-time data and make well-informed decisions to provide a seamless admission experience for students.

Examination:

- **Announce Exam:** Informing students and relevant stakeholders about the upcoming examination schedule, including date, time, and other details.
- **Apply for Enrolment:** Allowing students to apply for enrollment in specific courses or programs.
- **Approval by Department:** Seeking departmental approval for student enrollments or other related matters.
- **Generate Exam Number:** Assigning unique identification numbers to students for examination purposes.
- **Hall Ticket:** Issuing hall tickets or admit cards to students, which serve as entry passes for exams.
- **Enter Marks:** Recording the marks obtained by students in various exams and assessments.
- **Marks Entry Student Wise:** Entering and updating individual student's marks in the system.
- **Validate Marks:** Checking and verifying the accuracy of entered marks to ensure there are no errors.
- **Result Processing:** Processing and calculating overall results based on the marks obtained by students.
- **Publish/Unpublished Result:** Making the exam results available to students and publishing them officially.
- **Map Student-Syllabus:** Associating students with their respective syllabuses or curriculum.
- **Student Manual Promotion:** Handling the process of promoting students to the next academic year or semester based on their performance.
- **Passed Out Students:** Managing records and information of students who have successfully completed their studies and graduated.

- **Transcript**: Issuing official academic transcripts that detail a student's academic performance and courses taken.
- **Exam Remuneration**: Managing payment or compensation for examiners and invigilators involved in the examination process.
- **Lock/Unlock**: Restricting or granting access to certain features or data based on specific permissions or requirements.
- **Reports**: Generating and producing various reports related to exams, results, and student performance.

Finance and Accounts

- **Configure Fees:** Setting up the structure and amounts for various fees charged by the organization, such as tuition fees, application fees, exam fees, etc.
- **Petty Cash:** Managing and handling small amounts of cash kept on hand for minor expenses and emergencies.
- **Receipts:** Issuing official documentation confirming the receipt of payments from individuals or entities.
- **Cheque Bounce:** Dealing with cases where a cheque issued by someone to the organization is returned unpaid by the bank.
- **Yearly Budget:** Preparing the annual budget that outlines projected income, expenses, and allocations for different purposes.
- **Vendor Payment:** Processing payments to vendors or suppliers for goods and services provided to the organization.
- **Modify Arrears:** Handling adjustments or modifications to outstanding payments or debts.
- **Staff Salary Processing:** Calculating and processing salaries for staff members, including deductions and allowances.
- **Reconciliation:** Ensuring that financial records and statements match and are in sync with bank statements and other financial documents.
- **SW Fee Adjustment:** Adjusting or handling changes in student welfare fees or other similar fees.
- **Reports:** Generating financial reports that provide insights into the organization's financial performance, expenses, revenues, and other financial aspects.

Library:

- **Issue Purchase Order:** This involves creating and issuing a purchase order to acquire new books, journals, or other library materials. The purchase order outlines the details of the items to be purchased, including the quantity, cost, and supplier information.
- **Add/Edit Books:** Library staff regularly update the library catalog by adding new books to the collection and editing existing book records as needed. This includes entering essential information such as title, author, ISBN, publication date, and subject classification.
- **Issue/Receive Book:** The process of loaning books to library patrons and managing the return of borrowed books is essential for effective library circulation. When a student or faculty member checks out a book, it is "issued" to them, and when they return it, it is "received" back into the library inventory.
- **Fine Concession:** Library users may incur fines for returning books late or violating library rules. However, in some cases, the library may offer concessions or waivers for fines due to valid reasons like genuine delays or extenuating circumstances.

ICT Infrastructure

- The College to ensure that it has adequate number of desktops and laptops for students and staff.
- Computers and printers to be made available in the administrative block.
- Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories.
- The infrastructure to be complemented by Risograph, computer networking devices, wi-fi enabled campus, scanners, and interactive teaching board/smart board etc.

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