



Ready for
Every Good Work

SACRED HEART COLLEGE (AUTONOMOUS)

Tirupattur – 635 601, Tamil Nadu, S.India

Resi : (04179) 220103

College : (04179) 220553

Fax : (04179) 226423

A Don Bosco Institution of Higher Education, Founded in 1951 * Affiliated to Thiruvalluvar University, Vellore * Autonomous since 1987

Accredited by NAAC (4th Cycle – under RAF) with CGPA of 3.31 / 4 at 'A+' Grade

6.2.2.29. E-Governance



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- **E-Governance**

Electronic Governance (e-governance) refers to the utilization of Information and Communication Technology (ICT) to deliver and exchange information, facilitate communication transactions, and integrate various stand-alone systems and services.

These services are accessible to three primary target groups: Management, Staff, and Students. They aim to provide information conveniently, efficiently, and transparently through several avenues, including web-based service delivery, fostering digital democracy, and establishing secure and collaborative interactions.

Areas of e-governance	Name of the Vendor with Contact Details	Year of Implementation
Planning and Development	Sacred Heart College (Autonomous), Tirupattur	2015
Administration	Sacred Heart College (Autonomous), Tirupattur	2015
Finance and Accounts (ERP Package - AcEME)	BIITS, Yelagiri Hills, Tirupattur	2013
Student Admission and Support	Sacred Heart College (Autonomous), Tirupattur	2015 2023*
Examination	Sacred Heart College (Autonomous), Tirupattur	2015 2023*
Staff Portal	Sacred Heart College (Autonomous), Tirupattur	2015 2023*
Mobile App	Sacred Heart College (Autonomous), Tirupattur	2023
Inventory	Sacred Heart College (Autonomous), Tirupattur	2020 2023*
Fees	Sacred Heart College (Autonomous), Tirupattur	2015 2023*

Planning and Development

The module primarily emphasizes the utilization of the College Handbook, available in both text and mobile app versions, alongside the EPP accessible through the college website.

ADMINISTRATION

All college office activities are digitalized. Reports are maintained digitally, and the administrative staffs receive these reports within their respective login. The following modules are available for administrative purposes.

- **Home**
- **Student Profile**
- **Settings**
 - Transfer Certificate
 - Add TC Subject
 - Add Student Conduct
 - Bulk Student Conduct
 - View Student Conduct
 - Individual Student TC Setting
 - Course-wise TC Setting
 - Individual TC Scholarship
 - Print TC
 - Print Corrected TC
 - University Certificate
- **Reports**
 - Recognition – UG
 - Recognition – PG/M.Phil.
 - University Returns – I
 - University Returns – II
 - Certificate Verification
 - Admission Register
 - Student Strength
 - Student Strength (Shift-wise)
 - Caste-wise Strength
 - Caste-wise Strength New
 - Caste-wise Strength Year-wise

- Name List
- Scholarship Name List
- Customize Report
- Customize Report (Shift-wise)
- Filter Report
- Admission M.Phil. Report
- Student Leave Details
- Student Leave Downloads
- UMIS/University Management Information System
- Retreat Name List
- Orphan/Semi-orphan Name List"

STUDENT AND SUPPORT

The module provides an array of functionalities catering to student needs and administrative processes. These include:

STUDENT LOGIN:

- **Attendance:** Allows students to view their attendance records for various classes or sessions.
- **CA Marks (Continuous Assessment):** Provides access to continuous assessment marks, offering students insights into their on-going performance in assignments, quizzes, or projects.
- **Feedback:** Enables students to provide feedback on courses, teaching methods, or other aspects of their educational experience.
- **Leave Management:** Facilitates the application for leaves and allows students to track their leave requests and approvals.
- **Exit Interview:** Offers a platform for conducting and recording exit interviews for departing students, gathering valuable feedback and insights for institutional improvements.
- **Examination Fee Application & Payments:**
Allows students to apply for examinations and make necessary fee payments through a streamlined digital process, enhancing convenience and efficiency.
- **Generation of Hall Tickets:**
Provides students with the ability to generate hall tickets for various examinations, ensuring easy access to exam details and schedules.

- **Monitoring Academic Progress:**

Offers a comprehensive view of students' academic progress, including their performance in assessments, grades, and overall progress towards program completion.

- **Semester Examination Results:**

Provides access to semester examination results promptly after their release, enabling students to review their performance and grades for each subject or course.

STAFF PORTAL

The module is designed to address the diverse needs of faculty members, offering a range of features and tools tailored to enhance their professional profile and streamline administrative tasks. These include:

1. Profile Management:

Creating and Maintaining Profile: Enables faculty members to create and manage their professional profiles within the system.

Updating Details: Facilitates updates on corporate life, international exposure, memberships, fellowships, and other relevant details.

Professional Development: Allows faculty to showcase their professional growth, including certifications, workshops attended, and additional qualifications.

2. Planning and Reporting:

Annual Plan: Allows faculty to outline their annual plans, goals, and objectives.

Teaching Plan: Offers a platform to design and manage teaching plans, including curriculum, schedules, and resources.

Research Plan: Provides a structured framework to develop and track on-going research plans and objectives.

3. Administrative Tasks:

Leave Management: Provides a mechanism for applying for and managing leaves, ensuring efficient management of faculty absences.

Research Work: Enables faculty to document and track their on-going research activities.

Publications: Facilitates the documentation and publication details of academic works and research papers.

Research Projects: Allows faculty to manage and update details regarding on-going and completed research projects.

Awards and Achievements: Provides a space for faculty to record and update their awards, honours, and achievements.

Professional Memberships: Allows faculty to list and manage memberships in professional organizations and associations.

4. Attendance and Evaluation:

Day-to-Day Attendance: Allows faculty members to input daily attendance records for classes or other activities. The following key features are

- Attendance Entry
- Delete Entry
- Other Entry
 - Substitute entry
 - Project entry
 - Special day entry
 - Remedial course entry
- DB Skill certificate course
- Reports
 - Course wise Attendance
 - Attendance entry status
 - Substitute entry status
 - Special day entry status
 - Name list

Examination: Provides a platform for managing continuous assessment marks for student evaluations and view the semester result. The following component comes under in examination module in staff portal are

- CA component setting
- CA mark entry
- Semester examination result

- Skill certificate Course
 - Course
 - Course Content upload
 - Student Allotment
 - Faculty allotment
 - Change student course
 - Skill course status
 - Skill course report
 - Student not registered report

Performance Review: Enables faculty to track and review their performance metrics, including student feedback and academic results.

STAFF ADMIN PORTAL

The staff admin portal is dedicated to administrative functions and controls related to managing the staff portal itself. It provides tools and functionalities for managing user accounts, access permissions, content management, security configurations, and overall maintenance of the staff portal. The portal encompasses several key features:

- Staff List
- Report Leave
- Aided Staff Leave Register (I & II)
- Staff Return Report
- Leave Allotment
- Apply Leave
- Leave Details
- Shape Allotment
- Department Report
- Staff Profile
- Association Allotment
- Association In charge
- Migrate Staff Profile
- Downloads Journal

Teaching Plan

- Course Coverage Import
- Teaching Plan Upload
- Report
- Previous Report
- Teaching Plan Not Update Status
- Delete Assessment
- Assessment Report
- Student Feedback Average Report
- Staff Assessment Average Report
- Result Analysis Report
- Student Photo Upload
- Staff Photo Upload

Admission Module

The admission module is designed to facilitate a seamless and efficient application process for candidates applying to any course offered by the college. It encompasses various functionalities to streamline the admission process:

Online Application Submission:

Enables candidates to submit their applications online for courses offered by the college, providing a user-friendly interface for application completion.

Automated Application Verification:

Assists in the verification process of submitted applications, automating initial checks against eligibility criteria and ensuring adherence to guidelines.

Application Filtering and Shortlisting:

Automatically filters and shortlists applications based on predefined eligibility criteria, streamlining the initial selection process.

Augmented Selection Process:

Enhances the selection process by utilizing automated tools and criteria to aid in the comprehensive assessment of applications, aligning with admission guidelines and criteria set by the college.

Online Fee Payment and Receipt:

Allows selected students to make their fee payments securely through online payment gateways, providing instant payment receipts for confirmation.

Certificate Upload:

Provides a feature for selected students to upload necessary certificates or documents directly within their application portal, facilitating a complete application submission.

Admit Card (Temporary ID card) Generation:

Generates an admit card or temporary ID card for selected students, serving as a document of provisional identification until official ID cards are issued.

INVENTORY

This refers to the thorough record-keeping and documentation process for the laboratory facilities within a department, encompassing various critical elements:

Account Details: Includes financial records, budget allocation, and expenditures related to laboratory operations, ensuring transparency and accountability in financial management.

Inventory Types: Specifies different categories or classifications of inventory maintained within the laboratory, including lab equipment, chemicals, consumables, samples, and other materials utilized in experiments or research activities.

Inventory Descriptions: Provides comprehensive and detailed descriptions of each inventory item or category, encompassing item names, quantities, specifications, and any additional relevant details pertaining to individual inventory items.

Company Details: Records information about companies or vendors from which the laboratory procures its inventory. This includes vendor names, contact information, contracts, agreements, and any specific details relevant to the procurement process.

Signature Inclusion: Indicates the necessity of signatures on relevant documents or registers within the laboratory. These signatures may serve purposes such as authorization, validation, or authentication of records.

Registry Entries:

Accession Register: Maintains a log of items entering the laboratory, recording details such as date of acquisition, source, purpose, and responsible individuals involved in acquisition.

Issue Register: Documents for the distribution or utilization of inventory items from the laboratory, providing details on recipients, quantities, dates, and purposes for which items were disbursed.

Stock Register: Keeps track of the current inventory levels, offering an overview of available inventory items at any given time, aiding in inventory management and planning.

Breakage Register: Records instances of damaged or unusable inventory items, documenting the reasons for breakage, disposal methods, and responsible for the parties involved in handling the damaged items.

Maintaining accurate and detailed laboratory records through the inclusion of these aspects ensures effective inventory management, regulatory compliance, financial transparency, and informed decision-making within the department's laboratory operations.

Mobile application for college (app):

The mobile application for Sacred Heart College includes several features:

Latecomer Scanner: This feature allows users to scan barcodes from the ID cards to record late arrivals.

Attendance Tracker: The app facilitates the recording and management of attendance for students and staff.

Daily Notices: A section that displays daily updates or notices relevant to the college community.

Staff Information from Various Departments: Provides access to information about staff members across different departments within the college.

Calendar: Displays the college's schedule of events, classes, holidays, and important dates.

Parking Usage Scanner: Enables users to scan barcodes from student ID cards to monitor parking usage.

Bus Services for Students: Offers information about available bus services for students, including schedules and routes.

Staff Portal: A dedicated section providing access to staff-related resources, tools, and information."

EXAMINATIONS (COE):

All Examinations activities are digitized. Reports are maintained digitally, and the staffs of COE receive these reports within their respective logins. The following modules are available for Examinations purposes

Home: The main dashboard or landing page providing an overview of the examination system.

Settings: This module allows for configurations and settings related to the examination system, providing options for customization and adjustments. This includes

- CA Setting
- Enable/Disable CA
- Course Teacher allotment
- CA mark entry
- Upload sport students
- Status report
- M.Phil. status report
- Update attendance
- Update long absent attendance
- Non-Major
 - NM creation
 - NM subject allotment
 - NM course status
 - NM student Allotment
 - NM not submitting report

Administration: Handles administrative tasks within the examination such as

- Examination creation
- Examination batches
- Subject type
- Common fees
- Master subject
- Batch subject
- Result processing
- Revaluation result processing

Examination

This module is the core section for conducting examinations, managing exam schedules, venues, and logistics. The following features are included in the Examination module.

- Application confirmation
- Amount confirmation
- Arrear student confirmation
- Application modification
- Timetable
- Arrear extension student
- Regular student arrear subject
- Application status
- M.Phil. Application Status
- Course fee Structure
- Exam registration by pass
- Clear withheld
- Semester Evaluation
 - Add Evaluation staff
 - Evaluation allotment
 - Semester Evaluation status
 - Export semester Marks
 - View answer script
 - Export Revaluation application

Bulk Upload

Allows for the bulk uploading of data or information related to examinations, streamlining processes and saving time. This includes

- Arrear Extension student
- Regular student Arrear subject
- Timetable
- Result
- Seating allotment

Question Paper Setter

Dedicated section for creating, editing, or managing exam question papers by authorized personnel, which includes

- Registered status
- Export registered users
- View staff profile

Reports

Provides access to various reports generated from examination data, facilitating analysis, monitoring, and decision-making. The following reports are included in the module.

- CA report-all the batch
- CA report- Batch wise
- CA report-Semester wise
- CA report - course wise
- CA M.Phil. reports
- Regular student application
- Arrear student application
- Regular student contact
- Regular student not submitted contact
- Arrear student contact
- Regular fee collection
- Arrear fee collection

ATTENDANCE

An attendance admin portal is a digital platform or system designed to manage and monitor attendance records for an organization, institution, or any group of individuals. This portal typically provides administrators, managers, or designated personnel with the tools to oversee, track, and analyse attendance data efficiently. Here are some common features and functionalities that an attendance admin portal might include:

- **Home**
- **Setting**
 - Add Academic year
 - Add batch
 - Add academic year batch
 - Attendance semester
 - Attendance setting
 - Admission batch
 - Combine subject
 - Re-joined student
 - Exit interview setting
 - Exit interview batch
 - Staff leave setting
 - Staff leave allotment import
 - Calendar
 - Calendar bulk update
 - Course
 - Batch course
 - Student list
 - Staff list
 - Course allotment
 - Course teachers allotment
 - Student batch course allotment
 - Update course teacher
 - Course teacher not allotted list

- **Entry**

- Absentees
- Import absentees
- Substitute entry
- Delete absentees
- Attendance entry status
- Timetable
- Overall absentees
- Delete student leave
- Reset student password
- Add CA components
- Delete CA components
- Clear student socio economic
- Clear exam application
- Free attendance
- Free attendance import
- Free attendance import bulk
- Free attendance search
- Class wise free attendance
- Delete free attendance
- Long absentees
- Long absentees bulk
- Delete long absentees
- Delete long absentees bulk
- Latecomers
- Latecomers import
- Delete latecomers
- Process subject percentage
- Process practical subject percentage
- Release subject in hall tickets
- Process student feedback
- Process irregular attendance
- Clear attendance Entry
- Send SMS
- Update latecomers fine

- **Reports**

- Absentees
- Individual student absent list
- Free attendance
- Monthly report
- Overall monthly report
- Overall monthly report bulk
- University report
- Overall attendance report
- Subject wise report
- Staff wise report
- Subject wise attendance
- M.Phil. subject wise attendance
- Staff wise attendance
- Staff with subject attendance
- Student with subject attendance
- Student feedback status
- Student result status
- Student arrear status and profile
- Student CA mark view
- Irrespective to class and staff
- Continuous absentees
- Continuous absentees track
- Lack of attendance
- Lack of attendance subject wise
- Lack of attendance overall
- Attendance entry status
- Attendance not entered status
- Course name list
- Course wise absentees list
- Overall AC year Attendance report
- Overall AC year Attendance monthly report
- Overall AC year lack of Attendance
- Latecomers list
- Individual student latecomer list
- Calendar
- Hostel wise attendance report

FEES

The following features are included in the fee module, which serves as the core section for collecting fees and maintaining records.

- **Home**
- **Fee setting**
 - Set receipt no
 - Accounts
 - Heads
- **Fee structure**
 - Fee common structure
 - Fee structure
 - Import fee structure
 - Buffer fee
 - Buffer fee report
 - Admission fee structure
- **Fee collection**
 - Fee collection
 - Fee collection previous year
 - Bulk fee collection
 - Collection import
 - Collection import date wise
 - Fee option structure
 - Option fee collection
 - Fee concession head wise
 - Fee concession bulk
 - Fee concession list
 - Fee challan printing
 - Fee challan pre year
 - Fee challan bulk
 - Fee challan date wise
 - Fees collection details
 - Fee cancellation
 - Clear fee collection

- **Reports**

- Fee budget
- Daily fees collection
- DFC-general fee A/c
- DFC –Special fee A/c
- DFC-Student service A/c
- DFC-other fees
- Abstracts-general fee A/c
- Abstracts –Special fee A/c
- Abstracts - Student service A/c
- Abstracts -other fees
- Abstracts- overall A/c
- Fee due report
- Only due report
- Concession details
- Class wise fee statement
- Date wise fees statement
- Export fees structure for online
- Payment (student wise)
- Master register
- Student abstract
- Semester fees collection
- Class wise (head-based fees collection)

ERP (Enterprise Resource Planning) Documents

AcME ERP (Accounts Made Easy) is used to maintain all finance related transactions and documents.